



DOWNTOWN PLANNED COMMUNITY (DPC) PERMIT

All projects located within the boundary of the Downtown Precise Plan are subject to the review and approval of a Downtown Planned Community "DPC" Permit. The policies contained within the Downtown Precise Plan shall apply only to new construction, significant additions (proposing an addition of more than 10% to a building's area), or renovations to existing structures and/or new land uses proposed for existing facilities.

Proposals that meet both the *Standards* and *Guidelines* of the Downtown Precise Plan will be processed as a DPC and granted a permit issued in the form of a letter referred to as a Notice of Official Action (NOA).

SUBMITTAL REQUIREMENTS

The following materials are required for a complete application submittal:

1. Six sets of the **Site Plan** drawn to scale and completely dimensioned (recommended scale 1/8" or 1/10"). The Site Plan shall show all the existing and proposed structures, off street parking and loading facilities, driveways, curb cuts, sidewalk, areas to be landscaped, existing trees, required setbacks, signs, lighting elements, trash area, fencing, and property lines, the footprint of development on adjacent properties, as well as other relevant structures. The Site Plan should also include a summary table of the proposed uses and their square footages. The summary table should also indicate the age of the structure and whether the subject property is a historic resource.
2. Six sets of **Floor Plans** showing the uses of each room and/or space.
3. Six sets of **Building Elevations** drawn to scale (recommended scale 1/4" or 1/8") showing all four sides including the proposed type of siding material, roofing material, size and location of windows and doors, size and type of trim, and proposed colors (paint swaths on existing buildings may be required). For additions, please indicate if the siding, roofing and trim materials as well as colors will match those of the existing structure. Because signage has a strong impact on the appearance of buildings, signage information needs to be incorporated into elevations.
4. Six sets of **Perspectives** showing the massing, scale, and proportion of the proposed project in relation to adjacent properties as viewed from the street (s). Applicants may choose to provide perspectives in hand drawn renderings, cardboard modeling, or 3-D computer modeling such as Google Sketch-Up or an approved equal.
5. Six sets of **Sections** drawn to scale (same as elevations) per Planning Services direction.
6. **Color photographs of the street frontage(s) and adjacent structures** of the existing site.
7. Six sets of **colored elevations** of the proposed project or a full scale (1/4" or 1/8") colored elevation.

8. An **electronic copy** (pdf's and jpeg's only) of items 1-7 provided on a cd.
9. A physical display of **material types and color chips** to be employed in actual construction mounted on a board.
10. Six sets of conceptual **Landscaping Plans** showing the size, type, and location of plants (trees, shrubs, and groundcover areas) as well as all hardscaped areas (indicating their finish). The finalized landscape plans shall also include planting details and proposed soil amendments, maintenance notes, and square footage of landscaped area. Please refer to the 'Landscaping Requirements' handout for more information (Please note that a separate permit for landscaping will also be required).

NOTE: All drawings must be folded stapled sets to approximately 8 1/2" x 11".

11. A **letter of authorization** to file the application from the property owner.
12. Completed **Downtown Application Form**.
13. **FEES:** Applications involving sites of ¼ acre or larger shall pay a \$5,000 deposit according to the provisions of the City's adopted Cost Recovery Policy. Applications on sites smaller than ¼ acre shall pay fees for the individual approvals they seek, in accordance with the City's Master Fee Schedule.
14. A **written statement** as to how the project conforms and meets the objectives of the Downtown Precise Plan.

PROJECT REVIEW

Step 1 - Conceptual Review Process: The applicant must first have a pre-meeting with staff to insure that the application is complete.

Step 2 – Conformity with the Downtown Precise Plan: Applications for development approvals shall be filed with the Planning Manager/Designee. Applications must meet all items identified in the Plan as "Standards". Applications will be deemed incomplete if they do not conform to the Plan Standards and will be returned to the applicant for revisions. Applications must strive to meet the Plan Guidelines, but applicants may propose alternate way to achieve the goals for the Guidelines.

Project sites with over 30,000 square feet (Gross) of Site Area proposed for development are considered **Large Projects**. Further details on the project review/approval process can be found in Section 2.1.4 of the Downtown Precise Plan.

Project site with 30,000 square feet (Gross) or less of Site Area proposed for development are considered **Small Projects**. Further details on the project review/approval process can be found in Section 2.1.4 of the Downtown Precise Plan.

Additional permits and/or approvals may also be required by other departments, such as Engineering and Public Works. Once all planning approvals are obtained, a **Building Permit** and **Engineering & Construction Permit** will be required prior to construction.