



PLANNING DIVISION

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

Associated Application# _____ Application No. _____

**APPLICATION FOR
Planned Development Permit**

New PDP
Modification of Existing

Applicant Information

Applicant Name		Daytime Phone	
Street Address		Email	
City	State	Zip	
Property Owner		Daytime Phone	
Property Owner Address		Email	
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:	

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 pages 2 and 3 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 Received		Application Fee \$
Assigned Planner		Environ. Review Fee \$
Tentative Hearing Date		Total Fees \$ (Check payable to the City of Chico)



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
- Completed Real Time Application (with matching applicant name)
- Written authorization from the property owner (if Applicant is not the owner)
- Site plan of proposed development (8½" x 11" or 11"x17") - indicate dimension and all information pertinent to the proposed project
- All materials listed on the attached application submittal checklist per CMC 19.28.050
- Application and Environmental Review Fees

Time Limits

Pursuant to California Government Code Sections 65943 and 65950, the City has thirty (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 Section 65945 et seq., an Applicant can make a written request to receive notice of any pending amendments to the General Plan, Specific Plans, the land use regulations, ordinance 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 Section 65962.5, as amended in January, 1996.

Application Submittal Checklist

PROJECT DESCRIPTION - Submit a brief project description that includes the architectural concept and design approach. Indicate any applicable Design Guidelines from the City of Chico Design Guidelines Manual and how related Design Objectives in the Manual are met. If alternate design solutions are proposed other than those in the Design Guidelines Manual, please state how related Design Objectives in the Manual are met.

ALL SUBMITTED DRAWINGS - Applicants should only submit two folded full-size color copies and two color reductions (11 X17-inch) of all drawings with the initial application. Following a determination of application completeness, Planning staff may request additional copies as necessary, including electronic copies. All drawings must be to scale (including a graphic bar scale) with a north arrow oriented towards the top of the sheet of all plan drawings.

SITE PLAN – Indicate the Dimensions of Pertinent Features

- Title Block
- Property Lines
- Existing/proposed structures and improvements
- Parking spaces and access, including freight delivery areas and required bicycle parking
- Existing natural features, including trees
- 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)
- Proposed storm water quality control measures

ARCHITECTURAL DRAWINGS – Indicate the Dimensions of Pertinent Features including building height and roof pitch

- 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

STORM WATER MANAGEMENT

(Preliminary Storm Water Management Summary Sheet)

LANDSCAPE PLAN - Indicate the Dimensions of Pertinent Features

Please refer to "Recommended Street and Parking Lot Trees", available at the City of Chico 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 and IES cutoff classification
- Screening methods for trash enclosures, mechanical equipment, and parking areas
- Percentage of pavement shading in parking area (minimum of 50% required)
- Outdoor amenities/break areas
- AB 1881 compliance/conceptual hydrozones and irrigation methods

SIGNAGE

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

MATERIALS AND DETAIL

- Color and material sample board - 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.
- An accurate reproducible color copy of the material/sample board.

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 Manual Quick-Check

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



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

For Application No. _____

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

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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 DIVISION**

411 Main Street (530) 879-6800
 P.O. Box 3420
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Account No. _____

APPLICATION FOR New Real Time Account

Applicant Information		
Applicant Name	Daytime Phone	
Applicant Address	Email	
City	State	Zip
Contact Person		
Property Owner(s) Name	Daytime Phone	
Property Owner Address	Email	
City	State	Zip
Engineer/Surveyor Name	Daytime Phone	
Engineer/Surveyor Address	Email	
City	State	Zip
Project Information		
Project/Phase/Subdivision Name		
(Attach site map of project clearly indicating phases & parcel nos.)		
Assessor's Parcel No(s)		
Project Address(es)/Location		
Related Applications		
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.		
Applicant's Signature <i>(Original required)</i>	Date	
By signing the above, I acknowledge that I have read and agree to the Terms & Conditions , including payment of the full cost of processing this application, as outlined on page 2.		
For Office Use Only		
Date Application Received	Application Deposit \$	Receipt No.
Department Processing: ___ Community Development ___ Finance ___ Public Works		

Terms & Conditions - Planning Fees, Deposit Required Applications

1. All persons filing an Application for New Real Time Account shall pay the full cost of processing the application and all associated applications for the project. An initial deposit shall be paid concurrently with filing of the application in the amount specified per the City of Chico Fee Schedule.
2. If the amount of the costs incurred in processing the application exceed the amount of the initial deposit, the Applicant shall deposit additional funds if requested by the City of Chico to ensure continued processing of the application.
3. If the amount of the costs incurred is less than the amount of the deposit, the difference shall be refunded to the Applicant subsequent to final City action on the project.
4. Where a single project requires the filing of multiple applications with corresponding deposits and/or fees, all such deposits and filing fees shall be cumulative and costs shall be charged to the overall project and fee deposit, not to individual applications.
5. Payment
 - a. Payment is due in full within 30 days from issuance of invoice from City of Chico.
 - b. Invoices not paid within 30 days after the original invoice date are delinquent. A penalty of 10% per month (not to exceed 50% of the amount due) and interest charges of 1% per month (exclusive of penalties and prior interest assessed) from the date the receivable first became delinquent will be charged until payment is received in full.
 - c. Invoices not paid within 30 days are considered delinquent and subject to additional collection methods including but not limited to stoppage of applicable City provided services including plan checks and inspections and referral of the unpaid balance to a collection agency or legal action.