



DEVELOPMENT AGREEMENT INSTRUCTIONS FOR FILING

Development Code Chapter 11.66 (Ordinance #1556)

A Development Agreement is a mutually agreed upon contract between the County and an applicant for a development project, in compliance with Government Code Section 65864 et seq. outlining the provisions of the development of a specific property, the obligations of the developer, those of the County, and the time frames in which certain actions occur. The terms of the agreement are negotiated between the applicant and the County. Approval is considered a legislative action and therefore requires a minimum of one (1) public hearing before the Planning Commission and one (1) public hearing before the Board of Supervisors. ***The project applicant or their representative must be present at all public hearings to answer questions.***

Per Development Code Section 11.66.030, prior to submitting an application for a Development Agreement, the applicant shall schedule a **pre-application review conference** with the CDSA Director to discuss the general terms of the agreement. Applications shall be reviewed for compliance with the Application Submittal Requirements and may not be accepted for processing if incomplete. **All fees as listed on the adopted fee schedule must be received at the time of filing.** Projects within OPUD's Service Area may be required to pay supplemental review fees not listed in the Fee Schedule.

Applications shall be reviewed for compliance with the below Submittal Requirements and may not be accepted for processing if incomplete. **All fees as listed on the adopted fee schedule must be received at the time of application submittal.** Please note **electronic** applications are preferred to be submitted via email or E-Filing (Egnyte). Please review the Instructions for E-Filing Applications for online submittals.

SUBMITTAL REQUIREMENTS

1. **Application Form:** One (1) copy of the completed Planning Project Application form with **current property owner signatures** and associated application fees. Electronic plans are preferred.
2. **Development Plan:** Electronic plans are preferred, refer to the Applicant E-file Instructions. Hard copy plans may be submitted following that one (1) full size copy of the site development plan is drawn to scale. Hard copies of the site development plan can be either (11" x 17") or (8 1/2" x 11") in dimension & shall be submitted with the application. Hard copy plans must be folded to a size no greater than (8" x 14") prior to acceptance. The site development plan must also clearly indicate all dimensions and other pertinent information including the following:
 - a. A scale and north arrow
 - b. Property lines & dimensions, with acreage, for entire property
 - c. A location vicinity map identifying the project site within an identifiable geographic area.
 - d. The location of all existing and proposed buildings and structures, driveways & parking areas. Including, location from property lines, size/square footage, height and proposed use(s) of areas, buildings & structures. Please also include any signs or pools, if applicable.
 - e. Walls and fences including location, height and construction materials.
 - f. Names of all adjoining streets.
3. **Project Description:** On a separate document, either electronic or hard copy, please provide a brief description that includes the applicant's request, the size of the property, number of dwelling units, area of development, and any other information that could be relevant to the request.
4. **Development Request:** The terms or deal points requested and the time period in which the Development Agreement is proposed.
5. Additional information and supporting data may be required as considered necessary to process the application.

ENVIRONMENTAL REVIEW

All projects are subject to environmental review in accordance with the California Environmental Quality Act (CEQA). This environmental review is required in order to determine if the project will have an impact on the environment. ***You will be notified of the environmental determination and any fees associated with completing the environmental review once the initial review of your project has been completed.***

Note: Please refer to the Cultural Resources Submittal Requirements and Biological Assessment Guidelines if those reports are requested by the assigned Planner.