

What is the difference between a major and a minor modification?

There are two levels of modifications: minor and major. Staff can determine if the project is a minor or major modification by:

1. The level of complexity of the request. Complex modification requests may be deemed to be a major modification, where simple modifications would be more likely to be processed as a minor modification;
2. Staff's ability to support the request. With staff support, a modification would likely be processed as a minor modification. Whereas, without staff's support, that request would be processed as a major modification;
3. The Owners' Association governing the development (if there is one) can support of the request; and/or
4. Appeal. If a modification application is taken in as a minor modification, but the action is appealed, the application then becomes a major modification.

What is considered?

1. The original approval and intent of the conditions assigned;
2. The reasoning for the modification;
3. The scope of the modification request;
4. The application of the modification, i.e. to a single lot or a change to the whole development; and
5. Opposition to the request by the public.



How long does the process take?



Normally, from the time the application is deemed complete, the process is about **three to six months** for approval*. This period may be longer if the plans require revisions or if the approval/denial action is appealed.

*These timelines are goals and a variety of factors can result in longer timelines.

Still have Questions?



The City of Pleasanton is committed to helping you achieve your development goals. If you have any questions about the information in this brochure, please contact us.

Public Information Planner

Telephone:

925-931-5600

E-mail:

<http://www.cityofpleasantonca.gov/services/contact>

Or

stop in to see a planner:

**City Hall
200 Old Bernal Avenue
Monday* - Friday, 8:00 a.m. - 5:00 p.m.**

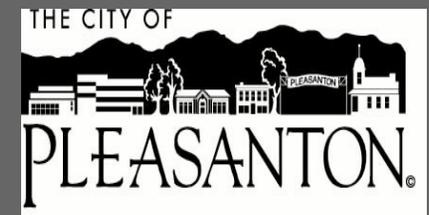
*Planners are not available on Mondays from 9:30 a.m. to 11:00 a.m.

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PUD Modifications

What is a Planned Unit Development (PUD)?

A Planned Unit Development (PUD) establishes the rules and regulations that govern that development. A modification of that PUD must be applied for to change those rules or regulations. Some common areas that are modified are: the required setbacks, FAR limits, and/or height limits.

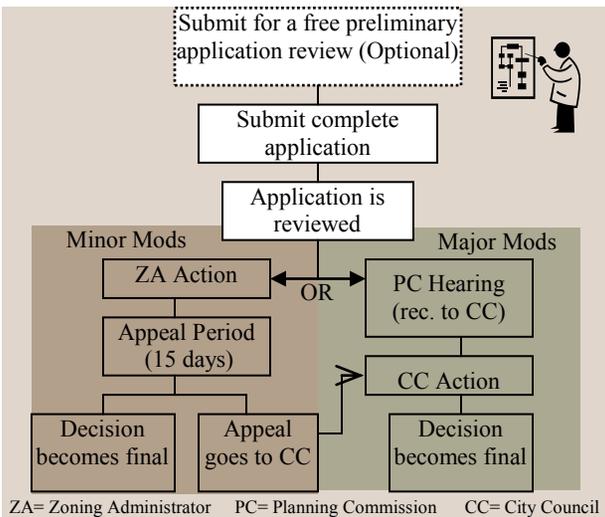


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Planning Division**

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**Tel: (925) 931-5600
FAX: (925) 931-5483**

What is the process?



Staff Analysis

When your application is submitted it will be assigned to a staff planner. Once a planner is assigned to the project, they will contact you to let you know that they will be managing your project. The project planner will review the project and communicate if any additional information is needed.

Project Review Meetings

A PUD modification application is generally reviewed by several City Departments/ Divisions and other agencies.

Minor Modifications

Minor modifications are noticed and the action is taken at staff level by the Zoning Administrator (ZA).

Public Hearing for Major Modifications

Major PUD modification applications are processed by public hearing. The requested is first heard by the Planning Commission (PC) and they provide a recommendation for action to the City Council (CC). The planner will write a staff report for each of the hearings. You will be provided with a copy of the staff report prior to each hearing. The recommendation from the PC can be to approve, deny, or approve with specific conditions.

The City Council (CC) will consider the information in the staff report and all testimony given at the hearing. It is strongly recommended that you attend all of the hearings to present your case and to answer any questions the PC or CC may have. When the CC renders their decision, you will be informed in writing along with any conditions that were attached to the approval.

Can the Action be appealed?

Appeal Period

An action of at the staff level can be appealed and would go to the City Council for a public hearing. The decision of the CC is final. See the handout on appeals for additional information.

What documents do I submit?

The scope of the modification will determine the type of documents and information that will need to be submitted. As a general guide, the following are examples of what may be requested.

Application: Applications can be obtained on-line or from the Planning Division counter.

<http://www.cityofpleasantonca.gov/pdf/devapp.pdf>

Property owner signature: The property owner must sign the application form or provide a written letter of authorization prior to submittal of the application for review.

Photographs or photo simulation: Submit photographs or a photo simulation to illustrate your proposed location and signage proposal.

A total of 10 complete sets (1 full size and 9 reduced size) of the following+*:

- **Site Plan:** An exhibit which clearly shows the dimensions and locations of all streets, parking, buildings, and other structures; should include lot boundary lines, setbacks, easements, north arrow, written scale, and graphic (bar) scale; and all proposed changes.
- **Elevation Drawings:** An exhibit indicating the detailed appearance of all proposed construction with four sided colored renderings of every building. Dimensions, heights, colors, materials, and any special architectural features should be shown.
- **Floor Plans:** Plans showing all model types and use of spaces. Residential projects must show the location and types of dwelling units with the number of bedrooms per unit noted.
- **Grading Plan:** A plan showing the existing and proposed contours and the depths of all cuts and fills; contour lines should be carried a minimum of 50 feet beyond the project boundaries on both the grading plan and the topographic map; drainage information; any retaining wall information (including height and materials), building pad elevations and finished floor elevations should be noted.
- **Slope Classification:** A map showing the lands < 10%, 10%-20%, and > 20% slopes. A development profile may also be required by the Director of Community Development.

- **Tree Survey:** A survey of the existing trees on the site, including size, species, and noting which trees are to be removed, note all "heritage" trees, provide accurate dripline notations. The survey must be accompanied by a tree report prepared by a City approved Arborist. A list of approved Arborists can be obtained from the City.
- **Landscape Plan:** A plan detailing the existing and proposed landscaping of the project. The Plan must indicate the species (botanical and common names), container sizes, dimensions and location of all proposed trees, shrubs, and groundcover; paving materials, street furniture; and fencing materials; and evidence of a irrigations system (indicating a manual or automatic) must be shown.

All plans need to be drawn to scale and no smaller than 8 1/2"x11" and not larger than 24"x36".

A written narrative— a letter which describes in detail all modifications being requested and why the modifications are needed.

Stormwater Documents: required forms and information can be obtained via the City's webpage:

<http://www.cityofpleasantonca.gov/business/planning/StormWater.html>

Data Table: every plan set must have a table listing percentage and area data for land coverage, impervious surface, Floor Area Ratio (FAR), parking, streets, sidewalks, and recreation facilities. Residential projects must include a calculation of the population density of the development.

Soils Report, Geologic Report, and/or Geotechnical Study: Reports and studies are to be prepared by a registered civil engineer and/or a registered geologist depending on the site characteristics or if required by the Director of Community Development.

Traffic Analysis: A traffic analysis prepared by a certified traffic engineer may be required for certain developments††.

CD: All projects that go to a public hearing must provide the project planner with a CD with the plan sheets and renderings in PDF files prior to the scheduling of the item for hearing. The digital files will be used by staff to create a PowerPoint presentation for the public hearing.

† Additional plans and materials may be required.

†† Additional fees may be required.

*14 additional reduced-sized plan sets are required before the all hearings.