



PLANNING DIVISION

Associated Application# _____ Application No. _____

411 Main Street (530) 879-6800
P.O. Box 3420
Chico, CA 95927-3420
www.chicoca.gov

**APPLICATION FOR
Planned Development Permit**

New PDP
Modification of Existing

Applicant Information

Applicant Name		Daytime Phone	
Street Address		Email	
City	State	Zip	
Property Owner		Daytime Phone	
Property Owner Address		Email	
City	State	Zip	

Project Information

Property Address/Location	
Assessor's Parcel No(s)	Parcel Size
Existing Land Use	
Present Zoning	Present General Plan Designation
Request:	

Required Signatures

I hereby certify that this application and all other documents submitted are true and correct to the best of my knowledge and belief. I also certify that I am the owner of the above property or have attached the owner's written consent to file this application. I understand that verification of property ownership or interests in the property or application may be required. (Before signing, see the information on pages 2 and 3 of this application).

Applicant's Signature	Date
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For Office Use Only

Application Received By	Butte County Filing Fee \$50 (Check Payable to Butte County) ____ Applies ____ Does Not Apply	Receipt No.
Date Received		Application Fee \$
Assigned Planner		Environ. Review Fee \$
Tentative Hearing Date		Total Fees \$ (Check payable to the City of Chico)



Requirements for a Complete Planned Development Permit Application

The following items are **REQUIRED** for a complete application:

- Completed and Signed Application Form
- Completed Environmental Questionnaire Form
- Written authorization from the property owner (if Applicant is not the owner)
- Site plan of proposed development (8½" x 11" or 11"x17") - indicate dimension and all information pertinent to the proposed project
- All materials listed on the attached application submittal checklist per CMC 19.28.050
- Application and Environmental Review Fees

Time Limits

Pursuant to California Government Code Sections 65943 and 65950, the City has thirty (30) days from the date of submittal to determine whether an application is complete, and six months from the date of acceptance of a complete application to take final action when a negative declaration is prepared.

If an environmental impact report is required, the City must take action within 90 days after certification of the report.

Any required public hearing must be held at least 60 days prior to the expiration of the time limit.

Notice of Pending Amendments

Pursuant to California Government Code Section 65945 et seq., an Applicant can make a written request to receive notice of any pending amendments to the General Plan, Specific Plans, the land use regulations, ordinance affecting building permits, or to regulations pertaining to development permits, if the amendment is reasonably related to the Applicant's project.

Note: By signing the front of this application form, the Applicant is indicating that the project site is not included on any State or local list of hazardous waste sites compiled pursuant to California Government Code Section 65962.5, as amended in January, 1996.

Application Submittal Checklist

PROJECT DESCRIPTION - Submit a brief project description that includes the architectural concept and design approach. Indicate any applicable Design Guidelines from the City of Chico Design Guidelines Manual and how related Design Objectives in the Manual are met. If alternate design solutions are proposed other than those in the Design Guidelines Manual, please state how related Design Objectives in the Manual are met.

ALL SUBMITTED DRAWINGS - Applicants should only submit two folded full-size color copies and two color reductions (11 X17-inch) of all drawings with the initial application. Following a determination of application completeness, Planning staff may request additional copies as necessary. All drawings must be to scale (including a graphic bar scale) with a north arrow oriented towards the top of the sheet of all plan drawings.

SITE PLAN – Indicate the Dimensions of Pertinent Features

- Title Block
- Property Lines
- Existing/proposed structures and improvements
- Parking spaces and access, including freight delivery areas and required bicycle parking
- Existing natural features, including trees
- Landscape areas
- Surrounding conditions/structures/improvements
- Location of light fixtures, fences, etc.
- Existing/proposed right-of-way(s)
- Building setbacks
- Major landmarks in proximity
- Pedestrian circulation, including connection to public right of way
- Location of HVAC units, utility structures, electrical cabinets/panels, backflow prevention devices, etc.
- Location and height of freestanding signs
- Trash/Recycling enclosure location and materials
- Existing/Proposed Easements
- Parking Summary by Use
- Site coverage summary (percentage of buildings/parking/landscaping)

ARCHITECTURAL DRAWINGS – Indicate the Dimensions of Pertinent Features including building height and roof pitch

- Detailed exterior elevations (all sides, identified by cardinal direction, including trash/recycling enclosures, carports, etc.)
- Utility panels, plumbing fixtures, meters, conduits, A/C units
- Accurate depiction/specification of materials/colors
- Location, design, type, and intensity of lighting
- Location of proposed signage on building
- Utility/Service Entrances
- Floorplans, if available

LANDSCAPE PLAN - Indicate the Dimensions of Pertinent Features

Please refer to “Recommended Street and Parking Lot Trees”, available at the City of Chico Counter and website, for appropriate species.

- Planting plan with legend
- Statement as to soils types and any special planting techniques required
- Trees to remain or be removed (note species and size)
- Fence/Wall locations, heights, designs
- Hardscape features and materials
- Exterior lighting - location, height, design, type of lamp, and intensity and IES cutoff classification
- Screening methods for trash enclosures, mechanical equipment, and parking areas
- Percentage of pavement shading in parking area (minimum of 50% required)
- Outdoor amenities/break areas
- AB 1881 compliance/conceptual hydrozones and irrigation methods

SIGNAGE

- Table of total signage square footage/height
- Sign details - type, illumination, color, and materials

MATERIALS AND DETAIL

- Color and material sample board - samples should include roofing, paint and stain finishes and textures, canvas and plastic coverings, special glass application and frames, wrought iron or other custom design elements, and masonry choices.
- An accurate reproduceable color copy of the material/sample board.

OTHER (*Consult with Staff as to need*)

- Visual Simulation (when over 50,000 sq. ft. or at elevation over 250 feet.)
- Perspective drawings/Computer Simulation
- Conceptual model
- Roof and floorplans
- Lighting photometrics
- Consideration for public art

Design Guidelines Manual Quick-Check

Proposals should reflect the following principles from the City's Design Guidelines Manual:	Reflected in proposal?	
	Yes	No
The building has a clear architectural concept carried throughout all elevations.		
All four sides of the building have received equal design consideration.		
Materials or textures are wrapped around the sides of the building, rather than abruptly terminated.		
Building texture is used to create interest or complements an architectural concept or feature.		
Design takes into account existing trees, vegetation, and vistas.		
Design takes into account the character, massing, and setbacks of neighboring buildings.		
Signage is designed as an integrated architectural element.		
Exterior lighting is directed downward and onto the site; light sources are concealed from offsite view.		