



Planned Development

The purpose of the Planned Development Overlay zoning process is to allow flexibility in the planning of superior developments of all types; mixed-use developments, such as residential and commercial in a single integrated development, superior residential developments with variation in or a variety of lot sizes or setbacks, and/or unconventional residential unit types. Planned developments are intended to promote orderly and harmonious development and to enhance opportunities to best utilize the special characteristics of a site. Planned Developments must be consistent in use with the underlying General Plan land use designation and zoning district for the parcel(s). A Planned Development is approved through the Conditional Use Permit process as set forth by Chapter 17.42 of the Soledad Municipal Code, and therefore requires a noticed public hearing prior to Planning Commission action.

A Planned Development application requires a Master Plan of Development. In approving a Master Plan of Development, the level of processing for subsequent projects or phases may be reduced to a plot plan provided that the Master Plan contains sufficient detail to support such a determination. No subsequent plot plan, precise plan, conditional use permit, or tentative parcel or tract map shall be approved unless found to be consistent with the approved Master Plan of Development.

Pre-Application Meeting: Prior to a formal plan submittal, a pre-application meeting with a planner is encouraged to review the application requirements and preliminary plans in relation to City development standards, general plan & zoning requirements, and any potential development issues.

Application Submittal Meeting: All applications require a submittal meeting with a Planner to be sure each of the below-stated submittal requirements has been completed. A complete application will expedite the initial planning review process. An appointment with a planner is required.

This checklist includes those items that must be submitted for a complete application. Additional items may be required following review by City Staff as each project and project site is unique. If the application is not complete, a notice of incompleteness will be sent within 30 days of application submittal. If you have any questions please call (831) 223-5041 and ask to speak with a Planner.

Application Submittal Checklist:

- Completed Application Form & Fees (see attached).** Property owner must complete and sign form. Submit the Application Fee (to be determined at intake meeting).
- Written Justification Statement, to include:**
 - What modifications of zoning regulations or development standards are being proposed.
 - Special project objectives and amenities to be achieved by the planned development, such as dedication of open space, natural features or historic resources, or unique development or design concepts.
 - Why benefits derived from the overlay zone cannot be reasonably achieved through the existing development standards or zoning regulations.
- Complete Plan Set.** 8 full sized (24" x 36") copies of all plans to be provided along with an 8½" x 11" reduction of each sheet. Each full-sized plan set to be stapled and folded to 9" x 12" size. (Rolled plans will not be accepted.) Each sheet shall contain the name and address of the project, scale, preparation and/or revision, date, applicant name or firm name preparing the plans. Plan set shall include the following:
 - **Title Sheet/Statistics Summary.** Include Sheet Index, Project Location/Vicinity Map showing ½ mile radius, Gross Site Area, Square Footage Tabulations for each building and use, Square Footage of Each Building Floor, Code-Required Parking Tabulation, Unit Count (residential), Residential Density, Open Space Calculation, other significant data in support of project.
 - **Master Plan of Development.** Include: Site plan indicating land use, common open space, circulation, lot sizes, slopes, native trees, common landscape features, relationship to adjoining properties; A

statistical summary of the projects land uses and densities; A statement of project features & amenities (including site plan, architecture, and landscape) that will provide a public benefit.

- **Site Plan.** Location, property boundaries and dimensions, existing and proposed buildings, fences, trees, topographic land features, easements and right-of-ways, and proposed improvements. Show all proposed improvements including surface materials, drainage, landscaping, lighting, parking, loading areas, trash/recycle enclosures, streets & sidewalks, and utilities. Identify adjacent uses. Identify trees whose driplines are within 20 feet of proposed construction activity.
 - **Architectural Elevations.** Show all sides of proposed buildings and existing buildings to remain, dimensions of maximum height of buildings from natural grade; signs (including dimensions, colors and materials) and proposed screening of exterior mechanical equipment. Indicate materials and colors of all exterior surfaces and features. Do not include landscaping on elevations. Optional colored renderings may be submitted for more complex projects where such elements are integral to the aesthetic design.
 - **Plan sections.** Two or more plan sections (two different axis) are required to illustrate relationships between buildings, streets, parking, slopes, and other areas of improvement.
 - **Preliminary Floor Plans.** Include interior building layouts, square footages of rooms, entrances and emergency exits, and relationships to exterior use areas. Clearly label each room use and differentiate between existing and new building elements.
 - **Preliminary Landscape Plan.** Show all areas to be landscaped; and all proposed plant materials, pavement, walkway, driveway, fences and walls, and landscape lighting.
 - **Preliminary Grading Plan.** Required if an excess of 50 cubic yards of soil is to be graded or if required by the City Engineer.
 - **Preliminary Drainage Plan.** (can be combined with grading plan)
 - **Site Accessibility Plan** (as applicable). Showing accessible paths of travel from the public right-of-way to all proposed structures and showing accessible routes between buildings within the development area.
- Tree Protection Plan.** Required for any disturbance within a tree dripline. The plan must be prepared by an International Society of Arboriculture Certified Arborist and shall be included on the project site plan (24"x36"). The plan shall identify trees with accurate plots of canopy outlines; contain a table listing tree species and size, and whether tree is to be saved or to be removed, and protection/enhancement measures for each individual tree.
- Color and Materials Board.** Provide an 8½"x11" board labeled and keyed to the elevations. Color pictures of materials may substitute for actual material samples. Shall contain: body, trim, and accent colors; foot material and color; siding material (stucco, wood, masonry, stone, fabricated, etc); exterior light fixtures; special ground paving.
- Completed Environmental Information Form.**
- Preliminary Title Report.** Shall be current within six months.
- Preliminary Signage.** Show signs locations and dimensions on elevations. Provide separate 8½"x11" information sheets showing each sign; colored graphics, size, illumination source, materials, and color.
- Photo Board.** 8 ½"x11" site photo board(s) showing project area and surrounding adjacent properties.

Public Hearing Notification Materials

- Assessor's Information.** Assessor's Parcel Map showing all properties within 300' of the boundaries of the subject property.
- Envelopes.** Stamped envelopes with addressed for all property owners within 300' of the boundaries of the subject property.
- List of property owners.** Copy of the list of property owners within 300' of the subject property.
- Additional Information.** Any additional information or reports that you believe may be required to expedite the staff review, including environmental review & analysis and a fiscal impact analysis. Examples may include noise studies, soil studies, encroachment permits, well abandonment permits, landscape plans, Phase I or II Site Assessments, etc.