
MAJOR REVISION

MINOR REVISION

Revision for Project Case: _____



Planning & Building Department
10601 Magnolia Avenue
Santee, CA 92071
(619) 258-4100, Ext 167

OVERVIEW

The Santee Zoning Ordinance delineates requirements for processing changes to approved Development Review (DR) permits, Conditional Use Permits (CUPs), Minor Conditional Use Permits (MCUPs), Tentative Maps (TMs) or Parcel Maps (TPMs). Please contact staff prior to beginning work on this application to determine the specific review process appropriate to the proposed project.

Development Review Permits / Maps

Section 13.04.060 of the Santee Municipal Code (SMC) discusses the process for changes to architecture, approved site plans, conceptual grading plans, landscape plans, or development review plans. Minor changes in an approved land use or development permit may be administrative approved by the Director of the Planning & Building Department. Examples of minor revisions or changes are listed in Section 13.04.060.A of the SMC. Revisions or modifications which are not considered minor shall be considered Major Revisions and shall be processed through the same approval procedure and authority which granted the original approval.

Use Permits

The process for revisions or modifications to Conditional Use Permits (CUP) or Minor Conditional Use Permits can be requested by the applicant. The applicant shall supply necessary information as determined by the city, to indicate reasons for the requested change. Proposed changes in the intensity of use, changes to the conditions of approval, or other significant changes could be considered a Major Revision and would require a review process similar to that of a Conditional Use Permit. Minor revisions / modifications can be processed for Director review in accordance with Section 13.04.060 of the SMC.

For revisions to development or use permits, the City must determine that the circumstances, standards, ordinances, conditions, and findings applicable at the time of the original approval still remain valid.

Application

Prior to applying for a Major Revision, the applicant may want to consider completing an Initial Consultation (IC). Projects which require a public hearing before the City Council benefit from the processing of an IC. The IC process is intended to identify the general regulatory constraints of a property and provide a cursory review of a conceptual project to identify issues which may impact the design of the project prior to formal project submittal. If the applicant would like to submit for an IC first, they should contact the Planning Staff for more information. An IC for Minor Revision would not be required since Minor Revision do not required City Council review.

If an IC was completed, the applicant can redesign the project to incorporate any changes that may have been requested or required by City staff during the IC meeting. The applicant must submit the completed Revision application packet digitally through the Permitting & Licensing Portal

(SanteePortal.org). The Project Planner will set up an invoice for the this project for which the applicant will receive a notification that an invoice for the application is ready for payment. Once the invoice is paid, the Project Planner will route the plans for a 30-day review and completeness check. If any items are deemed missing in the checklist below, the application will be determined as Incomplete and must be resubmitted. Any resubmittal for an application found Incomplete will begin a new 30-day review period.

Environmental Review

The project will be reviewed for compliance with the [California Environmental Quality Act](#) (CEQA). After the application is digitally submitted, the plans and associated project documentation will be sent by the City to the appropriate public agencies and City departments involved in the project for their review and comment. Once the proposed project has been reviewed and deemed complete pursuant to Government Code 65943, the City will determine whether a proposed action is subject to CEQA. If deemed subject to CEQA, the project may qualify for an exemption or an Initial Study must be prepared to determine whether the project may have a significant effect on the environment.

Articles 18 and 19 of the State CEQA Guidelines identify projects that are statutorily and categorically exempt from the requirements of CEQA. Section 15300.2 of the State CEQA Guidelines sets forth a number of exceptions to categorical exemptions. Prior to the use of any categorical exemption, the exceptions must be reviewed along with the proposed project/activity/use and any relevant research, site visit information or documentation. If an exception is determined applicable to the project, a categorical exemption may not be used. All exemptions require substantial evidence that the project qualifies for an exemption and none of the exceptions apply. Exemptions are retained in the record and are posted on the State Office of Planning and Research website (CEQAnet) within 5 days of project approval but do not get circulated for a public review and comment period.

If City staff determines that the project does not qualify for an exemption and no significant environmental impacts are anticipated, staff will direct the applicant to retain a qualified environmental consultant to prepare a Negative Declaration (ND) or Mitigated Negative Declaration (MND). If City staff determines that the project will have a significant environmental impact, staff will direct the applicant to retain a consultant to prepare an Environmental Impact Report (EIR). NDs, MNDs and EIRs are circulated for public review and comment.

All environmental documents and technical studies for submitted projects shall be prepared by qualified consultants hired by the applicant.

City Council Hearing (only required for revisions on project originally approved by City Council)

Once the project is deemed complete, all issues addressed, and the environmental public review process has been completed, the Project Planner will schedule the project for a hearing before the City Council. The City Council will consider the recommendation of the Planning & Building Department and will, at a public hearing, 1) consider the CEQA determinations and 2) either approve the project as submitted, approve with modification(s), deny the project, or continue the item.

Post Entitlement

If the project is approved, the applicant shall:

1. Pay a document filing fee to the County Clerk and the California Department of Fish and Wildlife fee based on their level of CEQA review (State Law - AB3158). Contact the California Department of Fish and Wildlife for current fees (www.wildlife.ca.gov).
2. Schedule a *Post-Entitlement meeting* with the Project Planner. The goal of the meeting is to ensure that all parties understand the conditions of approval, the expected project timeline, and the follow-

on permitting process.

3. Contact Santee Elementary School District at (619) 258-2320 and Grossmont Union High School District at (619) 644-8177 for their requirements and fees.

SUBMITTAL CHECKLIST

The Major or Minor Revision submittal must comply with all items listed under the Master Planning Submittal Checklist. This checklist is located on the City's website at <https://www.cityofsanteeca.gov/documents/planning-building/applications-handouts/master-submittal-checklist-2025.pdf>

1. ____ **All requirements listed on the Master Submittal Checklist linked above**
2. ____ Planning Application - completed and signed
3. **Public Notice Package** – Will only be required for Major Revision. Required public notice package contents outlined within the master submittal checklist.
4. **Fees**
 - a. ____ Major/Minor Revision Application Deposit (notify Project Planner of submittal to receive invoice)
 - b. ____ Environmental Fee (charged once determination is made)



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Planning & Building Dept.
 10601 Magnolia Avenue
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 (619) 258-4100)

PLANNING APPLICATION

(Select all that apply)

<input type="checkbox"/> General Plan Amendment	<input type="checkbox"/> Tentative Map	<input type="checkbox"/> Conditional Use Permit	<input type="checkbox"/> Major Revision
<input type="checkbox"/> Zoning Ordinance Amendment	<input type="checkbox"/> Tentative Parcel Map	<input type="checkbox"/> Conditional Use Permit (Minor)	<input type="checkbox"/> Minor Revision
<input type="checkbox"/> Specific Plan Amendment	<input type="checkbox"/> SB-9 Urban Lot Split	<input type="checkbox"/> Temporary Use Permit	<input type="checkbox"/> Substantial Conformance
<input type="checkbox"/> Rezone	<input type="checkbox"/> Planned Development	<input type="checkbox"/> Antenna Permit	<input type="checkbox"/> Time Extension
<input type="checkbox"/> Variance	<input type="checkbox"/> Density Bonus	<input type="checkbox"/> Comprehensive Sign Program	<input type="checkbox"/> SB330 Pre-Application
<input type="checkbox"/> Minor Exception	<input type="checkbox"/> Development Review	<input type="checkbox"/> Initial Consultation	<input type="checkbox"/> Other:

Site Location: _____ **Assessor Parcel Number(s):** _____

Have you had an Initial Consultation (IC)? ☐ Yes ☐ No **If Yes:**

Planner's Name: _____ **and IC Case Number** _____

Are there any prior related project cases associated with the site? ☐ Yes ☐ No. **If Yes:**

List Case Number(s): _____

<p>1. Applicant</p> <p>Name: _____</p> <p>Address: _____</p> <p>_____</p> <p>Phone: _____</p> <p>Email: _____</p> <p>Signature: _____</p> <p>Print Name: _____</p>	<p>2. Property Owner</p> <p>Name: _____</p> <p>Address: _____</p> <p>_____</p> <p>Phone: _____</p> <p>Email: _____</p> <p>Signature: _____ (Authorizing Applicant to Submit Application)</p> <p>Print Name: _____</p>
<p>3. Applicant's Representative</p> <p>Name: _____</p> <p>Address: _____</p> <p>_____</p> <p>Phone: _____</p> <p>Email: _____</p> <p>Signature: _____</p> <p>Print name: _____</p>	<p>4. Engineer</p> <p>Name: _____</p> <p>Address: _____</p> <p>_____</p> <p>Phone: _____</p> <p>Email: _____</p> <p>Signature: _____</p> <p>Print name: _____</p>

5. Parcel Size (Acres): _____

6. Size of Building(s) in sq.ft.: _____

7. Existing Land Use: _____

8. General Plan Land Use Designation: _____ 9. Zone Designation: _____

10. For Residential Projects:

- A. Number of Units Proposed _____ units
- B. Number of Lots Proposed _____ lots
- C. Project Density Proposed _____ du/acre

11. DESCRIPTION OF PROPOSED USE

Describe below, or on an attached sheet if more space is required, the proposed use, its operation, the nature and type of buildings, structures and other facilities to be used and the types of services to be provided.

I, the undersigned, under penalty of perjury, claim the information contained within this application is correct to the best of my knowledge.

Signed: _____
Owner or Applicant

Print Name & Date: _____