



CITY OF DUBLIN

Community Development Department

PLANNED DEVELOPMENT ZONING DISTRICT STAGE 1 DEVELOPMENT PLAN PLANNING APPLICATION SUBMITTAL REQUIREMENTS

All applicants should consult with a City Planner to determine which of these submittal requirements will be applicable for the specific project you are submitting, as some of the requirements may not be necessary.

- ☐ **Planning Application Form** including the address and signatures of Applicant(s) and Property Owner(s).
- ☐ **Environmental Information Form** (Initial Study) including signatures of Applicant(s) and Property Owner(s).
- ☐ **Processing Fee Agreement Form**
- ☐ **Findings Statement:** provide the following information necessary for required findings of approval to be made:
 1. Describe how the proposal will be harmonious and compatible with existing and future development in the surrounding area.
 2. Is the site physically suitable for the type and intensity of the zoning district being proposed?
 3. Will the proposal adversely affect the health or safety of persons residing or working in the vicinity, or be detrimental to the public health, safety and welfare?
 4. Is the proposal consistent with all elements of the General Plan and any applicable Specific Plans of the City of Dublin?
 5. How does this project satisfy the purpose and intent of Chapter 8.32 "Planned Development" of the Municipal Code?
- ☐ **Written Statement:** Describe the project in detail, state the benefits and costs the rezoning will have upon the City and give reasons why the application should be approved. Provide factual information supporting the following:
 1. Proposed Uses, including permitted, conditional, and accessory uses.
 2. Site area (gross and net), maximum densities for residential and non-residential development, minimum densities where applicable for compliance with the Dublin General Plan or applicable specific plans; and maximum number of residential units and or maximum non-residential square footage.
 3. Indicate how this project would comply with the Inclusionary Zoning Regulations for the provision of affordable housing (Chapter 8.68 of DMC). This statement should supplement any statement regarding compliance with the Housing Element of the General Plan.
 4. Indicate why a phasing plan is being requested and any special aspects being requested as part of any phasing plan. Indicate timing, sequencing, gross and net areas and densities and nonresidential square footage's for development within the entire planned development zoning district.
 5. Is the site where the project is proposed located on a hazardous waste and substances site (pursuant to Government Code Section 65962.5)?
- ☐ **Vicinity Map** showing the site in relation to nearest cross streets.
- ☐ **Site Color Photographs and Slides** showing views of and from site, including neighboring development.
- ☐ **Aerial Photo** that legibly shows a direct overhead view of the proposed district and 300 feet beyond its boundary showing sufficient topographic data to indicate clearly the character of the terrain; the type, location, and condition of mature trees, and other natural vegetation; and the location of existing development. The aerial photo shall not be more than one year old.

- ☐ **Stage 1 Site Plan** drawn to 1" = 20' scale and fully dimensioned. The plans must be prepared and signed by a licensed civil engineer, surveyor, architect, or designer. The plans must graphically and understandably describe the proposal. The plans must show the following:
 1. North arrow and scale.
 2. Location and arrangement of existing and proposed land uses.
 3. Proposed development stages for the entire Planned Development Zoning District.
 4. Uses and structures within 300 feet beyond the district boundary.
 5. Location of all public uses including but not limited to parks, schools, and trails.
 6. All existing trees and clearly identify any trees proposed for removal.
 7. Proposed entry monuments.
 8. Existing and proposed locations of all freeways, arterials and collector streets.
 9. Summary of development calculations including:
 - a. Site area (gross and net)
 - b. Maximum densities for residential and non-residential development
 - c. Maximum number of residential units
 - d. Floor area of all non-residential buildings and uses

- ☐ **Phasing Plan** shall show the following by phase for the entire Planned Development Zoning District (maybe included in Stage 1 Site Plan if authorized by Director of Community Development):
 1. Boundaries, timing and sequencing of the proposed development.
 2. Gross and net areas and densities.
 3. Residential densities and non-residential square footage.
 4. Existing and proposed land uses.
 5. Existing and proposed freeways, arterials and collector streets.
 6. Other infrastructure requirements including water supply, wastewater collection, treatment and disposal, and drainage systems.

- ☐ **Master Neighborhood Landscaping Plan** shall show the following:
 1. Parks.
 2. Pedestrian circulation.
 3. Landscaping, including all existing trees, and clearly identify trees proposed for removal.
 4. Hardscape proposed at the neighborhood level.

- ☐ **Scale Model of Project:** A scale model of the project to be submitted within one month (not before) of the hearing date.

- ☐ **Preliminary Title Report/Property Profile** to document ownership, prepared within three months of application submittal.

- ☐ **Public Notice Materials**
 1. Reproduced copy of Alameda County Assessor's Parcel map showing the Project parcel(s) outlined in **RED** and a 300-foot radius in **BLUE** drawn from the perimeter of the parcel(s).
 2. An Excel spreadsheet showing all property owners and occupants within 300 feet of the project parcel. The spreadsheet should show the Assessor's Parcel Number, owners' name, situs address, and mailing address.
 3. Applicant is responsible for paying the cost of postage. Cost of postage is calculated: Number of postcards x Current Postage Rate.

- ☐ **Legal Description(s)**

- ☐ **Traffic Data** specific to the site or proposed project: traffic generation rates, peak hour counts, trip distribution and similar information. (Applicant must check with Public Works Department for additional information.)

- ☐ **Special Information** or information in such form and number as may be required by the Planning Division.

For assistance or questions regarding submittal requirements, please contact: Planning Division Staff at (925) 833-6610 or planningpermits@dublin.ca.gov.