



PLANNING APPLICATION

TYPE OR PRINT CLEARLY

MAKE CHECKS PAYABLE TO CITY OF REDDING

REDDING
CALIFORNIA
City of Redding
777 Cypress Avenue
Redding CA 96001
Telephone:
(530) 225-4020
FAX: (530) 225-4495

Applicant	Mailing Address	Day Phone ()
	City Zip Code	Fax Phone ()
	E-Mail Address:	
Representative (if any)	Mailing Address	Day Phone ()
	City Zip Code	Fax Phone ()
	E-Mail Address:	
Property Owner	Mailing Address	Day Phone ()
	City Zip Code	Fax Phone ()
	E-Mail Address:	

Correspondence to be sent to: Applicant Representative Owner

Project Address			Assessor's Parcel No.
Existing Land Use	Site Acreage	Zoning	General Plan
Type of Application and Description of Proposed Project (attach sheets if necessary)			

<p>Applicant/Representative: <i>I have reviewed this application and the attached material. The provided information is accurate.</i></p> <p>Signed _____ Date _____</p>	<p>Property Owner/Authorized Agent: <i>I have read this application and consent to its filing.</i></p> <p>Signed _____ Date _____</p>
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FOR OFFICE USE ONLY		
Application Number(s)	Date Application Received	Application Received By
Prior Applications at this Site	GIS Number(s)	Address Atlas Page Number
Fees Received	Environmental Review Required <input type="checkbox"/> Yes <input type="checkbox"/> No-Categorical Exemption	Site in 100-Year Floodplain <input type="checkbox"/> Yes (MW and/or FEMA) <input type="checkbox"/> No
Staff Assigned	Date Staff Assigned	Date Application Certified Complete



SITE DEVELOPMENT PERMIT BOARD OF ADMINISTRATIVE REVIEW



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www.ci.redding.ca.us

PURPOSE

In each of the City's zoning districts, some uses are permitted outright, meaning that only a building permit and/or zoning clearance is needed. Other uses require a "Site Development Permit" because of their potential to create conflicts with other uses, concerns about traffic circulation, compatibility with adopted design criteria, and similar issues. The purpose of the Site Development Permit process is to allow for special consideration of these issues. The Site Development Permit process allows the City and the applicant an opportunity to work together to minimize the impacts of the use on the surrounding area. Since a zoning ordinance cannot be drafted to deal equitably with every circumstance, the Site Development Permit process is designed to provide sufficient flexibility to determine whether a use will be compatible with its surroundings and with the goals of Redding's General Plan.

In order to expedite permit processing for certain types of projects, the Site Development Permit process was established. Site Development Permits are designed to address discretionary uses or activities that have lesser impacts and warrant less intensive review than uses requiring use permits, that conform to the City's General Plan and Zoning Ordinance, but still may have some potential to create land use conflicts with adjoining properties.

PROCESS

Step 1 - Preapplication Discussion with Staff

While staff is available to informally discuss your project with you, you should consider a more formal review of your proposal with Planning Division, Engineering Division, and Fire Administration staff prior to the submission of the formal application. This will allow staff to advise you on conformity with the General Plan and Zoning Ordinance; possible environmental concerns; zoning requirements; and specific traffic, siting, landscape, and building-design criteria. To obtain the most complete information, you must provide a preliminary site plan that includes basic information such as building footprint(s) and conceptual elevations, parking lot and driveway design, location of existing utilities, and similar pertinent information. The site plan must be drawn to scale. A project description is also helpful. A large or complex project may necessitate follow-up discussion. Please refer to the handout on the "Preapplication Review Process" for additional information.

Step 2 – Filing of Application

To file an application for a Site Development Permit, you must submit a completed application form, an accurately drawn reproducible site plan, filing fee, and other necessary information to the Planning Division of the Development Services Department. A checklist of the specific items that must be included with your application is attached to this handout. The application must be signed by the property owner or authorized representative. City staff will review the material to make sure all the required information is provided. If your application is incomplete, you will be notified within 30 days after filing concerning the information needed to complete your application.

Step 3 – Environmental Review

All projects are subject to the provisions of the California Environmental Quality Act (CEQA). However, CEQA exempts certain types of projects from environmental review because they have little potential to create environmental impacts. If your project is not exempt, an initial environmental study will be prepared. If issues are identified that require further study or analysis, the project will be considered incomplete until the necessary information has been obtained. Should potentially significant environmental issues be identified, State law requires the preparation of a negative declaration or environmental impact report (EIR). Once environmental review has been completed and conditions of project approval determined, your project can be scheduled for a public hearing.

Step 4 – Public Hearing

When your application is complete and any necessary environmental review has been undertaken, your project will be scheduled for a public hearing before the Board of Administrative Review (Board). Notification of the hearing is mailed to adjacent property owners within 300 feet from the exterior project boundaries. However, notification boundaries may be expanded in some instances. During the public hearing, the Board will take testimony from staff and all other interested parties before making a decision. At the hearing, your project may be approved, approved subject to specific conditions, or denied. The permit application may be referred to the Planning Commission by the Board for consideration.

Appeals

The actions of the Board may be appealed to the Planning Commission. Applicants and the general public have ten days following the hearing date to file an appeal. If no appeal is received within the ten-day period, the Site Development Permit will be considered in effect. If the approved use has not commenced (or building construction initiated) within two years of the approval date, the Commission may initiate a public hearing to revoke the permit. If this were to occur, the property owner would be notified in advance.

ESTIMATED TIME REQUIREMENTS

The actual time for the processing of a Site Development Permit application will vary depending on the complexity of the proposal. Generally, permits that are subject to environmental review require six to eight weeks, including appeal periods. Complex projects will take additional time to process. A building permit cannot be issued until the appeal period is complete and may be subject to compliance with one or more of the conditions of approval. Projects exempt from environmental review may be completed in less than five weeks. **Without a complete and accurate application, these time frames cannot be achieved.**

APPLICATION SUBMITTAL REQUIREMENTS

1. Application form completed and signed by the applicant and the property owner.
2. Application fee — refer to "Schedule of Fees and Charges."
3. A reproducible site plan meeting the requirements outlined in the attached checklist. Development Services staff may determine that certain information noted on the checklist is not required given the circumstances of a particular development site or may require that additional information be provided.
4. Building elevations of all sides of new or remodeled buildings.
5. Supplemental information, if required, such as biological or traffic studies.



PLANNING APPLICATION SUBMITTAL CHECKLIST USE PERMIT or SITE DEVELOPMENT PERMIT



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Application Number: _____

Date: _____

Accepted By: _____

PURPOSE

To proceed with review of your project, City staff and the Planning Commission will need a complete application package. Providing a complete application package will expedite the review process. The following list is to be used by you and City staff to determine if you have prepared a complete application.

APPLICATION SUBMITTAL REQUIREMENTS

Initial Submittal

To be complete, an application must include all materials listed below. Unless all boxes are checked by City staff with "Yes" or "N/A," the application cannot be accepted for processing.

Yes No N/A Application Form

- Project description — supplemental narrative if application form description not clear.
- Signed by property owner or by designated representative having written authority to submit an application.
- One original set of plans – rolled or lay flat

Yes No N/A Site Plan *This plan must include the following:*

- All plans are drawn on sheets of uniform size — no smaller than 8½" x 11" and no larger than 24" x 36". For plans larger than 11" x 17", provide a reduction to 11" x 17" or 8½" x 11".
- North arrow and scale. Engineering Scale no smaller than 1" = 100' with the scale clearly labeled.
- Property lines, easements, and abutting street right-of-way clearly identified and labeled with dimensions.
- Building locations identified — both proposed and existing.
- Setbacks, building separations, and buffer yards shown.
- Dimension information for the major elements of the site plan. Dimension information is sufficient to enable reviewer to calculate total dimension across property using information on the site plan.
- Parking lot and driveway layout with dimensions; total count of spaces; table showing spaces required and provided.
- Building area in separate table on site plan or depicted on individual building pads. Floor area ratio for the site listed on the site plan. Floor area ratio is the total building floor area divided by the total area of the site.
- Fire hydrant(s) location — existing. Distance to nearest existing, if not on site plan.
- Trash enclosure and recycling container enclosure.
- Landscaped areas labeled (new and/or existing).
- Landscape area calculations for the total site and for required parking lot landscape.
- Path of travel for handicapped access.
- Pole-sign and monument-sign locations, proposed and/or existing.
- Truck-loading and maneuvering areas.
- Topography is shown for sites with more than 5% slope or larger than 1 acre in size.
- Topography exceeding 20 percent slope is identified.
- Conceptual grading and drainage analysis (use flow arrows and contour lines, existing and conceptual), and existing and conceptual storm water drainage facilities. Identify all existing drainage to and from adjacent parcels.
- For all street frontages, the existing and proposed right-of-way width, existing or proposed curb, gutters, sidewalk, paving and striping improvements, driveway locations on the opposite side of the streets — and identify all streets by street name.
- Location of proposed and/or existing utility connections and easements from building to public facility.
 - Water.
 - Sewer.
 - Stormwater.
 - Electric, including existing utility poles.
- Candidate Tree Inventory
- 100-year floodplain location - either FEMA or City Storm Drain Master Plan
- Secondary access consideration - Emergency Vehicles

Yes No N/A Building Elevations This plan must include the following:

- Illustrative elevations of all sides of new or remodeled buildings.
- Scale and dimensions shown using a standard architectural scale.
- All building materials labeled on each sheet of the elevations.
- Size and type of doors and windows shown, i.e. roll-up doors, 2nd story windows facing private back yard, etc.
- Screening treatment for exterior mechanical equipment and/or HVAC units (include a cross section if necessary).

_____	_____
Staff Signature	Permit Number

CODE STANDARDS COMPLIANCE

First review by staff will be to verify compliance with basic zoning standards. If the initial project review determines that the project fails to comply with the standards listed, application processing cannot continue until a site plan is submitted which does comply.

Yes	No	N/A		Required	Proposed
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Building and parking required setbacks.	_____	_____
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Buffer yards	_____	_____
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Landscape area requirements.	_____	_____
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Trash enclosure — size, access, maneuvering area.	_____	_____
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Building height.	_____	_____
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Parking spaces — total number and dimensions.	_____	_____
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Turning-radius for truck-maneuvering areas/loading docks access	_____	_____
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Other parking requirements — landscape.	_____	_____

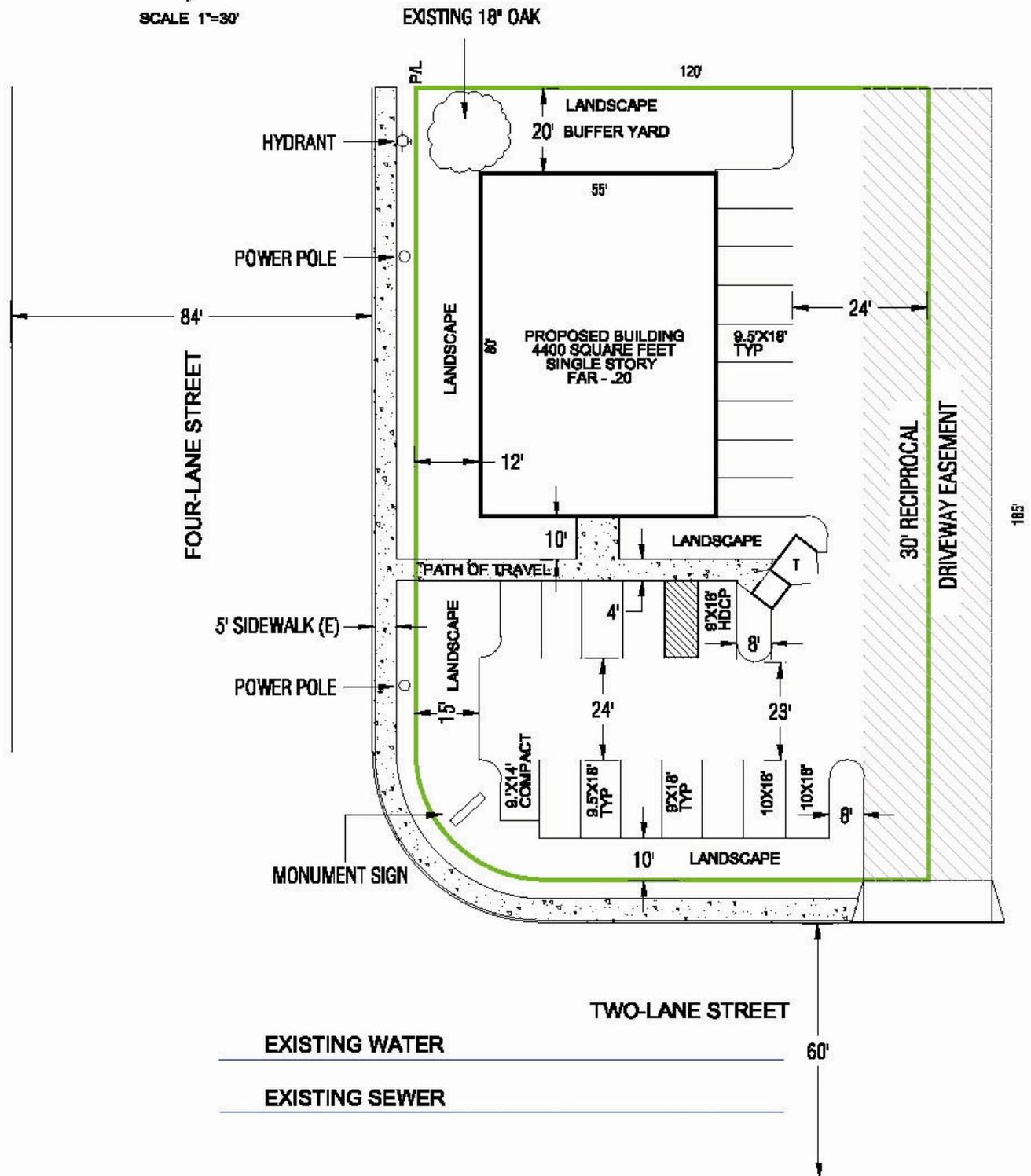
SITE DEVELOPMENT AND ENVIRONMENTAL COMPLIANCE

Additional information may be required based on further review of the development application. If this information is determined necessary, application processing cannot continue until the information is provided.

Required Not Required

- Outdoor storage areas shown.
- Fence/wall design and location.
- The existing improved street section (plan view) for adjacent streets and locations of driveways on abutting properties and across the street.
- Location of all public-street improvements to be installed.
- Location and design of stormwater detention and stormwater-detention calculations.
- Emergency-vehicle access and/or turnarounds.
- Archaeological survey.
- Biological surveys — wetlands delineations or endangered species or both.
- Noise analysis.
- Traffic analysis.
- General Plan goals and policies.
- Design Review Criteria
- Other special studies _____

EXAMPLE SITE PLAN



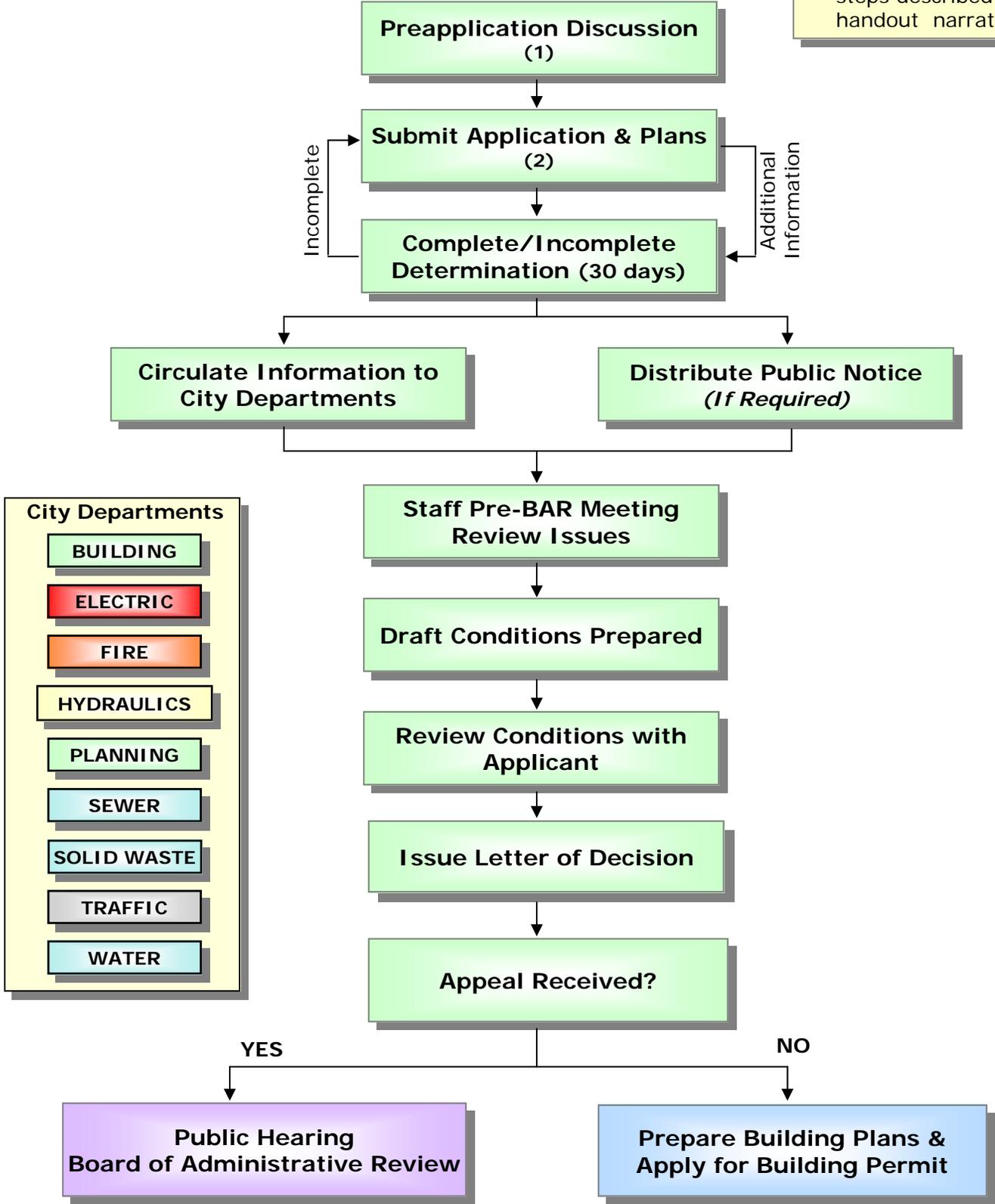
PARKING SPACES REQUIRED - 1 SPACE / 200 SQ. FT. = 22 SPACES
PARKING SPACES PROVIDED - 22
LANDSCAPE REQUIRED - PARKING LOT - 1,320 SQ. FT.
ADDITIONAL - 220 SQ. FT.
LANDSCAPE PROVIDED - PARKING LOT - 1,525 SQ. FT.
ADDITIONAL - 1,122 SQ. FT.



Site Development Permit Process
STAFF REVIEW
 Exempt from Environmental Review Requirements

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() Refer to numbers in steps described on handout narrative





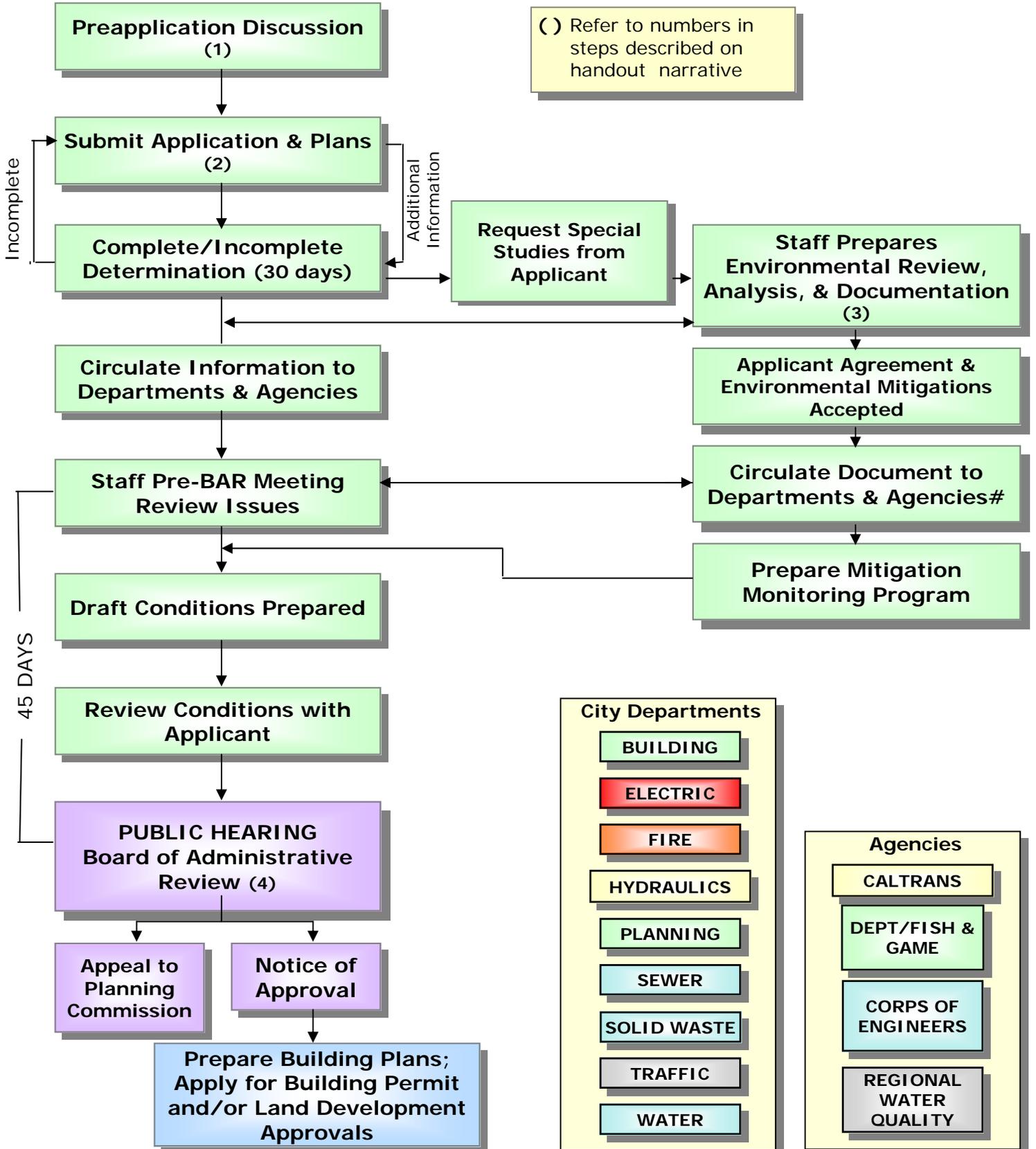
Site Development Permit Process

Board of Administrative Review

Subject to Environmental Review



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**USE PERMIT/SITE DEVELOPMENT PERMIT STANDARD CONDITIONS OF APPROVAL
EFFECTIVE MAY 24, 2011**

General Requirements

1. In accordance with Chapter 18.11.100 of the Zoning Ordinance, the entitlement authorized by approval of this permit shall automatically expire 3 years from the date of approval, without further notice or action by the City, unless any 1 of the following occurs:
 - a. A building permit has been issued and substantial construction has occurred upon reliance of the entitlement as determined by the Development Services Director.
 - b. The use of the property specifically authorized by the entitlement has been established or commenced as determined by the Development Services Director.
 - c. Approval of the entitlement has been extended for 1 year by the Development Services Director.
2. The requirements of the California Buildings Standards Code and the California Fire Code are to be met. The project proponent is responsible for contacting the offices of the Building Division and Fire Department to verify compliance or the need to obtain permits.

Site Development

3. Site development and grading shall be designed to provide access to all entrances and exterior ground-floor exits and to normal paths of travel and shall incorporate pedestrian ramps, curb ramps, etc. Access shall be provided within the boundary of the site from public transportation stops, accessible parking spaces, passenger loading zones if provided, and public streets or sidewalks. When more than 1 building or facility is located on a site, accessible routes of travel shall be provided between buildings and accessible site facilities, accessible element, and accessible spaces that are on the same site. The accessible route of travel shall be the most practical direct route between accessible building entrances, accessible site facilities, and the accessible entrance to the site.
4. Trash and recycling enclosure(s) shall be provided as depicted on the approved site plan. The enclosure shall be located and constructed in accordance with Section 18.40.120 of the Redding Municipal Code.
5. All existing landscaped areas or new areas required by use permit and/or the approved landscape plans shall be properly and continuously maintained during the life of the use or activity authorized by the permit. Maintenance shall include providing an operational, automatic irrigation system; weeding; replacing dead and missing plant materials; mowing lawns; pruning; and other maintenance applications as required to keep all planted areas neat, healthy, and attractive.

6. This project is subject to, and shall comply with, the Water Efficient Landscape Ordinance. The required Landscape Documentation Package shall accompany the building permit application.
7. All new freestanding and building-mounted signage shall be in compliance with Chapter 18.42 of the Redding Municipal Code.

Sewer, Water, and Drainage Utilities

8. Sewer lines, waterlines, electric-service facilities, and other utilities; drainage facilities; necessary electric- and public-service easements; and street dedications are to be provided in accordance with the Redding Municipal Code and as specified by the Engineering Division.
9. The developer shall extend sewer and water lines and electric substructures and conduits as necessary to serve the property and provide logical extensions of service through the property boundaries to adjacent properties.
10. New utilities within the project, including, but not limited to, electric, cable television, and phone, shall be installed underground.
11. Applicant shall note that the California Green Building Code Section 5.304.2 requires a separate water meter and water service for irrigation of landscape areas when a commercial project includes more than 1,000 square feet of irrigated landscape. All utility and landscape plans shall depict the proposed location of the water meter and identify the total area of landscape proposed with the project.

Electric Utility

12. The developer shall be responsible for all costs associated with the relocation or modification of existing utility facilities or structures necessitated by the construction of the project or of improvements required as a condition of approval of this project, including reimbursement of any costs to City of Redding Electric Utility for work performed to support the project.
13. After the initial review of project improvement plans by the Engineering Division, the developer shall consult with the Redding Electric Utility (REU) for preparation of an electric-service plan. A copy of the electric-service plan, developed and approved by REU, shall be incorporated into the final improvement plans.
14. Electric-supply facilities shall be furnished and installed in accordance with the Redding Electric Utility Service Policy Resolution currently in effect at the time the developer's plan is approved by the City.

Fire Protection

15. On-site and street-side fire hydrants are to be installed in accordance with the California Fire Code in locations approved by the City Fire Marshal. Fire hydrants shall have a fire flow meeting Appendix III-B of the California Fire Code. In no case shall the water mains be less than 6 inches in diameter. If a hydrant is located on private property, adequate access shall be provided to and around the hydrant as determined by the Fire Marshal.

APPLIES TO NEW CONSTRUCTION

16. The developer/applicant shall note that pursuant to Chapter 16.20 of the Redding Municipal Code, City development impact fees are required to be paid prior to final inspection for new construction, building enlargement, or other improvement. These fees are structured to mitigate the project's fair share of cumulative impacts to the City's transportation, fire-suppression, utility, and parks infrastructure systems based upon necessary improvements to accommodate new development under the City's General Plan. The developer/applicant is hereby notified that he/she has the right to protest/appeal imposition of any of these fees or fee amounts. Any protest/appeal must comply with the provisions of Government Code Section 66020(a) and City Council Resolution 2013-193.
17. Ground-mounted mechanical equipment with a total cooling capacity of 5 tons or greater and within 30 feet of any residential district shall be bordered by a solid block noise wall not less than 1 foot higher than the top of the cooling equipment. Construction and location of the wall must conform to currently adopted construction codes.
18. In accordance with Chapter 18.40.090, *Lighting*, of the Redding Municipal Code, any new roof-mounted or freestanding exterior lighting shall be designed, located, directed, and shielded in such a manner so as to prevent objectionable light at, and glare across, the property lines. A lighting detail/photometric study demonstrating how this requirement will be satisfied shall be submitted with the building permit application.
19. In accordance with Section 18.40.130 of the Zoning Ordinance, ground- and roof-mounted mechanical equipment shall not be visible from a public street or other public area or residential property. Screening of such equipment shall be accomplished by the parapet walls of the building, roof wells, or screen walls architecturally compatible with the building. Exhibits necessary to determine compliance with this requirement shall be submitted with the building permit application.
20. In accordance with Section 18.41.090 of the Redding Municipal Code, freestanding parking-lot light standards shall be located within a landscape planter or other protected area so as to eliminate the need for a raised concrete pedestal. The light-standard base shall not exceed 6 inches in height above the finished grade of the landscape planter. If the base must be higher than 6 inches to afford adequate protection to the standard, the concrete base shall have a decorative finish (e.g., textured, exposed aggregate, sandblasted).
21. Prior to the beginning of any clearing, grading, or site improvement activities, improvement plans for grading, drainage, utilities, and other required improvements shall be approved by the Engineering Division and other concerned City of Redding Departments. These plans shall be in conformance with Redding Municipal Code (RMC) Title 16.12. Prior to the issuance of a clearing and/or grading permit, and Interim Erosion and Sediment Control Plan shall be included and approved by the City Engineer as part of all clearing and grading permit applications. "As-built" improvement plans with the Engineer's Declaration are required in conformance with RMC 16.12.
22. Storm-drain facilities shall be designed consistent with the requirements of City Construction Standards, RMC Chapter 14.19, and the City of Redding Storm Water Quality Improvement Plan, and the City of Redding Phase II NPDES Permit from the California Regional Water

Quality Control Board (Water Quality Order No. 2003-05 – DWQ). Project design shall incorporate Best Management Practices (BMPs) to minimize the polluting of stormwater, both during construction and long-term. Should the maintenance costs of the long-term pollution-control measures exceed typical storm-drain-system costs, such costs shall be borne by the project by way of a landscape maintenance district, escrow account, or other such financing mechanism.

23. Prior to improvement-plan approval, the developer must obtain approval for proper management of stormwater peak flows in accordance with RMC Chapter 14.19, City Council Policy 1806 and the specifications of the City Engineer. Such measures shall address impacts from the 10-, 25-, and 100-year-storm events. Projects shall address peak flows to maintain predevelopment levels at all locations downstream of the project. A drainage report shall be prepared to the format outlined by the Engineering Division, stamped and signed by a qualified engineer, and provided to the Engineering Division with submittal of project improvement plans.
24. The developer shall install streetlights on all public-street frontages as required by the Engineering Division in accordance with the City Construction Standards. Streetlights shall be provided in accordance with applicable Redding Electric Utility Construction Standards 553.0, et seq.
25. A minimum 5-foot-wide public-utility easement is to be provided adjacent to all public-road right-of-ways.
26. Fire-protection facilities, including all-weather access roads, shall be installed and remain serviceable prior to and during the time of construction.
27. All brush piles created by site improvement shall be abated or removed prior to the next fire season.