APPLICATION AND DESIGN TIPS FOR PLANNING PERMIT APPLICATIONS

These notes on the development process are not part of the Zoning Ordinance and do not represent a complete list of all planning or processing requirements. They are intended to alert interested persons to some key aspects of the development process. Review of this information is not a substitute for careful review of the relevant laws, policies, plans, and application forms. The development process can be complex and requires that the applicants carefully review development requirements and procedures before initiating a development project. Applicants have responsibility for proceeding in full compliance with these requirements. We recommend:

➢   Understand the regulations and processing timelines before you commit to a project.

➢   Review the Zoning Ordinance in detail as to the permitted types of development on the property and allowable height, setbacks, etc.

➢   Identify the zoning of the property in question. Zoning maps are available at the Planning Department public counter.

➢   Besides looking at the development standards for the zone in which the property is located, be sure to review other parts of the Zoning Ordinance which may apply to your project, such as the parking standards section.

➢   Determine if there are any new ordinances or policies which might affect your plans. These items may not be reflected in the published version of the Zoning Ordinance but should be available by asking at the Planning Department public counter.

➢   If you are planning a project in the downtown core area, obtain a copy of the "Downtown Portfolio".

➢   If you are developing a new building, obtain a copy of the Design Review Guidelines".

➢   Identify the permit process for the proposed project. This may include zoning permits, Design Review Board permits, Tree Board approval, Building permits, Public Works approvals, and Caltrans approvals. Handouts for most Planning permit processes are available at the Planning Department counter.

➢   Find out permit costs and fee requirements. There are processing fees for most permits, and for some types of projects, there are parks, traffic, and other fee requirements. A partial list of development-related fees is available at the Planning counter.

➢	Obtain copies of relevant application forms, which describe application requirements in detail.

➢	Talk to project area neighbors. Addressing neighbor concerns is a critical part of the planning process.

➢	Design Review Board. Except for most existing single family homes, Design Review Board review is required of most projects involving construction of new buildings or remodels or additions affecting the exterior of existing buildings. Design Review Board approval is also required for signs, landscaping, and irrigation plans.

➢	Provide clear, accurately drawn plans with dimensions. For development projects, the services of a professional designer are recommended.

➢	Provide notes on plans showing height and calculations, parking and loading space calculations, setback calculations, lot coverage and slope.

➢	Provide plot plan showing existing layout of adjacent properties and uses.

➢	Show front profiles of structures on adjacent properties.

➢	Consider the existing context of the neighborhood in your design, including the scale, architectural style, and streetscape relationships.

➢	Consider placing highest elements of building to the center of the site and stepping down the height of the building on the side, front and rear of building to mitigate effects on adjacent properties.

➢	Pull any roof decks back from sides of building to preserve privacy of neighbors.

➢	Articulate all sides of the building.

➢	Show trash and recycling areas on plans. Such areas must be screened from view.

➢	Show the location of gas and water meters as well as any mechanical equipment and its relationship to adjacent schools, daycare centers, rest homes, hotels, motels, churches, libraries, residences and other noise sensitive land uses.

➢	Maximize landscaping and include a conceptual landscaping plan. Preserve existing trees on the site to the maximum extent possible.

➢	Any rooftop mechanical equipment must be enclosed or screened within a parapet and located as far as possible from the edge of the roof.

➢ Noise mitigation measures should be considered in project siting and design so that noise levels are minimized.

➢ No removal of trees will be permitted without prior approval by the City.

➢ For restaurants, provide a seating plan and hours of operation.

➢ For alcohol permit applications, include proposed ABC license type; hours of operation; security plan; and employee alcohol awareness training policies.

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