



## POLICY PLAN - SPECIFIC PLAN

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Policy Plans/Specific Plans are intended to encourage the master-planning of large commercial, office, industrial, and residential development. Policy Plans/Specific Plans permit flexibility in establishing development standards, public improvement systems, and a mix of land uses. Adoption of a Policy Plan/Specific Plan allows subsequent specific development projects within the Policy Plan/Specific Plan area to be expeditiously reviewed at the administrative level. Development standards are expected to meet or exceed those of various zoning districts. The Policy Plan/Specific Plan procedure is intended to implement the policies of the City's General Plan.

Policy Plans/Specific Plans and subsequent amendments are initially reviewed by the Planning Commission which then forwards a recommendation to the City Council for consideration. In order for a Policy Plan/Specific Plan to be adopted, the City Council must find that the establishment, maintenance, or operation of the uses applied for will not, under the circumstances of the particular case, be detrimental to the health, safety, peace, morals, or general welfare of persons residing or working in the neighborhood of said proposed use, or be detrimental or injurious to property or improvements or to the general welfare of the city.

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### APPLICATION FEES

(Fees are valid from July 1 through June 30. New application fees are updated July 1 of every year.)

#### **Filing Fee**

- |                                   |                              |
|-----------------------------------|------------------------------|
| <input type="checkbox"/> \$36,491 | For an original application. |
| <input type="checkbox"/> \$6,022  | For amendment                |
| <input type="checkbox"/> \$2,489  | For minor revisions.         |

#### **Environmental Assessment**

- |                                  |                                |
|----------------------------------|--------------------------------|
| <input type="checkbox"/> \$469   | Notice of Exemption            |
| <input type="checkbox"/> \$3,110 | Negative Declaration           |
| <input type="checkbox"/> \$6,223 | Mitigated Negative Declaration |

#### **Intake/Records Maintenance Fee**

- |                                |       |
|--------------------------------|-------|
| <input type="checkbox"/> \$70  | Minor |
| <input type="checkbox"/> \$143 | Major |

### SUBMITTAL REQUIREMENTS

**Note:** The completed master planning application and application fees shall be submitted at the time the application is filed. Project submittals that do not include the application, fees or submittal checklist items will not be accepted. All full size plans (24"x36") listed below shall be folded no larger than 9" x 12".

#### **Initial Study**

The Initial Study form shall be completed and submitted with the application. Specific applications requiring additional environmental review may require a Notice of Exemption, Negative Declaration,

or Mitigated Negative Declaration. A separate \$50.00 check, made payable to Solano County, shall be included for the County Clerk processing fee. Additional environmental fees not listed here may be required by the California Department of Fish and Wildlife.

**Policy Plans – Specific Plans**

Ten (10) copies of the proposed Policy Plan/Specific Plan or proposed revisions to an existing Policy Plan/Specific Plan are required. The Policy Plan/Specific Plan shall contain a set of the conditions which will define the purpose, intended uses, density of development, dimensional constraints, and performance standards for each district area included within the property which is the subject of the application. These conditions shall be stated in sufficient detail to constitute definitive criteria under which subsequent development can be judged for compliance in general and take the following form:

1. Statement of Purpose
2. Permitted Uses
3. Accessory Uses
4. Conditional Uses
5. Prohibited Uses
6. Height, building coverage, yard/setback requirements
7. Parking and loading requirements
8. Additional Development Standards
9. Performance Standards
10. Exceptions, General Provisions, Processing Provisions
11. Development Schedule defining the sequence of public and private improvements

Maps and exhibits shall be at a scale no smaller than one inch equals 1,500 feet and shall depict property lines, major street circulation within the site with an indication of the lanes required based upon employment densities set forth in the conditions, and a schematic representation of drainage, utility service, public facilities, and grading concepts. It is not required that the Policy Plan/Specific Plan show subdivided lots.

**Electronic Copies**

Digital (PDF/Word) copies of all submittal items shall be included with the application.

**Mailing Notice Requirements**

A mailing list and adhesive labels of property owners and site occupants within **600 ft.** of the project site shall be submitted with the application. The list shall include the names, addresses and Assessor's Parcel Number of property owners and existing residents/tenant. Verification of accuracy of the list shall be the responsibility of the applicant. The list shall be certified by a title insurance company as being from the most recent County tax roll. The submittal shall include base maps at the same scale used by the Assessor's Office and a copy of the Assessment Roll. On the base map, the subject property shall be outlined in red and noted as the subject parcel(s). An additional red line shall be drawn at a radius specified above.

**Posting of On-Site Signage (for items going to Planning Commission and/or City Council)**

At least ten (10) calendar days before the scheduled public hearing, the project site shall be posted by the applicant, to the satisfaction of the Director, with one or more signs describing the project and advertising the public hearing(s). The sign(s) shall be visible from an adjacent street or other public right-of-way and placed on the site in a location determined by planning staff. Photo documentation shall be sent to the project planner at least ten (10) calendar days before the scheduled public hearing. Failure to do so may result in the postponement of the hearing.