



DOWNTOWN VILLAGE SPECIFIC PLAN AREA DIRECTOR'S REVIEW APPLICATION

I. INTRODUCTION: The City's Downtown Village Specific Plan contains specific development standards and some specific approval procedures that differ from the standards and procedures for the rest of the community. Designed to create a pedestrian-oriented village, the Specific Plan area requires a different level of review to address issues unique to the environment that is sought. The Director's Review is intended to provide discretionary review of certain limited uses. The Director is authorized by the Downtown Village Specific Plan ordinance to approve these limited uses provided they meet the development standards and design intent specified within the Plan. Public review will not be required for these reviews. However, the Director has the right to request review of this application by the Planning Commission or the City Council if he deems appropriate. The following uses are listed as Director's Review in the Downtown Village Specific Plan and require submittal of the materials indicated:

- A. Accessory Uses and Structures – Mixed Use 1 or Mixed Use 2 Zones – Submit Application Requirements II. A through G
- B. Outside Storage and Displays – Mixed Use 1 or Mixed Use 2 Zones – Submit Application Requirements II. A through G
- C. Temporary Uses and Events – Mixed Use 1 or Mixed Use 2 Zones – Submit Application Requirements II. A through G
- D. Valet Parking – Mixed Use 1 or Mixed Use 2 Zones – Submit Application Requirements II. A through C and G.

II. APPLICATION REQUIREMENTS: The following items are required to be submitted to the City Planning Department for Director's Review unless otherwise waived by the Director: **(Please collate and fold all plans and maps to approximately 8½" x 11" size).**

- A. **Project Application Form completely filled.**
- B. **Property Owners' Affidavit** for each property that is affected by this application.
- C. **Site Plan** - 2 copies at a scale of 1"=20' or larger, and including the following (or as otherwise required by the Director):
 - 1. Location of lot lines, streets (with street names), easements, and all structures (existing and proposed);
 - 2. Slopes, contours, trees and other pertinent physical features;
 - 3. Vehicle circulation and parking areas, including dimensions of drive aisles and parking spaces;
 - 4. All exterior lighting, existing and proposed; and
 - 5. Location, use and approximate distance from property line of the nearest structures on all properties surrounding the project site. This information may be submitted as a separate map or included on the site plan.



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- D. **Floor Plans/Display Plans** - 2 copies at a scale of 1/4" = 1 foot, and include the following (or as otherwise required by the Director) showing the dimensions and description of the use of all interior or exterior floor area (as the case may be). **Shade the affected walls and areas to be modified or built.**
- E. **Building and/or Wall Elevations:** Scale at least 1/4" = 1 foot. Clearly indicate materials, colors, finishes, and all dimensions.
- F. **Photographs** of site and its surroundings.
- G. **Schedule** of operations.

III. PROCESSING YOUR APPLICATION

- A. **Application Submittal:** After you have prepared your plans, and assembled all required information and materials, bring the Application and the required fee to the Planning Department. Your project will be assigned a case number and you will receive a receipt for your fee payment.
- B. **Staff Review of Application for Completeness:** The Planning Staff will notify you if there is anything missing from your application packet. If the packet is incomplete, you will be so notified.
- C. **Director's Action:** Your development plan will be reviewed by the Director of Community Development or his designee for conformity with the standards, thresholds and intent of the Ordinance. You will be notified in writing of the Director's decision. The project could be approved, approved with conditions, or forwarded to the Planning Commission for public hearing.
- D. **Appeal:** If you or any person interested in the project disagrees with the outcome, the decision can be appealed to the Planning Commission. Information regarding the appeals process is available at the Planning Department.

IV. FEES

Application Fee: \$465.00

DVSP#	City Date
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V. LOCATION OF PROPERTY (Street Address): _____

Assessor's Parcel Number

Nearest Cross Street

VI. ZONING: _____ **VII. AREA OF SITE:** _____ sq. ft. _____ acres



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VIII. PROJECT DESCRIPTION: (Example: sidewalk sale in front of store):

IX. APPLICANT:

Name	Telephone No.	Fax No.
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Street Address	City, State	Zip Code

X. PROPERTY OWNER'S AFFIDAVIT

I (We), _____ hereby declare that I (We) am (are) owner(s) of the property involved in this application, and that all statements, answers and information submitted in support of this application are true and correct to the best of my (our) knowledge and belief.

Property Owner's Signature(s)	Date	
<hr/>		
Address	City, State	Zip
Code		