

Master Permit Document

(ANX) Annexation

Permit Specific Application. You must submit a supplementary application for each planning permit you are applying for.

Supporting Documentation

A specific plan must be prepared for the territory, as explained in Government Code Section 65450 et. seq. The specific plan must contain:

- ☐ graphics and text that provide substantial evidence that the plan bears a clear relationship to the city's general plan and reinforces community land use policy;
- ☐ land use location, distribution, and extent including transportation, commercial, industrial, residential, amenity (open space and public), and reserve (vacant);
- ☐ distribution, location and extent of infrastructure including electric, natural gas, communications, water, sanitary sewers, storm drainage, and solid waste.
- ☐ detailed time-line chart (Gantt, CPM, PERT etc.) showing the installation schedule for public improvements and public utilities.
- ☐ standards for any proposed use, conservation or development of a natural resource.
- ☐ a fiscal plan explaining the cost of implementation, including sources of financing.

Legislative action

Processing an annexation is a legislative action. The city has the authority to base its decision on the evidence, and interpretation of state law regarding land annexation.

Finding of fact

The annexation must be denied if the following findings of fact **cannot** be made:

- ☐ the territory is within the general plan boundary and the city's sphere of influence,
- ☐ the change of organization will not create an island of unincorporated territory

substantially surrounded by the city,

- ☐ the territory is contiguous to the city boundary,
- ☐ the territory includes complete street rights-of-way,
- ☐ the change of organization will not divide any lot,
- ☐ the territory is within city water, sanitary sewer, and storm drainage service boundaries or will be added to the service areas as a result of proposed improvements,
- ☐ the city has adequate water, sanitary sewer and storm drainage facilities to service the territory, and
- ☐ there will be a need to form an assessment district to pay for public facility expansion.

LAFCO Action

After tentative approval is granted, the proposal must be submitted to the Local Agency Formation Commission (LAFCO) for further processing. LAFCO will hold its own public hearing to decide if the proposal is acceptable.

Implementation

Staff is required to modify city documents to reflect the annexation. After the annexation has been accepted by LAFCO and the city:

- ☐ new text must be inserted into the general plan at the appropriate place.
- ☐ a new polyester film (Mylar) zoning map must be made using the Autopositive process, or a process of equal quality.
- ☐ a new polyester film (Mylar) zoning map must be made using the Autopositive process or a process of equal quality.

(ANX) Annexation

A change of organization usually consists of a request to attach territory to the city and detach

the territory from one or more special districts. (Detachment from an irrigation district eliminates irrigation water rights.) A change of organization must be consistent with the city's general plan and the land use regulations. If it is not consistent, the city's general plan and land use regulations will need to be amended to accommodate the proposal. An annexation is a three part process:

- ☐ The city council may approve a tentative annexation and a specific plan for the territory.
- ☐ The Local Agency Formation Commission (LAFCO) may approve the tentative annexation and a specific plan for the territory. LAFCO also has the right to add conditions that must be accepted by the city.
- ☐ The city council may agree to accept the annexation, specific plan, and any conditions added by LAFCO. LAFCO imposed conditions sometimes make an annexation unpalatable to the city.

The annexation process can take a year or more because the LAFCO process requires financial and jurisdictional settlement with all affected agencies.

Annexation Initiation

An annexation may be initiated by any person, including the city.

(ANP) Annexation Permit Specific Information

1. **Legal Description.** A legal description of the territory showing the bearings and distances and the relationship of the boundaries of the territory to be annexed.
2. **Boundary Map.** Twenty (20), 11" x 17" maps showing the surveyed boundaries and relative size of the territory to be annexed in relation to the surrounding territory.
3. **Land use map.** A map showing the buildings and labeling existing land use on each parcel in the territory to be annexed.

4. **Hazardous waste.** A Hazardous Waste and Substances Statement, discussing the presence of any such materials.
5. **Valuation.** Assessed value and use code for each parcel within the territory to be annexed.
6. **Service provider reports.** Verification that each city service provider has been consulted regarding to the city's consideration of the annexation.

- ☐ Building Inspection.
- ☐ Code Enforcement.
- ☐ Economic Development.
- ☐ Fire Marshall.
- ☐ Parks and Recreation.
- ☐ Planning Department.
- ☐ Police Department.
- ☐ Public Works Department.

7. **Responsible agencies.** The planning commission's written finding of fact must include assurance that responsible agency regulatory jurisdictions will be safeguarded—Insert the complete documentation received from each agency:

- ☐ Air Pollution Control District
- ☐ Cemetery District
- ☐ Council of Governments
- ☐ County Planning Division
- ☐ County Environmental Health Department
- ☐ County Public Works Department

- ☐ Electric Company
- ☐ Fire District
- ☐ Gas Company
- ☐ Irrigation District
- ☐ Local Agency Formation Commission
- ☐ Natural Resources Conservation
- ☐ Pathogen (rodent/insect) Control Agency
- ☐ Regional Water Quality Control Board
- ☐ School District
- ☐ Solid Waste Company
- ☐ State Highway Commission

9. **Property owner list.** A list including the name and mailing address of each person who owns land within the territory to be annexed. This information may be obtained from the county assessor's office.

10. **Annexation petition form.** Petition for Annexation to the City of _____

The undersigned property owners, petition the city council as follows:

The undersigned are the owners of the territory to be annexed, situated in _____
County, State of _____.

The undersigned understand that after annexation the territory will be subject to the present bonded indebtedness of the City of _____

The undersigned understand that all incorporated territory must be served by City of _____ water, sewer and storm drainage.

The undersigned certify, under penalty of perjury, that we are the legal owners of the

territory to be annexed. and that the foregoing is true and correct.

Print & Sign Name _____

Date _____

Property Address _____

Note:

- Supporters mark (S) by their name.
- Opponents mark (O) by their name.
- Undecided mark (U) by their name.

Annexation petition		
S, O, or U	Signature	Printed Name and Address

(BLD) Building Permit Application

Permit Specific Application. You must submit a supplementary application for each planning permit you are applying for.

Supporting Documentation

Complete the below application and attach construction plans and any other required documents.

- ☐ Project Description:
- ☐ Attach plan and supporting documentation.

(COC) Certificate of Compliance

Permit Specific Application. You must submit a supplementary application for each planning permit you are applying for.

Supporting Documentation

The certificate of compliance verifies that the subject real property complies with zoning district in which it is located.

Approval of the application confirms that the proposed land use as described below is legally allowed to be established at the location.

Identification:

- ☐ Business name:
- ☐ Site location—major cross streets:
- ☐ Street number and street name:
- ☐ Suite no(s) or tenant space(s) to be occupied:
- ☐ Name of shopping center or industrial complex:
- ☐ Complete description of proposed use:

Check all that apply:

- ☐ Business name change
- ☐ Ownership change
- ☐ New tenant

Verification Attachments:

- ☐ Allowed uses as described in the zoning ordinance.
- ☐ Allowed uses as shown on the zoning map.

(CON) Condominium Conversion

Permit Specific Application. You must submit a supplementary application for each planning permit you are applying for.

Supporting Documentation

Submit a condominium conversion permit application containing the following:

- ☐ **Boundary map.** A map drawn to scale showing the location of all existing easements and structures.
- ☐ **Preliminary site plan.** A map showing all existing and proposed structures, parking areas, drive aisles, driveways, parking lot lighting, utilities (water, sewer, drainage, electrical, cable television, and gas), garbage collection and pickup locations, and any other necessary information.
- ☐ **Management plan.** A management plan for common area that will assure continued compliance with state health and safety standards.
- ☐ **Landscaping plan.** A map showing proposed landscaping, including existing and proposed trees, shrubs, ground cover and irrigation.
- ☐ **Dwelling condition report.** A report explaining the existing condition of each dwelling in sufficient detail to evaluate the proposal. The report must be prepared within six (6) months of submitting the application.
- ☐ **Structural condition report.** A report detailing the structural condition of each building and major element of the property including roof, foundation, exterior siding and paint, electrical system, outdoor lighting, plumbing system, utilities, irrigation system, drainage system, mechanical equipment, paved and concrete surfaces, parking facilities, recreational facilities, and fire protection systems, including fire alarm and sprinkler

systems. The report must state: (1) when the element was originally constructed or installed; (2) when the element was last repaired or replaced; and (3) any variation in the current physical condition of the element from the requirements of the building codes in effect on the date the certificate of occupancy(COO) was issued. The report must identify each defective or unsafe element and propose a work plan for corrective action. The report must be prepared by a state licensed contractor, architect, registered civil or structural engineer or specialized inspector, other than the property owner.

- ☐ **Structural pest control report.** Submit a structural pest control report prepared by a state licensed structural pest control operator.
- ☐ **Refurbishment report.** A report explaining how the property will be refurbished and restored to achieve a high degree of safety and aesthetic appeal.
- ☐ **A phasing plan.** A report explaining the S order and the locations of repairs and improvements to be made.
- ☐ **Rental rates report.** A report showing the current rental rates and the rental rates for the prior twelve months.
- ☐ **Relocation report.** A report explaining how tenants will be relocated or converted to property owners. Converting tenants to owners is the preferred option.
- ☐ **Disabled and seniors report.** A report how disabled and senior tenants will be relocated or converted to property owners. Explain how they will be offered Americans with Disabilities Act compliant dwellings
- ☐ **Affordable housing report.** A report explaining how low, very low and moderate income tenants will be relocated or converted to property owners. Explain how they will be offered HUD defined low, very low and moderate income dwellings.

□ **Covenants, conditions and restrictions.** A declaration of covenants, conditions and restrictions that, at a minimum, provide that:

1. any amendment to the CC&Rs related to the conditions of approval or other requirements may not be approved without consent of the city;
2. there be created a homeowners' association that will be financially responsible for operation, management, use, repair and maintenance of all common areas and facilities;
3. there be provision for conveyance of dwellings and the assignment of parking, an estimate of initial assessment fees anticipated for maintenance of common areas and facilities, and provision for responsibility for maintenance of utility lines and services for each dwelling;
4. there be a provision addressing the payment of water, utilities, gas and electricity by the homeowner or through the association;
5. there be a provision prohibiting storage of anything but vehicles in a garage on the premises, except where storage does not impede parking of the maximum number of vehicles intended for the garage;
6. there be a provision prohibiting storage of property, except patio furniture, barbecues, outside fixtures and decorations, on exterior decks where the property is visible to the public or other dwellings;
7. there be a provision requiring any owner who rents there condominium hire a licensed property management company to manage the condominium;
8. there be a provision limiting the number of people who occupy a dwelling, not exceed that specified in the Uniform Building Code.

(COO) Certificate of Occupancy

Permit Specific Application. You must submit a supplementary application for each planning permit you are applying for.

Supporting Documentation

A Certificate of Occupancy must be obtained before a vacant building may be occupied and used.

A certificate of occupancy is valid for the life of the building or until the current building occupancy changes.

To schedule a Certificate of Occupancy inspection, contact the city 20 business days before the date you wish to occupy the building to allow time for all necessary inspections and to allow for re-inspections if necessary:

- ☐ Fire and life-safety systems and elevators must be pre-tested prior to the certificate inspection.
- ☐ Electrical work performed under a state electrical permit will need a state inspection and approval.
- ☐ The owner or owner's agent, and relevant contractors must meet the inspectors at the site.
- ☐ City approved drawings must be available on site and available to the inspectors.
- ☐ City inspectors will explain correction orders (if needed) during the inspection.

Corrections must be completed and re-inspected before issuance of a certificate can be authorized. Additional fees may apply if re-inspection of any corrective work must be done after the initial certificate inspection.

(CUP) Conditional Use Permit Application

Permit Specific Application. You must submit a supplementary application for each planning permit you are applying for.

Supporting Documentation

Development proposals: Site plan, floor plans and elevations. Drawing dimensions: Ten (10) 18" x 24" inch copies, to scale, and twenty (20) 11" x 17" reductions.

Landscape proposal: Landscaping and irrigation proposal as required by the Landscape and Irrigation Standards.

Sign structure proposal: Drawings or photographs of existing and proposed sign structures as required by the Sign Standards.

Drawings must contain the following information.

Title block. Name, address and telephone and email of:

- ☐ Owner.
- ☐ Owner's agent.
- ☐ Person who prepared the drawing.

Compass. North point, date of drawing and scale. Use an engineers scale such as 1"=10' or 1"=30'. Oriented the site so that north is to the top of the drawing:

- ☐ Location, names and widths of streets bordering the property.
- ☐ Points of access in detail.
- ☐ All recorded easements.

Site boundary. Site boundaries with dimensions. Show building footprint on all abutting properties.

Vicinity map. show location of the site in relation to surrounding streets, existing structures, proposed structures, and structures to be removed (dashed lines):

- ☐ Dimensions.
- ☐ Square footage.
- ☐ Distances from other structures.
- ☐ Property lines.
- ☐ Use.
- ☐ Number of stories.

Connection points:

- ☐ Public water.
- ☐ Fire hydrants.
- ☐ Sewer.
- ☐ Storm drains.

Off-street parking spaces:

- ☐ Location.
- ☐ Dimensions.
- ☐ Number.
- ☐ Disabled spaces.
- ☐ Interior drives.
- ☐ Type of surfacing.
- ☐ Number of spaces to be added.
- ☐ Number of spaces to be removed.

Drainage:

- ☐ On-site storm drainage system.

Topography:

- ☐ Steep slopes.
- ☐ Water courses.
- ☐ Location and height of existing and proposed fences and walls.
- ☐ Location and dimensions of open and enclosed storage and trash receptacles.

(DEM) Demolition Application

Permit Specific Application. You must submit a supplementary application for each planning permit you are applying for.

Supporting Documentation

Submit two copy of a site plan, drawn to scale, showing:

- ☐ structures to be demolished;
- ☐ dimensions from property lines;
- ☐ sidewalks;
- ☐ pavement and/or curbs;
- ☐ area of debris piles;
- ☐ location of construction fencing explaining material type to be used to contain debris;
- ☐ Natural Area Open Space (NAOS) easements;
- ☐ utility lines to be demolished;
- ☐ method of barricading after demolition;
- ☐ method of dust control; and
- ☐ letter from owner authorizing the demolition of the structure.

Future land use proposal. Explain how the site will be used after demolition.

Demolition methodology proposal. Describe the method of demolition.

Debris haul route proposal. Describe route to be used to haul debris (haul route permit may be required if the amount of debris hauled is over 5,000 cubic yards or if field engineering determines a haul permit is necessary due to the location of the haul route to and from the demolition site.

Pedestrian protection proposal. If pedestrian protection is required or if the use and/or closure of sidewalks, streets or alleys are proposed, Field Engineering approvals of barricades fencing or other pedestrian protection will be required, when applicable, before demolition permit can be issued.

NESHAP compliance. Title 40, Code of Federal Regulations, Subpart M, Part 61, Asbestos, National Emission Standards for Hazardous Air Pollutants (NESHAP) applies to demolition activity regardless of the presence or non-presence of asbestos.

The federal NESHAP program, has delegated authority to enforce Asbestos NESHAP to _____ County. Prior to issuing a demolition permit for public, commercial or industrial building, apartment complexes of greater than four (4) units or two (2) or more residential homes (this also includes two or more livable structures on a single property), an asbestos renovation/demolition notification must be obtained from _____ County. Submit a copy of the receipt verifying the notification was obtained.

(DEV) Development Agreement

Permit Specific Application. You must submit a supplementary application for each planning permit you are applying for.

Supporting Documentation

Supporting Text. Written evidence supporting the need for the development agreement.

Legislative action. Processing a development agreement is a legislative action. The city has the authority to base its decision on the evidence, and interpretation of state law regarding land development.

Implementation. After the development agreement has been adopted, the city code of ordinances must be reviewed to determine if changes are required.

- ☐ If the zoning text needs to be changed, new text must be inserted into the city code of ordinances at the appropriate place.
- ☐ If the zoning map needs to be changed, a new polyester film (Mylar) zoning map must be made using the Autopositive process or a process of similar quality.

(EIS) Environmental Impact Statement

Permit Specific Application. You must submit a supplementary application for each planning permit you are applying for.

Supporting Documentation

An application is not needed for an EIS, because the city compiles the paperwork.

(ENV) Environmental Assessment Application

Permit Specific Application. You must submit a supplementary application for each planning permit you are applying for.

Supporting Documentation

Environmental checklist:

Yes No

- ☐ ☐ Change in existing features of any substantial alteration of ground contours.
- ☐ ☐ Change in scenic views of vistas from residences, public lands or roads.
- ☐ ☐ Change in pattern, scale or character of general area of project.
- ☐ ☐ Significant amounts of solid waste or litter.
- ☐ ☐ Change in dust, ash, smoke, fumes or odors in vicinity.
- ☐ ☐ Change in stream or ground water quality or quantity, or alteration of drainage pattern.
- ☐ ☐ Substantial increase in noise or vibration levels.
- ☐ ☐ Site is on filled land or on a slope of 10 percent or more.
- ☐ ☐ Presence of hazardous materials, such as toxic substances, flammable or explosives.
- ☐ ☐ Substantial increase in demand for municipal services (police, fire, water, sewage, etc.).
- ☐ ☐ Substantially increase fossil fuel consumption.
- ☐ ☐ Related to a larger project or series of projects.

Describe the site. Include information on topography, soil stability, plants and animals and any cultural, historical or scenic aspects. Attach photographs.

Tree removal. Describe mature healthy trees to be removed

Water investigation. Explain expected changes to a water body or ground water quality of quantity, or alteration to existing g drainage pattern:

Architecture. Describe age, condition, size and architectural style of any structures on the site.

Land use. Describe present and proposed use of existing structures.

Proposed construction. Submit copy of construction documents.

Housing inventory. Submit the following housing numbers:

- ☐ Single-family dwellings by sale or rent price range.
- ☐ Duplex dwellings by sale or rent price range.
- ☐ Multi-family dwellings by sale or rent price range.
 - ☐ efficiency
 - ☐ 1 bedroom
 - ☐ 2 bedroom
 - ☐ 3 bedroom
 - ☐ 4 bedroom
 - ☐ 5 bedroom

Other agencies. List any permits or approvals required by local, state of federal agencies:

Specific technical studies. If the site is on or near an historical site, archaeological site, landfill, river, floodplain, freeway, railroad, or airport, additional studies may be required.

Qualifications. Attach résumés or curriculum vitae of persons providing the above information.

(EXT) Subdivision Extension

Permit Specific Application. You must submit a supplementary application for each planning permit you are applying for.

Supporting Documentation

A subdivision expires twenty-four (24) months after its approval date. However, the life of a subdivision may be extended.

Submittal time limit

A request for a subdivision time extension must be submitted before the subdivision expires.

Permit Specific Application

A supplementary application must be submitted that contains supporting text explaining the situation that prompted the application for a subdivision extension.

Ministerial action

Processing a subdivision extension is a ministerial action that does not require discretionary decision making. The application is judged solely on its merits. If the application fails to comply with all objective rules for a subdivision extension, the extension must be denied.

Objective rules

- The application must meet all of the following objective rules:
- The application must contain all of the information asked for in the supplementary application for a subdivision extension.
- Eligibility for a subdivision extension is established when an amount of money established annually by the registrar of contractors, (about \$125,000), is required to install improvements outside of the subdivision boundaries. (Improvement of bordering public rights-of-way are considered to be part of the subdivision.)

- Filing a subdivision plat extends the subdivision expiration date by thirty-six (36) months.
- If multiple subdivision plats are filed, each filing extends the subdivision thirty-six (36) months from the date the previous subdivision plat was filed. However, the cumulative extensions cannot extend the life of the subdivision for more than ten (10) years.

Processing delay

A request for a subdivision extension automatically extends the subdivision expiration date by sixty (60) days, or until action on the application is completed, whichever comes first.

(FBC) Form-Based Code Adoption or Amendment

Supplementary application. You must submit a supplementary application for each planning permit you are applying for.

Supporting Documentation

A form-based code application must include all of the following in detail:

- ☐ The distribution, location, and extent of the uses of land, including open space, within the area covered by the plan.
- ☐ The proposed distribution, location, extent, and intensity of major components of public and private transportation, sewage, water, drainage, solid waste disposal, energy, and other essential facilities proposed to be located within the area covered by the plan and needed to support the land uses described in the plan.
- ☐ Standards and criteria by which development will proceed and standards for the conservation, development, and utilization of natural resources, where applicable.
- ☐ A program of implementation measures, including regulations, programs, public works projects, and financing measures necessary to carry out the provisions of the preceding three paragraphs.
- ☐ Any other subjects that, in the judgment of the planning agency, are necessary or desirable for general plan implementation.

(GPM) General Plan Map Adoption or Amendment

Supplementary application. You must submit a supplementary application for each planning permit you are applying for.

Supporting Documentation

Old general plan map. Copy of the existing general plan map into the application: Ten (10) 18" x 24" inch copies, to scale, and twenty (20) 11" x 17" reductions. Additional copies may be required.

New general plan map. Copy of the proposed general plan map into the application: Ten (10) 18" x 24" inch copies, to scale, and twenty (20) 11" x 17" reductions. Additional copies may be required.

Reason for change: Describe the reason why you want to change the general plan map:

Drawings must contain the following information.

Title block. Name, address and telephone and email of:

- ☐ Owner.
- ☐ Owner's agent.
- ☐ Person who prepared the drawing.

Compass. North point, date of drawing and scale. Use an engineers scale such as 1"=10' or 1"=30'. Oriented the site so north is to the top of the drawing.

Project Information.

(GPT) General Plan Text Adoption or Amendment

Supplementary application. You must submit a supplementary application for each planning permit you are applying for.

Supporting Documentation

- ☐ **Old general plan text.** Insert old text here:
- ☐ **New general plan text.** Insert new text here:

Reason for change: Describe the reason why you want to change the general plan text:

(LLA) Lot Line Adjustment

Supplementary application. You must submit a supplementary application for each planning permit you are applying for.

Supporting Documentation

Lot 1 Property Information

- ☐ Lot address.
- ☐ Assessor's parcel number.
- ☐ General plan designation.
- ☐ Zoning district.

Lot 2 Property Information

- ☐ Lot address.
- ☐ Assessor's parcel number.
- ☐ General plan designation.
- ☐ Zoning district.

Lot 3 Property Information

- ☐ Lot address.
- ☐ Assessor's parcel number.
- ☐ General plan designation.
- ☐ Zoning district.

Project Information

- ☐ **Title reports.** A title report for each lot.
- ☐ **Legal description.** Legal description of each lot in a metes and bounds format; and adjusted legal description of each lot after adjustment in a metes and bounds format.
- ☐ **Site map.** Ten (10) 18" x 24" inch copies, to scale, and ten (10) 11" x 17" reductions.

Include the following:

- ☐ Name, address and telephone number of owner, owners agent and person who prepared the drawing.
- ☐ North point, date of drawing and scale. Use an engineer's scale such as 1"=10' or 1"=30'.
- ☐ Oriented the site so that north is to the top of the drawing.
- ☐ Existing lot lines and the proposed lot lines with dimensions.
- ☐ Location, names and widths of streets bordering the property.
- ☐ Points of access in detail.
- ☐ Recorded easements.
- ☐ Structures on the lots.
- ☐ Unusual topographic features of the site such as steep slopes or water courses.
- ☐ On a vicinity map, show the location of the site in relation to surrounding streets.

Licensed professional. Lot line adjustment work must be performed by a professional land surveyor licensed in _____.

Sample authorization letter. Submit a letter authorizing the applicant to apply for a lot line adjustment in behalf of all lot owners.

Date

Name

Street

City, state, zip

RE: Authorizing an agent to act in my behalf. We authorize the below named individual to represent us as the applicant for a City of _____ in regard to processing and approving an application, or for any related action necessary to allow the application to proceed:

Name

Street

City, state, zip

Sincerely,

Record Owner of Lot 1

Record Owner of Lot 2

Record Owner of Lot 3

(MOP) Merger of Parcels

Supplementary application. You must submit a supplementary application for each planning permit you are applying for.

Supporting Documentation

Many cities were first subdivided in the 18th , 19th and early 20th century. At that time subdivisions were often plotted on paper without regard for land forms or consumer preference. As a consequence, many very narrow subdivision lots were not develop or were informally combined into multiple lot configurations. The law provides a way for cities or property owners to easily merge obsolete narrow lots into wider, more desirable lots.

Owner initiated merger

If two or more contiguous lots are owned by the same person, the owner may initiate a merger by requesting the city to initiate the merger as specified in law.

City initiated merger

The city council may initiate the merger if one (1) or more of the contiguous lots held by the same owner does not conform to the minimum parcel size allowed by the zoning, if:

- At least one of the parcels must be undeveloped by any structure for which a building permit was issued or for which a building permit was not required at the time of construction, or is developed only with an accessory structure or accessory structures, or is developed with a single structure, other than an accessory structure, that is also partially sited on a contiguous parcel. One or more of the following conditions must exist:
- Comprises less than 5,000 square feet in area at the time of the determination of merger.
- Was not created in compliance with laws and ordinances in effect at the time of its creation.
- Has no legal access adequate for vehicular and safety equipment access and maneuverability.

Processing a parcel merger permit is a quasi-judicial action requiring discretionary decision-making. The city has the authority to base its decision on the evidence, and interpretation of general plan criteria, and land use regulation objective rules and objective standards.

Supplementary application

A supplementary application containing the following information, must be submitted:

- Merger map. A map conforming to the specifications of a final parcel map.

Preparation of supplementary application

The supplementary application consisting of the merger map and supporting text must be prepared under the direction of a registered civil engineer, or registered surveyor.

Mandatory street access

After merger, the resulting lot must directly access an existing public street.

Conditions and limitations

In granting a parcel merger permit, the city may impose reasonable conditions or limitations it deems necessary to assure compliance with general plan criteria and land use regulation objective rules and objective standards.

City engineer's certification

If the merger map fully complies with regulations, the city engineer's certification must be indelibly marked on the original of the map. The certification must reference any documents that describe conditions.

Filing vacation map

After the merger map has been approved:

- the original acetate (Mylar) drawing must be indelibly inscribed with the signatures required by law;
- three (3) acetate (Mylar) copies of the signed original are to be made using the Autopositive process or a process of equal quality;

- the city is to file the original with the county clerk; and
- the three acetate (Mylar) copies are to be distributed; One (1) to the applicant, and two (2) to the city.

(PDP) Planned Development Proposal

Supplementary application. You must submit a supplementary application for each planning permit you are applying for.

Supporting Documentation

The planned development allows for diversification of development with the intent of obtaining results superior to that which can be achieved through Euclidean zoning. Planned development provides a way for the city as a whole to benefit from the creative development of a parcel which, because of its unique or unusual size, shape, topography, vegetation, natural characteristics or relationship to surrounding land uses, should be developed to a unified design plan. A planned development promotes creative residential construction by allowing the intermixing of housing types. A planned development also allows mixing commercial, industrial and residential uses on a parcel if the end result would benefit the city. Furthermore, it allows the creative use of an individually owned parcel or a group of separately owned parcels to promote unified and aesthetically pleasing neighborhoods. Planned development may be processed as a single action or as two actions. If processed as a single action, both zoning and plan are combined into a single legislative action. This means that if the plan ever needs to be revised, the applicant must repeat the entire legislative process. If the action is divided into two parts, the following process applies:

Legislative action —planned development zoning. The zoning map must be amended to show the territory as a planned development. The process is carried out exactly as any other zoning map amendment (ZMA); a legislative action requiring both a planning commission hearing and a city council hearing. It is a long, complicated legal process.

Adjudicative action —planned development proposal. The plan may be processed as a site design review (SDR); a quasi-judicial action requiring only a planning commission hearing. If the plan ever needs to be revised, it need only be subjected to the short site design review legal process.

The city uses the two part process to save the applicant time and expense.

Underlying zoning district

Land in any zoning district may be incorporated into a planned development. Contiguous parcels, regardless of their individual zoning, may be combined into a single planned development.

Maximum density

The total density in the planned development must be consistent with the general plan. A planned development that combines two or more parcels, may not exceed the maximum density allowed by the general plan and underlying zoning of each parcel, but may distribute structures without regard for the underlying zoning density if it will achieve a superior outcome, consistent with the general plan.

Supplementary application

A supplementary application consisting of the following items must be submitted:

- ☐ Site plan. A plan to scale showing proposed uses and structures. Required information is listed in Title 12 under Site Plan Standards.
- ☐ Supporting plans. Detailed plans supporting the action. Required information is listed in Supporting Plan Standards.
- ☐ Supporting text. Written evidence supporting the action. Required information is listed in Supporting Text Standards.
- ☐ Architectural renderings. Submit the material required for a design review . Information is listed in Objective Design Standards.
- ☐ Construction drawings. Construction drawings for the proposal, at a scale of 1/4" = 1', in the format and detail required by the building inspector, on 24" X 36" paper. A slightly different size paper may be substituted if it is the size habitually used by the architect.
- ☐ Development schedule. A time line schedule showing all major construction events. The development schedule will become part of the development agreement.

Failure to perform

The developer must execute the planned development as approved by the city. Failure to perform as specified in the project record, will void the planned development approval.

Completion date agreement

The planned development must be completed by the date shown on the construction time line schedule. However, the time line schedule may be modified from time-to-time to extend the completion date. If construction falls more than ninety (90) days behind schedule, the developer must submit a revised time line schedule and a written statement explaining the reason for the delay. Automatic extensions may extend the total construction time by twice the time shown on the original time line schedule. That is, a project scheduled to be completed in two (2) years may be extended for not more than two (2) additional years, giving a total construction time of four (4) years.

Whole project requirement

The planned development must be designed and built as an integrated community. A speculative venture where parcels or sites are sold to others for individual placement of structures is not to be deemed a planned development. Site design and structure design must be approved concurrently.

Conditions and limitations

In granting a planned development, the city may impose reasonable conditions or limitations it deems necessary to assure compliance with general plan criteria and land use regulation objective rules and objective standards.

Implementation

Staff is required to modify city documents to reflect the change. After the planned development has been approved at the applicant's expense:

- ☐ if the text is changed, the new text must be inserted into the code of ordinances at the appropriate place.

- if the zoning map is changed, a new polyester film (Mylar) zoning map must be made using the Autopositive process or a process of equal quality.

(PDZ) Planned Development Zone

Supplementary application. You must submit a supplementary application for each planning permit you are applying for.

Supporting Documentation

The planned development allows for diversification of development with the intent of obtaining results superior to that which can be achieved through Euclidean zoning. Planned development provides a way for the city as a whole to benefit from the creative development of a lot which, because of its unique or unusual size, shape, topography, vegetation, natural characteristics or relationship to surrounding land uses, should be developed to a unified design plan. A planned development promotes creative residential construction by allowing the intermixing of housing types. A planned development also allows mixing commercial, industrial and residential uses on a lot if the end result would benefit the city. Furthermore, it allows the creative use of an individually owned lot or a group of separately owned lots to promote unified and aesthetically pleasing neighborhoods. Planned development may be processed as a single action or as two actions. If processed as a single action, both zoning and plan are combined into a single legislative action. This means that if the plan ever needs to be revised, the applicant must repeat the entire legislative process. If the action is divided into two parts, the following process applies:

Legislative action —planned development zoning. The zoning map must be amended to show the territory as a planned development. The process is carried out exactly as any other zoning map amendment (ZMA); a legislative action requiring both a planning commission hearing and a city council hearing. It is a long, complicated legal process.

Adjudicative action —planned development proposal. The proposal may be processed as a site design review (SDR); a quasi-judicial action requiring only a planning commission hearing. If the plan ever needs to be revised, it need only be subjected to the short site design review legal process.

The city uses the two part process to save the applicant time and expense.

Underlying zoning district

Land in any zoning district may be incorporated into a planned development. Contiguous lots, regardless of their individual zoning, may be combined into a single planned development.

Maximum density

The total density in the planned development must be consistent with the general plan. A planned development that combines two or more lots, may not exceed the maximum density allowed by the general plan and underlying zoning of each lot, but may distribute structures without regard for the underlying zoning density if it will achieve a superior outcome, consistent with the general plan.

Supplementary Application

A supplementary application consisting of the following items must be submitted:

- ☐ **Site plan.** A plan to scale showing proposed uses and structures.
- ☐ **Supporting plans.** Detailed plans supporting the action.
- ☐ **Supporting text.** Written evidence supporting the action.
- ☐ **Architectural renderings.** Submit the material required for a site design review.
- ☐ **Construction drawings.** Construction drawings for the proposal, at a scale of 1/4" = 1', in the format and detail required by the building inspector, on 24" X 36" paper. A slightly different size paper may be substituted if it is the size habitually used by the architect.
- ☐ **Development schedule.** A time line schedule showing all major construction events.

The development schedule will become part of the development agreement.

Failure to Perform

The developer must execute the planned development as approved by the city. Failure to perform as specified in the project record, will void the planned development approval.

12 Completion Date Agreement

The planned development must be completed by the date shown on the construction time line schedule. However, the time line schedule may be modified from time-to-time to extend the completion date. If construction falls more than ninety (90) days behind schedule, the developer must submit a revised time line schedule and a written statement explaining the reason for the delay. Automatic extensions may extend the total construction time by twice the time shown on the original time line schedule. That is, a project scheduled to be completed in two (2) years may be extended for not more than two (2) additional years, giving a total construction time of four (4) years.

Whole Project Requirement

The planned development must be designed and built as an integrated community. A speculative venture where lots or sites are sold to others for individual placement of structures is not to be deemed a planned development. Site design and structure design must be approved concurrently.

Conditions and Limitations

In granting a planned development, the city may impose reasonable conditions or limitations it deems necessary to assure compliance with general plan criteria and land use regulation objective rules and objective standards.

Zoning Map Identifier

Each planned development must be identified on the zoning map. The first planned development bears the identification number "PD 01" and each following planned development bears a consecutive number.

Implementation

Staff is required to modify city documents to reflect the change. After the planned development has been approved:

- ☐ if the text is changed, the new text must be inserted into the code of ordinances at the appropriate place.

- if the zoning map is changed, a new polyester film (Mylar) zoning map must be made using the Autopositive process or a process of equal quality.

(PNP) Partition Proposal

Supplementary application. You must submit a supplementary application for each planning permit you are applying for.

Supporting Documentation

Generally, a partition is the division of one (1) lot into four (4) or fewer lots. However, state law lists specific situations where a partition that will yield more than four (4) parts may also qualify as a partition rather than a subdivision as defined in state law. Also, if a an existing subdivision is redivided into four (4) or fewer lots, it may be reclassified as a partition.

Supplementary application

A supplementary application containing the following information, must be submitted:

- ☐ Partition proposal. A partition proposal conforming to all applicable provisions of state law.
- ☐ Site Plan. A plan to scale showing proposed uses and structures.
- ☐ Supporting Plans. Detailed plans supporting the action.
- ☐ Supporting Text. Written evidence supporting the action.

Preparation of supplementary application

The supplementary application consisting of the partition proposal and supporting text must be prepared under the direction of a registered civil engineer, or registered surveyor.

Quasi-judicial action

Processing a partition is a quasi-judicial action requiring discretionary decision-making. The city has the authority to base its decision on the evidence, and interpretation of general plan criteria, and land use regulation objective rules and objective standards.

Conversion plan requirement

At the time an application is made to divide land into any number of lots, a conversion plan may be required at the city's discretion. The conversion plan must show how the land, including any

designated remainder, can be divided into the maximum practical number of lots allowed by the zoning.

Conversion plan content

The conversion plan must provide graphic information at the same scale required for a partition, based on the maximum practical number of lots allowed by the zoning. The conversion plan must show how the proposed land partition is compatible with the ultimate practical land division.

The conversion plan must show the location and gradient of the streets and how they will connect to existing streets and proposed new streets.

The city may require the conversion plan to show how surrounding real property for up to one-quarter (1/4) mile can be successfully developed in relation to the proposed land partition.

Conditions and limitations

In granting a partition permit, the city may impose reasonable conditions or limitations it deems necessary to assure compliance with general plan criteria and land use regulation objective rules and objective standards. The city may require dedication of land, easements, street rights-of-way, installation of improvements and utilities, and specify conditions or modifications to the partition to facilitate development. After partition, all lots must directly access a public street.

Findings of fact

To approve the partition, the city must find that:

- ☐ the proposal is consistent with the general plan and any specific plans that apply to the site.
- ☐ the proposal is suitable for the physical characteristics of the site.
- ☐ the proposal has a building or population density suitable for the site.
- ☐ the proposal will not have a substantial adverse impact on the environment.
- ☐ Adequate water, sanitary sewer and storm drainage is available from existing facilities.

However, the partition may be approved if facilities will be provided as part of the required project improvements.

- ☐ the proposal will not avoidably injure fish or wildlife or their habitat.
- ☐ the proposal will not cause serious public health problems.
- ☐ the proposal will not conflict with easements of record or to easements established by judgment of a court of competent jurisdiction. Approval may be granted if substantially equivalent alternate easements are provided.

Exception authority

The city may grant an exception to strict compliance with the land use regulations if a written finding of fact supports the conclusion that:

- ☐ there are exceptional or extraordinary circumstances or conditions applicable to the site such as topography, fixed rights-of-way, or unique location of easements.
- ☐ unique or innovative design fulfills the spirit of the adopted land use regulations even though it does not strictly adhere to requirements.
- ☐ the applicant is being denied the preservation and enjoyment of a substantial property right possessed by other real property in the vicinity or same zoning district.
- ☐ granting the exception will not be injurious to other property or improvements in the vicinity or same zoning district and will not nullify the intent and purpose of the general plan or land use regulations.

Planned development exception

An exception is not required for deviations from the land use regulations if the partition is for a planned development zoning district and the design complies with the adopted (PDP) planned development proposal.

Exception conditions

In granting an exception, the city may require conditions aimed at substantially securing the objectives of the standards or requirements excepted.

Life span

An approved partition is valid for twenty-four (24) months. Before the end of the twenty-four (24) months, a plat must be filed. The city may extend the validity of the partition, for good cause, for twelve (12) additional months. A request for an extension must be filed prior to partition expiration.

Indemnity

If the city has reason to believe that the partition could arouse controversy, one of the conditions of approval must obligate the subdivider to defend, indemnify, and hold harmless the city and its agents, officers, and employees from any claim, action, or proceeding to attack, set aside, void, or annul, the approval.

Vesting rights

Vesting rights are established by having the words "VESTING PARTITION" conspicuously imprinted on the partition map.

Partition amendment

An application to amend the partition may be filed any time prior to partition expiration.

New regulations apply

An application for a partition opens the partition to review under the regulations in effect on the date application for amendment is deemed complete.

(PRZ) Prezoning Unincorporated Territory

Supplementary application. You must submit a supplementary application for each planning permit you are applying for.

Supporting Documentation

- ☐ **County zoning map.** Copy of the existing county zoning map into the application: Ten (10) 18' x 24' inch copies, to scale, and twenty (20) 11' x 17' reductions. Additional copies may be required.
- ☐ **New city zoning map.** Copy of the proposed zoning map into the application: Ten (10) 18' x 24' inch copies, to scale, and twenty (20) 11' x 17' reductions. Additional copies may be required.
- ☐ **Reason for change:** Describe the reasoning behind the proposed city zoning map designations:

Title block. Drawings must list the name, address and telephone number of:

- ☐ Owner.
- ☐ Owner's agent.
- ☐ Person who prepared the drawing.

Compass. North point, date of drawing and scale. Use an engineers scale such as 1' x 10' or 1' x 30'. Orient the site so that north is to the top of the drawing.

(PTE) Permit Time Extension

Supplementary application. You must submit a supplementary application for each planning permit you are applying for.

Supporting Documentation

A permit holder may request extension of the permit expiration date at any time prior to the permit expiration date. The permit will continue to be valid until the city acts upon the extension request.

If the permit has expired, construction is incomplete, and no time extension was requested before permit expiration, construction must cease until after the city acts upon the extension request.

If the request for a time extension is received after the permit expiration date; or if construction has not started within the time allowed for completing major structures, the city must deny the request for a time extension if conditions have changed making the project no longer permissible.

Time extension information.

Permit Number _____ Additional Time Requested _____

Revised construction schedule. Submit a revised construction schedule explaining how the activity will be completed within the requested time extension.

(PTP) Partition Plat

Supplementary application. You must submit a supplementary application for each planning permit you are applying for.

Supporting Documentation

A partition plat is a cadastral map, drawn to scale, showing the legal description of land, easements, rights-of-way, and other obligations that establish lots for the purpose of selling them. After filing the partition plat, the legal descriptions will refer to block and lot-numbers rather than portions of sections. For the partition plat to become legally valid, the planning commission must review and approve the partition plat.

Recording time limit. The partition plat must be recorded with the county recorder not more than _____ months after approval of the partition. To meet the deadline, partition plat application must be filed with the city not more than _____ months after the partition is approved.

Ministerial action. Approving partition plat is a ministerial action that does not require discretionary decision-making. The application is judged solely on its merits. If the application fails to comply with all objective rules for a partition plat, the partition plat must be denied.

A supplementary application containing the following information must be submitted:

- ☐ **Number of copies.** Three (3) sets of the partition plat containing the information specified in state law. One (1) set will be returned to the applicant after processing, one (1) set is to be filed with the county recorder, and one (1) set will be retained by the city.
- ☐ **Location of statements.** The city engineer has the authority to decide whether the statements listed in state law. are to be located on the partition plat or on a separate document.
- ☐ **Objective rules.** The application must meet all of the following objective rules:
 - The application must not violate city or state regulations. The partition plat must comply with the provisions of state law.

- The block, lot, and street layout shown on the partition plat must be substantially the same as the layout approved for the partition.
- Lot dimensions and area may be slightly increased or decreased, at the city's discretion, as long as the resulting lots comply with the city's land use regulations.
- The partition plat must be technically correct.
- The partition plat must comply with the partition conditions of approval.

Objective standards. The application must comply with all objective standards as listed in the city's standards.

Security. After the partition plat is recorded with the county recorder, the applicant may be granted time to complete public improvement installation. If time is granted, adequate security must be posted with the city in the manner specified in the city's standards.

Existing building division. If the partition plat divides an existing building, the building, after division, must meet the requirements of the adopted Uniform Codes.

Building permits. Building permits will not be issued until after the partition plat has been recorded with the county recorder.

Subdivision plat correction. After the partition plat has been recorded by the county recorder, it may be amended as specified in state law.

(PUD) Planned Unit Development

Supplementary application. You must submit a supplementary application for each planning permit you are applying for.

Supporting Documentation

A (PUD) planned unit development may be proposed for a single lot or a group of lots. The land may be owned by one person or by a group of people. It may be for a single land use such as housing or for mixed uses. The applicant is given the freedom to design a project that has its own design rules and follows its own zoning district, with its own designation PUD 1, PUD 2, PUD 3, PUD 4

- ☐ **Adopted plans report.** A report explaining the relationship of the proposed project to all adopted city and regional plans.
- ☐ **Geological report.** Where there are known geological hazards, if required by the city engineer.
- ☐ **Preliminary soils report.** A report on soil tests by a registered geotechnical engineer, if required by the city engineer.
- ☐ **Erosion control proposal.** A proposal detailing erosion control during construction and for the long term.
- ☐ **Grading proposal.** If extensive grading will occur, file a written application for grading and excavation in conformity with the provisions of the code of ordinances.
- ☐ **Dedications and easements proposal.** List and explain any land to be dedicated to the public or any proposed scenic or open space easements. Explain sureties and performance bonds covering open space areas and dedicated public improvements.
- ☐ **Common ownership proposal.** Describe any areas or facilities to be owned in common. Attach the instrument of their ownership and a proposal guaranteeing their long-term maintenance. The method of maintenance and management of common open spaces and common facilities must be included.

- ☐ **Privacy wall proposal.** Describe any sound walls or berms and accompanying landscaping. Attach a proposal guaranteeing their long-term maintenance.
- ☐ **Special purpose district proposal.** Explain any proposed creation of an entity for the purpose of financing improvements or the maintenance of improvements.
- ☐ **Off-site improvement proposal.** Describe the nature and extend of proposed off-site improvements.
- ☐ **Solar access proposal.** Describe the provisions made to insure solar access
- ☐ **Outside lighting proposal.** A proposal describing type and location of street lighting that will conform with city standards.
- ☐ **Variance or Exception.** The planned unit development concept is based on the elimination of variances and exceptions—there is no need for them.
- ☐ **Utility service proposal.** First, obtain utility easement requirements from each public utility. Second, submit your proposed utility easements to them for review. Third, attach evidence that the utilities will accept your proposed easements.
- ☐ **Open space proposal.** Documentation of the methods proposed to safeguard and maintain open space areas.

Open space proposal. Residential development requires a minimum of 40 percent private and common open space, not including balconies. Each ground-floor dwelling shall have a minimum, contiguous, private, open space of 225 square feet and each upper story dwelling, 60 square feet of balcony.

Perimeter proposal. The design must protect adjacent properties from adverse influences of traffic, land uses, building scale and density by the combined use of screening, setbacks and land use location.

Circulation proposal. The design must provide adequate vehicle access to and within the project for motor vehicles, mobility scooters, bicycles skateboards, roller blades, and pedestrians.

Noise proposal. The design must comply with noise standards related to all sources.

Building development proposal. The design must show the following:

- ☐ **Pad placement.** Show where structures will be placed on the land.
- ☐ **Landscaping and irrigation.** Show proposed landscaping and irrigation.
- ☐ **Elevations.** Show all four sides of buildings drawn to scale.

(PUD) Planned Unit Development Proposal

Proposal copies. Ten (10) copies of the PUD map 18" x 26" or 24" x 36" and Twenty 11" x 17" reductions, all folded to fit an 8½" x 11" file folder.

The tentative plan map or maps shall, at a minimum, include the following:

Title Block Data

- ☐ Name and address of the record owner.
- ☐ Name and address of the owner's authorized agent.
- ☐ Name, address and license number of the land surveyor, registered civil engineer or other qualified professional who prepared the tentative map.
- ☐ Scale and date, north point (generally top of the map). Minimum scale one inch = 100 feet for parcels more than 20 acres and one inch = 50 feet for parcels less than 20 acres.
- ☐ Vicinity map that shows the location of the property from nearest arterial road. The vicinity map is for directional aid only. No scale is required.
- ☐ Name of proposed (PUD) planned unit development.

PUD Boundaries. Sufficient data to define the boundaries, or a legal description and border on reverse side of map to indicate boundaries.

Land Forms. The contour of the land at intervals of one foot of elevation up to five (5) per cent slope; two (2) foot intervals up to ten (10) per cent slope and five (5) foot intervals over ten (10) per cent slope. Show the following:

- ☐ Approximate location of area subject to inundation by storm water overflow.
- ☐ Location, width and direction of flow of existing and proposed water courses, lakes and reservoirs.

- ☐ Location of existing ditches, cesspools, culverts, and wells.
- ☐ Trees located within a proposed public rights-of-way that will remain in place.
- ☐ Circulation as integrated into the landscape. Include bordering off-site highways, streets, alleyways and existing or proposed easements.

Street sections. Show typical street sections and details, approximate radii of curves and the elevation of street intersections. Include accommodations for motor vehicles, mobility scooters, bicycles skateboards, roller blades, and pedestrians.

Pedestrian ways. Show safely lighted pedestrian accessways to common open space, recreational areas, and community facilities. Make room for mobility scooters, bicycles skateboards, roller blades, and pedestrians.

Off-street parking. Show adequate, convenient, well marked, safely lighted and landscaped parking areas.

- ☐ Provide two (2) non-tandem parking spaces per dwelling and one (1) additional guest parking. Dispersed parking is preferred.
- ☐ Provide parking for commercial, industrial, and recreational uses as needed. Consider ‘hot bunking’ where a day parker and a night parker share one space.

Easements and dedications. Location and purpose of all existing and proposed easements and adjacent easements within the subdivision.

Public areas. Show public areas if any.

Underground utilities. Show location, size and grades of proposed underground electric, communication, gas, water, sewer and drainage utilities.

Type and location of fire hydrants and street lights.

Cluster mailboxes. Show locations and easements, or letter of exemption from the postmaster.

Site and structure relationship. Show the location and outline, to scale, of each existing building. Show any building to be removed in dotted lines. Note existing and proposed use of each existing building.

Proposed new buildings. Show the location and outline, to scale, of each proposed new building.

Note proposed use of each new building.

(PDZ) Planned Development Zone

Supplementary application. You must submit a supplementary application for each planning permit you are applying for.

Supporting Documentation

The planned development allows for diversification of development with the intent of obtaining results superior to that which can be achieved through Euclidean zoning. Planned development provides a way for the city as a whole to benefit from the creative development of a lot which, because of its unique or unusual size, shape, topography, vegetation, natural characteristics or relationship to surrounding land uses, should be developed to a unified design plan. A planned development promotes creative residential construction by allowing the intermixing of housing types. A planned development also allows mixing commercial, industrial and residential uses on a lot if the end result would benefit the city. Furthermore, it allows the creative use of an individually owned lot or a group of separately owned lots to promote unified and aesthetically pleasing neighborhoods. Planned development may be processed as a single action or as two actions. If processed as a single action, both zoning and plan are combined into a single legislative action. This means that if the plan ever needs to be revised, the applicant must repeat the entire legislative process. If the action is divided into two parts, the following process applies:

Legislative action —planned development zoning. The zoning map must be amended to show the territory as a planned development. The process is carried out exactly as any other zoning map amendment (ZMA); a legislative action requiring both a planning commission hearing and a city council hearing. It is a long, complicated legal process.

Adjudicative action —planned development proposal. The proposal may be processed as a site design review (SDR); a quasi-judicial action requiring only a planning commission hearing. If the plan ever needs to be revised, it need only be subjected to the short site design review legal process.

The city uses the two part process to save the applicant time and expense.

Underlying zoning district

Land in any zoning district may be incorporated into a planned development. Contiguous lots, regardless of their individual zoning, may be combined into a single planned development.

Maximum density

The total density in the planned development must be consistent with the general plan. A planned development that combines two or more lots, may not exceed the maximum density allowed by the general plan and underlying zoning of each lot, but may distribute structures without regard for the underlying zoning density if it will achieve a superior outcome, consistent with the general plan.

Supplementary Application

A supplementary application consisting of the following items must be submitted:

- ☐ **Site plan.** A plan to scale showing proposed uses and structures.
- ☐ **Supporting plans.** Detailed plans supporting the action.
- ☐ **Supporting text.** Written evidence supporting the action.
- ☐ **Architectural renderings.** Submit the material required for a site design review.
- ☐ **Construction drawings.** Construction drawings for the proposal, at a scale of 1/4" = 1', in the format and detail required by the building inspector, on 24" X 36" paper. A slightly different size paper may be substituted if it is the size habitually used by the architect.
- ☐ **Development schedule.** A time line schedule showing all major construction events. The development schedule will become part of the development agreement.

Failure to Perform

The developer must execute the planned development as approved by the city. Failure to perform as specified in the project record, will void the planned development approval.

12 Completion Date Agreement

The planned development must be completed by the date shown on the construction time line schedule. However, the time line schedule may be modified from time-to-time to extend the

completion date. If construction falls more than ninety (90) days behind schedule, the developer must submit a revised time line schedule and a written statement explaining the reason for the delay. Automatic extensions may extend the total construction time by twice the time shown on the original time line schedule. That is, a project scheduled to be completed in two (2) years may be extended for not more than two (2) additional years, giving a total construction time of four (4) years.

Whole Project Requirement

The planned development must be designed and built as an integrated community. A speculative venture where lots or sites are sold to others for individual placement of structures is not to be deemed a planned development. Site design and structure design must be approved concurrently.

Conditions and Limitations

In granting a planned development, the city may impose reasonable conditions or limitations it deems necessary to assure compliance with general plan criteria and land use regulation objective rules and objective standards.

Zoning Map Identifier

Each planned development must be identified on the zoning map. The first planned development bears the identification number "PD 01" and each following planned development bears a consecutive number.

Implementation

Staff is required to modify city documents to reflect the change. After the planned development has been approved:

- ☐ if the text is changed, the new text must be inserted into the code of ordinances at the appropriate place.
- ☐ if the zoning map is changed, a new polyester film (Mylar) zoning map must be made using the Autopositive process or a process of equal quality.

(RTA) Reversion to Acreage

Supplementary application. You must submit a supplementary application for each planning permit you are applying for.

Supporting Documentation

State law provides a way for land owners to eliminate undeveloped and obsolete land divisions.

Justification

For a subdivision to be eligible for reversion to acreage, the applicant must submit a legitimate development proposal to substantiate the need for the reversion to acreage.

Quasi-judicial action

Processing a subdivision reversion to acreage permit is a quasi-judicial action requiring discretionary decision-making. The planning commission has the authority to base its decision on the evidence, and interpretation of general plan criteria, and land use regulation objective rules and objective standards.

Supplementary application

A supplementary application containing the following information, must be submitted:

- **Reversion map.** A reversion to acreage map conforming to all applicable provisions of state subdivision law.
- **Site plan.** Illustrations drawn to professional standards.
- **Supporting plans.** Detailed plans supporting the action.
- **Supporting text.** Written evidence supporting the action.

Preparation of supplementary application

The supplementary application consisting of the reversion to acreage map and supporting text must be prepared under the direction of a registered civil engineer, or registered surveyor, licensed by the state.

Mandatory street access

After reversion to acreage, the remaining lot must directly access an existing public street.

Conditions and limitations

In granting a subdivision reversion to acreage permit, the planning commission may impose reasonable conditions or limitations it deems necessary to assure compliance with general plan criteria and land use regulation objective rules and objective standards.

City surveyor's certification

If the reversion to acreage map fully complies with regulations, the city engineer's certification must be indelibly marked on the original of the map. The certification must reference any documents that describe conditions. The city engineer must send the original of the reversion to acreage map to the secretary of the planning commission for endorsement.

Filing vacation map

After the reversion to acreage map has been approved:

- ☐ the original acetate (Mylar) drawing must be indelibly inscribed with the signatures required by law;
- ☐ three (3) acetate (Mylar) copies of the signed original are to be made using the Autopositive process or a process of equal quality;
- ☐ the city is to file the original with the county clerk; and
- ☐ the three acetate (Mylar) copies are to be distributed; One (1) to the applicant, and two (2) to the city.

Permit runs with land

A subdivision reversion to acreage permit runs with the land and continues to be valid upon a change of ownership. If the city grants a vacation and the development is not effectuated, the land reverts to the original designation.

(SDP) Subdivision Plat

Supplementary application. You must submit a supplementary application for each planning permit you are applying for.

Supporting Documentation

A subdivision plat is a cadastral map, drawn to scale, showing the legal description of land, easements, rights-of-way, and other obligations that establish lots for the purpose of selling them. After filing the subdivision plat, the legal descriptions will refer to block and lot-numbers rather than portions of sections. For the subdivision plat to become legally valid, the city council must review and approve the subdivision plat.

Recording time limit. The subdivision plat must be recorded with the county recorder not more than _____ months after approval of the subdivision. To meet the deadline, a subdivision plat application must be filed with the city not more than _____ months after the subdivision is approved.

Ministerial action. Approving a subdivision plat is a ministerial action that does not require discretionary decision-making. The application is judged solely on its merits. If the application fails to comply with all objective rules for a subdivision plat, the subdivision plat must be denied.

A supplementary application containing the following information must be submitted:

- ☐ **Number of copies.** Three (3) sets of the subdivision plat containing the information specified in state law. One (1) set will be returned to the applicant after processing, one (1) set is to be filed with the county recorder, and one (1) set will be retained by the city.
- ☐ **Location of statements.** The city engineer has the authority to decide whether the statements listed in state law, are to be located on the subdivision plat or on a separate document.
- ☐ **Dedication acceptance.** Offers of dedication must be reviewed by the city engineer for correctness and compliance with the conditions of approval.
- ☐ **Objective rules.** The application must meet all of the following objective rules:

- The application must not violate city or state regulations. The subdivision plat must comply with the provisions of state law.
- The block, lot, and street layout shown on the subdivision plat must be substantially the same as the layout approved for the subdivision.
- Lot dimensions and area may be slightly increased or decreased, at the city's discretion, as long as the resulting lots comply with the city's land use regulations.
- The subdivision plat must be technically correct.
- The subdivision plat must comply with the subdivision conditions of approval.

Objective standards. The application must comply with all objective standards as listed in the city's standards.

Security. After the subdivision plat is recorded with the county recorder, the applicant may be granted time to complete public improvement installation. If time is granted, adequate security must be posted with the city in the manner specified in the city's standards.

Existing building division. If the subdivision plat divides an existing building, the building, after division, must meet the requirements of the adopted Uniform Codes.

(SDR) Site Design Review

Supplementary application. You must submit a supplementary application for each planning permit you are applying for.

Supporting Documentation

Most site design reviews do not need to provide all of the information requested in this application. Your case planner will redact or cross out information that does not pertain to your permit application.

General Information

- ☐ Total building area (gross sq. ft.) existing: _____ existing and proposed building height: _____
- ☐ Proposed: _____
- ☐ If multi-family housing (apts. / condo), list heights of each building type: number of building(s) existing: _____ proposed: _____
- ☐ Off street parking: required spaces: _____ provided spaces: _____
- ☐ Apt./condo/townhome, number of 1br units: ____ 2br:____ 3br: ____ 4br: ____
- ☐ a traffic impact analysis is must be performed when more than 100 vehicle trips are expected to occur during any 24 hour period.
- ☐ The am peak hour is: _____
- ☐ The pm peak hour is: _____

Data to be shown on site plan

- ☐ Site plan map drawn to scale on 18" x 24" or 24" x 36" sheets.
- ☐ Vicinity map at scale of no more than one thousand (1,000) feet per inch. Show the orientation of the proposal with its relation to surrounding streets and properties, and oriented in the same direction as the site plan.
- ☐ True north arrow, with north at the top of the map;
- ☐ Scale of the map using engineer's scale (1"=10', 1"=50', etc.).

- ☐ Show date of preparation, including all revision dates;

Title Block Information

- ☐ information of the person who prepared the map.
- ☐ Site data tabulation:
- ☐ Project name ; project address, parcel number;
- ☐ Zoning district(s), overlay district(s) designation;
- ☐ Building setbacks, required and proposed;
- ☐ Total amount of acreage within the project boundaries;
- ☐ Building size, both existing and proposed, with square footage(s);
- ☐ Calculations for building lot coverage, existing and proposed;
- ☐ Number of units;
- ☐ Number of buildings;
- ☐ Building height(s), number of stories and square feet per floor;
- ☐ Total amount and percent of impervious surface areas, before and after proposal;
- ☐ Off street parking calculations, including required amount of parking and proposed amount of parking and the basis for determination;

General information

- ☐ Location of existing and proposed boundaries and lot lines;
- ☐ Names of property owners of adjacent properties or subdivisions of record;
- ☐ Zoning and land use of adjacent properties or subdivisions of record;
- ☐ Current, accurate topographical information based on mean sea level datum, with contour interval of 2.0 feet or less;
- ☐ Location and dimensions of any easements, public or private rights-of-way, existing and proposed, with book and page number references;
- ☐ Location and size of proposed parks, school sites, recreational areas or open spaces, and designation of future ownership and/or dedication;

- ☐ Identify if the site is in a special highway overlay district or any other zoning overlay district;
- ☐ Location, dimensions and type of construction of all fencing and screening;
- ☐ Site inventory map(s) as required by the land proposal code;
- ☐ Tree inventory performed by a qualified professional and the location of regulated vegetation certified by a professional land surveyor;
- ☐ Locations of any conservation resources associated with the parcel/site including any rare and endangered species in accordance with the north carolina wildlife resources commission;

Building, Structure and Use Information

- ☐ Location of all buildings (existing and proposed buildings) and all proposed expansions;
- ☐ Location of solid waste disposal, utility service areas, and display areas;
- ☐ Location of all ground level mechanical equipment such as hvac, electrical panels and similar mechanical equipment;
- ☐ Location of all outdoor uses proposed, including but not limited to accessory uses or structures;

Traffic Engineering Information

- ☐ Existing street names, together with state road numbers if applicable;
- ☐ Proposed streets, existing and platted streets on adjoining properties and in the proposed proposal with right-of-way widths and cross sections;
- ☐ General horizontal alignment of existing and proposed streets and thoroughfares, showing centerline minimum radii, pavement width, surface materials, curb and gutter, ditches and shoulder widths;
- ☐ Existing and proposed sidewalks, on both public streets and within site;
- ☐ Cross-sections of typical proposed streets and parking area;
- ☐ Dimensions of medians, median openings, curb radii;

- ☐ Vertical alignment of streets only when deemed necessary by the traffic engineer to properly determine the safety of proposed streets or driveways;
- ☐ Delineation of triangular sight distance on the plan as set forth in section 18-556 and article 15, definitions, of the land proposal code;
- ☐ Any rights-of-way proposed to be closed;
- ☐ Proposed private streets, dimensions and curb treatments;
- ☐ Existing and proposed parking areas, bay dimensions, aisle dimensions and summary of required and provided parking;
- ☐ Cross section and diagram of each floor of a parking structure;
- ☐ Wheel stops and other traffic barriers;
- ☐ Location and dimensions of loading and unloading areas;
- ☐ Location of any off-site parking;
- ☐ Show driveways for adjacent lots and lots across the street;
- ☐ The proposed driveway must be dimensioned to both property corners;
- ☐ Note whether existing driveways will be closed;
- ☐ Show or note street intersections within 500' of the site;
- ☐ Show appropriate city standard driveway detail on plan;
- ☐ Show parking lot and driveway geometric dimensions and radii;
- ☐ Show all required turn lanes, with details;
- ☐ Show all existing and proposed traffic control devices (including signals, signs, parking meters, and pavement markings);
- ☐ Parking lot must meet requirements of standard details sd 15-10 and 15-11 for parking lots under 25 stalls;
- ☐ Location and dimensions of on-site pedestrian access ways to and from the site onto public streets;
- ☐ Show all pedestrian crossings, existing and proposed;

- ☐ Show any other information needed to accurately depict the proposed improvements;
- ☐ An approved Department of Transportation driveway permits, where applicable.
- ☐ Plans for a state department of transportation driveway permit must be drawn to a scale of 1"=20', 1"=30', 1"=40" or 1"=50'

Landscape Plan Information

- ☐ Scale of 1" = 100' or less;
- ☐ North arrow;
- ☐ Locations and species of all existing hardwood trees at least eight (8) inches DBH, all conifer trees at least twelve (12) inches DBH, and all dogwoods, magnolias, other ornamental flowering trees, and american hollies at least four (4) inches DBH. The canopy drip lines of those trees shall be delineated. If groves of protected trees exist that will not be removed or disturbed, it is permitted to label the grove as such on the map, stating the approximate number of protected trees and species mix, without specifying data on each individual tree;
- ☐ Locations, dimensions, and square footage of required buffer strips, street yard plantings, parking lot landscaping, and building foundation plantings;
- ☐ Details of required landscaping showing species, dimensions, and spacing of planted materials and the use and protection of existing vegetation;
- ☐ All existing and proposed utilities and if applicable, their associated easements;
- ☐ Location and square footage of structures and parking lots;
- ☐ Adjacent zoning districts and uses;
- ☐ Locations of all trees greater than eight (8) inches DBH within required buffers and of all areas of natural vegetation to be used as part of the buffer;
- ☐ Setbacks of all structures and specifications and shielding of certain uses, as required;

- ☐ Locations of any conservation resources associated with the parcel/site including any rare and endangered species in accordance with the north carolina wildlife resources commission;
- ☐ Clearly indicate those protected trees to be retained and those proposed for removal and all trees to be planted on the site to meet mitigation requirements;
- ☐ Calculations for the number of trees proposed per acre disturbed; a minimum of fifteen (15) trees per acre disturbed on site required;
- ☐ Overlay of the proposed site layout, including the location of all existing and proposed buildings, utilities and site improvements;
- ☐ Delineation of the triangular sight distance on the plan;
- ☐ Tree preservation/removal permit attached or included with the site plan;

Environmental Requirements

- ☐ Floodplain information, including base flood elevation, elevation of lowest floor proposed for proposal, delineation of the 100-year flood boundary, floodway and floodway fringe areas, indicating source of information;
- ☐ Conservation resource information including type/amount of conservation resource, work table for determining required conservation space and developable land, setbacks from conservation space (both required and proposed);
- ☐ Approximate delineation of any federally regulated wetlands on the site;
- ☐ Delineation of any state and/or federally regulated wetlands on the site;
- ☐ Mean high water line;
- ☐ Erosion control plans;

Stormwater Information

A schematic stormwater drainage plan is required. The detail on the schematic must provide a clear concept of the existing and proposed channels, pipes, watercourses, and retention/detention on and adjacent to the site. Directions of flow are to be included. Sizes are to be approximate.

Complete engineering specifications and calculations will be required when an application is made for a stormwater discharge permit or drainage plan approval, as applicable. The following components should appear on the site plan:

- ☐ Existing and proposed site improvements to convey stormwater;
- ☐ Proposed off-site improvements to convey stormwater;
- ☐ Connection to existing public or private systems downstream and upstream;
- ☐ Places where runoff enters the site from adjacent area and how it will be conveyed;
- ☐ Proposed and existing retention/detention systems on or serving the site;
- ☐ Existing and proposed drainage easements indicated as public or private including approximate widths;
- ☐ Existing and proposed contours with intervals of 2' or less;
- ☐ Existing and proposed impervious surface area;
- ☐ Approximate disturbance area shown and reported;
- ☐ Approximate delineation of the 100-year flood plain boundary;
- ☐ Approximate delineation of any federally regulated wetlands on the site;
- ☐ Indicate any known drainage problems in and downstream of the site (clogged systems, undersize systems, recurring flooding in the immediate and adjacent area);
- ☐ Indicate the classification (SC, SA, etc.) and name of the state regulated water body serving the watershed where the site is located if the site disturbance area equals or exceeds one acre;
- ☐ Indicate if innovative or unusual methods will be employed to meet applicable state or federal requirements;

Public Utility Information

- ☐ Location of on-site and proposed tie-in to existing public utilities (water, sewer, culverts, drains, etc.) showing size and direction flow, and soil erosion and sedimentation control measures;

- ☐ Existing and proposed sanitary sewers, manholes, clean-outs, water lines, natural gas lines, stubs, fire hydrants, fire lines, valves, backflow prevention devices showing make and model, meters, with pipe sizes and locations indicated as applicable;
- ☐ Profiles of sanitary sewer lines only if required by the Cape Fear public utility authority to properly determine the feasibility of a proposed system;
- ☐ Well and septic tank locations, community septic system facilities where applicable;
- ☐ Force mains, pump stations if applicable;
- ☐ Show that all utilities, both public and private, that serve a project shall be underground;

Notes to Be Included on Final Site Plan

- ☐ Prior to any clearing, grading or construction activity, tree protection fencing shall be installed around protected trees or groves of trees. No construction workers, tools, materials, or vehicles are permitted within the tree protection fencing.
- ☐ Any trees and/or areas designated to be protected must be properly barricaded with fencing and protected throughout construction to insure that no clearing, grading or staging of materials will occur in those areas.
- ☐ No equipment is allowed on site until all tree protection fencing and silt fencing is installed and approved. Protective fencing is to be maintained throughout the duration of the project, and contractors shall receive adequate instruction on tree protection methods.
- ☐ All pavement markings in public rights-of-way and for driveways are to be thermoplastic and meet Department of Transportation standards.
- ☐ Once streets are open to traffic, contact traffic engineering regarding the installation of traffic and street name signs. Proposed street names must be approved prior to installation of street name signs.
- ☐ Traffic control devices (including signs and pavement markings) in areas open to public traffic are to meet Manual on Uniform Traffic Control Devices standards.

- ☐ Contact traffic engineering to ensure that all traffic signal facilities and equipment are shown on the plan.
- ☐ Call traffic engineering forty-eight (48) hours prior to any excavation in the right-of-way.
- ☐ Traffic engineering must approve of pavement marking prior to actual striping.
- ☐ All parking stall markings and lane arrows within the parking areas shall be white.
- ☐ All traffic control signs and markings off the right-of-way are to be maintained by the property owner.
- ☐ Stop signs and street signs to remain in place during construction.
- ☐ Tactile warning mats will be installed on all wheelchair ramps.
- ☐ A utility cut permit is required for each open cut of a city street.
- ☐ Any broken or missing sidewalk panels must be replaced.
- ☐ Street lighting must meet Dark Sky standards.
- ☐ Contractor to field verify existing water and sewer service locations, sizes and materials prior to construction. Engineer to be notified of any conflicts.
- ☐ Contractor shall maintain all-weather access for emergency vehicles at all times during construction.
- ☐ No obstructions are allowed in the space between thirty (30) inches and ten (10) feet above the ground within the sight distance triangle.
- ☐ Contact the one call center prior to doing any digging, clearing, or grading

(SGN) Sign Structure Review

Supplementary application. You must submit a supplementary application for each planning permit you are applying for.

Supporting Documentation

Sign structure review prevents individuals from erecting or placing signs that are public eyesores, damage community aesthetics, lower property values, or intrude on the general public's right to visual harmony. Sign structure review sets community standards for erecting and displaying advertising that conform to local style, form, color, texture, material and luminosity.

Subject uses

The following actions are subject to sign structure review:

- Installing or erecting a new sign structure.
- Moving or modifying an existing sign structure.

Exempt uses

The following sign structures are not subject to sign structure review:

- ☐ A memorial tablet, cornerstone or plaque of less than six (6) square feet.
- ☐ A national, state or local government flag unless, in the city's judgment, the flag is being used to attract customers to a business.
- ☐ A temporary political sign not larger than four (4) square feet. A political sign must not to be erected more than forty-five (45) days before the election. It must be removed not more than seven (7) days after the election.
- ☐ A temporary, non-illuminated real estate sign not larger than four (4) square feet. One (1) sign is allowed per lot. The sign must be removed not more than fifteen (15) days after the sale, lease or rental of the property.
- ☐ A temporary, non-illuminated construction company sign not larger than four (4) square feet. One (1) sign is allowed per lot. The sign must be removed not more than fifteen (15) days after completion of the project.

- ☐ A temporary sign identifying a new business. The sign must be removed after thirty (30) days.
- ☐ A temporary paper or painted advertisement attached to the inside of a retail store window. The sign must be removed at the end of fifteen (15) days.
- ☐ A temporary paper sign that gives notice of a public meeting. The sign must be removed no later than three (3) days after the meeting.
- ☐ A small informational sign showing: "open/closed", credit card logo, rating, professional association, or similar. The sign must be no larger than three (3) square feet.
- ☐ An identification, safety or directional sign placed by a government agency.
- ☐ A name plate that gives name, address or profession of an occupant. The sign is limited to one (1) square foot.

Prohibited uses

The following sign structures are not allowed:

- ☐ A sign structure that identifies or advertises a business not located on the premises.
- ☐ A sign structure that identifies or advertises a product not sold on the premises.
- ☐ A sign structure that displays the symbol, slogan or trade-mark of a national brand that is not the principal offering of the business.
- ☐ A sign structure that looks like, imitates or resembles an official traffic control device.
- ☐ A sign structure that blocks the view of an official traffic control device.
- ☐ A sign structure that obstructs a fire escape, standpipe, door, exit, window located above the first floor, or a light or ventilation shaft.
- ☐ A sign structure attached to a utility pole or placed within the public right-of-way. An exception may be granted for some types of sign structures that intrude into the public right-of way in the historic commercial zoning district.
- ☐ A sign structure with flashing, blinking or moving letters, characters or other elements.
- ☐ A sign structure that rotates, moves or appears to move.

- ☐ Billboards and off-premise signs.
- ☐ Banners, flags, helium filled balloons or other objects, that can be moved by the wind.
- ☐ Sandwich boards, murals or bench sign structures.
- ☐ Roof-top sign structures.

Displays on city property

Civic event displays are exempt because only the city council can grant permission for banners, pendants and flags to be displayed on city property. An applicant must directly petition the city council to obtain permission. Generally, banners, pendants and flags advertising civic events may be hung across or along arterial streets in commercial zoning districts. Civic event advertising is usually allowed to be displayed for two (2) weeks prior to the event. The event must be open to the general public. The display must be for an event taking place within the city.

Supplementary application

A supplementary application containing the following information, must be submitted.

- ☐ **Site plan.** Illustrations must be drawn to the engineering standard scale of one inch equals 20 feet (1" = 20'), except details which should be enlarged to an appropriate scale. Include:
 - ☐ dimensions and boundary of the lot,
 - ☐ location of streets, sidewalks and driveways. Show points of entry and exit for motor vehicles and pedestrians,
 - ☐ location of exterior sign illumination devices, and
 - ☐ location and size of free standing exterior signs and outdoor advertising.
- ☐ **Architectural details.** Illustrations must be drawn to the architectural scale of one-quarter (1/4) inch equals one (1) foot (1/4" = 1'). Include:
 - ☐ any front, rear or side elevation where a sign will be located,
 - ☐ architectural features of sign, including lighting and ornamentation, colors, lettering, symbols, or logo,

- ☐ sign construction materials indicating where materials change from one type of material to another, or where pattern changes occur,
- ☐ dimensions of existing and proposed surface mounted signs and interior signs that will be visible from the exterior,
- ☐ photographs of sign details and fixtures, if available, and
- ☐ supplier's literature showing sign details, if applicable.
- ☐ Construction materials and luminosity. Include:
 - ☐ materials samples including paint chips,
 - ☐ supplier's product literature showing materials and luminosity, and
 - ☐ type of illumination and calculations of luminosity.

Ministerial action

Processing a sign structure review is a ministerial action that does not require discretionary decision-making. The application is judged solely on its merits. If the application fails to comply with all objective rules for sign review, the permit must be denied. The administrative decision may be appealed to the planning commission.

Sign structure review standards. The application must not violate any of the design standards listed in the objective standards for signs.

The sign must communicate information about the business, goods, services or amenities.

The sign must serve a useful function. It must not confuse and it must inform with clarity.

The sign must fit into the streetscape. It must be in character with the rest of the streetscape.

The sign must be visual art that has been addressed with sensitivity. In addition to communicating information, the sign must be an architectural element.

The sign must not dominate or obscure the architecture of the building. The sign must be compatible or integrated into the architecture.

(SPA) Specific Plan Adoption or Amendment

Supplementary application. You must submit a supplementary application for each planning permit you are applying for.

Supporting Documentation

A specific plan application must include all of the following in detail:

- ☐ The distribution, location, and extent of the uses of land, including open space, within the area covered by the plan.
- ☐ The proposed distribution, location, extent, and intensity of major components of public and private transportation, sewage, water, drainage, solid waste disposal, energy, and other essential facilities proposed to be located within the area covered by the plan and needed to support the land uses described in the plan.
- ☐ Standards and criteria by which development will proceed and standards for the conservation, development, and utilization of natural resources, where applicable.
- ☐ A program of implementation measures, including regulations, programs, public works projects, and financing measures necessary to carry out the provisions of the preceding three paragraphs.
- ☐ Any other subjects that, in the judgment of the planning agency, are necessary or desirable for general plan implementation.

(SPX) Subdivision Proposal Exception

Supplementary application. You must submit a supplementary application for each planning permit you are applying for.

Supporting Documentation

Strict application of land use regulations can create an unfair or unreasonable hardship or outcome. In such a case, relief may be granted by issuing a subdivision proposal exception. In no case, however, may the subdivision proposal exception be issued to circumvent the intent of the land use regulations.

Subject property

To be eligible for a v subdivision proposal exception, the applicant must submit a legitimate development proposal that substantiates the need for a subdivision proposal exception. If the city grants a subdivision proposal exception and the specified development is not implemented as agreed, the subdivision proposal exception becomes void.

Supplementary application

A supplementary application must be submitted that contains a site design plan, supporting plans, and supporting text for the underlying activity that prompted the application for a subdivision proposal exception. To the extent that each applies to the proposal, the supplementary application must also include written evidence that proves:

- ☐ there are special conditions affecting the property that are not common to all property in the area;
- ☐ the subdivision proposal exception is necessary to preserve the applicant's enjoyment of a substantial property right, and that an extraordinary hardship would result from strict compliance with city land use regulations because of special circumstances or conditions that affect the property;

- ☐ the subdivision proposal exception complies with the spirit and intent of city land use regulations and will not be detrimental to the public health, safety or welfare, or be injurious to other property in the vicinity;
- ☐ there is an exceptional or extraordinary physical feature of the lot's size, shape, topography, or similar feature, over which the applicant has no control and is not common to other nearby properties;
- ☐ there is an adjacent or nearby historical building that could be irreparably damaged by strict application of the land use regulations;
- ☐ there is a historical structure on the site that can only be restored to historically accurate standards by deviating from the strict application of the land use regulations;
- ☐ the relief is not being granted merely to circumvent the intent of a city land use regulation;
- ☐ the relief is essential to alleviate the hardship, allows no more than a minimum amount of relief from the land use regulations, and there is no practical alternative to the proposed relief.

Quasi-judicial action

Processing a subdivision proposal exception is a quasi-judicial action requiring discretionary decision-making. The city has the authority to base its decision on the evidence, and interpretation of comprehensive plan criteria, and land use regulation objective rules and objective standards.

Conditions and limitations

In granting a subdivision proposal exception, the city may impose reasonable conditions or limitations it deems necessary to assure compliance with comprehensive plan criteria and land use regulation objective rules and objective standards.

(SUB) Subdivision Proposal

Supplementary application. You must submit a supplementary application for each planning permit you are applying for.

Supporting Documentation

- ☐ **Geological report.** Where there are known geological hazards, if required by the city engineer.
- ☐ **Preliminary soils report.** A report on soil tests by a registered geotechnical engineer, if required by the city engineer.
- ☐ **Erosion control plan.** A proposal detailing erosion control during construction and for the long-term.
- ☐ **Grading plan.** If extensive grading will occur, file a written application for grading and excavation in conformity with the grading standards.
- ☐ **Dedications and easement plan.** List and explain any land to be dedicated to the public or any proposed scenic or open space easements.
- ☐ **Common ownership plan.** Describe areas or facilities to be owned in common. Attach the instrument of their ownership and a proposal guaranteeing their long-term maintenance.
- ☐ **Privacy wall plan.** Describe sound walls and accompanying landscaping. Attach a proposal for guaranteeing their long-term maintenance.
- ☐ **Special purpose districts.** Explain how improvements or the maintenance of improvements will be financed.
- ☐ **Off-site plan.** Describe the nature and extend of proposed off-site improvements.
- ☐ **Solar access plan.** Describe the provisions made to insure solar access.
- ☐ **Street light plan.** Describe type and location of street lighting that conforms with Dark Sky Standards.
- ☐ **Exception.** Explain why you will need to apply for a (SPX) subdivision exception to the state subdivision law or city requirements.

- ☐ **Utility service statement.** First, obtain utility easement requirements from each public utility serving the subdivision. Second, submit your proposed utility easements to them for review. Third, attach evidence that the utilities will accept your proposed easements.
- ☐ **Landscaping.** Show proposed landscaping and irrigation as required by Landscape and Irrigation Standards.
- ☐ **CC&Rs.** Attach proposed covenants, conditions and restrictions.
- ☐ **Residential development report.** A subdivision that includes housing must abide by Housing Element's 'fair share' allocation established by the local council of governments. Attach ten (10) copies of a drawing, 18" x 26" or 24" x 36" and Twenty 11" x 17" reductions, all folded to fit an 8½" x 11" file folder, with the following information:
 - ☐ **home placement.** For each floor plan show how structures will be placed on typical lots.
 - ☐ **elevations.** Show all four sides, to scale.
 - ☐ **floor plans.** Show all rooms, to scale.

Subdivision proposal drawing. Ten (10) copies of the map 18" x 26" or 24" x 36" and twenty (20) 11" x 17" reductions, folded to 8½" x 11". Drawing must comply with state subdivision law standards and include the following:

Title Block

- ☐ Name and address of the owner-of-record. (The legal applicant)
- ☐ Name and address of the subdivider. (The authorized agent)
- ☐ Name, address and license number of the land surveyor, registered civil engineer or other qualified professional who prepared the drawing.
- ☐ Scale, date, north point (top of the map). Minimum scale one inch = 100 feet for subdivision of more than 20 acres and one inch = 50 feet for subdivision of less than 20 acres.

- ☐ Vicinity map that depicts the location of the property from nearest arterial street. (Map is for directional aid only; no scale is required.)
- ☐ Name of subdivision.
- ☐ Vesting. A vesting map must contain the appropriate notation. *“A vesting map application includes additional information: a parking plan, a landscaping plan, a civil engineering plan for street improvements, grading and utilities; and building floor plans.”*

Boundaries

- ☐ Sufficient data to define the boundaries of the tract, or a legal description of the tract and border on reverse side of map to indicate tract boundaries.
- ☐ If multiple plats are proposed, show the proposed boundaries of each plat.

Land Forms

- ☐ The contour of the land at intervals of one foot of elevation up to five (5) per cent slope; two (2) foot intervals up to ten (10) per cent slope and five (5) foot intervals over ten (10) per cent slope.
- ☐ The approximate location of any area subject to inundation by storm water overflow.
- ☐ The location, width and direction of flow of all existing and proposed water courses, lakes and reservoirs.
- ☐ The location of existing ditches, cesspools, culverts, and wells.
- ☐ All trees located within a proposed public rights-of-way that will remain in place.

Transportation

- ☐ Include any bordering off-site highway, street, alley or way all existing or proposed easements. Show location, name, and width.
- ☐ Width, approximate grade and name of all streets, highways, alleys and other rights-of-way proposed within the subdivision.
- ☐ Typical street sections and details. Approximate radii of all curves and the elevation of street intersections.

- ☐ Bicycle, mobility scooter, wheelchair and pedestrian trails, lanes, and paths.

Easements and Dedications

- ☐ Location and purpose of all existing and proposed easements and adjacent easements within the subdivision.
- ☐ Proposed public areas, if any.

Blocks and Lots

- ☐ Show the dimension and areas of all lots and condominium air spaces, numbered consecutively, by block.
- ☐ The location and outline, to scale, of each existing building. Show any building to be removed in dotted lines. Note existing and proposed use of each building.

Utilities

- ☐ The location, pipe size and grades of proposed underground sewers, water line and storm drains, gas mains, power and communication lines, and TV cables.
- ☐ Type and location of fire hydrants and street lights.
- ☐ Cluster mailbox locations and easements, or a letter of exemption from the postmaster.

(VAR) Variance

Supplementary application. You must submit a supplementary application for each planning permit you are applying for.

Supporting Documentation

Strict application of land use regulations can create an unfair or unreasonable hardship or outcome.

In such a case, relief may be granted by issuing a variance permit. In no case, however, may the variance permit be issued to circumvent the intent of the land use regulations.

Subject property

To be eligible for a variance, the applicant must submit a legitimate development proposal that substantiates the need for a variance. If the city grants a variance and the specified development is not implemented as agreed, the variance permit becomes void.

Supplementary application

A supplementary application must be submitted that contains a site design plan, supporting plans, and supporting text for the underlying activity that prompted the application for a variance. To the extent that each applies to the proposal, the supplementary application must also include written evidence that proves:

- ☐ there are special conditions affecting the property that are not common to all property in the area;
- ☐ the variance is necessary to preserve the applicant's enjoyment of a substantial property right, and that an extraordinary hardship would result from strict compliance with city land use regulations because of special circumstances or conditions that affect the property;
- ☐ the variance complies with the spirit and intent of city land use regulations and will not be detrimental to the public health, safety or welfare, or be injurious to other property in the vicinity;

- ☐ there is an exceptional or extraordinary physical feature of the lot's size, shape, topography, or similar feature, over which the applicant has no control and is not common to other nearby properties;
- ☐ there is an adjacent or nearby historical building that could be irreparably damaged by strict application of the land use regulations;
- ☐ there is a historical structure on the site that can only be restored to historically accurate standards by deviating from the strict application of the land use regulations;
- ☐ the relief is not being granted merely to circumvent the intent of a city land use regulation;
- ☐ the relief is essential to alleviate the hardship, allows no more than a minimum amount of relief from the land use regulations, and there is no practical alternative to the proposed relief.

Quasi-judicial action

Processing a variance is a quasi-judicial action requiring discretionary decision-making. The city has the authority to base its decision on the evidence, and interpretation of comprehensive plan criteria, and land use regulation objective rules and objective standards.

Conditions and limitations

In granting a variance, the city may impose reasonable conditions or limitations it deems necessary to assure compliance with comprehensive plan criteria and land use regulation objective rules and objective standards.

(VRE) Vesting Rights Extension

Supplementary application. You must submit a supplementary application for each planning permit you are applying for.

Supporting Documentation

Many land use authorizations expire twelve (12) months after the approval date. However, the time may be extended under certain conditions.

Submittal time limit

A request for a vesting rights extension must be submitted before the vesting rights expires.

Supplementary application

A supplementary application must be submitted that contains supporting text explaining the situation that prompted the application for a vesting rights extension.

Ministerial action

Processing a vesting rights extension is a ministerial action that does not require discretionary decision-making. The application is judged solely on its merits. If the application fails to comply with all objective rules for a vesting rights extension, it must be denied.

Processing delay

A request for a vesting rights extension automatically extends the subdivision expiration date by sixty (60) days, or until action on the application is completed, whichever comes first.

(ZMA) Zoning Map Adoption or Amendment

Supplementary application. You must submit a supplementary application for each planning permit you are applying for.

Supporting Documentation

- ☐ **Old zoning map.** Copy of the existing zoning map into the application: Ten (10) 18' x 24' inch copies, to scale, and twenty (20) 11' x 17' reductions. Additional copies may be required.
- ☐ **New zoning map.** Copy of the proposed zoning map into the application: Ten (10) 18' x 24' inch copies, to scale, and twenty (20) 11' x 17' reductions. Additional copies may be required.
- ☐ **Reason for change:** Describe the reason why you want to change the zoning map:

Title block. Drawings must list the name, address and telephone number of:

- ☐ Owner.
- ☐ Owner's agent.
- ☐ Person who prepared the drawing.

Compass. North point, date of drawing and scale. Use an engineers scale such as 1' x 10' or 1' x 30'. Orient the site so that north is to the top of the drawing.

(ZOA) Zoning Ordinance Amendment Application

Supplementary application. You must submit a supplementary application for each planning permit you are applying for.

Supporting Documentation

Zoning text. Copy of the existing zoning text to be replaced and new text to be inserted; or

Zoning map. Copies of the existing zoning map section to be replaced and the new map section to be inserted. Ten (10) 18" x 24" copies, to scale, and twenty (20) 11" x 17" reductions. Additional copies may be required.

Drawings must contain name, address and telephone number of:

- owner,
 - owners agent and
 - person who prepared the drawing
- ☐ North point, date of drawing and scale. Use an engineers scale such as 1"=10' or 1"=30'.
Oriented the site so that north is to the top of the drawing
- ☐ Existing zoning designation:
- ☐ Proposed zoning designation:
- ☐ Describe the underlying project requiring the amendment:

(ZTA) Zoning Text Adoption or Amendment

Supplementary application. You must submit a supplementary application for each planning permit you are applying for.

Supporting Documentation

1. Old zoning text. Insert old text here:
2. New zoning text. Insert new text here:

Reason for the change. Describe the reason why you want to change the zoning text: