

	STANDARD OPERATING PROCEDURE BUILDING & SITE DEVELOPMENT	Number: 230.3
Approval: Yves Khawam 		Effective Date: 11/26/2013
Subject: Regulatory threshold for site development instruments		Page 1 of 3

1.0 PURPOSE:

The purpose of this document is to delineate when a project requires a site development instrument in lieu of including elements within a building permit.

2.0 REVISION HISTORY:

Reused existing number from retired “Permitting of multiple commercial buildings on same site”. Revised on 8/19/14 to add bullet under 4.1 for subdivision associations.

3.0 PERSONS AFFECTED:

Public Works staff and clients.

4.0 ADMINISTRATIVE POLICY:

4.1 Threshold for site development instruments

Site Construction or Building/Site Construction permits are required for:

- New commercial development and expansion of more than 2000 square feet of building or land use area (PCC 18.71)
- Residential and commercial development which requires a subdivision plat or development plan (PCC 18.81)
- Stockpiling of more than 50,000 cubic yards of material (PCC 18.81)
- Commercial development modifying site outdoor lighting or handicapped accessibility (OLC/ANSI A117.1)

Site development instruments are not required for projects as follows:

- Projects exempt from the zoning code
- Projects having received a Conditional Use Permit (CUP) for adaptive re-use (unless required by a condition of approval) or other CUP waiving the site development process
- Projects owned and operated by a homeowners’ association within a subdivision only serving members of the association

4.1.1 Applicability of threshold to existing approved developments



Expansions/revisions to developments shall be treated based on whether the expansion/revision is occurring within or outside the currently approved development footprint. The Subdivision and Development Review Committee (SDRC), or representative thereof, shall evaluate and make a determination as to whether the proposed modification meets the threshold in accordance with this document.

4.1.2 Expansion of development outside existing/approved development footprint

Expansion of development outside existing/approved development footprint shall require a site development instrument approval when meeting threshold outlined in Section 4.1.

4.1.3 Expansion of development within existing/approved development footprint

Expansion of development within the existing/approved development footprint is subject to the threshold outlined in Section 4.1 with the following exceptions:

- Change of use, unless bound by specific entitlement conditions limiting use (i.e., rezoning, conditional use, etc.)
- New buildings erected within the footprint of prior approved buildings
- New buildings incidental to the main use and not contributing to an overall increase in site use intensity
- Enclosure of and/or expansion into ancillary areas (i.e., breezeways, walkways, porches, etc.) on existing impervious non-parking areas and with existing parking meeting current parking requirements

4.2 Processing revisions to site instruments

If a revision to a prior approved development instrument exceeds the threshold as outlined in Sections 4.1, the revision shall be subject to review associated with the revised area (including solely for outdoor lighting). If the revision does not exceed the threshold as outlined in Sections 4.1, a revision shall not be required, but may be submitted and processed solely to track development history on the site. Such a revision shall not be routed for review.

4.3 Building Permits



When the SDRC, or representative thereof, deems a site development project does not meet thresholds per Sections 4.1, client shall be provided with either a letter noting the nature of the project by the SDRC representative or shall be provided with an approved revision per Section 4.2 in order to obtain building permits, if required.

5.0 DEFINITIONS:

Not applicable.

6.0 RESPONSIBILITIES:

Not applicable.

7.0 PROCEDURES:

Not applicable.