



INFORMATION FOR FILING A COMPLETE REZONE APPLICATION FOR A PLANNED DEVELOPMENT

The purpose of the Planned Development District is to encourage a desired level of pre-planning for the development or re-development of land and to establish innovative design solutions while retaining good land use relationships and compatibility with adjoining property. The Planned Development function is to facilitate the variation of standards of the Zoning Ordinance under property planning and to achieve, where appropriate, unique and imaginative community design whenever it can be demonstrated that such variation will result in an environment superior to that possible under the normal application of City Standards.

Each application must contain the following information, unless specifically waived by the Development Services Director. Incomplete applications will not be processed or considered by the Planning Commission and City Council. The information described below is required for nearly all Planned Development applications. Some specialized applications may require additional information. Please consult with the staff of the Riverbank Development Services Department as to whether additional information is required at 863-7128.

INITIAL SUBMITTAL

Prior to the City of Riverbank accepting a complete application, the Development Services Department will provide a precursory review of your proposed project. The following items need to be submitted for this review.

- Completed standard application and environmental information form
- 5-sets 24x26 tentative map, if applicable
- 5-sets elevations/floor plans
- 5-sets lot layout
- 5-sets of 11"x17" size plans
- Justification for Rezone
- Electronic submittal on PDF

Once the precursory review has been completed, the following requirements are to be followed:

(A) Application.

- (1) An application for a Planned Development permit shall be filed with the Development Services Department and the applicable filing fees paid. The applicant shall also be responsible for all costs associated with the review of the development plan by the City Engineer and Attorney.
- (2) A planned development permit application shall be processed in the same manner as an architectural site plan application and submitted to the Planning Commission for approval.

(B) Scope of planned development permit; amendments.

- (1) A planned development permit may cover all or a portion of the area. No building permit shall be issued for any new building or structure unless a planned development permit has been approved as specified herein. An approved development plan may be modified upon approval by the Development Services Director. Such modification shall be approved only when, in the opinion of the Development Services Director, such modification is deemed minor in nature.
- (2) Minor modifications may include the addition to existing buildings which do not exceed 5% of the existing floor area and modifications to signs where the square footage is not increased more than 10% of the existing square footage.
- (3) The Development Services Director may approve other minor modifications that may include modification to landscape and irrigation plans, treatment of and design of screening, including fences and re-configuration of on-site circulation and parking design that may be a benefit to the project.

Planned Development Permit application requirements. The planned development permit application shall set forth the following and shall be presented in the form as may be required by the Development Services Director:

- (1) The exact boundaries and legal description of the property to be developed.
- (2) All proposed improvements that are to be constructed on the land and their specific locations, including but not limited to all residential and nonresidential structures, recreational facilities and typical plans showing walls, fences, trash areas, streets and walk areas.
- (3) Common open space showing size, general grades and function upon completion, where appropriate.
- (4) The location and dimension of all off-street parking facilities, public and private.
- (5) Location and size of all public and quasi-public sites, if applicable (that is, schools, churches, parks, and the like).
- (6) A tabulation of the percentage of total building coverage (enclosed structures) of the development for each land use classification.
- (7) A tabulation of densities within each project area or sector.
- (8) Building elevation of the architectural style(s) to be constructed. Elevations shall identify exterior materials, type of roofing, screening of mechanical equipment both on the ground and roof-mounted, and color scheme. All structures shall be designed and oriented for passive energy savings.
- (9) A schematic landscaping plan indicating the type and size of plant material to be used and the method of providing permanent maintenance to all planted areas and open space. This shall include a street tree planting plan in accordance with City code.

- (10) If applicable, a subdivision map showing land divisions. The tentative and final subdivision map shall comply with the State Subdivision Map Act and Title XV of the City Code with the exception that any permit issued in conjunction with a tentative subdivision map shall expire no sooner than the approved tentative map, or any extension hereof.
- (11) An anticipated development schedule from ground breaking to occupancy.
- (12) Optional items such as an economic feasibility study and/or traffic and noise analysis may be required at the discretion of the Development Services Director.

(D) Design guidelines. The following design guidelines are established for all planned development permits.

- (1) The overall plan shall achieve a harmonious and integrated relationship among the land, buildings and uses.
- (2) Private and common open space, pedestrian and vehicular circulation facilities, parking facilities, and other pertinent amenities when proposed by the applicant or required by the city shall be an integral part of the landscape and particular attention shall be given to the retention of natural landscape features of the site. When the design consists of single-family dwellings with private open space, such private open space, fronting public or private roads and exterior side yards, shall be landscaped.
- (3) The layout of structures and other facilities which effect a conservation in street and utility improvements in relationship to other economic and environmental concerns shall be encouraged.
- (4) Recreational areas (active and passive) when proposed by the applicant or required by the city shall be generally dispersed throughout the development and shall be easily accessible from all residential units within the Crossroads Community Specific Plan Area.
- (5) Architectural variety, as well as the establishment of compatible architectural styles and environmental harmony within the development shall be attained. All structures shall be designed for passive energy savings.
- (6) Fencing and screening shall be incorporated into the design of the project when proposed by the applicant or required by the city.

(E) Uses permitted within a development. Uses permitted within a development shall be those uses permitted by right in the base zone district. Uses requiring a conditional use permit in the base zone district shall require a planned development permit application submittal and approval.

PROPERTY DEVELOPMENT STANDARDS

The following property development standards shall apply to all land and buildings in the Crossroads Community Specific Plan district:

- (A) *Lot areas.* No provision for individual land uses; however, the total lot area of the planned development permit shall not be less than one acre.
- (B) *Lot coverage.* In the area covered by the planned development permit, exclusive of all dedicated public rights of way, the minimum lot coverage shall be as established within the Crossroads Community Specific Plan.
- (C) *Lot dimensions.* All lot dimensions shall be as approved by the Planning Commission or City Council.
- (D) *Setback requirements.* All setback requirements shall be as approved by the Planning Commission or City Council.
- (E) *Distance between buildings.* No provisions, except that all buildings shall be shaped, designed and organized to allow adequate access of persons, light and air as approved by the Planning Commission or City Council.
- (F) *Building heights.* As approved by the Planning Commission or City Council.
- (G) *Design review and site plan approval.* No application is required; however, approval shall be accomplished through the approval of the planned development permit required for the development plan. The Planning Commission or City Council shall have the approval authority of the architectural style and design of the development. Unless otherwise approved, single-family roof-mounted heating and air conditioning and other mechanical equipment must be screened with solid material for a minimum line of sight of 20 feet.
- (H) *Yards, Landscaping, Open Space Requirements.*
 - (1) *Yards.* All front, side and rear yards shall be shown on the development plan and approved by the Planning Commission depending on the placement and type of structures.
 - (2) *Landscaping.*
 - (a) All common open space not utilized for off-street parking shall be landscaped.
 - (b) A landscaping plan and street tree planting plan, including a permanent underground irrigation system, which also shows finished grades for the entire project shall be approved by the Development Services Director prior to the issuance of any building permit.
 - (c) All private yards and open space facing or adjacent to a public or private roadway shall be landscaped and an underground irrigation system shall be installed prior to occupancy of any unit or building. Such landscape plan and irrigation system is subject to approval by the Development Services Director.

(3) *Open Space Requirements.*

(a) *Private Open Space.* For all ground level dwelling units, a minimum of 400 square feet of private open space per unit shall be provided.

(b) *Common Open Space.* Where proposed by the applicant or required by the city, the minimum common open space requirements shall be as follows:

1. ***Single-family units.*** 35% of the gross designated single-family area.
2. ***Two-family units.*** 30% of the gross designated two-family area.
3. ***Three to nine-family units.*** 25% of the gross designated medium density multiple-family areas.
4. ***Ten or more units.*** 20% of the gross designated high density multiple-family area.
5. ***Commercial/Industrial buildings.*** As approved by the Planning Commission or City Council.

(I) *Fences, hedges, and walls.* The type, size and location of all fences, hedges and walls shall be as shown on the proposed planned development permit.

(J) *Off-street parking requirements.* Off-street parking requirements and standards for all uses shall be the same as the requirements specified for the same or similar uses in §§ 153.180 through 153.185 of the City of Riverbank municipal code.

(K) *Off-street loading requirements.* Off-street loading requirements and standards shall be the same as those specified for the same or similar uses in §§ 153.180 through 153.185 of this chapter.

(L) *Access.*

(1) ***Vehicular access.***

(a) There shall be vehicular access from a dedicated street or alley to off-street parking facilities on property requiring off-street parking;

(b) All ingress to and egress from public property shall be in a forward motion, except for single and two-family residences abutting on local streets.

(2) ***Pedestrian access.*** There shall be pedestrian access from a private or dedicated street to property used for residential purposes. A driveway shall be considered pedestrian access.

- (M) *Signing*. Sign restrictions for all uses shall be the same as those specified for the same or similar uses in §§ 153.280 through 153.285 of the City of Riverbank municipal code.
- (N) *Laundry, clothes drying areas, facilities*. For all residential uses, there shall be provided on the subject lot adequate (as determined by the Planning Commission) laundry and clothes drying areas and facilities which shall not be visible from adjacent, adjoining or public property.
- (O) *Solid waste storage, disposal facilities*.
- (1) For all uses, no open storage of solid waste allowed;
 - (2) For all residential uses, each dwelling unit shall have a minimum of 10 cubic feet of enclosed and concealed trash containers;
 - (3) All other uses determined by the Planning Commission to need solid waste storage and/or disposal facilities shall provide such facilities sufficiently concealed from public view.
- (P) *Recreational facilities*. Recreational facilities shall be as approved by the Planning Commission.
- (Q) *Park-in-lieu fees*. Park land dedication or in-lieu fees shall be required of all new residential uses in the PD district, subject to credit for open space provided as determined by the Development Services Director.
- (R) *Security plan*. All multiple-family residential complexes greater than 50 units shall submit a security plan for review and approval by the Development Services Department and Police Services Department.
- (S) *Security lighting*. All multiple-family residential complexes shall provide security lighting as approved by the Development Services Department and Police Services Department.
- (T) *Recreational vehicles and trailers*. Parking or storage of recreational vehicles, motor homes, boats or other similar recreational equipment and trailers within the front yards of interior lots and the front and exterior side yards of corner lots, including the driveways of said lots, shall be prohibited. The placement of said recreational equipment when stored within a permitted side or rear yard shall be screened from adjacent properties.

1	<p>Completed Application Form, including: Signature of all property owners Environmental Questionnaire Form Indemnification Form Hazardous Waste Form</p>
2	<p>Payment of all application fees. Applicants are responsible for all fees and costs (cost of postage for Public Hearings, engineer initial review, consultants, etc.) of processing an application with the City of Riverbank. Where a deposit is required, an applicant is responsible for maintaining a positive balance with the City. A negative balance will cause an application to become incomplete, and work on the application may be halted until sufficient funds are deposited with the City of Riverbank.</p>
3	<p>Completed Indemnification Form (see attached).</p>
4	<p>Payment of all application fees. Applicants are responsible for all fees and costs (cost of postage for Public Hearings, engineer initial review, consultants, etc.) of processing an application with the City of Riverbank. Where a deposit is required, an applicant is responsible for maintaining a positive balance with the City. A negative balance will cause an application to become incomplete, and work on the application may be halted until sufficient funds are deposited with the City of Riverbank.</p>
5	<p>Plans and Exhibits as described below. All plans shall be prepared by the appropriately licensed and qualified professional architect, engineer, or surveyor, (<i>Business & Professions Code Chapter 3 Division 3</i>). All plans must be drawn to scale and dimensioned appropriately. Five full size sets of each plan (24 x 36) and 10 copies of each set of plans reduced to 11" by 17" and (1) copy of each set of plans reduced to 8 1/2" x 11" are required.</p> <p>Applicant shall also be required to submit to the City of Riverbank Development Services Department the proposed said Architecture and Site Plans in an electronic format (i.e. pdf).</p> <p>Development Plan, showing or containing the following:</p>
	<p>a. Location and boundaries of the area proposed for development;</p>
	<p>b. Location, type, and dimensions of all improvements that are to be constructed and their precise locations, including, but not limited to: buildings, structures, streets, parking areas, parks, recreational facilities, walls, fences, trash enclosures, walkways, loading areas, landscaped areas, and other similar facilities and/or use areas;</p>
	<p>c. Location, purpose and dimensions of any common open space areas;</p>
	<p>d. Location and size of all sewer lines, water lines, and storm drainage facilities;</p>
	<p>e. Name and address of the legal owner(s) and name, address and registration or license number of the person preparing the map;</p>
	<p>f. Location and width of all public or private streets and utility easements;</p>
	<p>g. A tabulation of land area devoted to each use category (i.e., residential, commercial, open space, etc., building coverage and residential densities for each district sub-area within the proposed development and for the total development);</p>
	<p>h. Phasing plan, if the project will be developed in phases;</p>

	i. A description, either graphically or in written form, of how the proposed development will comply with the development standards contained in Section 18.20.100 or 18.20.120 (e.g. lot areas, lot coverage, lot dimensions, setbacks, and distance between buildings), as appropriate, and how services, including sewer, water, and storm drainage, will be provided).
6	Building Elevations showing the front, side, and rear views of typical buildings and structures, including all mechanical, duct work, utility boxes, etc. The building elevations shall identify the type and color of the building materials proposed for all buildings or structures.
7	Conceptual Landscape Plan showing the type, size, and location of all proposed plant materials and irrigation system.
8	One copy of Approved Master Plan , unless seeking concurrent approval of a Master Plan and Development Plan.
9	<p>Written Description/Discussion of:</p> <ul style="list-style-type: none"> a. How the proposed project relates to the General Plan and approved Master Plan; b. How the proposed project is unique and superior to that of a similar project developed in conformance with normal zoning standards; c. How the proposed project relates land use and building design within the project and to the uses and developments that surround the site; d. How the proposed project balances the desire for architectural unity with the need for varying architectural styles and diversity; e. How the proposed project avoids monotonous design in the treatment of buildings and structures; f. How open space, recreation facilities (as appropriate), landscaping, and circulation facilities for vehicles, bicycles, and pedestrians are integrated to limit the design of the project from being dominated by the automobile; g. How fences, walls and landscaping are integrated to balance the privacy needs of the project's occupants with the public's desire for an open feeling.
10	Subdivision Map , if seeking concurrent approval of a subdivision map.
11	Legal Description of the properties proposed for development under the proposed Development Plan.
12	Site Photos (one set) of the site and surrounding area (if requested).
13	Assessor's Parcel Map identifying the site of the proposed project (if requested).

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INSTRUCTIONS FOR MAILING ADDRESS LABELS

***TO THE APPLICANT:** The City of Riverbank requires that all applications submitted for public hearing by the Planning Commission and/or City Council shall include a list of the current owners of property within 300-feet from the perimeter of the project site. However, if the number of parcels is fewer than 30, the radius for notice shall be increased until a minimum of 30 parcels or a maximum of 1000-feet is attained. The list shall include the property owners name, mailing address and their Assessor’s Parcel Number(s) as identified in the example below.

Preparation, verification and submittal of property owners list shall be the responsibility of the applicant and shall include the following.

- 4-sets of postage-paid self-addressed envelopes **without** a return address
- 1 copy of the mailing labels as shown on the mailing envelopes
- 1 copy of the 300-foot radius map

To Title Companies: Please prepare the property owner’s list as follows:

Type the assessor’s property number, property owner’s name and mailing address on self-adhesive address label sheets. CONTINUOUS TRACTOR-FED LABELS WILL NOT BE ACCEPTED. The mailing labels will be used in the Public Hearing notices to the property owners. Please include the names and mailing addresses of the applicant and owner of the subject parcel(s).

1. This list shall be certified by a title insurance company as being from the most recent Stanislaus County Tax Roll.
2. A copy of the most current assessment roll including parcel number used to compile the mailing list, which should be all those that you have typed mailing labels for.
3. Example mailing label:

000-00-00 John Smith 12 Some Street Anywhere, CA 93246

***4. At the applicants request the City of Riverbank can print the labels and supply the radius map as long as the applicant provides the labels and the postage-paid self-addressed envelopes **without** a return address.**

Failure to meet these standards for mailing labels may result in a delay in the Public Hearing date. If there are any questions, you may call the Development Services Department at (209) 863-7128.

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Declaration of Posting of **NOTICE OF DEVELOPMENT PERMIT APPLICATION (attached) Sign must be posted on the project property 10-days prior to the Planning Commission Meeting. (See attached last page of the Standard Application)**

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Fees Due payable to City of Riverbank	\$ _____
Fees Due payable to Stanislaus County	
Clerk Recorders	\$ _____

There may be certain conditions imposed by the City of Riverbank for your application that are not established by the City of Riverbank City Code, which can relate to the aesthetics of your project (ie: block wall, colors, materials, trash enclosures, etc.) and other criteria. These conditions shall be implemented and interpreted at the discretion of the Development Services Director. This may create costs to your project which are not clearly identified.

NOTICE TO ALL APPLICANTS

The City of Riverbank is required to collect the following filing fees for the Stanislaus County Clerk on behalf of the California Department of Fish and Game.

A separate check for these items shall be made payable to the Stanislaus County Clerk as applicable for your project. It will be required upon environmental determination by the City of Riverbank Development Services Department.

NOTE: Your project will not be scheduled for hearing before the Planning Commission and/or City Council until the applicable fee has been submitted to the Development Services Department.

- Any project for which a **Negative Declaration or Mitigated Negative Declaration** is prepared pursuant to the California Environmental Quality Act (CEQA) but with no effect (DeMinimus) of Fish and Game Resources.

\$57.00 - County Documentary Handling Fee for Department of Fish and

- Any project for which a **Negative Declaration or Mitigated Negative Declaration** is prepared pursuant to the California Environmental Act with **some** effect on Fish and Game Resources.

\$2,210.00 – plus a **\$57.00** documentary handling fee.

- Any project for which an **Environmental Impact Report** is prepared pursuant to the California Environmental Quality Act (CEQA) with **some** effect on Fish and Game Resources.

\$3,069.75 – plus a **\$57.00** documentary handling fee.

- Certified Regulatory Program - **\$1,043.75** - plus a **\$57.00** documentary handling fee.