

INSTRUCTIONS FOR PREPARATION OF A PRECISE DEVELOPMENT PLAN

KERN COUNTY PLANNING AND COMMUNITY DEVELOPMENT DEPARTMENT

PART I - PROCEDURE

This information will assist the applicant in preparing a Precise Development (PD) Plan that will contain all the information required by the Ordinance Code of Kern County.

1. To expedite processing, it is suggested that the Checklist be used as a guide in the preparation of a PD Plan. PD Plans that are not in compliance with the Checklist will not be accepted for processing.
2. Planning and Community Development Department Staff is available to review and discuss preliminary PD Plans. Two full-sized blueline copies of the plan, drawn to scale, will need to be submitted initially for staff review along with a Preliminary Review fee of \$300 and the required application form.
3. Applications for approval of a PD Plan are subject to a requirement for a public hearing. The Planning and Community Development Director or Staff appointee will normally consider PD Plans at a Director's Hearing. The PD Plans are discretionary and are subject to the California Environmental Quality Act. An informational brochure is available that describes the PD Plan process in greater detail.
4. Once the application is determined to be complete, you will be requested to submit filing fees and one legible reproducible copy of the plan, no larger than 11 inches by 17 inches, with any revisions requested by staff as a result of the preliminary review. In limited instances, a larger full-sized reproducible copy of the plan may also be requested.
5. Conditions imposed or changes to the project as a result of the public hearing may require the applicant/agent to correct and/or revise the original PD Plan. One reproducible copy of the revised plan, no larger than 11 inches by 17 inches, shall then be submitted to the Planning and Community Development Department and will become the "final PD Plan," which will be utilized for building permit issuance. Until this has been completed, no building permit will be issued or work commenced, pursuant to Section 19.56.13 of the Ordinance Code. In limited instances, a full-sized reproducible copy of the plan may also need to be submitted. The property owner or agent will retain the original, full-sized PD Plan.
6. Other information may be required to provide a complete plan, to permit a full evaluation of the proposal, and to ensure that the development will not be detrimental to the community or hazardous to the public health, safety, and welfare.
7. When buildings or other structures are proposed on a PD Plan, elevation drawings should be submitted at the time of filing the plan and may be required when a full evaluation of the plan requires such information.
8. Subsequent minor modifications of the PD Plan may be made at the discretion of the Director of the Kern County Planning and Community Development Department. Said modifications will require the submittal of a revised plan reflecting the new development or revision proposed, pursuant to Steps 2 and 4 and shall include a statement to read as follows: "Modification No. _____ - This plan is hereby modified to allow . . ." Planning and Community Development staff will provide assistance in developing the wording for the modification statement when required to do so.

**CHECKLIST FOR A
PRECISE DEVELOPMENT PLAN**

PART II - PLAN PREPARATION

Plans must be drawn to scale, preferably an engineer's scale, and must include all of the following information, as well as any additional information necessary to permit a complete review of the project:

- () 1. Boundary of PD District in the plan being submitted.
- () 2. Limits of the present proposal, and probable future development if the project is to be in phases.
- () 3. Relationship of this proposal to previously approved PD Plans and to remaining areas of future development within the area zoned PD.
- () 4. Topography, including contours. Only if required through preliminary review. (If the ground is flat, spot elevations may be used to show natural drainage, etc.)
- () 5. Proposed grading plan may be required to show slope limits, drainage, etc.
- () 6. Width, location, and name of all surrounding streets. (Include any other types of rights-of-way, easements, pipelines, conduits, canals, drainage ditches, etc., whether existing or proposed.)
- () 7. Location, dimensions, and use of all existing buildings and structures on adjacent property within 10 feet of the boundary line of subject property.
- () 8. Location, dimensions, ground floor area, and use of all existing and proposed buildings and structures on subject property.
- () 9. Areas proposed for landscaping. (After the hearing and before any building permit will be issued, a complete landscaping plan showing sprinkler systems, planter details, tree wells, etc., must be submitted for approval.)
- () 10. Parking areas, type of paving, size and number of parking spaces, bumper blocks, etc. (Chapter 19.82 of the Ordinance Code establishes minimum standards for parking areas.)
- () 11. Points of vehicular ingress and egress and the internal circulation pattern of parking areas and other areas which will be served or reached by motor vehicles. (Include location and width of all existing or proposed driveways, barriers for control of traffic, etc.)
- () 12. Special points of ingress and egress for service vehicles or the performing of services and any proposed methods of controlling access.
- () 13. Points of ingress and egress for pedestrians, location and width of walkways, etc.
- () 14. Location of proposed or existing signs. (Include size and height.)

- () 15. All areas proposed for outside storage, if any, and the type of surfacing proposed for these areas.
- () 16. Proposed dedications and improvements. (These requirements must be in conformity with applicable subdivision improvement standards for the area.)
- () 17. Location, height, and proposed construction material for walls and fences.

***NOTE: The following information shall be shown under "statistical information."**

- () *18. A statement regarding the specific use of the property, whether existing or proposed.
- () *19. Acreage or square footage in the property.
- () *20. Height, ground floor area, and total floor area of existing and proposed buildings.
- () *21. Number of dwelling units in each building (if applicable).
- () *22. Building coverage expressed as a percentage of the total area of the property.
- () *23. The total number of parking spaces and their ratio to the number of dwelling units, square footage of floor space, seats, etc.
- () *24. Area of land devoted to landscaping and/or open space usable for recreational purposes and its percentage of the total land area.
- () *25. Method of sewage disposal. (Contact the Kern County Environmental Health Services Department for approval of sewage disposal system unless the area is served by an existing sanitary sewer system.)
- () *26. Water supply, both domestic and fire. (Contact the Kern County Fire Department for fire flow requirements and, unless an approved water purveyor serves the area, the Kern County Environmental Health Services Department should also be contacted.)
- () *27. Proposed on-site drainage facilities. (If drainage is directed to a public street, so state.)
- () *28. Methods of flood control, where appropriate.
- () *29. Any requested variance. (A variance may be granted in the approval of a PD Plan pursuant to Section 19.102.070 and Chapter 19.106.)
- () *30. Any requested conditional use permit. (A conditional use permit may be granted in the approval of a PD Plan pursuant to Section 19.102.070 and Chapter 19.104.)

PART III - FINAL FORMAT FOR PRECISE DEVELOPMENT PLAN