



Santa Clara City Planned Development Project Application

Name of Planned Development: _____ Date: _____

Applicant/Property Owner Information

Applicant / Contact Person: _____

Owner: _____

Address: _____

Address: _____

City: _____

City: _____

State: _____ Zip: _____

State: _____ Zip: _____

Contact Phone Number: _____

Contact Phone Number: _____

If additional owner(s) please add addendum

Property Description

Section(s): _____ Township(s): _____ Range: _____

Current Zoning Designation: _____

Parcel Size (acres): _____

Number of Phases: _____

Number of Lots: _____

Major Street(s): _____

Approvals Required By:

- Technical Review Committee (Staff) – meets every Thursday at 7:30 a.m.
- Planning Commission – meets every third Tuesday of each month at 7:30 p.m.
- City Council – meets the second and fourth Wednesday of each month at 5:00 p.m.

Attached checklists serve as a guide for adhering to Santa Clara City’s planned development process/requirements. City Staff will use the checklists for completeness reviews and insuring code compliance. ***For comprehensive information on the planned development requirements/process, refer to appropriate City Codes and Statutes. Copy of which can be viewed at www.sccity.org or picked up at the City Offices.***

Office Use Only:

Date plan submitted: _____

Date plan accepted: _____



Planned Development Approval Process

1. Sketch Plan

- a. Review and recommendations by City Staff - required
- b. Review and recommendations by Planning Commission – not required but strongly recommended

2. Project Plan and Re-zoning Application

- a. Review and approval by City Staff
- b. Review and approval by City Planner and Engineer
- c. Public hearing for re-zoning application and project plan
- d. Review and recommended approval by Planning Commission
- e. Review and approval by City Council

3. Phase Plan – Preliminary Plat

(Can be completed simultaneously with project plan approval)

- a. Review and approval by City Staff
- b. Public Hearing for Preliminary Plat
- c. Review and recommended approval by Planning Commission
- d. Review and approval by City Council

4. Final Plat Approval

- a. Review and approval by City staff
- b. Review and recommended approval by Planning Commission
- c. Review and approval by City Council



Santa Clara City Planned Development Submittal Checklist

Project Name: _____

Yes	No	N/A	I. SKETCH PLAN
			<ul style="list-style-type: none"> a. Plan review by City staff required b. Submit for review to the Planning Commission strongly recommended c. Useful items included on sketch plan include: <ul style="list-style-type: none"> 1. land use distribution 2. open space 3. circulation systems 4. summary of residential and non-residential density 5. other major elements
			<p>2. PROJECT PLAN</p> <p style="padding-left: 20px;">The project plan shall consist of a professionally designed schematic plan indicating the layout of the development and appropriate written text. Seventeen (17) copies of each graphic (on 11" X 17" sheets) and written text on 8 1/2" x 11" sheets; two (2) color renderings of the plan 36" x 48" on claycoat or similar heavy duty paper.</p>
			<p>A. Project Plan Elements</p> <ul style="list-style-type: none"> 1. Identify boundary of project plan and total project site area 2. Identify phasing and acreage of each phase 3. Project by type land use. (i.e.: residential, commercial, industrial, office, open space, utilities, and rights-of-way) and square footage or acreage and percent of each component 4. Number of residential units and/or square footage of floor area of non-residential uses by type (i.e.: commercial, industrial, office) 5. Number of residential units and/or square footage of floor area of non-residential uses by type (i.e.: commercial, industrial, office) 6. Density of uses within each land use type or phase. Use Units Per Acre for residential uses and Floor Area Ratio (FAR) for non-residential 7. Vehicular and pedestrian circulation plan including entrances, exits, and connections to vehicular and pedestrian facilities external to the project property 8. Existing natural features including rivers, lakes, ponds, streams, wetlands, steep slopes, mature trees and tree stands, topography at contour intervals of two feet, and any other natural features 9. Proposed open space provided by type of open space (i.e.: landscaping area, community green, plaza, formal or informal garden, natural area set aside)
Y	N	N/A	

Y	N	N/A	10. Square footage or acreage and percentage of open space as part of total project
			11. Proposed public open space provided and limits on accessibility
Y	N	N/A	12. Location of landscaping, buffers
			13. Lighting plan
			14. Typical Elevations
Y	N	N/A	B. Re-Zoning Application – Provide a complete re-zoning application and a cover letter requesting review of the project plan
			1. Review of Project Plan by City Staff
Y	N	N/A	2. Review and recommended approval of project Plan by Planning Commission
Y	N	N/A	3. Review and recommended approval of Project Plan by City Council and public hearing held
Y	N	N/A	3. PHASE PLAN
			A. Site Location Plan
			1. Show where phase is located in relation to overall project
			B. Existing Conditions Plan
			1. Refer to requirements of Santa Clara City Subdivision Ordinance
Y	N	N/A	4. SITE DEVELOPMENT PLAN
Y	N	N/A	1. Phase project boundaries
Y	N	N/A	2. Streets and access streets to the project
Y	N	N/A	3. Parcel delineation lines
Y	N	N/A	4. Site acreage
Y	N	N/A	5. Phase location compared to entire project
Y	N	N/A	6. Common facilities (i.e.: recreation amenities, service buildings, garages, trash collection stations)
Y	N	N/A	7. Site amenities (i.e.: benches, fountains, outdoor art, waste containers, kiosks)
Y	N	N/A	8. Location of proposed buildings or structures
Y	N	N/A	a. Total number of stories
Y	N	N/A	b. Building height
Y	N	N/A	c. Total number of dwellings or community unites including square footage.
Y	N	N/A	d. Proposed uses and ground coverage of each building
Y	N	N/A	9. Any adjacent property owned by application and planned uses
Y	N	N/A	10. Location and type of open space including landscaping area, community green, plaza, formal or informal garden, or natural area set aside
Y	N	N/A	

Y	N	N/A	11. Proposed square footage or acreage and percentage of open space as part of total project land by phase
Y	N	N/A	12. Proposed minimum and maximum floor areas of buildings
			13. Statements and illustrations of the elevations, design, materials, and floor plans of buildings
			14. Tables delineating percentage of land uses
Y	N	N/A	15. Statement of present and anticipated future ownership and control or management of maintenance and upkeep of the buildings, streets, sidewalks, drives, parking areas, utilities, common areas, and common facilities.
			16. Typical elevations
			D. CONSTRUCTION STANDARDS
			1. Construction drawings must be reviewed and approved prior to construction.
			E. FINAL PLAT APPROVAL
			1. Submit an application for final plat approval using the criteria and procedures required under the City's Subdivision Ordinance.
			2. C.C.&R's are required to be submitted at this time
			F. SUBMITTAL OF SUBSEQUENT PHASES
			1. If the project is phased, each phase subsequent to the initial submittal shall be submitted according to the same requirements as the initial phase plan.
			2. Phases completed shall be shown with as-built site renderings on the project locator map indicating what has been already developed.

NOTE: The City Council may require the applicant to submit such additional information, data, studies, plans, analyses, or maps as may be necessary to make a factual determinations set forth herein. If so required, the applicant shall bear the full cost of meeting this requirement.