



This quick guide to the development process in the City of San Carlos will help you understand how different projects are presented, reviewed and passed on for approval in our City. If you're interested in bringing your own development project to the right stakeholders or just want to know more about the process, this is a great place to start.

Who approves new development projects?

The Community Development Director (CD) handles zoning clearance, tree removals, sign permits, new business registrations and minor additions to single-family homes.

The Residential Design Review Committee (RDRC) takes care of all new homes and home additions greater than 3,000 sq. ft.

The Planning Commission (PC) is in charge of conditional use permits, variances, appeals of RDRC or CD decisions, and new mixed-use, multifamily, commercial and industrial buildings.

The City Council (CC) has a mandate including planned developments (development projects that incorporate design features that provide greater amenities than would likely result from conventionally planned development), annexations, appeals on PC decisions, General Plan amendments and zoning amendments.

When can I get involved in the process?

If you're a stakeholder — if you live close to the project site or are otherwise interested in its progress — you have several options for public comment, including:

- When the applicant conducts neighborhood outreach, either within 150 or 300 feet depending on the specific project.
- At the public hearing for each project.
- If the project is appealed, denied or continued.
- When the project goes through the Environmental Review process.

When do decision-makers hold their meetings?

RDRC: First or third Monday of each month at 5:30 p.m.

PC: First and third Mondays at 7 p.m.

CC: Second and fourth Mondays at 7 p.m.

All meetings are held at the
City Hall Council Chambers
600 Elm St., San Carlos, CA, 94070.

