

### **What is an Administrative Permit?**

An Administrative Permit process is a request for minor land use actions that have little potential affect on the surrounding properties and have no environmental effect under the California Environmental Quality Act. The City Planner may approve, approve with conditions, or deny an Administrative Permit. However, a decision to approve or deny an Administrative Permit application is based on the findings of fact contained in the Zoning Code. If the applicant is dissatisfied with the final decision of the City Planner, the applicant may appeal in writing to the Planning Commission within 15 days after the City Planner's decision. The table below illustrates the process for an administrative permit application.

### **What can be reviewed under an Administrative Permit?**

Below is a list of some of the common projects that can be reviewed by the City Planner. For a complete list of items under Administrative Permit, please see Section 9814.04 of the Downey Municipal Code.

- Special Event Permit, subject to the regulations in Section 9420;
- Second Unit Development Permit, subject to the regulations in Section 9414;
- The reduction of lot area or lot dimensions by not more than 1 percent of that required in the zone;
- The modification of the side setback area to permit the extension of existing building lines for additions, except that no modification shall reduce the required setback closer than 3 feet to a property line.

## Process for Administrative Permit

