



OAKLEY CITY APPLICATION **for a Master Planned Development**

\$1250 Fee
\$3000 Retainer

Familiarize yourself with the Oakley City Land Management and Development Code: Read in particular 13-5-10 (Master Planned Developments), Appendix B (MPD Open Space and Bonus Density Calculations), AND Chapter 6 (Affordable Housing) before submitting this application. If any portion of the property lies within the Sensitive Lands Overlay Zone, read Chapter 15 (Sensitive Lands Regulations). Discussion with the City Planner is recommended as there may be other applicable requirements.

PROJECT INFORMATION

Proposed Development Name: _____

Address of Project: _____

Parcel: _____ Total Project Area: _____ acres _____ sq ft

Current Zoning(s): _____ Sensitive Lands Overlay: Yes No

Current Use of Property: _____

Lots/Units Requested: _____ Acres of Open Space Provided: _____ Unbuildable Acres: _____

Number of Affordable Housing units to be provided as per Chapter 6. _____

City Water Available: Yes No City Sewer Available: Yes No

If irrigation shares or other water rights are appurtenant to the property, describe such below:

Project access via: Public Road Private Road Private Driveway

APPLICANT INFORMATION

Name: _____ Phone: _____

Email: _____

Mailing Address: _____

APPLICANT REPRESENTATIVE INFORMATION

Name: _____ Phone: _____

Email: _____

NOTE: Attach any additional pages, narratives, diagrams, sketches, and drawings as needed. This application will be reviewed using the regulations and criteria outlined in the current City Land Management and Development Code, the General Plan, Zoning Maps, and the current Water and Sewer Ordinances. As much detail as possible should be provided with the application based on the submission requirements provided on the following pages or in any other pertinent parts of the code. Any lack of information or clarity could delay the Master Planned Development application process.

I hereby certify that I have read this application and know the same to be true and correct.

Signature of Owner

Date

Print Name

SUBMISSION REQUIREMENTS

CONCEPT MASTER PLANNED DEVELOPMENT SUBMISSION REQUIREMENTS

- Vicinity Plan – includes the location of the property, all adjacent parcels, and existing public and/or private streets and trails
- Site inventory – including:
 - Topography at minimum two-foot contour intervals;
 - Slope inventory showing slopes between 25 and 45 percent and slopes in excess of 45 percent including areas of geological hazard;
 - Natural streams, drainages, washes, and mapped wetlands and floodways;
 - Any significant rock formations, historical structures, or prominent viewpoints.
- Title Report(s) (no older than 60 days) for all parcels involved in the application
- Conceptual development plan – including a conceptual layout of all parcels, open space, rights-of-way, building envelopes, and other features including the conceptual phasing of the development.
- Statement for overall project including the following:
 - Total gross acreage of the site
 - Proposed total number of lots/units
 - Total estimated square footage for residential and commercial footprint
 - Existing easements, rights-of-way, and interests affecting the site.
- Architectural concepts – including information sufficient to describe architectural styles, color schemes, general building heights, and materials.

PRELIMINARY MASTER PLANNED DEVELOPMENT SUBMISSION REQUIREMENTS

- Identify the final proposed location of all lots, tracts, parcels, open space, rights-of-way, building envelopes, and other significant features
- Significant features (natural or cultural) protected by delineation.
- Open space areas delineated, including agricultural and natural spaces. Designate unbuildable (i.e. wetlands, slopes, etc.) open space from buildable open space. Public parks and other recreation amenities should also be shown and described in detail.
- Traffic, trails, and circulation plan including the location and design features of all motorized and non-motorized streets, trails, and parking areas
- Utility Plan showing existing and proposed utility infrastructure within the site, including sewers, water mains, all underground facilities such as telephone, gas, power, and data lines, location of fire hydrants or emergency infrastructure.
- Grading and Drainage Plan including storm water management, erosion control, grading plans for during and after construction.
 - Locations and proposed details for storm sewers, retention structures, diversions, waterways, drains, culverts, and other water management or erosion control measures
- Landscape plan including existing and proposed landscaping, planting details and irrigation details. Include number of existing trees onsite, trees to be removed, trees to be planted, and plant list that includes plant quantity, spacing, and size.
- Signage plan compliant with Dark Sky Code (13-9-18) and including:
 - Temporary signs and signs that will exist during the sale and marketing of development
 - Individual tenant or building signage

- Directional and way-finding signage
- Sign colors, materials, and illumination methods
- Location and size
- Sign lettering and style
- Landscaping around sign beds as needed.
- Drawings or illustrations of proposed sign types
- Exterior lighting plan compliant with Dark Sky code including the location, size, height, design, and material color
- Architectural design plan including renderings that indicate elevations, exterior wall finishes, and visual character of proposed building types
- Affordable housing units, including types and deed restriction provisions, etc.
- Phasing plan (if applicable) that delineates construction and anticipated platting schedule.
- Detailed preliminary bonus density calculations as per Appendix B if requested.
- Detailed water right information for all rights and shares used on the existing property(s).
- Codes, Covenants, and Restrictions which will be recorded following approval of their content and the approval of the final MPD. Covenants demonstrate compliance with the use restrictions, architectural plans and attributes of the development and provide a mechanism for enforcement of restrictions, as well as provisions for the ownership and maintenance of common areas, open space, and other project improvements.
- Any other applicable study/report as required by Oakley City. Such studies/reports may include, but are not limited to, geo-technical report, soil report, slope inventories, and traffic impact analysis.
- Title report: ownership and encumbrance report.
- Application signed by the owner of record.

FINAL MASTER PLANNED DEVELOPMENT SUBMISSION REQUIREMENTS

After preliminary plan has been approved by the Planning Commission, the applicant shall submit final plan for approval, showing in detail the following:

- Site plan – Detailed site plan with complete dimensions showing precise location of all allowed building envelopes, buildings and structures, lot or parcel sizes and locations, designations of open spaces and special use areas, detailed circulation pattern including ownership of rights-of-way, and utility easements.
- Building plan – preliminary building plans, including floor plans and exterior elevations
- Landscape plan – Detailed landscape plans showing types and sizes of all plant materials and their locations, decorative materials, recreation equipment, and sprinkler/irrigation systems
- Parking Plan – Dimensioned parking layout showing location of individual parking stalls and all areas of ingress and egress
- Engineering Plan – Detailed engineering plans and final subdivision plat showing site grading, street improvements, drainage and public utility locations. Submission of any additionally required studies/reports
- Covenants – Copy of protective covenants, articles of incorporation, bonds and guarantees.
- Certificate of acceptance by city council for a dedication of public streets and/or public areas.

DEVELOPMENT AGREEMENT

Once the land use authority has approved either the (a) phased preliminary Master Planned Development or, (b) final Master Planned Development, the approval shall be put in the form of a Development Agreement. The Development Agreement shall be in a form approved by the City Attorney, and shall contain, at a minimum, the following:

- Legal description of the land
- All relevant zoning parameters including all findings, conclusions, and conditions of approval. Any bonus density and related conditions shall also be specified.
- Affordable Housing details, protection, and conditions.
- An express reservation of the future legislative power and zoning authority of the City
- A copy of the approved master plan, architectural plans, landscape plans, grading plan, trails and open space plan, and other plans which are a part of the Planning Commission approval
- A description of all developer exactions or agreed upon public dedications
- The Developers agreement to pay all specified impact fees
- The form of ownership anticipated for the project and the specific project phasing plan
- Final Covenants, Conditions, and Restrictions

The Development Agreement shall be ratified by the land use authority signed by the City Council and the Applicant, and recorded with the County Recorder. The Development Agreement shall contain language which allows for minor, administrative modifications to occur to the approval without the revision of the agreement. The Development Agreement must be submitted to Oakley City within six (6) months of the date the project was approved by the land use authority, or said approval shall expire.

**** Please note that you will be invoiced for the cost of public noticing.
Invoice must be paid prior to date of public hearing.**

SUBDIVISION APPLICATION PROCESS

MPD Related Code:

All applications for a master planned development are subdivision and shall meet the following minimum requirements. Additional project information necessary for the project analysis may be required at the discretion of the City Planner, Planning Commission, or City Council.

1. **Density:** The maximum density permitted on the project site will be determined as a result of a site analysis. The maximum density shall not exceed that set forth in the proposed or existing zone, except as otherwise provided in this section. In cases where a project site contains more than one (1) zone, the City Council may permit the clustering of density irrespective of zone boundaries so long as the relocation results in the project advancing the goals set forth in the General Plan.
2. **Density Bonus:** A density bonus may be permitted based on a site analysis and in accordance with the provisions and formula outlined in appendix B of this Title. Bonus density is a negotiated process and is not an entitlement or guarantee. Bonus density may be granted through a development agreement by one or more of the following as detailed in Appendix B:
 - a. Provision of permanent deed restricted open space.
 - b. Protection of the Weber River corridor.

- c. Provision of public non-motorized trails.
 - d. Provision of water efficient landscape designs.
 - e. Other critical public infrastructure contributions
- 3. **Setbacks:** The minimum setback around the exterior boundary of an MPD shall match the setbacks of the more restrictive/larger abutting zone setback. In some cases, that setback may be increased to create an adequate buffer to adjacent uses. The City Council may reduce or increase setbacks within the project from those otherwise required provided the project meets minimum Building Code and Fire Code requirements and can demonstrate that such change:
 - a. Maximizes agricultural land or open space; and/or
 - b. Avoids important natural features of the site.
- 4. **Building Height:** The maximum building height for all structures within a master planned development shall not exceed the zone standard. The City Council may grant additional building height beyond the maximum zone standard up to forty-five feet (45') based on demonstrated good cause related, but not limited to, structured parking, affordable housing, deed restricted open space, community outdoor common area improvements or superior architectural design.
- 5. **Reduction of Minimum Lot Size Requirements:** The City Council may reduce the minimum lot size specified in a zone if it finds the proposed decrease in minimum lot size improves the site design, clustering of buildings, and/or preservation of agricultural land or open space.
- 6. **Open Space:** Master planned developments shall provide for open space or greenspace of at least ten percent (10%) of the site area regardless of any possible bonus density approved. This minimum open space does not need to be permanently deed restricted but may be part of the existing lots and designated as such.
- 7. **Off-Street Parking:** Master planned developments shall meet the following off-street parking standards:
 - a. Residential uses:
 - (1) Single family dwelling unit (Minimum 2 spaces/unit)
 - (2) Duplex dwelling unit (Minimum 2 spaces/unit [total of 4/building])
 - (3) Accessory dwelling unit (Minimum 1 space/unit)
 - (4) Guest house (Minimum 1 space/unit)
 - (5) Multi-unit (3 or more units) (Minimum 1 space/unit)
 - b. Non-residential uses:
 - (1) Commercial/retail:
3 spaces/1,000 sq. ft. of net leasable floor area
 - (2) Commercial/restaurant-café:
3 spaces/1,000 sq. ft. of net leasable floor area
 - (3) Hotel/lodging:
1 space/guest room or suite; 2 spaces/1,000 sq. ft. support commercial
 - (4) Offices:
2.5 spaces/1,000 sq. ft. net leasable area

The off-street parking requirements for any other uses not listed above shall be determined by the City Council based on a project-specific parking study. The City Council may reduce or increase the overall parking requirement for a master planned development based upon the applicant

demonstrating reasonable justifications for the increase/decrease in parking spaces. The City Council may grant additional exterior/surface parking provided such parking is designed to include permeable surfaces, additional landscaping and buffering. Additional off-street parking regulations are found in section 13-9-22.

8. **Designing with The Topography:** Master planned developments shall be designed to fit into the topography of the site. The City Council may consider flexibility in the siting of development so as to best fit into the natural terrain, minimize excessive site grading and mitigate impacts on the natural environment and resources of the surrounding area. The project design shall demonstrate the preservation of watercourses, drainage areas, wooded areas, rough terrain and similar natural features and areas.
9. **Designing with Adjacent Uses:** The master planned development plan shall take adjacent land uses into consideration. Development along the project perimeter shall adequately mitigate any potentially adverse effects, including but not limited to flooding, erosion, subsidence, sloping of the soil or other dangers and nuisances.
10. **Access:** All master planned developments shall have vehicular access from a public road or suitable private road. All projects of eight (8) or more lots shall have a secondary point of access/emergency access unless otherwise mitigated to the satisfaction of the City Engineer and/or Fire Marshal. All roads/streets shall follow the natural contours of the site wherever possible to minimize the amount of grading.
11. **Utilities:** Existing or proposed utilities, including private and public services for master planned developments will be adequate to support the proposed project at normal service levels and will be designed in a manner to avoid adverse impacts on adjacent land uses, public services, and utility resources. Unless otherwise permitted by this chapter, all master planned developments shall comply with all requisite infrastructure standards found in chapter 9 of this Title.
12. **Building Locations:** All buildings shall be located to avoid, to the extent practicable, valuable greenspaces, wetlands, riparian areas, steep slopes and ridgelines. Building locations and associated lot configurations should be oriented to encourage active and passive solar design principles wherever practicable.
13. **Connectivity:** Internal and external vehicular/pedestrian/bicycle circulation should be demonstrated at the time of application as deemed necessary by the City Council. Pedestrian/equestrian/bicycle circulation trails and paths should be separated from vehicular circulation wherever reasonable.
14. **Snow Storage:** Master planned developments shall include adequate areas for snow removal and snow storage. An appropriate form of landscaping plan shall allow for snow storage areas. Structures shall be set back from any hard surfaces so as to provide adequate areas to remove and store snow. The assumption is that snow should be able to be stored on site and not removed to an off-site location.
15. **Outdoor Lighting:** All outdoor lighting shall meet the City's Dark Sky standards and will be down directed and fully shielded. All outdoor lighting shall be designed and installed to prevent light trespass on adjacent properties. See section 13-9-18 for further regulations.
16. **Compliance with Development Evaluation Standards:** Unless otherwise permitted by this chapter, all master planned developments shall comply with all requisite development evaluation standards found in chapter 3 of this Title.

17. **Site Design Narrative:** An application for a master planned development shall include a written explanation of how the project plan addresses the following design questions:
- a. **Neighborhood Connectivity:** How does the proposed development interconnect and the surrounding properties, neighborhood, and area? Including but not limited to:
 - (1) Where will vehicles enter and exit the site?
 - (2) Where will new streets be developed?
 - (3) Is there a need for pedestrian and bicycle routes (including trails and sidewalks) through the project area? If so, how are such needs addressed?
 - b. **Availability of Neighborhood Facilities and Services:** Is the location of the proposed development within reasonable proximity (including walking and biking) to community facilities such as schools, retail centers, parks, etc.?
 - c. **Meeting Housing Needs:** How does the proposed development advance the community need for a mix of housing types and affordability?
 - d. **Character:** What are the architectural design character objectives of the proposed development? How do these design objectives address the local context, climate, and/or community needs?
 - e. **Site Design:** How is the proposed development designed to take advantage of the existing topography, landscape features, trees, wildlife corridors, existing structures, minimize site grading, etc.?
 - f. **Complete Street Design:** How is the proposed development street/circulation system designed to accommodate a variety of transportation modes (where appropriate), easy route finding, and safe speeds?
 - g. **Parking Areas:** How does the proposed development balance the need for parking with the need to design parking areas in a manner that minimize visibility, site grading, and exterior lighting?
 - h. **Public and Private Outdoor Spaces:** What are the proposed development's need(s) for outdoor space, open space, greenspace, habitat/wildlife areas, parks, or outdoor amenity areas? How does the proposed development address these needs?
 - i. **External Storage:** How does the proposed project address needs for garbage collection, equipment storage, etc.?