



SUBMITTAL REQUIREMENTS DEVELOPMENT AGREEMENTS

Development agreements are available to developers of large-scale projects being constructed over a long time period and requiring a substantial extension of public facilities and services. A development agreement is a contract between the City and the developer which describes the rights and responsibilities of both parties for the duration of the agreement.

Applicants proposing a development agreement must simultaneously submit an application for development approval, such as a Planned District or Tentative Tract Map.

Please indicate your development application number(s): _____

Because development agreements are exceptional by their nature, submittal requirements will be determined on a case-by-case basis. However, each submittal should include full identification of the project to be covered by the agreement with references to officially approved documents, phasing of the development (if applicable), definitions, terms of agreement, review requirements and responsibilities assigned by the agreement. The application should also include the following materials:

- (1) **Universal Planning Application (only one hard copy required)**
This application form must be signed and completed, including project information, property owner authorization, reimbursement agreement, consultant list, and hazardous waste and substances site identification. Please attach this submittal requirements checklist to the Universal Application.
- (2) **Proposed Development Agreement Text**
The applicant may propose text for the development agreement.
- (3) **Stormwater Best Management Practices**
The applicant must submit a statement of Best Management Practices (BMP's) appropriate for the proposed development to prohibit pollutants from entering into storm water runoff. The BMP statement shall include measures for construction, long term operation, and maintenance of the project.

Please submit three (3) hard copies and (1) electronic PDF copy of all required materials, unless otherwise stated above. For instructions on PDF submittals, please refer to the Universal Application.

This Submittal Requirements Checklist is part of your application. This Checklist shall be signed and submitted with all the required application materials as described above. An application is considered to be incomplete if any of the items on this Checklist have not been included. Processing of the application will be delayed until the submittal is determined to be complete.

I understand that my project review may be delayed if required materials are missing from the submittal package.	
_____ Project Applicant Signature	_____ Date