

County of Santa Clara

Department of Planning and Development

"People Centered Services"

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DATE: October 22, 2025

TO: Applicants Roundtable

FROM: Jacqueline R. Onciano, Director
Department of Planning and Development

Initial
JRO

SUBJECT: New Planning Land Use Entitlement Submission Process

NOTICE OF NEW PLANNING LAND USE ENTITLEMENT SUBMISSION PROCESS

Effective October 27, 2025, the Department of Planning and Development (Department) will implement a new Planning land use entitlement submission process. This new submission process aims to:

1. Provide clarity in the County permit process and requirements for development.
2. Provide support and guidance to applicants during the land use entitlement (LUE)/application submission process.
3. Streamline the application review process.

How Does the New Process Impact You?

Changes to Planning Land Use Entitlement Submission Process

Planning LUE's/applications will no longer be accepted through Application Request (AR) on or after October 27, 2025. Instead, meeting with Department staff will be required prior to the submittal of an LUE/application. At the meeting, Department staff will discuss the required application materials for the proposed project, answer any questions, and review application materials. If all required application materials are available, staff will assist with the submittal of an application.

Planning application appointments will be available both online and in-person. An appointment may be scheduled online, over the phone, or requested via email. Virtual counter consultations remain available for **general** inquiries.

Changes to the Public Permit Portal

The Department will continue to accept Development Permit Applications (Building, Grading, or Drainage Permits) electronically. The submission period for Development Permit Applications is Monday – Thursday, 6:00 a.m. – 6:00 p.m., excluding County holidays. Please refer to the table below for more information.

List of Applications Available for Electronic Submission

Application Type	Submission Period	Used For
Development Permit Request	Monday – Thursday, 6:00 a.m. – 6:00 p.m., excluding County holidays	New Development Application (Building, Grading, or Drainage Permits)
Fire Permit	24 hours a day, 7 days a week (unchanged)	System Permits (sprinklers, fire alarm, etc.), Fire HazMat permit, Fire AMMR.
Minor Permit	24 hours a day, 7 days a week (unchanged)	Minor residential mechanical, electrical, plumbing and reroof permits. Only the listed project types are eligible for online permits.
PV – Roof Mount	24 hours a day, 7 days a week (unchanged)	Residential & Commercial roof mount photovoltaic applications.
Residential SolarApp+ Permit	24 hours a day, 7 days a week (unchanged)	Solar applications that require a plan check approval ID through the SolarApp+ website. This is for state licensed contractors only.
Survey Review	24 hours a day, 7 days a week (unchanged)	Annexations, Corner Records and Records of Survey.

To view County holiday schedule, visit <https://www.santaclaracounty.gov/county-holidays>