



Community Development Department
300 First Street
Woodland CA 95695
(530) 661-5820
www.cityofwoodland.gov

DEVELOPMENT REVIEW (Site Plan/Design Review)

THIS HANDOUT IS A SUMMARY OF REQUIREMENTS
For further details, please reference Sections [17.100.050-17.100.070](#)
of the Woodland Municipal Code.

PURPOSE

The Development Review process ensures that new development supports the goals and objectives of the General Plan and other adopted plans and guidelines and is in compliance with the applicable provisions of the Zoning Code. Development Review is a staff level administrative process, unless associated with a concurrent discretionary entitlement or otherwise required by the Director.

WHEN REQUIRED

Development review is required for all projects that require a permit for new construction, reconstruction, rehabilitation, alteration, or other improvements to the exterior of a structure, site, landscaping, or parking area. Single-family and duplex landscaping is exempt, unless part of residential subdivision approval.

Staff level development review is conducted by staff for projects that do not require public notice or hearing for a Planning Commission approval. Planning staff will review projects submitted for development review and will either request additional information or resubmittal, approve the project as submitted, or approve the project with conditions.

The Community Development Department staff have established a goal of processing applications as rapidly as possible within applicable legal constraints.

SUBMITTAL REQUIREMENTS

Please review the *Planning Application Submittal Requirements and General Application* form. The exact requirements may vary depending on the proposal. Contact staff with any questions.

FEES

Fees for processing Development Review applications that are exempt from CEQA require payment of a non-refundable flat fee. Please reference the *Community Development Department Fee Schedule* and consult with staff to determine the correct fee amount.

ACTION

Once an application is determined to be complete and payment is received, it is formally accepted. Copies of the application are sent to review agencies and departments. Final action will be made by the Community Development Director or Zoning Administrator.

FINDINGS

The Community Development Director must be able to make the following findings in order to approve a project subject to design review.

1. The plans are in conformance with the General Plan and Zoning Code;
2. The project is in conformance with applicable design and development standards;
3. If discretionary, the project is categorically exempt under or consistent with CEQA or other applicable Environmental Documents have been certified as complete and adequate;
4. Adequate utilities, access roads, drainage, sanitation, and/or other necessary facilities will be in place;
5. The project is consistent with or enhances the surrounding neighborhood, existing site improvements, quality, and safety;
6. The project design is appropriate to the function of the project and the project's operating characteristics minimize potential negative impacts and land use conflicts; and
7. The project will not be detrimental to the public health, safety, and general welfare.

APPEALS

The Community Development Director's decisions are final unless appealed within 10 calendar days of the date of action. Community Development Director decisions may be appealed to the Planning Commission. Information on appeals may be found in a separate information sheet. An approved project may not commence construction until the close of the appeal period, and until all applicable permit approvals have been secured.

EXPIRATION OF DESIGN REVIEW APPROVAL

Development Review approvals are valid for one year from the date of approval unless designated differently by the approving body. This means that the project must commence (i.e. receive a valid building permit or start construction) within that one-year period or the approval expires and is no longer valid. The Community Development Director under certain circumstances may approve a one-year extension.

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If you have questions, please call the Community Development Department at (530) 661-5820 or visit the front counter at 300 First Street, Woodland, CA 95695.