Applicant must have an executed Master License Agreement (MLA) prior to submitting ISP Application (MLA Fee, Performance Bond and Insurance documents)

Applicant submits ISP Application with required attachments, and Application Fee

Location(s) listed in MLA

- Public Works Staff confirms devices and required information are consistent with MLA.
- ISP Approved

Location(s) not listed in MLA

- Site is located in Non-Residential Zone (City Manager Approval)
- Public Works Staff confirms devices and required information are consistent with MLA
- YES
- Public Works Staff provides recommendation via memo to City Manager
- City Manager Approval
- Notify applicant
- Locations are added to MLA
- ISP Approved
- NO
- Site is located in Residential Zone (Use permit required)
- Public Works Staff logs application and refers Applicant to Development Services for use permit or MLA amendment
- Development Services determines type of permit per Elk Grove Municipal Code (EGMC), Chapter 23.27 and 23.94
- Applicant submits permit application and fees to Planning Division
- Planning Reviews and provides recommendation.
- Planning notifies PW and provides copy of staff report.
- Zoning Administrator Approval (MUP) or Planning Commission (CUP)
- Planning Division notifies Public Works of Approval
- Public Works Staff confirms devices and required information are consistent with MLA
- Public Works staff provides recommendation via memo to City Manager
- City Manager Approval
- Locations are added to MLA
- ISP Approved

Public Works issues individual Site Permit