



## APPLICANT'S GUIDE

### INTRODUCTION

#### Community Development Department

Welcome to the City of Woodland Community Development Department. This new decade may well prove to be the most exciting in our City's history. The General Plan Specific Plans, Community Design Guidelines, a strong local economy, and land available for development all point to an era of growth and change.

The Community Development Department is here to guide and assist you as you go through the development process. We encourage you to make use of our services as early in the process as you can. The

Community Development Department staff are committed to fostering quality development for Woodland and will work with you to ensure the best possible product.

### APPLICANT'S GUIDE TO DEVELOPMENT

This instructional packet has been prepared to assist you, the applicant, in the preparation of this request for development. Applicants are responsible for providing a complete and accurate submittal package which meets the needs of the Community Development Department. Instructions included in this packet are a summary of and are supplemental to the City of Woodland Zoning Ordinance, Specific Plans, Design Guidelines, and other applicable ordinances.

### GOALS

#### Community Goals

A major goal of the City of Woodland General Plan is to ensure that projects reflect the

City's concern for achieving and maintaining high quality development.

This concern will be reflected in requirements regarding building design, landscaping, screening, parking, signs, public utilities, and streets and sidewalks. In some cases this may involve improvements well above the level present in other surrounding properties. Be assured that these improvement requirements will be applied consistently with the goal of creating a Woodland of which we can all be proud

### APPLICATION

Applicants are encouraged to meet with staff regarding the proposed project prior to submittal of the request. Pre-application meetings provide an opportunity for the project applicant and staff to informally discuss the proposal and work through any problem areas that may exist prior to actual submittal of the application. This process also has the added

benefit of familiarizing staff with the application request and the goals of the development early in the process. In some instances it may even help to speed the project time line. Applicants wanting to schedule a pre-application meeting should contact the Community Development Department planning staff at (530) 661-5820, Monday through Friday, 8:00 am to 5:00 pm.

### **ENVIRONMENTAL REVIEW**

Applications for development are subject to review under the California Environmental Quality Act. Generally, CEQA allows three levels of review by the reviewing agency based on the project's potential impact on the environment. Your request will be assessed by a staff planner for its potential to cause impacts to air quality, traffic, and rare or endangered species, among other things. Depending upon staff's assessment of the project, the request may be found to be exempt from CEQA review, or may require the

preparation of a Negative Declaration or Environmental Impact Report. In some cases, the preparation and submittal of additional studies and/or reports may be required. Applicants will be advised of the environmental determination prior to scheduling of public hearings.

### **PROCEDURE**

Submitted applications are reviewed for appropriateness and completeness by the planning staff. The applicant will be notified within 30 days of submittal whether additional information is required or whether an application has been accepted as complete and will be scheduled for processing. Once an application has been accepted as complete, it is assigned to a staff planner for (1) environmental review and determination and (2) project analysis and recommendation. During the environmental review period the staff planner will contact all agencies of jurisdiction over the project and

will seek their input and comments. Additionally, the staff planner will review the proposal for compliance with applicable City Specific Plans, zoning standards, design guidelines, and will attempt to make findings in support of the proposal. These findings, or criteria for approval, vary according to the entitlement being requested. A copy of the required findings for your request has been included in this packet. After the environmental process has been completed, that information is combined with the staff planner's project analysis and a recommendation for approval or denial is made in the form of a staff report. This report is a compilation of all the information gathered on the project, and is forwarded to the Planning Commission and/or City Council for their consideration. Copies of the staff report are also provided to the applicant no later than three working days prior to scheduled public hearings.

If staff's recommendation is for approval, the staff report may contain certain conditions on the project, which must be complied with. These conditions may regulate hours of operation, limit sign area, require the installation of additional site improvements or similar requirements.

Consequently, the applicant or his designate agent is expected to attend the public hearing and be heard before the approving body to accept or object to the imposition of any conditions of approval. Approved requests generally become effective 14 days after action by the approving body unless an appeal is filed.

**A graphic summary of this procedure is outlined in the Project Flowchart included in this packet**

**REVIEW OF OTHER AGENCIES**

Approval of a specific request may also require review and approval by other agencies. The applicant is encouraged to determine the necessity for additional review by contacting the **STATE OFFICE OF PERMIT ASSISTANCE AT (916) 322-4245.**

Below are examples of such agencies:

**California Department of Transportation.** Cal-Trans has permit authority over projects impacting State highways. In addition to the I-5 and State Route 113 Freeway system located within the City limits, County Road 98 north of west Main Street is also within the state highway system.

**Yolo-Solano Air Quality Maintenance District.** The Air Quality Maintenance District revised projects that have the potential to adversely affect air quality and may require the preparation of management plans.

**Yolo County Environmental Health Department.** The

Health Department regulates development which involves hazardous material and wastes as well as issues permits for food preparation and handling.

**Department of Fish and Game.** The Department of Fish and Game regulates development, which has the potential to impact wildlife sensitive areas.

**DEPARTMENT GOALS**  
*Maintaining a commitment to:*

<i>Accuracy</i>	<i>Fairness</i>
<i>Competence</i>	<i>Helpfulness</i>

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*Recommendations based upon professional standards, not personalities*

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*Finding the best available solutions to Community problems.*

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*Goal*

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*Mission Statement*

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