

TOWN OF PARADISE
PRELIMINARY DEVELOPMENT REVIEW (PDR) APPLICATION

APPLICANT'S GUIDE TO PROCEDURES

Introduction:

Prior to the submittal of a formal development project application, prospective applicants may wish to familiarize themselves with development standards and policies of the Town of Paradise. A preliminary development review (PDR) is intended to provide this service by allowing the applicant to meet with staff representatives of various Town departments and possibly representatives of local utility providers to discuss a contemplated development project and its relationship to local development regulations.

Estimated Processing Time

Preliminary development review meetings are typically conducted within two weeks after the date on which all required application materials are submitted to the Town of Paradise. A written summary of issues discussed during the meeting will be given to the developer and/or applicant at the meeting.

PDR Application Requirements and Procedures

PDR applications will be considered incomplete and will not be scheduled unless all required information is provided in full. The benefit of a preliminary development review is dependent upon the level of detail provided by the applicant. In order to assure a comprehensive review and avoid any unnecessary delays, all of the following information must be submitted to the Town Community Development Department with each preliminary development review application:

1. A completed preliminary development application form (attached). All items must be filled in as completely as possible. If an item is not applicable to the project, **please indicate as "N/A" on the form.**
2. ~~Payment of the PDR application processing fee in effect at the time of application in cash or by check made payable to the Town of Paradise.~~
3. Twelve copies of a detailed, written project description outlining the primary elements of the project.
4. Twelve copies of a plot plan, drawn to a common engineering scale (ex: 1"= 20'; 1"=30'; etc.), showing the following information (example plot plans are attached):
 - a. Assessor parcel number
 - b. Name and mailing address of the legal owner of record.
 - c. A site location sketch showing the location of the project relative to the surrounding community.
 - d. Location and dimensions of property boundaries and easements of record.
 - e. Location and dimensions of existing and/or proposed structures, lot lines, septic systems, wells, roadways and driveways (differentiate between existing and proposed).
 - f. Existing and proposed land use.

- g. Profile drawing(s) illustrating the appearance of proposed building(s) or addition(s). Include building materials, color, etc.
- h. Names of abutting roads and streets.
- i. Indicate the nature of adjacent land uses.
- j. Building setback areas.
- k. Sufficient information to indicate slope and drainage patterns.
- l. Location, dimensions and appearance of any business signs.
- m. Trees that will be removed or affected by the project.
- n. Areas to be graded (include the volume of soil to be displaced).
- o. Onsite parking layout (indicate the proposed type of surfacing and show the number of spaces).
- p. Location of existing or proposed trash enclosure(s).
- q. Plot plan scale and north arrow.

ALL APPLICANTS WILL BE NOTIFIED BY MAIL OF THE SCHEDULED DATE OF THE PRELIMINARY DEVELOPMENT REVIEW MEETING AT LEAST SEVEN (7) CALENDAR DAYS IN ADVANCE OF THE MEETING.

Receipt No. _____ Fee _____
Project No. _____

TOWN OF PARADISE

APPLICATION FOR PRELIMINARY DEVELOPMENT REVIEW (PDR)

Applicant _____ Phone _____

Applicant's Mailing Address _____

Applicant's Interest in Property (Owner, Lessee*, Other*) _____

Owner's Name _____ Phone _____

Owner's Mailing Address _____

Property Address _____ Parcel Size _____

Engineer (Name, Address) _____

AP Number(s) _____ Zone _____ Existing Use _____

Detailed project description: (attach additional sheets if necessary) _____

Purpose of project: _____

Sq. ft. of proposed structure/project _____ Approx. no. yards of cut/fill _____

Percentage increase in area of structures on site _____
(For example: A 250 sq. ft. addition to a 1,000 sq. ft. building = 25%)

Distance to nearest fire hydrant _____ Distance from centerline _____

Days/hours of operation: Days _____ Hours _____ Proposed no. of employees _____

Density _____ Max. occupancy _____ Max. height of proposed structure/project _____

Describe exterior design and exterior finish: _____

(Attach additional sheet(s) if necessary.)

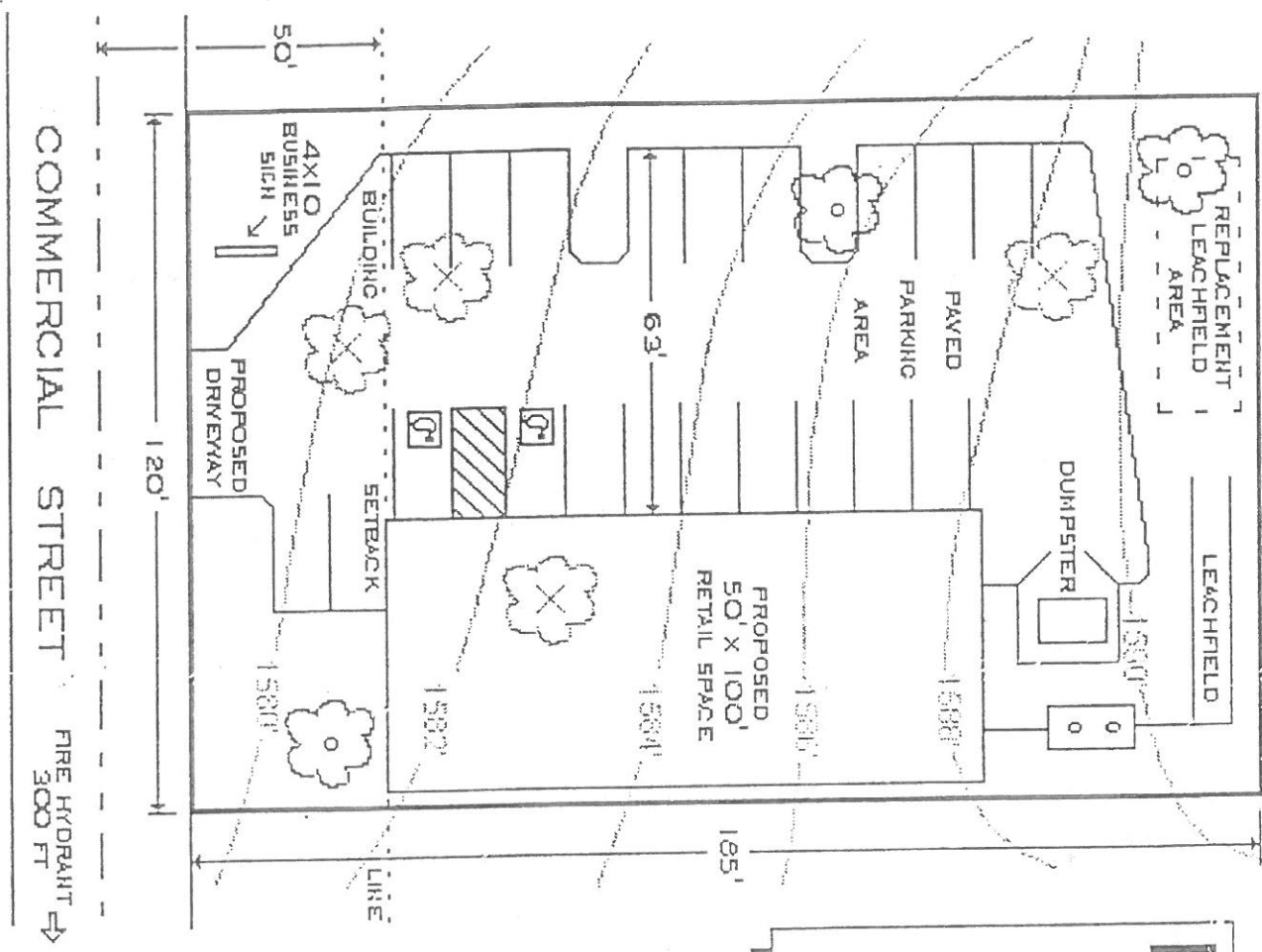
Method of sewage disposal? _____

*NOTE: If applicant is NOT the property owner, the owner's signature or attached letter of authorization signed by owner MUST accompany this application.

I HEREBY DECLARE UNDER PENALTY OF PERJURY THAT THE ABOVE STATEMENTS AND ATTACHED PLOT PLAN ARE TRUE, ACCURATE, COMPLETE AND CORRECT TO THE BEST OF MY KNOWLEDGE AND BELIEF.

Applicant's Signature _____ Date _____

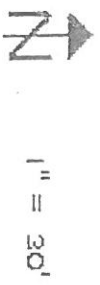
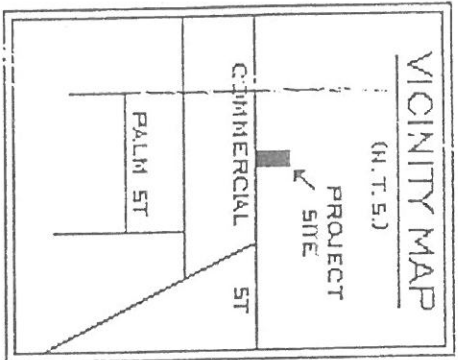
Property Owner Signature _____ Date _____



Example Plot Plan

for Commercial Projects

ALL PLOT PLANS MUST SHOW PROPERTY DIMENSIONS AND SIZES, LOCATIONS OF EXISTING AND PROPOSED STRUCTURES, SEPTIC TANKS, LEACH FIELDS AND REPLACEMENT AREAS, STREAMS AND DRAINAGE AREAS, AND DISTANCES BETWEEN STRUCTURES, FEATURES AND PROPERTY LINES. INDICATE ALL BUILDING SETBACK LINES AND BUILDING EXCLUSION AREAS. SHOW ALL EASEMENTS OF RECORD AFFECTING THE PROPERTY. PLANS MUST BE DRAWN TO A COMMON ENGINEER'S SCALE.



- LEGEND**
- TREES TO BE REMOVED
 - TREES TO REMAIN
 - ELEVATION CONTOURS

PLOT PLAN FOR:
JOHN Q. PUBLIC
 700 RESIDENTIAL ROAD
 PARADISE, CA

ASSESSOR PARCEL NUMBER 055-730-001