





# SITE DEVELOPMENT PERMIT DIRECTOR REVIEW



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

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## 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. 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, consistent with adopted standards and criteria, and consistent 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, but still may have some potential to create land use conflicts with adjoining properties.

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## 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; 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), parking lot and driveway design, location of existing utilities, conceptual elevations, 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.

### 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 – Application Review

Based upon the information submitted, the Director will determine if the application is consistent with the General Plan, the general and specific purposes of the zoning district in which the site is located, adopted design criteria, and the applicable sections of the Zoning Code. The Director can either approve, conditionally approve, or deny the permit application. The application may also be referred to the Board of Administrative Review for further consideration. If the property is located within or adjacent to a residential district, notice of the application will be mailed to property owners within a minimum of 300 feet from the exterior project boundaries prior to determination by the Director to approve or deny the proposed project. The decision by the Director to approve or deny the permit may be appealed to the Board of Administrative Review within 10 days of the determination. Without appeal, the permit becomes effective in 10 days. If the approved use has not commenced (or building construction not been 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.

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## 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 require four to five weeks, including appeal periods, to complete. 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. **Without a complete and accurate application, these time frames cannot be achieved.**

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## 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**



City of Redding  
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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
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- |                          |                          |                          |   |
|--------------------------|--------------------------|--------------------------|---|
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | Project description — supplemental narrative if application form description not clear.                     |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | Signed by property owner or by designated representative having written authority to submit an application. |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | One original set of plans – rolled or lay flat  |

Yes	No	N/A	Site Plan <i>This plan must include the following:</i>
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- |                          |                          |                          |   |
|--------------------------|--------------------------|--------------------------|---|
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | 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".   |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | North arrow and scale. Engineering Scale no smaller than 1" = 100' with the scale clearly labeled.  |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | Property lines, easements, and abutting street right-of-way clearly identified and labeled with dimensions.   |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | Building locations identified — both proposed and existing.   |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | Setbacks, building separations, and buffer yards shown.   |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | 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.  |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | Parking lot and driveway layout with dimensions; total count of spaces; table showing spaces required and provided.   |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | 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.                     |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | Fire hydrant(s) location — existing. Distance to nearest existing, if not on site plan.   |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | Trash enclosure and recycling container enclosure.  |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | Landscaped areas labeled (new and/or existing).   |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | Landscape area calculations for the total site and for required parking lot landscape.  |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | Path of travel for handicapped access.  |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | Pole-sign and monument-sign locations, proposed and/or existing.  |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | Truck-loading and maneuvering areas.  |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | Topography is shown for sites with more than 5% slope or larger than 1 acre in size.  |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | Topography exceeding 20 percent slope is identified.  |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | 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.                          |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | 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. |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | Location of proposed and/or existing utility connections and easements from building to public facility.  |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | Water.  |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | Sewer.  |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | Stormwater.   |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | Electric, including existing utility poles.   |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | Candidate Tree Inventory  |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | 100-year floodplain location - either FEMA or City Storm Drain Master Plan  |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | 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, 2<sup>nd</sup> 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.	_____	_____

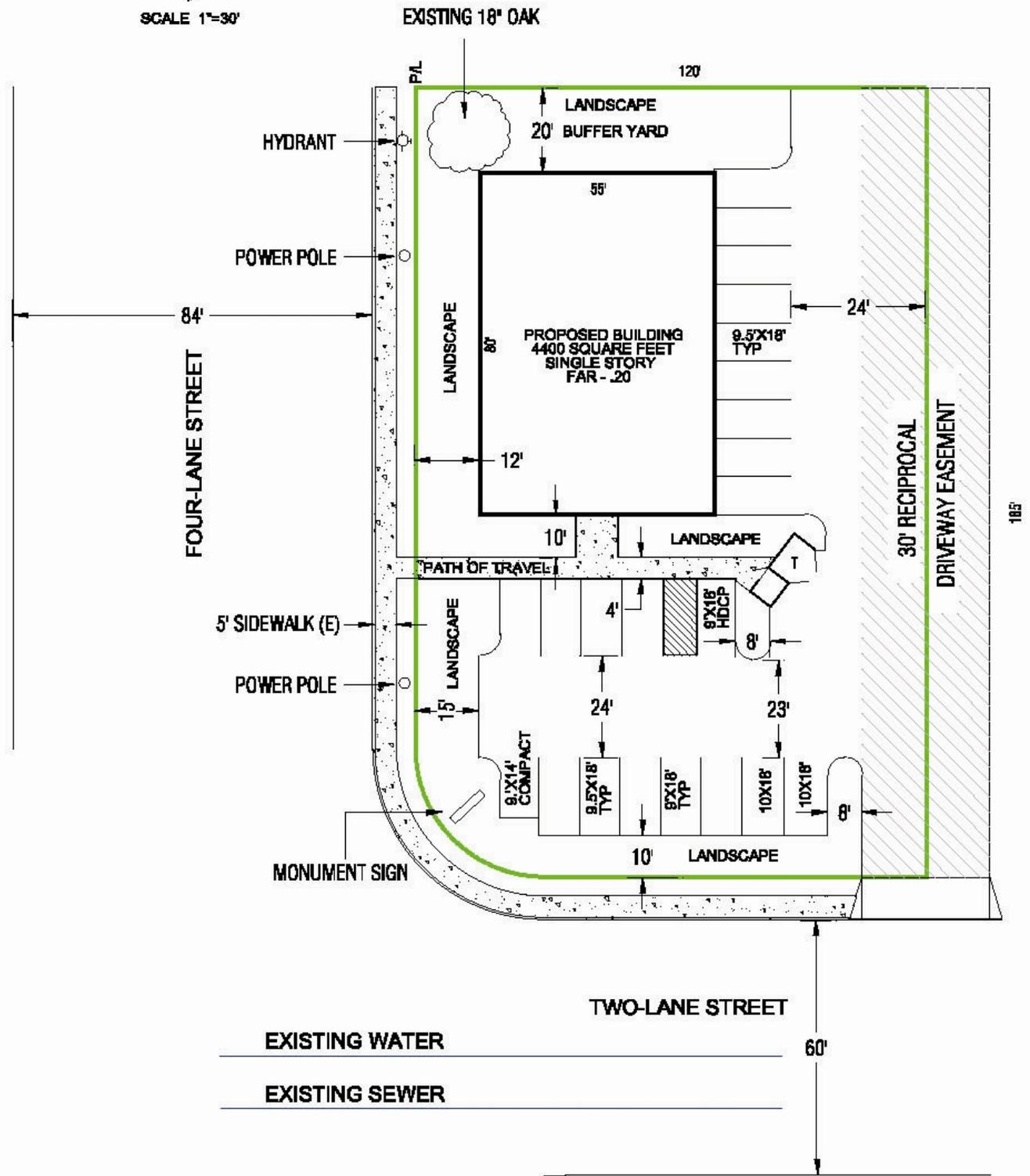
**SITE DEVELOPMENT AND ENVIRONMENTAL COMPLIANCE**

**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



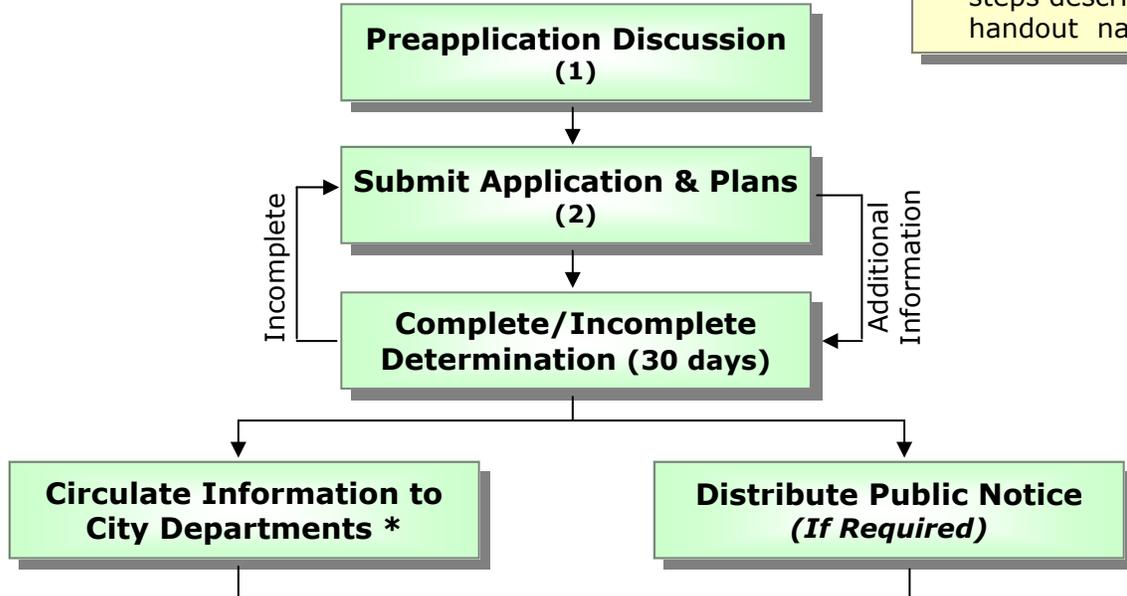
**PARKING SPACES REQUIRED - 1 SPACE / 200 SQ. FT. = 22 SPACES**  
**PARKING SPACES PROVIDED - 22**  
**LANDSCAPE REQUIRED - PARKING LOT - 1,320 SQ. FT.**  
**ADDITIONAL - 220 SQ. FT.**  
**LANDSCAPE PROVIDED - PARKING LOT - 1,525 SQ. FT.**  
**ADDITIONAL - 1,122 SQ. FT.**



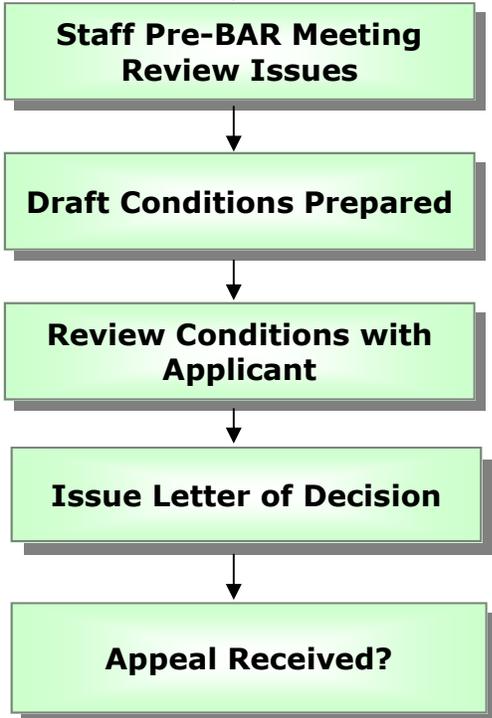
**Site Development Permit Process**  
**STAFF REVIEW**  
 Exempt from Environmental Review Requirements

**REDDING**  
 CALIFORNIA  
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( ) Refer to numbers in steps described on handout narrative



- \* City Departments**
- ELECTRIC**
  - FIRE**
  - HYDRAULICS**
  - PLANNING**
  - SEWER**
  - TRAFFIC**
  - WATER**



**YES**

**Public Hearing**  
**Board of Administrative Review**

**NO**

**Prepare Building Plans &**  
**Apply for Building Permit**