

DEVELOPMENT REVIEW COMMITTEE(DRC), CONCEPT PLAN REVIEW, OR SITE PLAN DEVELOPMENT PROCESS

AN INFORMATIONAL GUIDE



PLANNING DEPARTMENT

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Description of Application Process: The City of California City has assembled this material in order to assist in the processing of all planning applications and tentative, parcel and final maps for subdivisions within the city. The development process in California City includes the steps described in:

Pre-application Conference: Prior to preparing any plans to the City for review, contact should be made with the Planning Technician to discuss the proposed development. This step will insure that all applicants are familiar with the zoning, land development regulations in the City, and application requirements, as well as other issues that may relate to the specific development proposal, including California Environmental Quality Act (CEQA) requirements. The Planning Department has available an electronic version of the application packet and copies are available at the City Planning Department counter for anyone not having access to a computer and the internet.

Concept Plan Review (DRC or Site Plan): A Concept Plan, with a complete Concept Plan Review Application must be submitted to the Planning Technician. A complete application will contain all items on the concept plan checklist.

Conceptual Review: Conceptual review is referred to as Development Review Committee (DRC) or site plan approval. Applicants must complete the conceptual review checklist and return it with the completed application form, initial study, environmental checklist form, backup material requested, such as, developer drawings, plans and applicable fees. Equally important, is the need for title reports (not more than 30 days old) and biota studies. Biota studies are required for all newly constructed projects on raw land. Existing structures do not require a biota study. CEQA fees may apply and consultation with the California Department of Fish and Game and the U.S. Fish and Wildlife Service may also be necessary. Applicants are informed of CEQA fees that may apply to their project during the pre-application conference. At the DRC, determinations will be made regarding initial CEQA requirements and depending on the nature of the project, more extensive CEQA review and fees may be required. A description of all CEQA documents and fees are available in the DRC application packet. The Kern County Clerk's Office's imposes a document handling fee of \$50.00 each time documents are filed through their office. (*) = CEQA & KCCO fees apply.

Concept plans will be placed on Planning Commission agendas only after a DRC conference has taken place and a completed application and fees have been submitted to the Planning Department. Conceptual review fees for DRC and site plan is \$750.00. Additional fees may be required, if the project needs other permits. For example, if a project requires conceptual review prior to applying for a conditional use permit, zone

change/general plan amendment, annexation/detachment or a variance, adult care or large family day care. At the discretion of the Planning Director, the Planning Commission may review the concept plan and may offer opinions, suggestions, comments and any other input they feel is appropriate. Commission comments are not binding and are intended only to benefit the developer as they prepare Tentative Map applications. Any concept plan must be acted upon within 120 days. After that time the concept plan will require a re-review.

Tentative Plan Review: After the DRC and/or Planning Commission makes any suggestions or changes to the concept plan, a tentative subdivision/parcel map for the project may be prepared. Maps must be prepared by a registered licensed civil engineer or licensed land surveyor and must contain their stamp. The plans are again reviewed by the Development Review Committee. A DRC report will be prepared advising the developer of any required changes which must be made. The report will also outline suggested changes, which may be made to improve the project. When any required changes have been made and re-submitted to the Planning Department they will be reviewed by the Director of Public Works, City Engineer and Planning Director. If satisfactory, the project will be placed on the Planning Commission Agenda. As required, the Planning Commission will conduct a public hearing on the tentative map. This hearing is scheduled in accordance with the attached Planning Commission calendar after the submittal is deemed to be complete. The Planning Technician will notify affected property owners within 300 feet. Applicants will receive a written report of conditions of approval from the Planning Director, which will be required to be met prior to recording of the Final Map.

Final Plan Review: After the Planning Commission completes their tentative map review, applicants may proceed to prepare the Final Map documents, construction drawings, etc. that are needed to obtain final approval. The City Council shall review and approve the Final Map(s). The staff review is thorough on the final map and one can save time by making sure that everything needed is complete when submitted, especially information for the City Engineer. The City Planning Commission may review the concept plan for the entire project at the discretion of the Planning Director, or, at the request of the applicant. Complete applications will be scheduled for a conference with the Development Review Committee. The DRC Conference is intended to provide guidance to developers in getting map applications approved.

Projects that must go through conceptual review are:

1) **Commercial and industrial projects** involving new construction, extensive modification to an existing structure, or if the proposed business is new to the building. (*)

2) **Large apartment complex**, involving four (4) or more units. Two (2) duplexes on the same lot qualifies as four (4) units and requires conceptual review. The number of high density multifamily residential units allowed in the Residential Multiple Family (RM1) zone is 10 units per acre and in the RM2 zone it is 20 units per acre, giving the developer the design option on larger projects. The City has approximately only 1.45% of land assigned to the RM1 zone or 57 acres, out of a total of approximately 3,900 acres, leaving 3,843 acres assigned to RM2 zoning. However, the formula used to calculate the number of units allowed on smaller lots, in either zone, is as follows: The minimum floor plan is 700 sq. ft. plus one covered parking space (9' x 19' = 171 sq. ft.), add 700 plus 171 = 871 sq. ft. per unit. You are only allowed to build on 50% of the lot with structures. The 50% you are not allowed to build on is for driveways, landscaping and uncovered parking (each unit must have one covered and one uncovered parking space, each parking space must be 9' x 19'). The size of the lot is then divided by 2 (50%), then divide one half of the lot size by 871 sq. ft., this gives you the number of units allowed to be constructed on the lot. You may choose to build larger units and the result will be less units on the site. (*)

3) **Subdivisions** consisting of **parcel map or tract map amendments** to these maps. A parcel map generally requires partial infrastructure be put in place or provisions be made for future development or phases. However, a tract map requires complete infrastructure be in place or provisions be made for future development or phases. Infrastructure includes, water, sewer, natural gas, electricity, curb, gutter, sidewalk, street lights, storm drain, etc. An amendment is defined as considerably changing the scope of what was originally approved. These subdivisions have checklists for both the tentative map and final map process in the application packet. Tentative maps are reviewed and approved by the Planning Commission at a public hearing. Final tract maps require the filing of an application with the Planning Technician and payment of a final map fee, before the final map is sent to Council. Final maps require only City Council approval and are scheduled when the City Engineer deems the map is complete and coordinates with the Planning Technician that all final map fees have been paid. See DRC application subdivision fee schedule. (*)

4) **Conditional use permit CUP** must go through conceptual review and Planning Commission approval at a public hearing. The fee for a conditional use permit is \$750.00 plus \$20.00 per lot. (*)

5) **Zone change** requires conceptual review, Planning Commission and City Council approval at public hearings. The fee for a zone change is \$750.00 plus \$20.00 per lot. (*)

6) **General plan amendment** must go through conceptual review, Planning Commission and City Council approval at public hearings. The fee for a general plan amendment is \$1,000.00. A General Plan Amendment may be filed only four times in one year: January, April, July, and October. (*)

7) **Annexation/detachment and zone change/general plan amendment** must go through conceptual review, Planning Commission and City Council approval at public hearings. A General Plan Amendment may be filed only four times in one year: January, April, July, and October. The fee for an annexation/detachment is \$20,000.00. (*)

8) **Adult Care or Large Family Day Care**. The definition for Large Family Day Care, according to the Community Care Licensing Division (CCLD) of the State of California, Large Family Day Care consists of nine to fourteen children. Also requiring a DRC meeting, as approved in the California City Municipal Code (CCMC), is the twenty-four hour care facilities for foster homes, for a maximum of six individuals in addition to the residing family. The *American Heritage College Dictionary* defines "foster" as providing parental care and nurture to children not related through legal or blood ties. There is a nominal application fee of \$60.00 as prescribed in the City's Master Fee Resolution and requires approval by the Planning Commission at a public hearing. **There is a separate application form used for Adult Care or Large Family Day Care operated from a home.** The standard application form, DRC and CUP fees apply to Day Care Centers and commercially zoned Adult Care Facilities. "Large" scale facilities such as, Child Care Centers, Adult Residential Facilities (ARF), Residential Care Facilities for the Elderly (RCFE), and Group Care Facilities, are only permitted in the appropriate City zones, such as open space residential agricultural (O/RA), where the lot size is a minimum of one acre or an appropriate commercial zone. (*)

Projects that do not require conceptual review are:

1) **Lot line adjustment, parcel map waiver, lot merger, unmerger, or certificate of compliance.** A certificate of compliance is typically filed with a parcel map waiver, lot merger, unmerger of lots or a lot line adjustment. Parcel map waivers can be used when creating 40-acre parcels or quarter-quarter sections, a maximum of 4 parcels can be created using this process. Maps must be prepared by a registered licensed civil engineer or licensed land surveyor and must contain their stamp on the before map, after map and on the new metes and bounds legal description. On occasion, an owner will file for a certificate of compliance as a "stand alone" document, when a parcel was created without using one of the acceptable processes recognized by the Subdivision Map Act; being a parcel map, tract map or a parcel map waiver. See DRC application subdivision fee schedule. (*)

2) **Variance**. A variance is approved by the City Manager/Planning Director. However, the process does require an application be filed, backup material be provided and payment of a fee. A minor variance is \$100.00. The City Manager/Planning Director may require a conceptual review and approval by the Planning Commission. The regular DRC fee of \$750.00 would apply. Depending on the nature of the variance, and if the Planning Commission must review the variance at a public hearing, the standard variance fee of \$750.00, plus \$20.00 per lot applies and is in addition to the DRC fee. (*)

3) **Film Permit. There is a separate application form used for a film permit.** A film permit is approved by the City Manager/Planning Director. The application is filed with the Planning Technician and routed to the appropriate departments. The Police Chief reviews the application for traffic control on City streets. The City Fire Chief reviews the application for the level of emergency personnel and equipment necessary on-site. A film permit application involving use of the City's Municipal Airport is reviewed by the Airport Manager for availability of facilities. After departments involved have reviewed and signed-off, the Planning Technician forwards the film permit application, receipt of fees paid and proof of insurance, to the City Manager/Planning Director for final review and approval. Copies of the approved film permit is distributed to the applicant and each City department involved. A copy is retained in the Planning Department.

Submission deadlines for all applications are included in the DRC and Planning Commission calendars, available in the application packets. Applications must be complete, at the discretion of the Planning Technician, before they are accepted and placed on any meeting agenda. Failure to meet deadlines or submit complete application materials will cause delays in the processing and approval of your project, including subdivision projects. If application deadlines and submittal requirements are met, the City's Planning Department will process your application(s) as quickly and efficiently as possible.

Development Agreement: A Development Agreement may be required at the discretion of either the Planning Director or Planning Commission. The Development Agreement will apply to the entire project. City Staff can provide copies of the Development Agreement Form.

Questions regarding this process may be directed to the Planning Technician in person at 21000 Hacienda Boulevard, by telephone at (760) 373-7141, by fax at (760) 373-7529, or email your request to planning2@ccis.com