



# PLANNED UNIT DEVELOPMENTS (PUDs)

## (Initial Applications & Amendments)

**Purpose:** The purpose of a planned unit development permit is to allow approval of small infill development projects having five or fewer residential units and projects affecting historic resources where superior design and protection of historic and other resources can be better achieved if the development standards contained in the district regulations are not strictly enforced and where, because of small size of the site, a P district is not appropriate.

**Code Reference:** Fremont Municipal Code Chapter 18.260 (Planned Unit Development Permits).

**Application Submittal Meeting:** Planned Unit Development applications may only be submitted by appointment. Call a Principal Planner or Senior Planner directly or call the Planning Division at 510-494-4440 to schedule.

**Incomplete Applications:** An application is considered to be incomplete if any of the items checked on this application submittal checklist have not been included. Processing of the application will be delayed until the submittal is determined to be complete.

I understand that my project review may be delayed if required materials are missing from the submittal package.	
_____	_____
Project Applicant	Date

### Submittal Requirements:

<p><b>NOTE:</b></p> <ul style="list-style-type: none"> <li>■ Indicates an item that is always required.</li> <li>☑ Indicates an item that may be required, depending on the project. The staff person who provides you this sheet will check the box if the item is required for your application.</li> </ul>
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A planned unit development permit application shall include the following information:

- A completed application form including:
  - Part I: Project information and the current property owner(s) signature authorizing the project proposal.
  - Part II: Reimbursement Agreement with signature of the billing party acknowledging responsibility for charges.

- Part III: A list of all consultants proposed to be involved with the project, or a statement that none are proposed to be involved.
- Part IV: A statement signed by the applicant indicating whether the project site is found on the Hazardous Waste and Substances Sites List pursuant to California Government Code Section 65962.5.
- Part V: Affordable Housing Plan Proposal for all residential projects resulting in two or more net new units or lots.

- □ Plans that include the following items:
  - Vicinity map showing a one-half mile radius of the site.
  - Contextual site map, showing the relationship of proposed land uses and circulation elements with those existing uses and circulation systems on properties within 300 feet of the site. All existing and proposed uses on and off site shall be labeled.
  - A site analysis map identifying easements, natural elements, historic structures, settings and other features of the site. This map should also identify the Toe-of-the-Hill, where applicable.
  - Site Plan(s) showing:
    - Proposed land uses, net densities (exclusive of streets and easements) and intensities (floor area ratios);
    - Proposed playgrounds and other open spaces;
    - Proposed circulation pattern, indicating public and private streets and including all proposed on-street and off-street pedestrian and bicycle circulation;
    - Identification of both existing and proposed infrastructure to serve the project including existing fire hydrants within 300 feet of the project site.
- Tree Survey Plan or surveyor/civil engineer's statement on the context site map noting there are no trees on or immediately adjacent the site. The survey plan shall show:
  - (1) Existing and proposed site features, including but not limited to buildings, walls, paving, grading, etc.
  - (2) Tree(s) trunk six-inch DBH (trunk diameter at 4.5-feet above ground level) and larger located on plan by a licensed surveyor, and with accurate canopy outline.
  - (3) Trees labeled by number and tagged on-site per ISA standards.
  - (4) Summary table identifying botanical designation, DBH, and elevation of tree at ground level.

NOTE: Additional analysis by a certified arborist may be required pending review of tree survey and other required project plans.

- Landscape Plans:
  - Incorporating tree preservation and any environmental/tree ordinance required mitigation.
  - Location, spacing, size, quantities, and botanical designations of all existing and proposed on-site, and required right-of-way planting.
  - All trees graphically differentiated from other planting types. Existing trees proposed for preservation. Shrub, groundcover, turf grass, and ornamental grass massing with botanical designations provided in list form and grouped by type, symbol, and water use.
  - Design details and section drawings for all landscape architectural features

such as wall fences, lighting, paving types and patterns, arbors, benches, fountains and other like features accurately showing size, scale, form, materials, and colors.

NOTE: The City's Landscape Development Requirements and Policies are available online at: <http://www.fremont.gov/LDRP>

- Civil drawings including:
  - Grading and Drainage Plan showing the following:
    - Existing and proposed grades from existing City benchmark, including estimated grading quantities.
    - Estimated grading quantities (cut and fill calculation).
    - Finish floor and pad elevation.
    - Stormwater treatment devices and site design measures.
    - The location, pipe sizes, slope, invert and grate elevations of proposed underground storm drain system.
    - Hydraulic drainage calculations.
  - Utility plans showing water, sanitary sewer, gas, electric, cable and phone.
  - Preliminary Stormwater Management Plan (<http://fremont.gov/SWMP>) showing proposed treatment measures if the project meets one or more of the following:
    - The project creates or replaces more than 5,000 square feet of impervious surfaces and is a restaurant, stand alone parking lot, retail gas outlet, or an automotive facility; or
    - The project creates or replaces more than 10,000 square feet of impervious surfaces.
  - Erosion Control and Construction Best Management Practices Plan.
- Elevations showing each side of all proposed buildings.
- Detail and description of material finish and color treatments for all surfaces/structures. This information should be keyed to elevations and depicted on a color/material sample board no larger than 8-1/2" by 11". Any additional information necessary to clearly identify the specific materials shall also be included.
- Floor plans, indicating all intended uses of each area.
- Sections through the site and building, including one section that shows the street frontage. Additional sections through the site that show the relationship to adjoining sites and buildings.
- A Planned Unit Development statement that sets forth:
  - The base zoning district (e.g., R-1-6) to which the project will compare itself.
  - A listing of desired zoning exceptions or modifications to the standards of the base-zoning district and to other zoning code standards established by Title 18 (Planning and Zoning) along with explanation of how the exceptions and modifications will create a desirable living environment and/or protect historic resources. Some examples include dedication of open space, preservation of natural features or historic resources along with sufficient setting, or unique development or design features not commonly found in this type of development.

- Summary Development Table (Attachment “A”)
- Two copies of a current preliminary title report for projects that involve construction of a new building or expansion of an existing building footprint and/or new site improvements such as landscaping, special paving, utilities and accessory structures.
- Stormwater Requirements Checklist: [www.fremont.gov/ISF](http://www.fremont.gov/ISF).
- Environmental Impact Assessment: [www.fremont.gov/EIA](http://www.fremont.gov/EIA)
- The number of plans/document copies (if not previously specified above) to be submitted with the application are:
  - Ten (10) sets of full-sized plans (no larger than 30” x 42”), collated and folded to a size NO LARGER THAN 8” x 13”.
  - 18 sets of the plans reduced to 11” x 17”, collated and folded to 8 1/2” x 11”.
  - 18 copies of the Planned Unit Development Statement and Development Summary Table.
  - CD-ROM with all the required plans and supporting documents in PDF format.
 Your project planner may request you submit the following materials 21 days before your public hearing or action date for members of the hearing body.
  - Three (3) sets of finalized full-sized plans.
  - CD-ROM of finalized documents with all the required plans in PDF format.

NOTE: If the project requires multiple application types, only submit the quantity of plans required by the type requesting the greatest number of sets.

**Hearing & Other Notifications:** The City will require that you post a courtesy sign to notify passersby once an application has received preliminary City comments and the applicant has elected to proceed with the review process. When an application is ready for public hearings, the City will also notify all property owners, as well as business and residential tenants within the appropriate radius of your project site. Most projects require a 300-foot radius, while some require 1,000-foot based on the sensitivity of the project and the level of community input anticipated or required. As with all other costs, you will be billed for staff time to research, create and label the required postcards. If the public hearing is delayed for an extended period of time after notices for your project have been mailed, you will be charged the cost to re-mail postcards.

**Schedule Time Line:** An application will be assigned to a staff planner within a week of a submittal. A letter will be mailed to you identifying your project planner. During that time, the application will be routed to city staff and outside agencies for their review and comment(s). Approximately two weeks after a project submittal, the city’s review team will evaluate comments received from outside agencies and other city departments and will evaluate the project for general ordinance and policy compliance. City staff will determine whether application materials are complete and whether additional environmental studies are required.

An applicant meeting will be scheduled for approximately four weeks after the initial submittal. A letter will confirm the applicant meeting. The applicant and other project representatives should plan on attending this meeting. The meeting is with the project planner and other relevant review staff who will discuss any issues identified by city or outside agencies. The project planner will provide a letter identifying any issues with the project either at the meeting or within 30 days of the application submittal and will identify, if necessary additional material needed for the application.

Once the project planner deems an application complete, the application will be tentatively scheduled for a Planning Commission hearing date. The project planner will advise the applicant the necessary materials required for final submittal for the Planning Commission meeting. The final submittal is required at least 21 days before the hearing date to allow for review report preparation, and proper noticing. The applicant and other project representatives should plan on attending the Planning Commission hearing.

**Appeals of Planning Commission Action:** Appeals of Planning Commission action are considered by the City Council. Appeals to the City Council must be submitted in writing to the City Clerk within 10 calendar days of the Planning Commission action. Please consult the Appeal Application available at [www.fremont.gov/permit](http://www.fremont.gov/permit) for further details.

**Development Impact Fees:**

***Commercial and Industrial Buildings***

Development impact fees will be assessed if your project involves new construction or additional floor area. If the project involves a change of use in a building, development impact fees may also be assessed. For example, a change from a warehouse to an industrial classification or a change from retail to an office would require Development Impact Fees be paid. A credit will be applied to the value of fees for the previous use category and a charge will be applied for the fees of the new use category. There are three categories of Development Impact fees assessed for commercial and industrial buildings: Traffic, Capital Facilities and Fire Protection Fees.

***Residential Developments***

New residential dwellings always trigger payment of Development Impact Fees. In addition to the fee categories assessed for commercial and industrial buildings, new residential construction also requires the payment of Park Facilities and Park Dedication In-Lieu fees. For further information on Development Impact Fees, please refer to the Development Impact Fee schedule available in the Development Services Center or speak with a Development Services staff member.

**Fees:** An initial deposit is due at the time of application submittal. Please view the Planning Application, found at [www.fremont.gov/permit](http://www.fremont.gov/permit), for the current deposit amounts. The actual charge will be based on staff time required to process the application. Progress billings will be invoiced during the review of the project if charges exceed the minimum deposit. A refund will be invoiced at the completion of the project review if excess funds have been paid.

If you need additional information or clarification to prepare your submittal please contact the staff person who furnished you this sheet for further assistance.

Information sheet furnished by: \_\_\_\_\_ Phone: (510) 494- \_\_\_\_\_

For

proposal: \_\_\_\_\_

\_\_\_\_\_ Date: \_\_\_\_\_