

Drop Box Application Processing Times

If you are dropping off an application in the Planning Counter Drop-Box the estimated processing time for each application is noted below.

These are only application processing time estimates. You may also consider submitting your application at the Planning Counter, which is open from 9:00 to 11:00 a.m. and 1:00 to 3:00 p.m. Monday through Friday. In addition, you may schedule an appointment to submit your application by calling (408) 535-3555.

- Basic Research Letters (Zoning Verification, DMV and ABC) 2-3 weeks
- Comprehensive Research letters 6 weeks
- Legal Non-Conforming Letters 6-8 weeks
- Dead Tree Removal Application 2-3 weeks

We highly recommend that you submit your applications at the Planning Counter, rather than in the Drop-Box to ensure that you have the correct application, information and fees.