



**CITY OF EL CAJON  
DEPARTMENT OF COMMUNITY DEVELOPMENT  
PLANNING DIVISION  
(619) 441-1741**

**PLANNED UNIT DEVELOPMENT  
APPLICATION NO. \_\_\_\_\_**

\*Applicant's Name: \_\_\_\_\_

Address: \_\_\_\_\_  
Street No. City State Zip

Phone: ( ) \_\_\_\_\_ Fax No.: ( ) \_\_\_\_\_

\*Property Owner's Name: \_\_\_\_\_

Address: \_\_\_\_\_  
Street No. City State Zip

Phone: ( ) \_\_\_\_\_ Fax No.: ( ) \_\_\_\_\_

PROPERTY OWNER'S SIGNATURE: \_\_\_\_\_

Subject property is located on the \_\_\_\_\_ side of \_\_\_\_\_  
between \_\_\_\_\_ and \_\_\_\_\_, and  
addressed as \_\_\_\_\_.

Assessor's Parcel No.: \_\_\_\_\_ Zoning: \_\_\_\_\_

General Plan Designation: \_\_\_\_\_

REQUEST: \_\_\_\_\_

\*Architect or Engineer (or other representative): \_\_\_\_\_

Address: \_\_\_\_\_

Phone: ( ) \_\_\_\_\_ Fax No. ( ) \_\_\_\_\_

\*These individuals will receive a copy of the City Engineer's decision or a staff report if complete address is given.

**NOTE: ADDITIONAL REQUIREMENTS ON BACK**

|                                   |   |
|-----------------------------------|---|
| <b>City Use Only:</b>             |   |
| Date Filed: _____                 | Agenda Date: _____  |
| Received by: _____                | Within SP 182? <input type="checkbox"/> Yes <input type="checkbox"/> No |
| Accompanying Tentative Map: _____ | Within RDA? <input type="checkbox"/> Yes <input type="checkbox"/> No    |

## **ADDITIONAL PLANNED UNIT DEVELOPMENT INFORMATION AND REQUIREMENTS**

1. Filing fee of \$5,100.00.
2. A document handling fee of \$50.00, in the form of a separate check made payable to "County Clerk".
3. If required, an environmental information form (obtain separate form) and associated filing fee.
4. Complete and accurate legal description of the subject property.
5. Assessor's Plat Map with subject property identified.
6. Photocopy of deed. Name of property owner on deed must correspond with name of applicant unless letter of authorization is submitted with application, or unless applicant can produce a lease of 20 years or more.
7. Conceptual Stormwater Mitigation Plan (2) -- 24" x 36" sheet size (unless waived by staff)
8. Written narrative giving details of proposed project.
9. Disclosure Statement (see attached).
10. The application must include a site plan (15 copies) prepared as follows:
  - \_\_\_ A. Maximum sheet size shall be 24" x 36", folded so that the finished size is no larger than 8 1/2" x 11", and so that the title block shows.
  - \_\_\_ B. Plan shall be to a standard engineer's or architect's scale (minimum 1" = 50').
  - \_\_\_ C. North arrow oriented to top of page (irregularly shaped lots may orient to side if necessary).
  - \_\_\_ D. Plan shall include a vicinity map showing adjacent right-of-way and nearest cross streets.
  - \_\_\_ E. Title block shall be in lower right hand corner (see attached format).
  - \_\_\_ F. Plan shall include the location and accurate dimensions of:
    - \_\_\_ 1) All property lines.
    - \_\_\_ 2) All easements.
    - \_\_\_ 3) All existing and proposed structures, including structures on adjacent property within 50 feet of subject property.
    - \_\_\_ 4) Distances from structures to nearest property lines.
    - \_\_\_ 5) Distances between buildings.
    - \_\_\_ 6) All existing and proposed fences or walls.
    - \_\_\_ 7) Distances between property lines and centerline of all adjacent street rights-of-way.
    - \_\_\_ 8) Existing and any proposed changes to public right-of-way improvements.
    - \_\_\_ 9) All on-site parking spaces and driveways with spaces numbered.
    - \_\_\_ 10) All areas of proposed landscaping.
    - \_\_\_ 11) Any existing or proposed freestanding signs.
    - \_\_\_ 12) Proposed on-site lighting.
    - \_\_\_ 13) Any other notable project features which affect site design (i.e., common recreation areas, trash enclosures, electrical transformers, etc.)
  - \_\_\_ G. A "Notes" section shall be provided which gives information on:
    - \_\_\_ 1) Gross and net lot area.
    - \_\_\_ 2) Number of dwelling units proposed.
    - \_\_\_ 3) Lot coverage (square footage and percent).
    - \_\_\_ 4) Square footage devoted to landscaping.

- \_\_\_\_\_ 5) Square footage devoted to common recreation (for residential projects).
- \_\_\_\_\_ 6) Gross building square footage (for commercial and industrial projects).
- \_\_\_\_\_ 7) Parking requirements and number of spaces provided.

- 11. In addition to the site plan copies listed in the requirement above, provide one reduced version of the site plan (8 ½" x 11") with a note added (if applicable) indicating that the plan is not to scale.
- \*12. A scaled, colored drawing of all exterior elevations identifying exterior materials and treatment including the screening of any mechanical equipment.
- \*13. A separate materials/color board identifying the color, material and texture of all exterior surfaces including roof materials. (NOTE: The materials/color board shall be no larger than 8 ½" x 11"); and
- \*14. A conceptual landscaping plan showing areas of ground cover, shrubs, trees and other landscape features.
- 15. Concurrent with this application, the applicant must file a tentative subdivision map or a tentative parcel map. Said application will involve an additional fee of \$3,700.00 (for a tentative subdivision map) plus \$70.00 per lot, or \$2,875.00 (for a tentative parcel map) plus \$25.00 per lot.

NOTE: ITEMS 12, 13, & 14 are not required for:

- 1. Residential projects of less than 3 units (unless this is a request for a second-family unit).
- 2. Expansion of existing commercial, industrial or office buildings when the building valuation is less than \$80,000.

### **PLEASE NOTE**

**Because the Planned Unit Development Ordinance provides a very flexible design approach, the Planning staff requests the opportunity to evaluate and discuss the tentative planned unit development drawing in its preliminary drafting and design decision stages. Such joint cooperation may avoid major revision of the plan and help shorten the time required for processing. Please be sure to read Chapter 17.54 of the Zoning Ordinance and other pertinent sections.**

If your project involves the proposed conversion of one or more existing units to a condominium, you must also comply with State law requirements for tenant notification and relocation assistance, and a City of El Cajon requirement for a physical elements report. Please ask for the instruction packet from the Planning Division if you did not receive one with this application.

## **PROCEDURES FOR A PLANNED UNIT DEVELOPMENT**

Upon submission of the application, any required environmental documents, applicable filing fees and any other required information and documents to the Planning Division, the request will be scheduled for a public hearing by the Planning Commission (usually about six weeks from the date of submission). At the public hearing, the Planning Commission will review the request along with the staff recommendation and any public testimony and make a decision to either: recommend approval, recommend approval with condition or deny the request.

After the Planning Commission has adopted a resolution stating its decision and filed a copy of the resolution with the City Clerk, the City Clerk will schedule a public hearing by the City Council (usually within four weeks) if the Planning Commission recommendation/decision was to recommend approval with or without conditions.

If the Planning Commission denies the request, the applicant may appeal that decision to the City Council within ten days. The applicable appeal filing fee must be paid upon the submission of the appeal forms to the City Clerk. The City Clerk will schedule a public hearing by the City Council (usually within four weeks). If there is no appeal of the Planning Commission decision to deny the request, that decision is final.

The approved request becomes null and void if any applicable conditions of approval are not satisfied within the time limits specified in the resolution or, if no date is specified, within the date of approval of the request by the City Council. This will assure that the life of the PUD is consistent with the initial life of the required companion tentative subdivision map or tentative parcel map.

**DISCLOSURE STATEMENT**



**APPLICANT'S STATEMENT OF DISCLOSURE OF CERTAIN OWNERSHIP INTERESTS ON ALL APPLICATIONS WHICH WILL REQUIRE DISCRETIONARY ACTION ON THE PART OF THE CITY COUNCIL, PLANNING COMMISSION AND ALL OFFICIAL BODIES**

The following information must be disclosed:

1. List the names and addresses of all persons having a financial interest in the application.

\_\_\_\_\_  
\_\_\_\_\_

List the names and address of all persons having any ownership interest in the property involved.

\_\_\_\_\_  
\_\_\_\_\_

2. If any person identified pursuant to (1) above is a corporation or partnership, list the names and addresses of all individuals owning more than 10% of the shares in the corporation or owning any partnership interest in the partnership.

\_\_\_\_\_  
\_\_\_\_\_

3. If any person identified pursuant to (1) above is a trust, list the name and address of any person serving as trustee or beneficiary or trustor of the trust.

\_\_\_\_\_  
\_\_\_\_\_

4. Have you or your agents transacted more than \$250.00 worth of business with any member of City staff, Boards, Commissions, Committees and Council within the past 12 months or \$500.00 with the spouse of any such person? Yes \_\_\_\_\_ No \_\_\_\_\_  
If yes, please indicate person(s), dates, and amounts of such transactions or gifts.

\_\_\_\_\_  
\_\_\_\_\_

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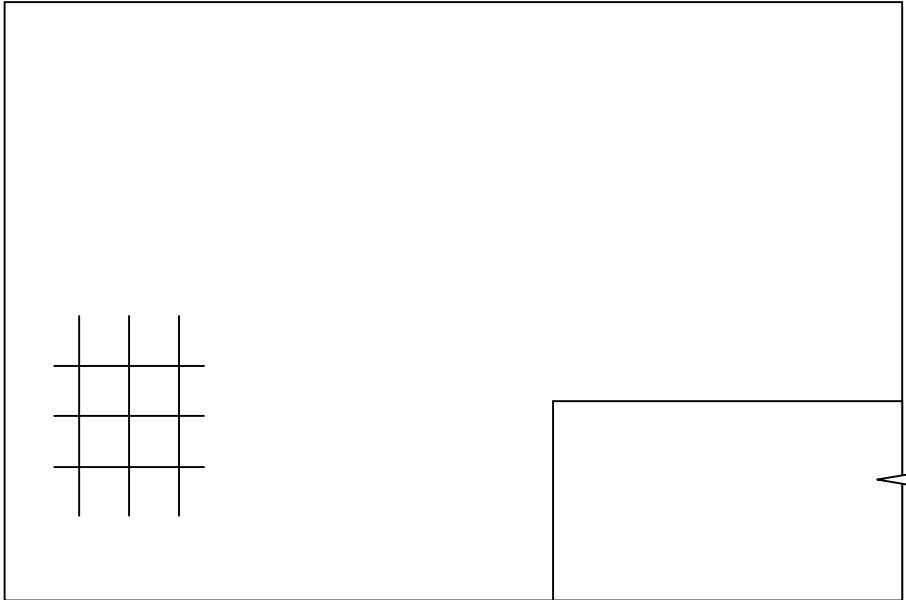
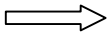
“Person” is defined as “Any individual, proprietorship, firm, partnership, joint venture, syndicate, business trust, company, corporation, association, committee, and any other organization or group of persons acting in concert.” Gov’t Code §82047.

\_\_\_\_\_  
Signature of applicant / date

\_\_\_\_\_  
Print or type name of applicant

NOTE: Attach appropriate names on additional pages as necessary.

VICINITY  
MAP



|                                    |                  |         |
|------------------------------------|------------------|---------|
| Sheet 1                            | CITY OF EL CAJON | Sheet 1 |
| PLANNED UNIT DEVELOPMENT NO. _____ |                  |         |
| APPLICANT: _____                   |                  |         |
| ASSESSOR PARCEL NO(S): _____       |                  |         |
| REQUEST: _____<br>_____            |                  |         |
| DRAWN BY: _____ APPROVED BY: _____ |                  |         |
| ADDRESS: _____<br>_____            |                  |         |
| PHONE: _____ DATE: _____           |                  |         |