

## PLANNED DEVELOPMENT AMENDMENT

**Planned Development Amendment (PDA) Permits are required when making modifications to properties that were approved under a Planned Development Permit.** Planned Development Amendments may be issued by the Planning Commission for significant projects that will result in a change of use or alteration to an existing structure. Planned Development Permit Amendments shall be required unless it determined by the Zoning Administrator that the proposed building change is minor, in which case an Architectural Permit would instead be required. Architectural Permits are reviewed by staff and approved by the Zoning Administrator, subject to the requirements of Article 45 of the Redwood City Zoning Ordinance.

Where applicable, Redwood Shores waterfront properties are subject to the terms and conditions as outlined in the Redwood Shores Lagoon Bank Policy and Construction Guidelines. Additional submittal requirements may be deemed necessary. Please refer to the Redwood Shores Lagoon Bank Policy and Construction Guidelines and/or contact Planning Services for submittal requirements.

When modifying a Planned Development Permit the following elements should be considered:

- ▶ Compliance with the original Planned Development Permit **requirements** (lot coverage, setbacks, height, minimum lot size, etc.) applicable to your development. In the early stages of your project, a conceptual design should be reviewed with a member of the Planning Staff to ensure that zoning requirements have been correctly interpreted and that the application is complete.
- ▶ For residential additions, the **new siding, trim, windows and roofing should match** those of the existing home, and/or, the architectural treatment of the home should be consistent throughout. For new developments, architectural design and materials should be compatible with the neighborhood character.
- ▶ **Placement of new windows and walls** should encourage visual and sound privacy between houses.
- ▶ Location and type of **easements** on or adjacent to the property should be shown on plans.
- ▶ **All trees, in particular Heritage trees,<sup>1</sup>** should be shown on plans. Removal and/or pruning of trees shall be done per the requirements of the Redwood City Tree Preservation Ordinance. All tree removals require a Tree Removal Permit.
- ▶ **Neighborhood character** and patterns, such as existing front yard setbacks on the block, height of existing buildings and architecture should be taken into consideration.
- ▶ **Sidewalk, curb, and gutter** may have to be repaired to meet city engineering standards.

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<sup>1</sup> A tree having a single trunk of a circumference of 38 inches or more measured at any point between six inches and 36 inches above ground level or any woody plant which has been found to have special heritage significance as deemed by the Park, Recreation and Community Services Department.

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## PLANNED DEVELOPMENT AMENDMENT SUBMITTAL

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The following material is required for a complete **Planned Development Amendment Permit application submittal**:

1. One set of the **Site Plan** drawn to scale and completely dimensioned (recommended scale 1/8" or 1/10"). The Site Plan shall show all existing and proposed structures, driveways, trees<sup>1</sup>, streets, required setbacks, property lines, and the footprint and window locations of development on adjacent properties. Topographical contour lines are required for all properties with slopes greater than 10%.
2. One set of **Building Elevations** drawn to scale (recommended scale 1/4") showing all four sides of the dwelling, indicating maximum height from the natural grade, and including the proposed type of siding material, roofing material, size and location of windows and doors, size and type of trim, and proposed colors. For room additions please indicate if the siding, roofing, and trim materials as well as colors will match those of the existing residence.
3. One set of **Sections** drawn to scale (same as elevations) per Planning Services direction.
4. One set of **Floor Plans** showing the uses of each room or space (recommended scale 1/4"), including the location and number of on-site parking.
5. **Color photographs of the structure and street frontage(s)** of the existing site **and adjacent structures** will facilitate the processing of the application.
6. **Letters from the neighbors, Homeowner's Association, and Community Association (where applicable)** acknowledging that they have seen the plans for the proposed residential addition as determined by Planning staff.
7. Completed application form.
8. FEE: \$710 for properties less than or equal to 1/4 acre and single-family residential use. Actual cost to review for properties on more than 1/4 acre.

**NOTE: All drawings provided shall be folded to approximately 8-1/2 x 11". In some cases, additional information may be required by Planning Services to process your application, e.g., surveys, historical records, etc.)**

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## Frequently Asked Questions

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***Do I need additional permits/approvals once my Planned Development Amendment is approved?***

**Yes.** A Building Permit is required prior to construction. Please consult with our Counter Staff regarding the Building Permit requirements. Other permits/approvals may also be required by Community Development Services (i.e. Grading Permit, Encroachment Permit) or the Public Works Division (i.e. Tree Removal/Pruning Permit).

***How long will my Planned Development Amendment review take?***

If the application is complete and clear, the review usually takes between 4 to 8 weeks.

***My project is on a strict timeline; can I submit for Planned Development Amendment review and Building Permit review at the same time?***

**No.** All Planning Permits shall be obtained first before an application for a Building Permit can be submitted.