



Community Development Department Planning Division

PLANNED DEVELOPMENT INFORMATION SHEET

PURPOSE: The Benicia Zoning Ordinance provides for the establishment of a Planned Development zoning district. As set out in the ordinance, the purposes of the Planned Development District (PD) are to:

- Ensure orderly and thorough planning and review procedures;
- Encourage variety and avoid monotony in larger projects by allowing greater flexibility in design;
- Encourage allocation and improvement of open space and preservation of historic structures;
- Encourage the assembly of properties that might otherwise be developed in increments.

WHEN REQUIRED: A Planned Development District (PD) is required whenever a proposed project on a site would utilize more flexible or non-traditional development patterns, or where innovative development techniques are needed to respond to site conditions. For example, a PD is required for zero-lot-line, condominium, and similar projects where land is not divided into traditional, standard-sized building sites. Development of a PD site must be consistent with the underlying General Plan designation for the property. While a PD designation does not allow a greater density of development, it does allow greater flexibility in how the development is placed on the site. A Planned Development District application consists of two steps: approval of the actual PD district for the site, and approval of the PD plan. The Planned Development District zoning application is first reviewed by the Planning Commission, which makes a recommendation to the City Council. The City Council has final approval authority for all Planned Development District zoning designations. PD applications may be processed concurrently with other types of applications needed for a given project (such as General Plan amendments and subdivisions). The PD plan is reviewed and approved by the Historic Preservation Review Commission.

PRE-APPLICATION REVIEW: You may request a pre-application review of your project by City Staff. By meeting with staff early in the review process, many issues can be resolved which would otherwise cause later delays. Areas of environmental concern can be identified which can be addressed prior to project application. Information on pre-application review can be obtained from any Community Development staff member.

APPLICATION: The application submittal requirements for a Planned Development application are listed on these information sheets. Community Development staff will review the material for completeness and will determine if additional information is needed to process the application or to address specific environmental concerns. One set of all application forms and 6 sets of plans (if applicable) and bound documents must be submitted initially for staff review. Once submitted, the application will be reviewed for completeness. You will be contacted if additional information is required. After staff has determined that the application materials are complete, you will be notified and asked to submit 20 additional copies of the plans and bound documents for Commission and City council review of the project. All but one of the sets of plans should be folded to a 9" by 12" size, with the one remaining set left rolled for display use. If you have any questions regarding a submittal, contact the Community Development Department for assistance.

ENVIRONMENTAL REVIEW: The California Environmental Quality Act requires that certain project applications undergo environmental review. You will be informed if such review is required for your application. Normally, Planned Development applications require the preparation of negative declarations of environmental impact, or an environmental impact report. Please refer to the separate "Environmental Review" handout concerning additional submittal requirements.

SCHEDULING: Once an application is determined to be complete, it is formally accepted. Copies of the application are sent to reviewing agencies and departments. It is then scheduled for public hearings before the Historic Preservation Review and Planning Commissions. A schedule of hearing dates may be obtained

from the Community Development Department. Submittal on a given date does not guarantee scheduling for a particular meeting. Hearing dates can only be confirmed following acceptance of the application. The City Council hearing date will be scheduled following action by the Planning Commission. As part of the staff review of the application, a staff report is prepared prior to each hearing date, which contains the staff recommendation of the project. A copy of the report is provided to the applicant prior to the meeting.

ACTION: The Historic Preservation Review Commission (HPRC) holds a public hearing at which it considers the Planned Development plan. The HPRC will approve, approve with conditions, or reject the PD plan. (An approved PD plan is not effective until the City Council has approved the PD rezoning.) The Planning Commission (PC) holds a public hearing on the PD rezoning application and makes a recommendation to the City Council regarding the application. The City Council then holds a separate hearing to consider the rezoning, and approves or disapproves the PD rezoning application. The Commission's and Council's decisions are based on a review of the application materials and supporting documents, the City staff's recommendations, and on any testimony received at the hearing. Copies of Historic Preservation Review Commission and Planning Commission action are mailed to the applicant following the meeting. Copies of the Council's action may be obtained from the City Clerk's office.

SUBMITTAL REQUIREMENTS:

To file a Planned Development application, the following must be submitted:

1. A completed application form (original only). Please note that the property owner must sign the form. If the property involved in the application is not under single ownership, all owners must join in the application, and a map showing the extent of ownerships must be submitted with the application.
2. A completed Environmental Checklist.
3. A completed Project Summary Sheet.
4. A map showing the proposed district boundaries and the relationship of the district to uses and structures within a 500-foot radius of the district boundaries.
5. A map or aerial photograph of the proposed district and 100 feet beyond its boundary which shows the following information:
 - a. Sufficient topographic data to clearly indicate the character of the terrain; the type, location and condition of mature trees and other natural vegetation, and the location of any existing development.
 - b. The proposed pattern of land use, with acreage and residential density computations.
 - c. The proposed street and lot patterns.
6. Six copies of the site plan, drawn to scale, which clearly and accurately shows:
 - a. All property lines (with dimensions).
 - b. Location of all existing or proposed structures, with dimensions of all wall lines and distances to nearest property lines noted.
 - c. Existing frontage improvements (curbs, sidewalks, edge of paving, etc.).
 - d. Adjoining streets (names, locations).
 - e. Existing or proposed driveways, parking and service areas, fully dimensioned.
 - f. Location, dimensions, and use of any outdoor activity areas.
 - g. Existing site landmarks (trees, pathways).
 - h. Location and dimensions of all exterior mechanical equipment and utilities (transformer boxes, valves, air condition, etc.).
7. Six copies of the proposed parking plan (may be combined with site plan), drawn to scale, designating:
 - a. All types of parking spaces (compact, standard, handicap or bicycle).
 - b. Aisles with circulation/pedestrian pathways parking angles.

- c. A legend with a parking space breakdown by type, number and percentage total with sq.ft./parking space ratios.
8. Six copies of the landscape plan, drawn to scale, with:
 - a. Proposed planting schedule with minimum sizes and locations.
 - b. Height and spread of ultimate growth.
 - c. Fencing information (including fence location and design elevations).
9. Six copies of the elevations of all structures drawn to scale, which clearly show:
 - a. Front, side and rear views of all building, with dimensions, including building height.
 - b. Description of building materials, treatment, and colors.
 - c. Proposed sign locations.
10. Six copies of the floor plans.
11. Building materials and color sample board (please note that all samples will be retained by the Community Development Department for future reference).
12. Six copies of any related plans, supporting bound documents, photographs, etc.
13. Two sets of a Stormwater Control Plan (depending upon project).
14. A written statement or summary regarding the proposed Planned Development application, and the purpose of the project.
15. Any other drawings, reports or data determined by the Community Development Department to be necessary to undertake the review of the application.
16. Filing Fee (see Community Development Department fee schedule). Checks should be made payable to "City of Benicia".
17. Applicant must comply with Mailing Notice Requirements.

Additional copies of the plans and studies will be needed prior to public hearings on the project. You will be contacted by the Community Development staff regarding the submittal of additional copies.

RELATED FORMS AND INFORMATION:

- Environmental Checklist
- Fee Schedule
- Mailing Notice Requirements
- Planning Application
- Project Summary Sheet
- Stormwater Requirements