



Potential PC Date: _____ (Note: The application will not be placed on a Planning Commission agenda until **ALL** required submittals have been received by the Planning Department)

PLANNED DEVELOPMENT ZONE CHANGE APPLICATION & CHECKLIST (also for PD Zone Amendment)

***Application Fee: \$1,000.00 + acreage fee (Rezone to PD), or \$750.00 + acreage fee (PD Zone Amendment)**

I. PROPERTY OWNER(S) / APPLICANT INFORMATION

APPLICANT: _____

MAILING ADDRESS: _____

PHONE: _____ E-MAIL ADDRESS: _____

CONTACT PERSON / REPRESENTATIVE: _____

MAILING ADDRESS: _____

PHONE: _____ E-MAIL ADDRESS: _____

PROPERTY INFORMATION

PROJECT NAME: _____

LOCATION OF SUBJECT PROPERTY: _____

TAX ID (PARCEL) NUMBER: _____ GENERAL PLAN: _____

EXISTING ZONING: _____ PROPOSED ZONING: _____

TOTAL ACREAGE OF PROPOSED ZONE CHANGE: _____

CITY STAFF REVIEW (TRC)

When did this proposal appear before TRC? _____

IV. APPLICATION REQUIREMENTS

PHYSICAL SUBMISSION

- ☐ Planned Development Zone Change Application
- ☐ List of property owners within 300', formatted as mailing labels, prepared by a title company or other entity
- ☐ Mailing label radius map
- ☐ Payment of filing fee
- ☐ Color and materials board (20"x30" maximum size, each color and material must be labeled, and materials must also be numbered and called out on an elevation drawing)

DIGITAL SUBMISSION (note; the Project Plan requirements are found in section 17.68.30 of Zoning code, and summarized below) Submit the items below to dandrews@santaclarautah.gov

The subject line of your email must read as PD Zone Change Application (Project Name)

- ☐ A project area map
- ☐ A legal description and surveyed site plan in DWG (AutoCad) format prepared by a licensed surveyor or engineer
- ☐ Project Plan(s) including but not limited to:
 - ☐ Colored site development plan, and colored building elevations for all four sides of building(s).
 - ☐ Landscape plan showing the general location of landscaped area and trees and the location of any areas to be preserved in their natural state
 - ☐ Topography at contour intervals of two feet (2') (unless waived by city staff)
 - ☐ A phasing plan, if the development is proposed to be developed in phases
 - ☐ Refuse storage areas screened so that materials stored within these areas are not visible from public streets
 - ☐ Vehicular and pedestrian circulation plan including trails and including safe and convenient turning space for cars, sewer vehicles, refuse collection vehicles, firefighting equipment, etc., at the end of private drives and dead-end streets. Show road widths. The city may require a Traffic Impact Study (TIS) if deemed necessary.
 - ☐ Statement or exhibit that all utilities are underground
- ☐ Building height and elevations: the type, character and proposed height of all buildings
- ☐ A detailed narrative (written text) of the proposed development, including but not limited to:
 - ☐ A detailed list of proposed uses
 - ☐ The proposed density in terms of dwelling units per gross acre of land and proposed floor area of non-residential uses per acre
 - ☐ Description of the proposed uses of land, including percentages of land devoted to various types of land use, such as open space, building coverage, parking area, and landscaped area.
 - ☐ A description of the proposed exterior building materials, including roof materials
- ☐ Application Fees Paid

V. APPLICANT AGREEMENT

I (we) have read and understood the requirements of this application and all information is true and accurate to the best of my (our) abilities. The application must be signed by the current property owner or a signed statement from the current property owner that the applicant is authorized to submit this application on behalf of the property owner.

Printed Name: _____ Signature: _____ Date: _____

Property Owner / Authorized Agent

Printed Name: _____ Signature: _____ Date: _____

Property Owner / Authorized Agent

SANTA CLARA CITY SUBMITTAL DEADLINES

REZONINGS	
Classification	Submittal Deadline Requirements for Planning Commission
Open Space Zone (OS)	Application submittal deadline is four (4) weeks prior to the intended Planning Commission Meeting. *Staff acceptance date is three (3) weeks prior to the intended Planning Commission Meeting.
Residential Agriculture Zone (RA)	Application submittal deadline is four (4) weeks prior to the intended Planning Commission Meeting. *Staff acceptance date is three (3) weeks prior to the intended Planning Commission Meeting.
Single-Family Residential Zone (R-1)	Application submittal deadline is four (4) weeks prior to the intended Planning Commission Meeting. *Staff acceptance date is three (3) weeks prior to the intended Planning Commission Meeting.
Commercial Zone	<u>Without site plan approval</u> , application submittal deadline is four (4) weeks prior to the intended Planning Commission Meeting. <u>With site plan approval</u> , application submittal deadline is seven (7) weeks prior to the intended Planning Commission Meeting. *Staff acceptance date is three (3) weeks prior to the intended Planning Commission Meeting.
Planned Development Districts (PD)	Application submittal deadline is eight (8) weeks prior to the intended Planning Commission Meeting. *Staff acceptance date is three (3) weeks prior to the intended Planning Commission Meeting.
Historic District/Mixed Use Zone	Application submittal deadline is six (6) weeks prior to the intended Planning Commission Meeting. *Staff acceptance date is three (3) weeks prior to the intended Planning Commission Meeting.
Historic District Overlay Zone	Application submittal deadline is four (4) weeks prior to the intended Planning Commission Meeting. *Staff acceptance date is three (3) weeks prior to the intended Planning Commission Meeting.
Classification	Submittal Deadline Requirements for City Council
All	Copies of application (11 copies of application with any recommended changes encouraged by the Planning Commission) must be received two (2) weeks prior to intended City Council meeting. *Staff acceptance date is one (1) week prior to the intended City Council Meeting.

Before receiving any petition, all fees must be paid along with the submittal of a complete application.

*Staff acceptance date refers to the day staff formally accepts the application as complete, all required staff reviews are complete, and final changes made to the application materials are complete.

Conceptual reviews, prior to the submittal deadline, by staff and the Planning Commission are **strongly encouraged but not required; additionally, applicants/property owners are **strongly encouraged to submit their applications in advance of the established submittal deadline requirements to avoid missing a staff acceptance deadline due to unforeseen issue(s).**

SUBDIVISIONS	
TRC & Planning Commission Reviews	
Preliminary Subdivision	Preliminary Plat submittal deadline is eight (8) weeks prior to the intended Planning Commission Meeting. *Staff acceptance date is three (3) weeks prior to the intended Planning Commission Meeting.
Final Subdivision	Final Plat submittal deadline is three (3) weeks prior to the intended Planning Commission Meeting. Staff acceptance date is one (1) week prior to the intended Planning Commission Meeting.
City Council Reviews	
Preliminary Subdivision	Preliminary Plat submittal deadline is one (1) week prior to the intended City Council Meeting—submittal must include 11 copies of application materials, revised if necessary to consider recommendations of Planning Commission. Staff acceptance date is one (1) week prior to the intended City Council Meeting.

Final Subdivision	Final Plat submittal deadline is one (1) week prior to the intended City Council Meeting—submittal must include 11 copies of application materials, revised if necessary to consider recommendations of Planning Commission. Staff acceptance date is one (1) week prior to the intended City Council Meeting.
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Misc. Planning & Zoning Approvals	
PD Master Plan Amendment	Same as Planned Development approval
Site Plan Reviews	Three (3) weeks prior to intended Planning Commission Meeting and two (2) weeks prior to intended City Council Meeting.
Conditional Use Permits and Home Occupations	Week & a half (1 1/2) weeks prior to the Technical Review Committee Meeting

Typical Meeting Schedules:

Note: Please refer to the submittal deadline requirements that must be met in order to have a formal Planning & Zoning application placed on the agenda and considered for approval. Agendas for these meetings are posted prior to the meeting date and can be found on the City's web site: www.santaclaracityutah.com

Technical Review Committee (TRC) Meetings – meets every Thursday at 8:30 AM.

Planning & Zoning Meetings – meets the second and fourth Thursday each month at 5:30 PM.

City Council Meetings – meets the second and fourth Wednesday each month at 5:00 PM.

Final Note: Due to the time it takes to conduct reviews by staff, incorporate changes by the engineers, and meet state and local advertising deadlines, the submittal deadline requirements are firm.

