



# Planned Development Information and Checklist

**PLANNED DEVELOPMENT PERMIT.** This permit is required prior to development of residential development on sites one acre or larger, and for all properties that have a :PD (Planned Development) Combining Zone overlay. It may also be requested by the developer for residential, commercial, industrial, or mixed-use developments.

The purpose of the permit is to allow developers to develop a project that meets environmental quality, and public health and safety standards; uses City's resources efficiently; and is consistent with City programs and standards.

If the property does not have a :PD Combining Zone overlay and a Planned Development Permit is required, the subject property must be rezoned with a :PD overlay, which requires action by the City Council. Please see a Planner for more detailed information about :PD overlay zoning.

Types of Planned Developments. The type of approval authority will determine the cost of the permit.

- A. Limited to uses that are permitted outright in the zoning district, and where there are no exceptions to district zoning standards. This falls under Zoning Administrator authority if the project is exempt from the California Environmental Quality Act (CEQA). If the project is not CEQA exempt, it is under Planning Commission authority.
- B. Limited to uses that are permitted outright or conditionally permitted in the zoning district. There may be exception to district zoning standards. This falls under Planning Commission authority, unless rezoning is required. Rezoning to :PD falls under City Council authority.
- C. May include uses that are not permitted or conditionally permitted in the zoning district, provided that project includes other uses that are. There may be exceptions to district zoning standards. This falls under the Planning Commission authority if the project is already in a :PD Combining Zone district. If rezoning to :PD is required it falls under City Council authority.

The Process. After submission of the application, deposit, and application materials, a planner will review the request against requirements of the Land Use Code and CEQA. Additional information may be required if the project is subject to CEQA. See a planner before submitting an application if you have questions about whether a project is subject to CEQA.

The approval authority depends on CEQA and zoning requirements (see "Types of Planned Developments," above). A Planned Development permit requires public hearing.

## APPLICATION CHECKLIST

Planning Permit Application with Deposit

Development Plan – see attached Development Plan Checklist for requirements

Mitigations – Provide a statement explaining how any major site development issues such as flooding, access, and seismic hazards will be mitigated

Proposed Development Deviations from Regulations / Land Use Code – Provide an explanation of the nature of the proposed development and deviations from regulations that are applicable to the property

Contracts and Agreements – Provide copies of proposed agreements, associations, deed restrictions, by-laws and articles of incorporation, partnership agreements, or limited liability documentation which relate to preservation or maintenance of open space, landscaping, and other common areas or facilities

Review Land Use Code Section § 9.72. 070G and provide responses to its requirements. The responses are determined by whether the planned development is Type A, B, or C. See the Land Use Code for specifics. See a planner if you have any questions.

If the project is subject to Design Review, provide information required on Design Review checklists. See a planner if you have questions.



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**DEVELOPMENT PLAN CHECKLIST.** Submit electronic copies all documents, and three hard copies of maps.

Maps – Maps should be no smaller than 8.5” x 11” and no larger than 24” x 36”.

Written Plan, to include the following information (some information may also be part of the map):

- Division of the land for sale of individual property (if any)
- Existing contours at 2 foot intervals if the existing slope is less than 10%, and at not less than 5 foot intervals if the existing slope is greater than or equal to 10%
- Location of existing structures, major trees, and other natural features
- Proposed vehicle, equestrian, and bicycle access and pedestrian ways
- Lot design and easements
- Areas proposed for dedication or reserved for parks, parkways, playgrounds, school sites, and public or quasi-public buildings
- Areas proposed for commercial uses, loading and off-street parking spaces, multi- and single-family dwellings, and all other uses proposed to be within the project area
- Proposed locations of buildings, including all dimensions necessary to indicate the structure size, setbacks, and yard areas.
- Proposed landscaping, fencing, and screening
- Detailed elevations for structures
- Provisions for drainage of surface waters, watercourses, and sewage disposal plans
- Schedule for development of units to be constructed in progression
- Description of the design principles for buildings and streetscapes
- Tabulation of the total area of the proposed project site, the proposed project, and the percentage of each various use compared to the site
- The number and type of proposed dwelling units, by dwelling type and estimated residential population by type of dwelling
- Proposed retail sales area (if any)

For complete information go to [www.cityofarcata.org](http://www.cityofarcata.org) and find the link for the Land Use Code. Section § 9.72.070 describes regulations and requirements for Planned Development Permits.

If you have questions, speak with Planning Staff at the number below.