

# Capital West Office Park

## **Planned Unit Development (PUD) Guidelines**

City of Sacramento, California

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PUD Revised: 04/14/1992

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**Reformatted by:**  
City of Sacramento  
Current Planning Division  
300 Richards Boulevard, 3<sup>rd</sup> Floor  
Sacramento, California 95811  
(916) 808-5656

# Chapter 1- Purpose and Intent

The Capital West Office Park is being created as a planned unit development, composed of office and commercial building uses, intended to provide an interrelated total environment, utilizing a common theme, while encouraging architectural variation. All development within the PUD shall be in general conformance with the approved schematic plan (see appendix AP.1, and AP.2).

The following general objectives are set forth to provide an initial basis for project review:

- To provide adequate natural light, pure air and safety from fire and other dangers.
- To enhance the value of land and structures within and adjacent to Capital West.
- To minimize congestion due to vehicular and pedestrian circulation within the project area.
- To preserve and enhance the aesthetic values throughout Capitol West.
- To promote public health, safety, comfort, convenience, and general welfare.
- To provide safe and convenient access to the Swanston Light Rail Station, to encourage public transit usage.

These guidelines are intended to act as a supplement to the existing City ordinances and shall prevail when more specific than the City ordinance. Any amendments hereto can only become effective upon approval by the Planning Commission of the City of Sacramento.

## Chapter 2- Permitted Uses

### 2.1 Permitted Uses in the Office Building Zone

Office uses normally allowed in the OB zone are permitted as provided in Section 2 (Land Use Regulations) of the Zoning Ordinance. Additionally, research and development in the fields of electronics, communications, medicine, data processing and computer technology, environmental control, measuring devices, scientific instrumentation and advanced engineering research shall be allowed. However, such uses shall not include the manufacture or assembly of products derived from the research and development process. Corporate and regional headquarters and

executive offices or uses shall be permitted provided that no manufacturing or retail sales occur in the PUD.

Food service uses are also permitted within the office buildings when ancillary to office use (e.g. employee cafeteria). Principal entrance to the food service use shall be from inside the office building only. Exterior doors shall be for emergency exiting only, and shall have alarms. Signs shall not be visible from the outside.

## 2.2 Permitted Uses in the Commercial Zones

Permitted uses include but are not limited to the following:

- Restaurants (excluding drive-in and/or fast food)
- Banks/ savings and loan

## Chapter 3- Procedures for Approval

Development of parcels in PUDs are subject to special permit approval by the City Planning Commission. Special permit development plans shall be in conformance with the schematic plan and PUD guidelines approved by the City Council.

A preliminary review of special permit applications may be required when the City determines that such review, by City, County, State and other agencies, is essential to a thorough review.

The following information shall be submitted with a special permit application:

- Names and addresses of builder, contractor, developer, and architect.
- Project site plat with dimensions taken from signed recorded plat.
- All submissions must include topography showing existing grades and proposed grades at one foot intervals with spot elevations as required to clarify drawings, also show building corner elevations and floor landscaping.
- Proposed landscaping.
- Retaining walls.
- Locations and details of temporary and permanent signs, including dimensions.
- Temporary and permanent fences.

- Front, side, and rear setbacks from building to property lines.
- Easements and rights-of-way.
- Pipes, berms, ditches, and swales.
- Driveways, parking areas, pathways and lighting, existing and proposed.
- Locations and details of benches and patios.
- Exterior storage and screening devices for trash, mechanical and communications equipment and meters.
- Light poles and transformers, with height and type indicated.
- Sewer alignments and location of manholes and inverts.
- Mailboxes, if any.
- Roof projections and/or roof plan screening treatment.
- Land use distribution
  - Percentage and square footage of site use for the following:
    - Building pad
    - Surface parking and any other paved area
    - Landscaping (includes private sidewalks and patios)
- Building elevations for all sides and height to top plate and top of roof.
- Street names and right-of-way widths.
- Cross sections of structures indicating relationship to adjacent buildings and building separation.
- Bar scales on all plans.

## **Chapter 4- Environmental Standards**

- General
  - It is intended that through these guidelines a desirable work and business environment be created- the uses compatible with each other, and the building relating harmoniously with each other and the surrounding grounds, and the project as an entity complementary to the neighborhood.

## 4.1 Landscaping

- General
  - Natural groundcovers with permanent automatic irrigation interspersed with tree plantings will tie together the individual elements through the project. All landscaping referred to in this section shall be maintained in a neat and orderly fashion.
- Minimum Landscaping Coverage per Project
  - Minimum landscaping coverage percentage for property within the PUD and for any project within the PUD shall be twenty-five (25) percent in the office zone and twenty (20) percent in the commercial zone. However, in the case of a single story office structure, the minimum landscaping coverage shall be twenty (20) percent.
- Planting Types
  - All trees, shrubs, and groundcover planting types shall conform to the City of Sacramento approved plant list unless an alternative type is approved by the Director of Community Services or his designee. A plant list for the PUD shall be approved by the Planning Director prior to the submittal of the first special permit application to the Planning Department.
- Setbacks Adjacent to Public Right-of-Way and Private Driveways
  - For the purpose of providing screening of parking lots from the roadways, the abutting frontages shall have landscaped undulating berms. The height of the berms shall be determined with each special permit. The berms shall be landscaped with predominantly evergreen trees, shrubs, and groundcover.
- Irrigation
  - All landscaped areas shall be irrigated with timed permanent automatic underground systems.
- Surfaced Parking Lots
  - Trees shall be planted and maintained throughout the surfaced parking lot to ensure that within fifteen years after the establishment of the parking lot, at least fifty (50) percent of the parking area will be shaded at noon on August 21<sup>st</sup>.
- Approval of Landscape Plans
  - Project special permit approvals shall be subject to submittal of detailed landscape and irrigation plans for review and approval of staff prior to issuance of a building permit. A tree shading diagram shall be

submitted with each building permit application for the review and approval of the Director of Community Service or his designee.

- Front and Street Side Yard Setback Area
  - Landscaping in these areas shall consist of an effective combination of trees, groundcover, and shrubbery.
- Side and Rear Yard Setback Area
  - All unpaved areas not utilized for parking shall be landscaped utilizing groundcover and/or shrubbery and tree material. Undeveloped areas proposed for future expansion shall be maintained in a reasonably weed free condition, but need not be landscaped.
- Installation of Landscaping
  - Prior to the issuance of any temporary or final occupancy permits, each project's landscaping, including permanent automatic irrigation system, shall either be installed, or security, in a form satisfactory to the City, shall be posted to ensure installation as soon as climatically possible after occupancy. Plants shall be varied in size: one (1) and five (5) gallon shrubs; five (5) and fifteen (15) gallon and twenty-four (24) inch box trees.
- The PUD plant list, examples of acceptable design treatment such as berming and screening, and typical street corner treatments shall be approved by the Planning Director prior to submittal of the first special permit application in the PUD.
- Landscaping adjacent to Arden Way, Harvard Street, and Silica Avenue shall consist of an undulating four (4) foot high berm and a minimum of thirty (30) feet of landscaping along Arden Way and Harvard Street, twenty-five (25) feet along Silica Avenue. A minimum ten (10) foot landscape setback is required along the West property line abutting the SPRR tracks.
- Provide a majority of twenty-four (24) inch box trees instead of fifteen (15) gallon trees for Capitol West Office Park.

## **4.2 Pedestrian Circulation**

Primary and secondary walkways shall be designed to provide logical and convenient pedestrian circulation between the Swanston Light Rail Station and the office buildings, and between streets, bus stops, parking areas, adjacent structures and abutting properties through the boundary landscaping. Both walkways and bikeways shall be designed with pedestrian health and safety in mind. Pedestrian walkways and bikeways shall be landscaped to provide shade in the summer, and

well lit to encourage night usage. The minimum width of a sidewalk shall be six (6) feet.

### 4.3 Parking Area Standards

- Adequate off-street parking shall be provided to accommodate all parking needs of the site. The intent is to eliminate the need for any on-street parking.
- Required off-street parking shall be provided on the site served.
- Parking Requirements
  - Office
    - Not less than one automobile parking space per 350 square feet gross floor area, and not more than 1 space per 275 square feet gross floor area.<sup>1</sup>
    - One (1) automobile parking space for each two hundred (200) square feet of gross floor area for medical and dental offices.
    - One (1) bicycle space for every fifteen (15) required automobile parking spaces, fifty (50) percent of which shall be Class I facilities and fifty (50) percent of which shall be either Class II or Class III as defined in Section 22.A.6 of the Zoning Ordinance.
    - Of the parking spaces provided, carpool, vanpool, and bicycle parking spaces shall be located closest to the employee entrances to the buildings.
  - Commercial
    - Restaurant/ Bar
      - One (1) automobile space for every three seats based upon capacity of the fixed and moveable seating area as determined under the Uniform Building Code. One (1) space for every one point one (1.1) employees in the largest shift.
    - Financial Institutions
      - One (1) automobile space for each two hundred (200) square feet of gross floor area.
    - All other commercial uses shall conform to City requirements for each commercial use.
    - One (1) Class II or Class III bicycle space for every twenty-five (25) required automobile parking space as defined in Section 22.A.6 of the Zoning Ordinance.
  - Compact Parking Spaces

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<sup>1</sup> Modified on 04/14/1992 by CC (O92-017)



- Maximum of thirty percent of all vehicle parking spaces may be compact spaces. These should be located so that use by standard sized vehicles will not impede movement in aisles.
- Carpooling and vanpooling is encouraged for each building and shall be addressed in the Special Permit application for each development.
- Minimum stall dimensions shall correspond to standards provided in the City Zoning Ordinance except that the front two (2) feet of all stalls, the area into which the vehicle bumper overhangs, shall be incorporated into the adjacent landscape or walkway improvements resulting in a net decrease of two (2) feet of the required surfaced depth of the parking stall and a minimum net increase of two (2) feet in width of the landscaped planter or walkway. No individual prefabricated wheel stop will be permitted.
- A continuous six (6) inch raised concrete curb shall be provided along all landscape areas abutting parking or drives.
- Curbs, drives, and parking surfaces shall be constructed in accordance with the latest requirements of the City of Sacramento.
- Exterior Lighting
  - Lighting shall be designed in such a manner as to provide safety and comfort for occupants of the development and the general public.
  - Lighting design shall be such as not to produce hazardous and annoying glare to motorists and building occupants, adjacent residents, or the general public.
  - Lighting shall be oriented away from the properties adjacent to the PUD. Ground lighting, rather than elevated fixtures, shall be used when in close proximity to housing.
  - Exterior lighting fixtures shall be similar and compatible throughout the PUD.
- Performance Standards
  - Purpose and Intent
    - It is the purpose and intent of these restrictions to prevent any use of the business parks which may create dangerous, injurious, noxious, or otherwise objectionable conditions.
  - Nuisances
    - No nuisance shall be permitted to exist in the business parks. The term “nuisance” shall include, but not be limited to, any use which:
      - Emits dust, sweepings, dirt, fumes, odors, gases, or other substances into the atmosphere which may adversely affect the health, safety, or welfare of persons working at

- the business parks or residing in adjacent neighborhoods; or
- Exceeds permissible noise levels as established by the City of Sacramento.

## Chapter 5- Building Standards in the Office Building and Commercial Zones

### 5.1 Purpose and Intent

The purpose and intent of this section is (a) to encourage the creative and innovative use of materials and methods of construction, and (b) to prevent indiscriminate and insensitive use of materials and design.

### 5.2 Building Height and Setbacks

- The maximum building heights shall be as follows and as indicated on the Schematic Plan (Exhibit A). If a mechanical penthouse is provided, and additional fourteen (14) foot shall be allowed to accommodate the mechanical penthouse.
  - USAA- Eighty-two (82) feet
  - TW1- Eighty-two (82) feet
  - TW2- One hundred and nine (109) feet
  - TW3- One hundred and forty-nine (149) feet
  - Commercial Site- Twenty-five (25) feet

- Building and Landscape Setbacks

Street	Building S/B	Landscape S/B
Arden Way	Twenty-five (25) foot	*
Harvard Street	Twenty-five (25) foot	Twenty-five (25) foot
Silica Street	Twenty-five (25) foot	Twenty-five (25) foot
S.P.R.R.	Ten (10) FOOT	Seven (7) foot

\* The minimum landscape setback along Arden Way for the commercial pad shall be twenty-five (25) feet. The minimum landscape setback for the remaining portion of the site adjoining the Arden Way overpass R-O-W shall be seven (7) feet. The earth fill section of the Arden Way overpass abutting the project site shall be landscaped, irrigated, and maintained by the applicant/property owner.

## 5.3 Exterior Wall Materials

- Finished building materials shall be applied to all sides of a building, including trash enclosures and mechanical and communications equipment screens.
- Tilt-up concrete construction technique shall be allowed, only if full compliance with all of the other conditions of the guidelines is maintained. The intent is not to allow for full tilt-up concrete structures (like warehouse facilities), but only to provide that tilt-up concrete materials may form a portion of the surface area of the structures; e.g., to provide for shear walls, decorative forms, etc., with other construction materials making up the majority of the surface, such as combination of glass and spandrel.
- Exposed concrete block shall not be acceptable for exterior surfaces. The intent is not to preclude such concrete block construction as split face block, texture block, slump stone, or similar material.
- The effect of exterior wall materials shall be compatible with those used on all other buildings in the development. Examples of acceptable exterior wall materials are stucco, concrete, wood, glass, metals, and brick. Stucco or wood materials should not be used as primary exterior material for buildings exceeding two (2) stories in height.

## 5.4 Colors

- Building colors shall be harmonious and compatible with the colors of other buildings in the development and with the natural surroundings.
- The general overall atmosphere of color shall be earth tones, which includes muted shades of gray and muted shades and medium to dark tones of burnt umber, raw umber, raw sienna, burnt sienna, Indian red, English red, yellow ochre, chrome green, and terra cotta. Redwood, natural stone, brick, dark duranodic aluminum finishes, etc., shall be the background colors. If painted surfaces are used, these shall be earth toned. Accent colors shall be used whenever necessary, but shall be subject to review and approval by the City Planning Department.

## 5.5 Roof Projections and Design

- All air conditioning units, TV antenna, ventilating equipment, other mechanical equipment and communications equipment shall be completely screened or enclosed with materials compatible with the exterior building walls.

- Projections shall be painted to match the roof or building.

## **5.6 Energy Conservation Standards**

- Purpose and Intent
  - The purpose of these energy conservation standards is to set forth cost-effective energy savings measures which shall be incorporated into building design.
- Standards
  - Buildings shall be designed to meet current state and federal energy requirements at the time of construction.
  - Landscaping shall be designed to shade structures, walks, streets, drives, and parking areas so as to minimize summer surface heat gain and shall, at minimum, comply with all current City of Sacramento standards.
  - Site design shall take into consideration thermal and glare impact of construction materials on adjacent structures, vegetation, and roadways.
  - Outdoor lighting should be designed to provide the minimum level of site lighting commensurate with site security.
  - Periodic energy-use audits shall be conducted by SMUD to identify wasteful consumption practices and opportunities for energy use reduction.

## **5.7 Temporary Structures**

- Temporary structures, including, but not limited to trailers, mobile homes, or other structures not affixed to the ground, are permitted only during construction of a permanent building. These shall be installed at the start of construction, and shall be removed promptly upon completion of the permanent building.
- Such structures shall be as inconspicuous as possible and shall cause no inconvenience to the general public.

## **5.8 Loading Areas**

Truck loading dock(s) shall be designed as an integral part of the structure(s) and shall not be oriented to any public right-of-way. The intent is to assure that these facilities are located in the most inconspicuous manner possible.

## 5.9 Outside Storage

No open area storage of materials, supplies, equipment, mobile equipment, finished, or semi-finished products or articles of any nature shall be allowed. No outside storage of overnight delivery trucks or fleet vehicles shall be permitted. Storage is to be inside structures.

## 5.10 Garbage Services/ Trash Enclosures

- These facilities shall not create a nuisance and shall be located in the most inconspicuous manner possible. Furthermore, they may not be located within the landscape setback of any public street or the building setbacks of Arden Way, Harvard Street, and Silica Avenue.
- All exterior garbage and refuse facilities shall be concealed by a screening wall of a material similar to and compatible with the building(s) it serves. Landscaping (shrubs and/or vines) shall be placed along the screening wall to soften the presence of these facilities. Landscaping (trees) shall also be provided to screen the overview of trash and garbage from the upper floors of adjacent buildings.
- Such facilities shall relate appropriately to the building(s) and shall not be obtrusive in any way, or detract from the building design theme.
- The trash enclosures shall be designed as follows:
  - The walls of the trash enclosure structure shall be constructed of solid masonry material and the exterior surface finished in a manner compatible with the main structures.
  - The trash enclosure structure shall have heavy gauge decorative metal gates, and be designed with cane bolts on the doors to secure the gates when in the open position.
  - The trash enclosure facility shall be designed to allow walk-in access by tenants without having to open the main enclosure gates.
  - The walls shall be a minimum of six (6) feet in height, more if necessary for adequate screening.
  - The perimeter of the trash enclosure structure shall be screened with landscaping, including a combination of shrubs and/or climbing evergreen vines.
  - The enclosures shall be adequate in capacity, number, and distribution.

## **5.11 Utility Connections, Mechanical Equipment, and Communications Equipment**

- Placement of mechanical and communications equipment, utility meters, and storage tanks shall minimize their visibility, particularly from the public rights-of-way. Visual barriers such as walls or landscaping, etc. shall be used when such equipments cannot be place out of view, provided such barriers do not significantly impede the proper functioning of the equipment.
- If concealment within the building is not possible, then such utility elements shall be concealed by screen walls, which shall be appropriately landscaped.
- All utility lines shall be underground.
- All mechanical equipment shall be located so as not to cause nuisance or discomfort from noise, fumes, odors, etc.
- Penthouse, mechanical and communications equipment screening shall be of a design and material similar to and compatible with those used in the related buildings.
- Mechanical equipment shall not be located adjacent to residences.

## **5.12 On-Site Drainage**

Each building site owner shall be required to provide adequate drainage facilities in accordance with City of Sacramento standards.

## **5.13 Exterior Fire Stairs**

Unenclosed exterior fire stairs shall not be permitted.

## **5.14 Walkways and Courtyards**

Walkways and courtyard materials shall be compatible with the exterior wall materials of adjacent buildings and with walk and path system standards of the PUD. Surfaces shall have non-skid finish. Layout and design shall provide maximum comfort and safety to pedestrians.

# Chapter 6- Sign Criteria and Regulations

## 6.1 Purpose

The criteria will aid in eliminating excessive and confusing sign displays, preserve and enhance the appearance of the Capitol West Office Park development, safeguard and enhance property values, and will encourage signage which by good design is integrated with and is harmonious to the buildings and sites that it occupies.

These sign regulations are intended to compliment the City of Sacramento Sign Ordinance No. 2868, Fourth Series. In all cases, except for the maximum area for OB, the more restrictive requirements apply.

## 6.2 General Requirements

- A sign program shall be submitted with individual project special permit applications, or the City Planning staff, if submitted subsequent to the City Planning Commission special permit hearing.
- In no case shall flashing, moving, or audible signs be permitted.
- In no case shall the wording of signs describe the products sold, prices, or any type of advertising, except as part of the occupant's trade name or insignia.
- No signs shall be permitted on canopy roofs or building roofs.
- No sign or any portion thereof may project above the building or top of the wall upon which it is mounted.
- No signs perpendicular to the face of the building shall be permitted.
- No exposed bulb signs are permitted.
- No offsite signage shall be allowed.

## 6.3 Design Requirements

- The location of signs shall be only as shown on the approved special permit site plans.

- All electrical signs shall bear the UL label, and their installation must comply with all local building and electrical codes.
- No exposed conduit, tubing, or raceways will be permitted.
- All conductors, transformers, and other equipment shall be concealed.
- All signs, fastenings, bolts, and clips shall be of hot, dipped, galvanized iron, stainless steel, aluminum. Brass, bronze, or black iron of any type will be permitted.
- All exterior letters or signs exposed to the weather shall be mounted at least three fourths inch (3/4) from the building to permit proper dirt and water drainage.
- Location of all openings for conduit and sleeves in sign panels of building shall be indicated by the sign contractor on drawings submitted to the City Building Division.
- No sign makers' labels or other identification will be permitted on the exposed surface of signs, except those required by local ordinance which shall be located in an inconspicuous location.

## **6.4 Miscellaneous Requirements**

- Each occupant will be permitted to place upon each entrance to its premises not more than one hundred and forty-four (144) square inches of lettering, indicating hours of business, emergency telephone numbers and proprietorship. No other window signs will be allowed.
- Each occupant who has a non-consumer door for receiving merchandise may have uniformly applied, on said door, in two (2) inch high block letters, the occupant's name and address. Where more than one occupant uses the same door, each name and address shall be applied.
- Occupants may install street address numbers as the U.S. Post Office requires. Size, type, and color of numbers shall be reviewed and approved by the City Planning Division.

## **6.5 Special Signing**



- Floor signs, such as inserts into terrazzo, special tile treatment, etc., will be permitted with the occupant's lease line or property line, if approved by the City Planning Division.
- Informational and directional signs, relating to pedestrian and vehicular flows, within the Capitol West Office Park PUD Project Area, shall conform to the standards of the City of Sacramento Sign Ordinance.
- One standards sign denoting the name of the project, the marketing agent, the contractor, architect, and engineer shall be permitted on the site, upon the commencement of construction. Said sign shall be permitted until such time as a final City inspection of the building(s) designates said structure(s) fit for occupancy, or the tenant is occupying said building, whichever occur first. These signs must be kept in good repair.
- A sign advertising the sale or lease of the site or building shall be permitted, but shall not exceed a maximum area of six (6) square feet.

## **6.6 Designated Park Project Identification Sign**

- One non-illuminated monument sign, as defined by Section 3.520 of the City Sign Ordinance, shall be allowed per designated office park.
- Maximum area of sign: Forty-eight (48) square feet.
- Maximum height of sign: Twelve (12) feet from street or parking lot grade, whichever is lower.
- Location: To be located at the major entry to the designated park. The sign may be placed in the setback area. However, it must be located farther than ten (10) feet from the public right-of-way and from any driveway. No signs shall be allowed in the public right-of-way.

## **6.7 OB Office Building Zone**

- One non-illuminated monument sign, as defined by Section 3.520 of the City Sign Ordinance, allowed per parcel.
- Maximum area of sign: Forty-eight (48) square feet.
- Maximum height of sign: Twelve (12) feet from street or parking lot grade, whichever is lowest.

- Location: To be located at the major entry/ exit to the parcel. May be placed in the setback area. However, the sign must be located farther than ten (10) feet from the public right-of-way and from any driveway.

## **6.8 C-2 Commercial Zone**

- One monument sign, as defined by Section 3.520 of the City Sign Ordinance, allowed per parcel.
- Maximum area of sign: Forty-eight (48) square feet.
- Maximum height of sign: Twelve (12) feet from street or parking lot grade, whichever is lower.
- Location: To be located at the major entry/ exit to the parcel. May be placed in the setback area; however, the sign must be located farther than ten (10) feet from the public right-of-way and from any driveway.

## **Chapter 7- Issuance of Building Permits**

Except as otherwise provided in the Special Permit, or in the Resolution, no building permit shall be issued for any building or structure in a Planned Unit Development Project, or a land area covered by a Planned Unit Development Designation, until the plans submitted for the building permit have been reviewed by the Planning Director, and he has determined that said plans conform to a valid Special permit issued for a Planned Unit Development under this Section.

## **Chapter 8- Building Occupancy**

In accordance with Section 8 of the Zoning Ordinance, “no building or structure unit within a Planned Unit Development may be occupied, until an inspection of the project has been made by the Planning Director, to see that all conditions of the Special permit have been complied with.”

