



**PLANNING SERVICES
DEPARTMENT**

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

Application No. _____

**APPLICATION FOR
Planned Development Permit**

Applicant Information

Applicant Name		Daytime Phone	
Street Address			
City	State	Zip	

Property Owner

Street Address		Daytime Phone	
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

Request		

Days/Hours of Operation	No. of Employees	No. of Off-Street Parking Spaces Proposed
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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 page 2 of this application.)

Applicant's Signature:	Date:
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Application Received by	Butte County Filing Fee \$50 (Check payable to Butte County) ____ Applies ____ Does Not Apply	Receipt No.
Date		Application Fee \$
Assigned Planner		Environmental Review Fee \$
Tentative Hearing Date		Total Fees \$ (Check payable to the City of Chico)

See Page 2 for Important Information



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)
- 8½ " x 11" site plan of proposed development (indicate dimensions and all information pertinent to the proposed project)
- Application and environmental review fees

Time Limits

Pursuant to California Government Code §65943 and §65950, the City has 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 §65945, et seq., an Applicant can make a written request to receive notice of any pending amendments to the General Plan, specific plans, land use regulations, ordinances 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 §65962.5, as amended in January 1996.



SITE PLAN CHECKLIST

Applies	Does Not Apply	Item
<input type="checkbox"/>	<input type="checkbox"/>	Vicinity map
<input type="checkbox"/>	<input type="checkbox"/>	Workable scale
<input type="checkbox"/>	<input type="checkbox"/>	North arrow
<input type="checkbox"/>	<input type="checkbox"/>	Property lines
<input type="checkbox"/>	<input type="checkbox"/>	Dimensions of property lines, acreage, and setbacks
<input type="checkbox"/>	<input type="checkbox"/>	Adjacent streets, alleys, and properties
<input type="checkbox"/>	<input type="checkbox"/>	Existing features: structures and size, landscaping, utility poles, hydrants, street lights, trees (note whether to be retained or removed)
<input type="checkbox"/>	<input type="checkbox"/>	Footprint and location of new structures
<input type="checkbox"/>	<input type="checkbox"/>	Walkways
<input type="checkbox"/>	<input type="checkbox"/>	Parking stalls, driveways and dimensions (including handicapped stall and ramp as applicable)
<input type="checkbox"/>	<input type="checkbox"/>	New landscaping: perimeter and interior
<input type="checkbox"/>	<input type="checkbox"/>	Fence locations and height
<input type="checkbox"/>	<input type="checkbox"/>	Trash areas with screening
<input type="checkbox"/>	<input type="checkbox"/>	Location of utility company transformer boxes, fixtures, etc.
<input type="checkbox"/>	<input type="checkbox"/>	Bicycle racks/storage facilities
<input type="checkbox"/>	<input type="checkbox"/>	Street address/Assessor's parcel number(s)
<input type="checkbox"/>	<input type="checkbox"/>	Applicant's name
<input type="checkbox"/>	<input type="checkbox"/>	Project title
<input type="checkbox"/>	<input type="checkbox"/>	Calculations: lot size, floor area, number of parking stalls, landscaped area, lot coverage, parcel size/area
<input type="checkbox"/>	<input type="checkbox"/>	Delineation of phasing when applicable
<input type="checkbox"/>	<input type="checkbox"/>	Other appropriate information: <ul style="list-style-type: none"> ▶ Commercial and industrial projects: easements, loading docks, open storage, etc. ▶ Residential projects: recreation facilities and other amenities



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Environmental Questionnaire

The following information is requested to expedite the environmental review process necessary to process your permit request. Please complete thoroughly and attach reference materials as appropriate. Feel free to ask a staff Planner if you have any questions; omissions and errors could delay your project.

Project Information		
Describe the proposed project.		
Is grading proposed with the project? If yes, for what purpose and approximately how many cubic yards?		
Will the project include outdoor lighting? (Include type and location)		
Estimate the approximate square footage of proposed impervious surfaces, including building area, concrete, paving and other hardscape features.		
List the requested City permits and other public agency approvals required for this project, including County, State and Federal agencies. Please be aware that omissions may delay environmental review.		
Permit Name/Type	Responsible Agency	Date Request Submitted

For Office Use Only	
Project Title	SCH No.
	Receipt No.
Assigned Planner	Environmental Review Fee \$
Received By	Date Received



Project History

Have any previous environmental studies or documents been prepared for the project site? If yes, please describe.

Was this project heard by the Development Review Committee? When?

Existing Conditions

Describe the existing and historic use of the site.

Provide a concise statement describing the current environmental setting of the project site.

Are there residents/tenants who will need to be relocated as a result of the proposed project?

Site Features

Is the project located near any of the following: schools, churches, day care facilities, health care facilities, streams, parks, nature preserves, or undeveloped natural land? Please describe:

Does the site contain trees over 6" in diameter or native vegetation? Would the project remove these features?

Are any endangered, threatened, rare or sensitive species suspected of existing on site? Describe:

Have any known historical, archaeological, or paleontological resources been identified on site?



Water Features

Will a new storm drainage outfall, or improvements to the existing storm drainage outfall, be necessary?

Does the project site include any surface water features including creeks, tributary channels or areas of ponding water in the wet season? Describe:

Toxins and Hazardous Substances

Is there a history of contaminated soil or groundwater associated with this site?

Are any underground storage tanks or other subsurface structures located on site (not including utilities)?

Will the project involve the use or disposal of potentially hazardous materials including flammable, explosive, or toxic substances?

Other Pertinent Information

Please describe any other characteristics or effects of the project that may be of environmental consequence.

Required Signatures

I hereby certify that the information provided above is true and correct to the best of my knowledge and belief.

Applicant's Signature

Date



**PLANNING SERVICES
DEPARTMENT**

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Application No. _____

**APPLICATION FOR
Architectural Review**

Applicant Information

Applicant Name	Phone	
Street Address		
City	State	Zip

Property Owner		
Street Address	Phone	
City	State	Zip

Architect's Name		
Street Address	Phone	
City	State	Zip

General Project Information

Project Name	Assessor's Parcel Number	
Location/Address	Parcel Size	
Description	Zoning	

Submittal Requirements

Application requirements are as indicated on attached checklist. The City's Design Manual (which is available online at http://www.ci.chico.ca.us/_mod_resource/content/Planning_Services/Design_Manual.pdf) should be consulted to ensure that important design principles are adhered to. Prospective applicants are encouraged to meet with Planning Services staff prior to submittal. Please call the Department at (530) 879-6800.

Applicant Authorization and Signature

I certify that the information provided with this application is complete, true, and correct to the best of my knowledge and belief, and that if I am not the property owner, I have been authorized by the property owner to submit this application.

Applicant's Signature:	Date:
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For Office Use Only

<i>Application Received By</i>	<i>Date Submitted</i>	<i>Env. Review Fee \$</i>
<i>Assigned Planner</i>	<i>Receipt No.</i>	<i>Application Fee \$</i>

Application Submittal Checklist

□ SITE PLAN

10 folded full-size copies and 1 reduction. Must be to scale, with all dimensions noted. Plan must be oriented with North to top of sheet.

- Title block
- Property lines
- Existing/proposed structures and improvements
- Existing natural features, including trees
- Parking spaces and access, including freight delivery areas and required bicycle parking
- 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

10 folded full-size copies and 1 reduction. Must be to scale, with all dimensions including height and roof pitch noted. One full-size color copy needed at Board meeting.

- 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

10 folded full-size copies and 1 reduction. Must be based on Site Plan, to scale, with all dimensions noted. Plan must be oriented with North to top of sheet. Please refer to "Recommended Street and Parking Lot Trees", available at the Planning Services 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
- Screening methods for trash enclosures, mechanical equipment, and parking areas
- Percentage of shading in parking area (minimum of 50% required)
- Outdoor amenities/break areas

□ SIGNAGE

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

□ MATERIALS AND DETAIL

- Color and material palette - 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.

□ 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 Quick-Check

Proposals should reflect the following principles from the City's Design 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 inward and onto the site; light sources are concealed from offsite view.		