

**CALAVERAS COUNTY
COMMUNITY DEVELOPMENT AGENCY**

GOVERNMENT CENTER
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PLANNED DEVELOPMENT
INSTRUCTIONS FOR FILING APPLICATION

This list is intended to meet the requirements of Government Code Section 65940.

1. **Application Form** shall be properly filled out and signed by owner (s) of property and applicant (s). All property owners shall sign or a Power-of-Attorney shall be submitted specifically authorizing a designated person to sign this application. If a corporation is the property owner, a Resolution from the corporation authorizing this application shall be submitted.
2. **All Applications must go through a pre-application review process prior to acceptance. Applications will be reviewed by appointment only, and will not be accepted over the counter or through the mail.**
3. **Existing Land Use Information** shall be properly filled out.
4. **Application Fees \$ 3,546.00**
NOTE: Multiple applications submitted at the **same time** for the **same property** save the County time and money and that savings is passed on to applicants. For concurrent applications, the total fee is 100% of the highest fee and 50% of all other **Planning Department** application fees (**Public Works and Environmental Health application fee portions are still calculated at 100%**).
5. One copy of the current **County Assessor's Map** with the property of the proposed land use delineated shall be submitted with the application.
6. One copy of the **Current Deed** from the Official Records of the County shall be submitted with the application. If the deed shows a corporation as the owner, a copy of a Resolution from the Corporation authorizing this application, shall be submitted.
7. The proposed **Development Plan** shall be clearly and legibly drawn to scale on drawing sheets of at least 18" x 24" paper or larger. Use a standard engineering or architect's scale. **Three (3) folded copies** of all development plans shall be submitted with the application for preliminary review. Once any revisions are made and the application is deemed complete, **twelve (12) folded copies** of the amended standard sized plans and one (1) set of reduced copies (11" x 17") will be required. The applicant will be notified if additional copies are needed.
8. **Development Plan Requirements:**
The Development Plan shall contain the following information in order that a complete evaluation may be made by the decision-making bodies. The Plan shall be drawn to a scale with full dimensions (on sheets of 18" x 24" or larger) giving all the following required information:

- (a) TITLE BLOCK (on all plans and maps)
 - (1) Name of Planned Development
 - (2) Name of subdivider/developer, address and phone
 - (3) Name of agent, address and phone
 - (4) Section(s), Township(s), Range(s) or Lot and Block number(s)
 - (5) Assessor Parcel Number(s)
 - (6) Date of preparation
 - (7) Page number of total pages (e. g. page 2 of 4 pages)
 - (8) Total number of acres
 - (9) Total number of Units (for residential or subdivision)
 - (10) Total square footage & percentage of disturbed area
 - (11) Total square footage & percentage of landscaping
 - (12) Total number of parking spaces

- (b) SITE PLAN (for design review of planned development)
 - (1) Title Block
 - (2) North arrow
 - (3) Vicinity map showing relationship of subject property to Section and from nearest State Highway or County arterial road (no scale required)
 - (4) Property lines and dimensions
 - (5) Topographical contours and interval basis (e.g. 20')
 - (6) Preliminary graded contours shown
 - (7) Street names on all sides of the property, and width of any easements
 - (8) Location and purpose of all easements onsite
 - (9) Location and square footage of the proposed building(s) or structure(s) clearly labeled
 - (10) Location, width and encroachment of proposed or existing driveway(s) to serve the subject property
 - (11) Dimensions, location and design of parking area(s)
 - (12) Approximate location of sewage disposal system
 - (13) Location of trash receptacle and its access
 - (14) Location of off-building signs
 - (15) Location, size and direction of glare of exterior lighting shall be clearly shown
 - (16) Location of existing and proposed fire hydrants
 - (17) Location of exterior furnishings and fences
 - (18) Setback distances from property lines

- (c) BUILDING DESIGN
 - (1) Title Block
 - (2) Scale
 - (3) Elevations from all sides, and label (e. g. North elevation)
 - (4) Note as to wall and roof materials
 - (5) Note as to main and accent colors (samples, if possible)
 - (6) Describe any energy saving features
 - (7) Location of exterior mechanical devices, screening, solar collectors
 - (8) Specific structure height and width
 - (9) Location of on-structure signs
 - (10) Design of off-structure signs
 - (11) Typical fence section; its color and material (samples, if possible)

(d) LANDSCAPE PLAN

- (1) Title Block
- (2) North arrow
- (3) Property lines and dimensions
- (4) Topographical contours and interval basis (e.g. 20')
- (5) Approximate location of all easements
- (6) Outline of proposed and existing buildings onsite
- (7) Outline of driveway(s), parking lot and pathway(s)
- (8) Existing trees (12' in diameter or greater, at breast height) and other mature vegetation
- (9) Place and "X" through trees and vegetation to be removed
- (10) The type, size at planting, growth characteristics, number and location of new trees, shrubs or other vegetation to be planted
- (11) Type and method of irrigation to be included
- (12) A statement, signed by the property owner, indicating that all plantings will be maintained in a vigorous and healthy condition in perpetuity

9. According to Section 65943 of the California Government Code, your application shall be reviewed within thirty days, regarding the completeness of your application. According to Section 65944(C), additional information may be requested in order to comply with Division 13 of the California Public Resources Code. The aforementioned application requirements Items 1 through 7 are necessary for a complete application. Any application which is submitted in person or by mail, lacking the required information will not be accepted.

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