Planned Development (Master Plan & Unit Plan)

Appointments may be required for some planning application submittals. Appointments must be made at least 24 hours in advance. Please call the main desk (707) 648-4326 to set up the appointment.

What is a Planned Development?

Planned Development (PD) is both a zoning district and project development process which allows for the flexible application of zoning regulations. The planned development process facilitates the development or redevelopment of land which because of special circumstances would be difficult to develop through conventional zoning ordinance regulations. The PD district may be applied to an area which can be developed as a single unit of land.

What are the steps in the process?

- To determine if the property and use are appropriate, you should submit the proposed project for preliminary review. Please refer to the “Preliminary Review" handout.

- If the project area is not already designated as Planner Development, an application for a zoning amendment to a Planned Development district (residential, commercial, industrial, mixed use) is required. Please refer to the "General Plan and Zoning Amendments" handout.

- Planned development applications are subject to the environmental review process. Please refer to the "Environmental Review" handout.

After approval of the zoning amendment, the application procedure for the planned development consists of two steps: Master Plan approval and Unit Plan approval.

MASTER PLANS

What is a Master Plan?

The Master Plan is the presentation of the overall concept for the proposed project. The Master Plan is intended to give the Planning Division, Planning Commission, and City Council a comprehensive illustration of the intent and purpose of the proposed project.

The Master Plan is the presentation of the overall concept for the proposed project and is intended to give the City a comprehensive illustration of the intent and purpose of the proposed project. The Unit Plan describes the specific design and uses for the project as proposed conceptually in the Master Plan and is intended to give the City a more refined and detailed description of structures, landscaping, design features and uses within a particular part of the project.

The Planning Manager may waive the requirement for a Master Plan if the project is of such a small size that it will be developed all at once rather than in phases or if a specific plan has already been prepared for the area. In that case, only a Unit Plan application would be required.

What is required for a Master Plan submittal?

MASTER PLAN CHECKLIST

The following items must be submitted for a complete application. To ensure that all items are provided, please check off the box for each item that is shown. If an item is not applicable, write N/A next to the box. Incomplete applications will not be accepted.

☐ **Application:** A completed planning application signed by the property owner and applicant.

☐ **Fee:** An application fee of $ _____.

A public notice fee of $ _____.

☐ **Description:** Eight (8) sets of a written description which includes the site location, total project acreage, existing character and use of the site and adjoining properties including current zoning, description of the project and its intent and purpose, provision of infrastructure, relationship of the project to the Vallejo General Plan.

☐ **Site Plan:** Eight (8) copies to include the following:

- ☐ Scope and phasing of the project
- ☐ Topography, natural features and, if applicable, location of view corridors
- ☐ All buildings and structures
- ☐ Public and private rights-of-way
- ☐ Utilities and existing and proposed easements
- ☐ Parking and loading areas
- ☐ Pedestrian areas and public and private open spaces
- ☐ Planting areas
- ☐ Public facilities, if applicable
- ☐ Location of nearest fire hydrants
- ☐ One 8-1/2”x 11” reduction of all plans.

☐ **Statement of Development Standards:** Eight (8) copies to include the following:

- ☐ Overall design theme or concept
- ☐ Architecture, lighting, and signage
- ☐ Landscaping
- ☐ Grading
- ☐ Rights-of-way
- ☐ Setbacks, height limits and maximum lot coverage
- ☐ Accessory structures
- ☐ Permitted land uses
- ☐ Floor area ratio and/or number, type, and density of residential development

☐ **Environmental Review Documentation**: including technical appendices (e.g. traffic, soils, etc.) as required by the Planning Division and as provided by the California Environmental Quality Act (CEQA) Guidelines.

☐ **Site Photos:** Color photos showing the existing property and the adjacent properties.

How is a Master Plan application processed?

After acceptance of a complete application, the Master Plan proposal is routed for interdepartmental review and analysis. Depending on staff's review, you may be asked to modify your project to comply with City of Vallejo development policies and standards. After any project revisions are completed, the Master Plan will be scheduled for a public hearing before the Planning Commission.

At least twenty-one (21) days prior to the Planning Commission hearing, property owners within 500 feet of the boundaries of the subject property will be notified of the public hearing. At the hearing, the Commission will consider the information provided by the Planning Division staff and hear comments from the applicant and the public. After the public hearing portion of the meeting is concluded, the commissioners will make a recommendation to the City Council to approve or deny the Master Plan.

After recommendation on the Master Plan by the Planning Commission, and subsequent notification to surrounding property owners, a second public hearing is scheduled for the City Council to take action to approve or deny the application.

UNIT PLANS

What is a Unit Plan?

The Unit Plan describes the specific design and uses for all or part of the project as proposed conceptually in the Master Plan. The Unit Plan is intended to give the Planning Division and/or the Planning Commission a more refined and detailed description of structures, landscaping, design features and uses within a particular part of the project.

What is required for a Unit Plan submittal?

UNIT PLAN CHECKLIST

After approval of the Master Plan, or if a Master Plan has been waived, a Unit Plan application may be submitted. **The following items must be submitted for a complete application. To ensure that all items are provided, please check off the box for each item that is shown. If an item is not applicable, write N/A next to the box. Incomplete applications will not be accepted.**

☐ **Application**: A completed planning application signed by the property owner and applicant.

☐ **Fees:** An application fee of $ _____.

A public notice fee of $ _____.

☐ **Site Plans**: Eight (8) copies which include the following:

- ☐ Identification of type and location of all proposed uses
- ☐ Roof plan of building
- ☐ Location of all existing and proposed structures
- ☐ Location of existing trees or natural attributes

- ☐ Location of off-street parking and loading facilities
- ☐ Location and dimensions of street and highway dedications
- ☐ Location of points of entry and exit for vehicles and internal circulation patterns
- ☐ Location of walls and fences and the indication of their height and material of construction
- ☐ Exterior lighting standards and devices
- ☐ Grading and slopes where they affect the relationship of the buildings with cross-sections, amount of cut and fill and a statement of whether or not there will be balanced grading and
- ☐ Location of all utilities and related easements

☐ **Landscaping plans:** Eight (8) sets showing number, size, spacing and name of plant materials including planting and irrigation specifications.

☐ **Architectural Plans:** Eight (8) sets which include the following:

- ☐ Plan drawn to scale at ¼" = 1' (minimum)
- ☐ Elevations and cross-sections of all sides of development
- ☐ Show location, size, color and shape of all appurtenances visible from the exterior, including, but not limited to, signs, stairs, ramps, storage areas, solid waste storage area, utility lines, meter boxes, transformers, mechanical equipment, awnings, balconies, towers and antennas
- ☐ Perspectives, models or other suitable graphic materials, if required by the Planning Division
- ☐ Colors and material of exterior surfaces and
- ☐ Signage plans

How is a Unit Plan processed?

If the requirement for a Master Plan has been waived, the Unit Plan submittal must include all the items required for a Master Plan as well. See previous section 'What is required for a Master Plan submittal?' for specific submittal requirements. Additionally, the application processing procedure would be the same as described for a Master Plan.

After acceptance of a complete application, the Unit Plan proposal is routed for interdepartmental review. Unless the Unit Plan requires Planning Commission approval, the Planning Division will make a determination on the application. If one or more of the following situations exist, the Planning Division will forward the Unit Plan application to the Planning Commission for action to approve or deny the application.

- Sale of on-site or off-site alcoholic beverages;
- Development of 9 or more residential units if the requirement for a Master Plan has been waived;
- Manufacturing and/or storage of hazardous and toxic materials;
- Determination by the Planning Manager that the application warrants a public hearing by the Planning Commission.

Can a decision on a Master Plan or Unit Plan be appealed?

Yes, any Planning Division determination may be appealed to the Planning Commission through the Planning Commission Secretary. To appeal, the appellant shall submit a letter stating the reasons of the appeal and how it affects them. The appeal must be filed with the Planning Division within 10 calendar days after the decision is made. A public hearing will then be set for the Planning

Commission to consider the appeal. If a Commission decision is appealed to the City Clerk, a public hearing before the City Council will be scheduled.

If no appeal is filed within 10 days of the determination date, the project determination is final.

When are hearings held?

The Planning Commission usually holds public hearings on the first and third Mondays of each month at 7:00 p.m. in the City Council Chambers, 555 Santa Clara Street.

The City Council usually holds public hearings the second and fourth Tuesdays of the month at 7:00 p.m. in the City Council Council Chambers, 555 Santa Clara Street.

When do approvals expire?

Approval of a Master Plan application is valid for 24 months from the date of approval unless a complete Unit Plan application has been submitted to the Planning Division for processing, in which case the Master Plan approval remains valid.

Approval of a Unit Plan is valid for 12 months form the date of approval unless authorized construction has commenced prior to the expiration date, in which case the Unit Plan is vested and remains valid. If a Unit Plan is approved in conjunction with an approved tentative map of 5 or more lots, the project may be granted up to three 12 month extensions. An extension must be requested by the applicant prior to the initial 12 month expiration date.

What if I need more information?

For further information please contact the City of Vallejo Planning Division at (707) 648-4326.