



PLANNED DISTRICTS

Preliminary and Precise

Purpose: The purpose of the planned district, or P district, is to encourage and provide a means for effectuating desirable development, redevelopment, rehabilitation and conservation in the city, which features variations in siting, mix of land uses and/or varied dwelling types. The amenities and compatibility of a P district is to be ensured through adoption of a precise site plan, showing proper orientation, desirable design character and compatible land uses.

Code Reference: Fremont Municipal Code Chapter 18.110 (Planned Districts).

I understand that my plan review may be delayed if required materials are missing from the submittal package.

Application Submittal Meeting: Planned District 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

A P district requires both a preliminary and a precise plan. The P district may be established utilizing either a one-step or two-step approach. The one step approach combines both preliminary and precise plan requirements into a single rezoning, whereas the two-step approach involves a rezoning adopting a preliminary plan for development, followed by a later rezoning adopting a precise plan. The planning manager shall determine the most appropriate approach depending on the complexity of the proposal.

Submittal Requirements:

NOTE:

- Indicates an item that is always required.
- ☑ 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.

Preliminary Planned District Submittal: The preliminary plan rezoning application shall be prepared by a qualified design professional and 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 constraints analysis map identifying easements, natural elements, and other possible constraints to development of the site. This map should also identify the Toe-of-the-Hill and Ridgeline, where applicable.
 - Site Plan(s) showing:
 - Proposed land uses, net densities (exclusive of streets and easements) and intensities (floor area ratios);
 - Proposed parks, 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.
 - Delineation of project phases, or a note that no phasing is proposed; and
 - A market analysis of proposed commercial uses, if the property is not zoned for commercial purposes at the time of submittal.

- 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.

- A Planned District 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 encourage a desirable living environment and how the design and amenities (within the project or community) will be warranted. Some examples include dedication of open space, preservation of natural features or historic resources, or unique development or design features not commonly found in this type of development.
 - A listing of any changes to the uses allowed by the base-zoning district.
 - A listing of interim uses that are allowed prior to commencement of development consistent with the precise plan and the duration of time that they may continue to operate commensurate with any phasing 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.

- Environmental Impact Assessment: 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”.
 - 28 copies of the Planned District 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.
 - 24 sets of finalized plans reduced to 11” x 17”, collated and folded to 8 1/2” x 11”.
 - 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.

Precise Planned District Submittal:

- Updates to the items required above for preliminary planned districts reflecting conditions of approval and any environmental mitigation measures.
- 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>

- 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.
- 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.

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 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: Appeals of zoning actions are only relevant to a project that has been denied by the Planning Commission as such actions are final unless appealed. In other cases, the Planning Commission will forward their recommendations for approval or conditional approval to the City Council for final action. Commission recommendations need not be appealed, as the City Council will hold a second public hearing to receive the Commission's recommendations. If a Planning Commission takes action to deny a rezoning, an appeal to the City Council must be submitted in writing to the City Clerk within 10 calendar days of the Planning Commission action. The time limit will extend to the next business day when the tenth day falls on a day that the city is not open for business. Your appeal letter must be accompanied by the applicable appeal fee and must set forth the

decision being appealed, the facts and basis for the appeal, and the relief or action sought. For additional details regarding appeals please consult the Appeal Application available at www.fremont.gov/permit.

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, for the current deposit amounts. The actual charge will be based on staff time required to process the application, including any appeal. 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.

Requirements described on this sheet are subject to change.

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: _____

ATTACHMENT “A”

File: PLN _____

SUMMARY DEVELOPMENT TABLE

Project Name: _____ Related file numbers: _____ Land Use: _____ Location: _____ Developer: _____ Planner: _____ Engineer: _____ Architect: _____

RESIDENTIAL

Project Area:

Gross area (including any area to be dedicated for public streets) _____ Acres

Net (project area only, less area to be dedicated for public streets) _____ Acres

Dwelling Units:	Number	Per Gross Area	Density Per Gross Area
Single Family Detached	_____	_____ du/ac	_____ du/ac
Single Family Attached	_____	_____ du/ac	_____ du/ac
Apartments (Rental)	_____	_____ du/ac	_____ du/ac
Condominium Units	_____	_____ du/ac	_____ du/ac
Below Market Rate Units	_____	_____ du/ac	_____ du/ac
Total	_____	_____ du/ac	_____ du/ac

Area Distribution:

Building Coverage	_____ acres	_____ % net acres
Vehicle Parking and Circulation	_____ acres	_____ % net acres
Open Space (net site area minus building and vehicle areas)	_____ acres	_____ % net acres
Private Usable Open Space (screened patios, balconies and private yards)	_____ acres	_____ % net acres
Common Usable Open Space (with minimum dimension of 15’; less setback areas and areas between buildings and public streets)	_____ acres	_____ % net acres

Parking Spaces:	
Ratio (on-site parking spaces per unit)	_____ spaces per unit
Off –street Parking	_____ spaces per unit
Under building (not enclosed)	_____ spaces per unit
Carports	_____ spaces per unit
Garages	_____ spaces per unit
Open	_____ spaces per unit
Resident Parking	_____ spaces per unit
Guest Parking	_____ spaces per unit
Boat and Trailer Parking	_____ spaces per unit
On-street Parking	_____ spaces per unit

Unit Composition:

Anticipated Price Range:

NONRESIDENTIAL

Project Area (defined above):	
Gross	_____ Acres
Net	_____ Acres

Area Distribution:		
Building Coverage	_____ Acres	_____ % net acres
Vehicle Parking and Circulation	_____ Acres	_____ % net acres
Open Space	_____ Acres	_____ % net acres

Statistics:	
Total Gross Floor for each use	_____ square feet
Number of Parking Spaces	_____ spaces

ATTACHMENT “B”

LETTER OF CONSENT TO PLANNED DISTRICT STUDIES

To: Community Development Director
City of Fremont
39550 LibertyStreet
P. O. Box 5006
Fremont, CA 94537

I (We) hereby declare that I am (we are) the legal owner(s) of the property described:

[Legal or other adequate description of
property(ies) proposed for Planned District]

and that I (we) consent that detailed studies may be undertaken by the Planning staff and Planning Commission of the City of Fremont for the development of the above described property as a Planned District.

Signature Date

Print Name Date

Signature Date

Print Name Date

ATTACHMENT “C”

**LETTER OF CONSENT TO
PLANNED DISTRICT ZONING REGULATIONS**

To: Community Development Director
City of Fremont
39550 Liberty Street
P. O. Box 5006
Fremont, CA 94537

I (We) hereby declare that I am (we are) the legal owner(s) of the property described:

[Legal or other adequate description of
property(ies) proposed for Planned District]

and that, at the time of adoption of the ordinance establishing a Planned District for this property, I (we) agree:

1. That I (we) shall be bound by the conditions and regulations proposed, and which will be effective, within the district; and
2. To record such written agreement with the County Recorder.

Signature Date

Print Name Date

Signature Date

Print Name Date

ATTACHMENT “D”

LETTER OF ENDORSEMENT BY PROFESSIONAL TEAM

To: Community Development Director
City of Fremont
39550 Liberty Street
P. O. Box 5006
Fremont, CA 94537

Enclosed is an application for approval of a Precise Planned District approval.

The application includes the following documents:

[Clearly identify by title, number
of pages and date of preparation.]

We hereby certify:

1. That we have prepared the documents cited above; and
2. That we endorse the application represented by them. It reflects, within our professional competencies and considered judgment, an optimum solution for development of the site.

Urban Planner

Date

Licensed Architect

Date

Licensed Land Surveyor

Date

Registered Civil Engineer

Date

Registered Landscape Architect

Date

*Community Development Department
Planning Division
39550 Liberty Street, Fremont, CA 94538
510 494-4440 ph | www.fremont.gov*

*PL7-0021/jw
Rev. 4/18*

ATTACHMENT “E”

LETTER OF ENDORSEMENT BY URBAN PLANNER

To: Community Development Director
City of Fremont
39550 Liberty Street
P. O. Box 5006
Fremont, CA 94537

Enclosed is an application for approval of a Planned District .

The application includes the following documents:

[Clearly identify by title, number
of pages and date of preparation.]

I hereby certify:

1. That I am a qualified urban planner as defined below;
2. That I have prepared the documents cited above; and
3. That I endorse the application represented by these documents. It reflects, within my professional competency and considered judgment, an optimum solution for development of the site.

Signature of Urban Planner

“Qualified Urban Planner” is defined as a professional planner holding full membership in the American Planning Association, or a planner who can demonstrate and document his or her experience as a person responsible for a comprehensive urban general plan funded under Section 701 of the United States Housing Act of 1954, as amended.

ATTACHMENT “F”

**LETTER OF CONSENT TO COMBINE PRELIMINARY AND
PRECISE PLAN APPROVAL**

To: Community Development Director
City of Fremont
39550 Liberty Street
P. O. Box 5006
Fremont, CA 94537

We hereby declare:

1. That I (we) have elected to combine the normal two-step (preliminary site plan and precise site plan) procedure for processing the enclosed Planned District proposal.
2. That I (we) understand and accept the financial risks associated with preparing detailed plans before consideration by the City Council of the basic concept of this development proposal.

Signature of Applicant

Date



Affordable Housing Plan Proposal

Applicability: Residential projects containing two or more net new living units or residential lots, or a combination of living units and residential lots, are required to provide the affordable housing per Fremont Municipal Code Chapter 18.155, Affordable Housing. Compliance with the affordable housing ordinance can be achieved through the basic requirement or, if approved, use of an alternative to the basic requirement. Below, identify how the residential project proposes to comply with the affordable housing ordinance by placing a “✓” in the appropriate section.

Basic Requirement: The affordable housing obligation is achieved differently for for-sale and rental residential projects, as described below:

_____ *For-sale projects:* For projects deemed complete by December 31, 2014, at least 15% of all living units in any for-sale residential project shall be made available at affordable cost to moderate income households. Effective January 1, 2015, the project’s affordable requirement increases to 20% of all living units. (FMC §18.155.030(a)(1))

_____ *Rental projects:* Rental projects not receiving any City assistance comply with the affordable housing obligation through payment of the affordable housing impact fee. (FMC §18.155.030(b)(1))

Alternatives to Basic Requirement: If one of the allowed alternatives to the basic requirement is proposed, identify the alternative below and describe how the project would comply with the specific FMC requirements for alternatives (FMC §18.185.080(a) through §18.185.080(f)).

_____ *Provision of rental units:* Where ownership affordable units are required to comply with the basic requirement, the applicant may construct rental units affordable to moderate, low, and very low income households at rents prescribed in FMC §18.185.080(a)(1). (FMC §18.185.080(a))

_____ *Off-site construction:* The applicant may propose to construct affordable units on another site. (FMC §18.185.080(b))

_____ *Property dedication:* The applicant may propose to dedicate, without cost to the City, property within or contiguous to the residential project sufficient to accommodate at least the required number of affordable units for the residential project. (FMC §18.185.080(c))

_____ *Purchase of existing market-rate units:* The applicant may propose to purchase existing market-rate units not subject to any affordability covenants and convert them to affordable housing, or to purchase affordability covenants for existing market-rate units, to provide the required affordable housing. (FMC §18.185.080(d))

_____ *Preservation of affordable units at risk of loss:* The applicant may propose to preserve existing affordable units at risk of loss to provide the required affordable housing. (FMC §18.185.080(e))

_____ *In-lieu fee payment:* The applicant may pay a fee in-lieu of construction of affordable units on site. (FMC §18.185.080(f))

