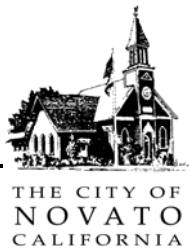


MASTER PLAN



WHEN REQUIRED

A Master Plan is required prior to development of property located in a **Planned District Zoning (PD)**.

A Master Plan is the zoning of property, which sets forth a development scheme to establish the type(s) and intensity of the use(s) to which the property can be put; identifies community concerns related to the development of the property; and establishes guidelines for the physical development of the property.

PREAPPLICATION TAC REVIEW

You may request a preapplication Technical Advisory Committee (TAC) review of your project by staff from the Planning Division, Engineering Division, Police Department, Novato Fire Protection District, and other responsible agencies. This process takes about three to four weeks but can save time later by identifying and resolving issues early in the review process. Please see the separate information handout titled "Preapplication Review."

Master Plan applications may be combined with precise development plan and/or subdivision applications. You should discuss the appropriateness of a combined application with a Planning Division staff member prior to submittal.

APPLICATION

The submittal requirements for a Master Plan application are listed on the following pages. Incomplete applications are often the main cause of delays in processing. Please submit each of the items listed but by all means call the Department of Community Development if you have any questions. **We recommend that you submit five copies for staff to review for completeness prior to submitting the multiple copies required.**

A Planner will be assigned to review the application for completeness within 30 days of receipt of application.

ENVIRONMENTAL REVIEW

Master Plan applications are subject to the environmental review process as required by the California Environmental Quality Act (CEQA) and the City of Novato Environmental Review Guidelines. Please refer to the separate handout titled "Environmental Review" which contains submittal requirements for an Environmental Data Submission. The Environmental Data Submission is reviewed for completeness with the other project application materials. An Initial Study will then be prepared.

SCHEDULING

When it has been determined that a complete application has been submitted, copies of the plans are sent to reviewing agencies and departments for review and comment. Staff will also schedule a workshop and recommendation review by the Design Review Committee so they can provide design input early in the process.

Completion of an Initial Study by staff will result in a determination as to whether a Negative Declaration or an Environmental Impact Report (EIR) will be required. One of these documents must be prepared

prior to a hearing on the application. A Negative Declaration usually requires two months of preparation, an EIR ten months.

DESIGN REVIEW COMMITTEE RECOMMENDATION

Prior to review by the Planning Commission, Master Plans shall first be reviewed by the Design Review Committee at a Design Workshop to review site constraints and then second, for a site plan design recommendation in compliance with Section 19.42.030 D of the Novato Municipal Code. Notices of these meetings will be mailed to the neighborhood. Design Review Committee recommendations shall be advisory and shall be transmitted to the Planning Commission with the staff evaluation of the required findings.

PLANNING COMMISSION ACTION

After the application is considered by the Design Review Committee and environmental review is completed, Planning staff will evaluate the proposal and prepare a staff report and recommendation. A public hearing will be scheduled and notices of the hearing mailed and posted.

After the public hearing, the Planning Commission will consider staff's recommendation and public testimony and may act to recommend the Negative Declaration or EIR certification and Master Plan approval to City Council **or** to deny the application.

CITY COUNCIL ACTION

At the public hearing, the City Council will consider staff's and Planning Commission's recommendations, hear public testimony, and act to approve the Negative Declaration or EIR certification and introduce the Master Plan Ordinance **or** deny the application.

State law requires that an application receiving a Negative Declaration be acted on within six months after the completion of the Negative Declaration. An application requiring an EIR must be acted on within one year after certification of the EIR. In Novato, Master Plan applications receiving a Negative Declaration are usually acted on about five months after acceptance, providing the hearings are not continued for revisions to the proposed project, the mitigations or the conditions of approval.

RESULT

Council actions to deny a Master Plan are final. Master Plans are zoning text and map amendments which require two meetings to introduce the ordinance and a second reading at a subsequent meeting. Master Plans become effective 30 days after the date of second reading and adoption. Thereafter, the Master Plan constitutes the zoning for the property.

On a rezoning Master Plan, the affected property is governed by the regulations of the rezoned Master Plan **only** after it is annexed to the City.

Prior to issuance of a building permit for the property, Precise Development Plan, and Design Review approvals are required. Tentative Map and Final Map approval is required for any subdivision of the property.

MASTER PLAN – SUBMITTAL REQUIREMENTS

In order to file a Master Plan application, the information listed below shall be submitted. **It is recommend that you submit five copies for review for completeness prior to submitting the multiple copies required.** All plans must be folded, in sets, no larger than 9" x 12". Maximum sheet size is 36" x 36". North should be at the top of the sheet.

1. A completed Application for Zoning/Planning Action, Cost Recovery Agreement, indemnification agreement, and the application deposit (see fee schedule).
2. Twenty-five copies* of graphic documents (one or more maps or drawings) accurately drawn and reasonably detailed to show:
 - a. Boundaries and area of the site;
 - b. Areas of the site to be developed with each type of land use and the maximum allowable density or building intensity identified; areas designated for open space; and the basic street pattern.
 - c. Topography, with existing and proposed contours shown at a minimum interval of 10 feet;
 - d. Site slopes, calculated and classified in ranges from 0 to 10 percent, 10 to 25 percent, and greater than 25 percent, with the aggregate area of each range measured and stated and the allowable density based on the hillside reduction factors;
 - e. All existing structures and improvements on the site;
 - f. Existing tree coverage, type of trees, and areas of tree removal;
 - g. All water areas (ponds, lakes, streams, wetlands, and drainage ways);
 - h. Contiguous properties, their zoning and existing uses and structures and other improvements;
 - I. Surrounding street pattern, with design capacities and current traffic counts;
 - j. Single-line sections of each building type proposed, sufficiently detailed to show conceptual height, bulk, and their relationship to the topography on slopes over 10 percent;
 - k. Designation of projected density and/or intensity of development. Density in gross and net figures for residential uses and, lot and building coverage, and total square footage of floor area (FAR) for nonresidential uses; and
 - l. Geologic map graphically identifying areas of potential geologic problems or hazards.

3. Twenty-five copies* of written statements describing the development concepts as they apply to the following subjects:
 - a. Type, intensity, form and function of the completed project.
 - b. Utilities (gas, electric, water, sanitary, sewer, telephone).
 - c. Public services (police, fire, schools, mail).
 - d. Public conveniences (solid waste, TV, newspapers).
 - e. Public facilities (streets, parks, library, public transportation).
 - f. Historic or archaeological resources.
 - g. Noise sources.
 - h. Traffic (vehicular, bike, pedestrian, equestrian).
 - i. Soils, flooding, geologic hazard, seismic hazard.
 - j. Storm drainage.
 - k. Shopping (local, regional) and service uses (medical, financial, administrative).
 - l. Wildlife and vegetation.
 - m. Disposition or management of nondeveloped areas.
4. Twenty-five copies* of an Environmental Data Submission (unless the project is exempt).

*Additional copies may be required when numerous reviewing agencies are involved.

For further information, please contact the City of Novato, Department of Community Development Planning Division, at:

- **922 Machin Avenue, Novato, CA 94945**
- **(415) 899-8989**
- **www.novato.org**