



Community Development Department  
1 Plaza, PO Box 667  
Patterson, CA 95363  
Ph. 209.895.8020  
Fax 209.895.8019  
[www.ci.patterson.ca.us](http://www.ci.patterson.ca.us)

## MASTER PLAN

This information is provided as a guide to assist you in the preparation of the application for a **Master Plan**. It is also intended to explain the process by which the City analyzes and acts upon the application.

### What is a Master Plan?

The purpose of a Master Plan is to allow for the coordinated comprehensive planning of a subarea of the City in order to protect a unique environmental, historical, architectural or other significant area and provide flexibility for developments beyond conventional zoning regulations.

### Application Submittal

An application for a Master Plan shall be filed by the property owner or their representative/agent on forms prescribed for this purpose. The application shall be submitted to the Planning Department, 1 Plaza (P.O. Box 667), Patterson, CA 95363.

### Processing the Application

The processing time for a completed application for a Master Plan varies depending on the complexity of the application, any required environmental documentation and public noticing requirements. A hearing before the Planning Commission will be scheduled and open to the public. It is recommended that the applicant or their agent attend the hearing to speak on behalf of the application and to answer questions the Planning Commission may have. Planning staff will prepare a staff report to the Planning Commission. The staff report contains an analysis of the application and a recommendation for action by the Planning Commission.

**Note:** If the application is not complete within thirty (30) days of receipt the City of Patterson Planning Department will deem the application incomplete, request additional information or return the application and application fee(s) to the applicant.



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## Procedure

### Master Plan Review:

1. Pre-Application Conference with Planning Department Staff (Optional).
2. Submit Application.
3. Staff Review Application for Completeness.
4. Staff Evaluation of Application.
5. Staff Produces Staff Report and Recommendations.
6. Public Notice sent to the newspaper and surrounding properties at least 10 days in advance of the Planning Commission Hearing.
7. Planning Commission Meeting.
8. After meeting:
  - a. If Approved: Application is valid 10 business days after Planning Commission meeting, unless an aggrieved party appeals the Planning Commission decision to the City Council.
  - b. If Denied: Petitioner can appeal the decision of the Planning Commission to the City Council.

## Decisions and Appeal Process

After the Planning Commission has rendered a decision, you will receive written communication of this determination, and if approved, any conditions of the approval. Any interested party, aggrieved by the determination of the Planning Commission, may appeal this decision to the City Council, within ten (10) business days after such date of determination.

Approval of the application is not in effect until the appeal period has expired, or any appeal filed has been acted upon by the City Council. Appeals must be made in written form, addressed to the City Council and accompanied by the required fee of \$480.00.

## Building Permits

Application for a Master Plan does not constitute an application for a building permit. Separate building permit applications are required prior to any construction. Building permits shall not be issued until the appeal period has expired or any appeals filed have been acted upon by the City Council.



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## Required Findings

In order to grant approval of a Master Plan application, the Planning Commission/City Council must find the following:

- The proposed master plan is consistent with the goals, policies, and objectives of the general plan.
- The proposed master plan meets the requirements set forth in this title.

## Application Contents

- Elevations of proposed buildings, structures, facilities
- Color rendering of the project which states colors and materials to be utilized
- Floor plans showing proposed seating or public assembly areas
- Location of all on-site vehicular and pedestrian circulation
- Location of all on-site parking, garages or carports
- Location and extent of street improvements
- Location of all garbage and refuse facilities
- All dimensions required by the applicable provisions of the Patterson Municipal Code
- All proposed signage and on-site lighting
- All proposed structures and anticipated timing of their construction
- The landscaping and irrigation plan in accordance with the adopted Water Efficiency Landscape Ordinance (\$180.00)
- A completed Environmental Information Form
- Written summary of the proposed project
- Any evidence or other information that demonstrates that the required findings can be made
- Proof of owner's interest in property (i.e. copy of deed, tax bill, etc.)
- Location Map
- Site Plan, depicting proposed project with dimensions
- A written list of and other permits or approvals required or already obtained for this project
- A completed Environmental Information Form (attached)
- Other information and/or attachments as may be required by the Community Development Director
- "ACTUAL COST"- MASTER PLAN FEE**



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**Note: Should your project require an environmental review, the applicant is responsible for the environmental filing fees (effective 1-1-2016) as follows:**

- Negative Declaration (ND) or Mitigated Negative Declaration (MND)\* \$2210.25
  - Environmental Impact Report (EIR)\* \$3070.00
  - Environmental Document Pursuant to a Certified Regulatory Program\* \$1043.75
  - County Clerk Processing Fee \$57.00
- (\*Department of Fish and Game Fees)

**Note: At least one copy of all the maps, site plans, floor plans, etc., must be provided as an 8.5 x 11" or 11" x 17" reproducible copy.**



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## Application for Master Plan

**Project #:** \_\_\_\_\_

\_\_\_\_\_  
Name of Project / Development

\_\_\_\_\_  
Applicant Name

\_\_\_\_\_  
Mailing Address/City/State/Zip

\_\_\_\_\_  
Phone Number

\_\_\_\_\_  
Email

\_\_\_\_\_  
Property Owner

\_\_\_\_\_  
Mailing Address/City/State/Zip

\_\_\_\_\_  
Phone Number

\_\_\_\_\_  
Email

**Property Description / Location:**

\_\_\_\_\_  
Street Address

\_\_\_\_\_  
Assessor's Parcel Number(s) APN:

### **SIGNATURES:**

The above information as well as the plans and materials submitted herewith in support of this application are, to the best of my/our knowledge, true and correct.

**APPLICANT:** \_\_\_\_\_ **DATE:** \_\_\_\_\_

**OWNER:** \_\_\_\_\_ **DATE:** \_\_\_\_\_