



MARIN COUNTY  
COMMUNITY DEVELOPMENT AGENCY  
BRIAN C. CRAWFORD, DIRECTOR

**PRECISE DEVELOPMENT PLAN FACT SHEET**

**DEFINITION**

A Precise Development Plan consists of written and graphic material setting forth a specific development scheme for all or a portion of a parcel of land for which a Master Plan has been approved. (Please see a separate fact sheet titled "Master Plan.") No development and/or land improvements and/or building construction is allowed until a Precise Development Plan is approved for a portion of, or for the entire area of, the Master Plan. In order to approve a Precise Development Plan, the reviewing authority must find that it is in substantial conformance with the approved master plan. In some instances where a Master Plan Waiver has been granted, a Precise Development Plan may be required as a condition of the waiver.

**TIME FOR PROCESSING**

Generally, action is taken by the reviewing authority within four to six weeks from the date when the application is deemed complete, unless environmental review is required.

**APPLICATION PROCESS**

- STEP 1**      **SUBMIT APPLICATION AT PLANNING INFORMATION COUNTER** – The submittal requirements for a Precise Development Plan are listed in the Zoning/Development Application Submittal Checklist. Please check with the public information planner if you have any questions regarding any of these items. Incomplete or unclear applications will not be accepted for processing.
- STEP 2**      **STAFF APPLICATION PROCESSING** – A planner will be assigned to process your application. He/she will transmit your plans and any other pertinent materials to relevant public agencies for their review and comment. Additional environmental review is not normally required if the Precise Development Plan is in substantial conformance with the approved master plan.
- STEP 3**      **DETERMINATION OF COMPLETENESS** – The planner assigned to your project will review your application for completeness. State law requires that staff determine whether the application is complete within 30 days of its acceptance for filing. You will be sent a Notice of Project Status informing you whether your application is complete or incomplete and, if incomplete, what items must be submitted before processing can begin.
- STEP 4**      **PUBLIC NOTICE** - Once it has been determined that a complete application has been submitted and any necessary revisions have been completed, a notice of public hearing will be sent to the owners of all properties within 300 to 600 feet of your property at least 10 days prior to the date of the hearing or action on the project. If a public hearing will be held, a notice will also be published in a newspaper. The notice will state the time, date and location of the hearing. Additionally, the site of the proposed project will be posted with a copy of the notice at least 10 days prior to the date of the hearing or decision on the project.

**STEP 5** ACTION – Precise Development Plans will be reviewed by either the Community Development Agency Director (Director), the Deputy Zoning Administrator (DZA), or the Planning Commission. If the Precise Development Plan is in substantial conformance with the approved Master Plan, the Director may elect to take action on a Precise Development Plan application without a public hearing. In all other instances, or if the approved Master Plan so requires, the DZA or Planning Commission will take action at a public hearing. The Precise Development Plan may be approved, conditionally approved, or denied.

If no building permit is issued in conjunction with the Precise Development Plan, the approval shall expire two (2) years from the date of final approval. Upon request by the applicant, an extension for up to four (4) years from the date of initial expiration may be granted by the Director.

**STEP 6** APPEAL – the action of the Director, DZA, or Planning Commission is final unless an appeal in writing is received by the Marin County Community Development Agency, Planning Division within ten business days from the decision date (five business days for properties in the coastal zone). The Planning Commission will act on the appeal to sustain, modify, or overrule the previous action by either the Director or DZA. Actions taken by the Planning Commission may be appealed to the Board of Supervisors. Check at the public information counter regarding applicable fees and other details of the appeal process.

#### **DEVELOPMENT POLICIES AND REQUIREMENTS**

In addition to the requirements for a Precise Development Plan contained in Marin County Code Chapter 22.45 and the governing zoning district, please consult the Marin Countywide Plan, and the applicable community plan and coastal program for policies that could affect the proposed development. Examples of these include, but are not limited to, additional setback requirements from the stream conservation area and wetlands, setback and height restrictions in ridge and upland greenbelt areas, and floor area limitations in the Tamalpais planning area.

#### **FOR FURTHER INFORMATION**

- Visit the Marin County Community Development Agency’s public information counter at the Civic Center, Room 308, San Rafael, California, Monday through Friday (closed holidays), 8:00 a.m. – 4:00 p.m., or call (415) 499-6269.
- Please refer to Marin County Development Code Chapter 22.44. (For projects in the coastal zone, see Marin County code Interim Title 22 Zoning Ordinance Chapter 22.45.)