



CITY OF CAPITOLA

CONCEPTUAL REVIEW INFORMATION

CITY OF CAPITOLA COMMUNITY DEVELOPMENT DEPARTMENT
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Conceptual Review Overview

The Conceptual Review process allows applicants to receive preliminary feedback from City decision-makers prior to spending time and money developing architectural plans and technical studies. The purpose of the Conceptual Review process is to provide applicants with a sense of whether or not the City would support a development concept without going through the more costly and time consuming formal application process.

Conceptual Review Applicability

Any person may submit an application for a Conceptual Review. A Conceptual Review is considered by either the Planning Commission or the City Council, depending on which hearing body would have decision making authority over the project if a formal application were submitted.

Application Requirements

Applicants must submit a [Master Application](#) and submit necessary fees as established in the City's adopted [Fee Schedule](#). Unlike other permit applications, Conceptual Reviews do not require the submittal of detailed plans or technical studies. A project

description, preliminary drawings, a list of questions and issues the applicant hopes to answer, and any other pertinent information which helps explain the development concept should be submitted with the application.

Time and Cost

Conceptual Reviews typically take 30-90 days to process. Conceptual Reviews considered by the Planning Commission require a \$1,587 fee. Conceptual Reviews considered by both the Planning Commission and City Council require a \$2,380 fee.

Conceptual Review Process

Conceptual reviews are considered by the Planning Commission and/or the City Council at a public noticed hearing. The Planning Commission and/or City Council will offer the applicants with non-binding feedback on a development concept. No final decisions are issued for a Conceptual Review. A formal application for necessary permits must be subsequently submitted if an applicant wishes to proceed with their project.