

PRECISE DEVELOPMENT PLAN

WHEN REQUIRED

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

A Precise Development Plan is a document setting forth specific development standards for all or part of a land area for which an approved Master Plan is in effect. A Precise Development Plan consists of sufficiently detailed, written and graphic material to establish appropriate limitations and controls over the use of land (i.e., setbacks, building heights), the site plan, and the architectural and landscape design themes and guidelines.

TECHNICAL ADVISORY COMMITTEE

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 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."

Precise Development Plan applications may be combined with Master Plan or Tentative Map 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 Precise Development Plan application are listed on the following pages. Incomplete applications are often the main cause of delays in processing. **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

Precise Development Plan applications are subject to environmental review as required by the California Environmental Quality Act (CEQA). 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.

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 requires ten months.

DESIGN REVIEW COMMITTEE RECOMMENDATION

Prior to review by the Planning Commission, Precise Development 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 an environmental document 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 public hearing mailed and posted.

At 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 Precise Development 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 approve the Precise Development Plan **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, Precise Development 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 Precise Development Plan are final. Precise Development Plans approved by resolution are final and become effective immediately. Thereafter, the Precise Development Plan constitutes the development standards for the property.

Prior to issuance of a Building Permit for the property, Design Review approval is required. Tentative Map and Final Map approval is required for any subdivision of the property.

PRECISE DEVELOPMENT PLAN – SUBMITTAL REQUIREMENTS

In order to file a Precise Development 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 application deposit (see Fee Schedule).
2. Twenty copies* of graphic documents (one or more maps or drawings) accurately and clearly drawn to scale and dimensioned to show:
 - a. A site plan for the completed project showing all buildings/structures, streets, parking, pathways, patios, decks, pools, accessory buildings, fences, walls and similar improvements.
 - b. A preliminary grading plan with a contour interval no greater than five feet (two feet for hillside properties), showing area, height and slope of all cut or fill banks, earth quantities of import or export.
 - c. Preliminary landscape plans including the location, trunk diameter, and type of all existing trees more than 3 inches in diameter measured 24 inches above ground level within the development area noting which, if any, are to be removed. These plans shall also show areas to be planted with trees, shrubs, groundcover, and hydroseeding and whether such trees or shrubs are to be evergreen or deciduous.
 - d. Geologic hazard map, identifying areas of geologic problem or hazard.
 - e. Existing land uses and zoning of surrounding properties.
 - f. Preliminary utility plan, including storm drainage system.
 - g. Typical architectural concepts, including floor plans and sections.
3. Twenty copies* of written statements describing the development concepts related to the following subjects:
 - a. Type and intensity of the uses to be established with approximate land area and square footage of floor areas and number of bedrooms for residential uses.
 - b. Professional analysis and report on soils, flooding, geologic hazard, seismic hazard, wildlife, vegetation, noise, traffic safety, historic or archeological considerations, as identified in the Master Plan or required by the Director.
 - c. Parking computations and ratios (per unit for residential and per square foot in nonresidential).
 - d. Trip generation figures for vehicular traffic (auto/truck/service).
 - e. Subdivision proposals with minimum lot sizes and lot pattern.
 - f. Management plans including standards for maintenance of any open space, common areas, scenic easements, and all waterways or wetlands including identification of responsible party and long-term funding source for maintenance activities.
 - g. Disposition of undeveloped areas, including any proposed dedications or easements.

- h. Any provisions dealing with ongoing physical development or use limitations such as required yard areas, fence heights, building heights, coverage limitations, maximum floor area ratios, accessory structures, home occupations, parking of recreational vehicles.
- i. Any provisions dealing with accessory or conditional uses.
- j. Any provisions dealing with potential for minor variations from the Precise Development Plan.
- k. If the project is in a high fire hazard area, as shown on SF-MAP 4 of the General Plan, then a fire management plan shall be included. The fire management plan shall describe the terrain, vegetation, fire service, access, and water availability and proposed method to reduce fire hazards, including long-term maintenance standards and management practices and identification of the responsible party and funding source.
- l. Any proposed exceptions to Chapter 5 (Development Standards Ordinance) of the Novato Municipal Code.
- m. Demonstrate compliance with the Art Program - Division 19.21 of the Zoning Code.

*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