



MARIN COUNTY COMMUNITY DEVELOPMENT AGENCY

BRIAN C. CRAWFORD, DIRECTOR

MASTER PLAN FACT SHEET

DEFINITION

A Master Plan consists of written and graphic material setting forth a general development scheme that is required for development of all property located in a planned district. In order to adopt a Master Plan, the Board of Supervisors must find that:

1. The Master Plan is consistent with the Countywide Plan, the Local Coastal Plan and/or any applicable community plan;
2. The development, maintenance and use of the property shall be carried on in conformance with certain maps and plans as approved;
3. The maps designated in the ordinance shall be filed in the office of the County Planning Division; and that
4. No building shall be constructed, maintained or used other than for the purpose specified in the Master Plan.

After approval of the Master Plan, no development and/or land improvement and/or building construction is allowed until a Precise Development Plan is approved for a portion of or entire area of the Master Plan. (Please refer to the fact sheet titled "Precise Development Plan".)

If applicable, a Rezoning application for the subject property must be filed concurrently with the Master Plan application.

TIME FRAME FOR PROCESSING

Generally, action is taken by the Board of Supervisors within ten to twelve weeks from the date when environmental review is completed. Master Plan approval for large or complicated development projects will take longer to process.

APPLICATION PROCESS

STEP 1 PRE-APPLICATION RESEARCH/REVIEW – Before submitting your application, you should call or visit the planning information counter for policies and regulations that may affect your proposed project. It will save you time at the counter if you know your Assessor's Parcel Number(s) for the subject property which can be found on your tax bill.

You may request a pre-application review of your project with the planning staff to discuss, and hopefully, resolve issues early in the planning process.

STEP 2 SUBMIT APPLICATION AT THE PLANNING INFORMATION COUNTER – The submittal requirements for a Master Plan are listed in the Zoning/Development Application Submittal Checklist. Master plan applications are usually subject to environmental review, as required by the California Environmental Quality Act (CEQA). Please refer to the “Environmental Review” fact sheet that contains submittal requirements for an Environmental Review submission and a description of the environmental review process.

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 3 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, such as the Department of Public Works, Fire Department, etc., for their review and comment.

STEP 4 DETERMINATION OF COMPLETENESS – The planner assigned to your project will review your application, including the Environmental Review Submission, for completeness. State law requires that staff determine whether the application is complete within 30 days from submittal. 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 5 PUBLIC NOTICE – Once it has been determined that a complete application has been submitted and environmental review is completed, a notice of public hearing will be sent to the owners of all properties within 300 to 600 feet of your property, and published in a newspaper of general circulation within the County at least ten (10) days prior to the public hearing. The notice will state the time, date and place of the hearing. Additionally, a notice will be posted in at least one location on or adjacent to the property which is the subject of the permit at least 10 days prior to the date of the public hearing.

STEP 6 ACTION – The Planning Commission will hold at least one public hearing on the Master Plan and then render its decision in the form of a resolution which makes a specific recommendation to the Board of Supervisors. The Planning Commission may recommend approval, conditional approval or denial of the master plan.

The Board of Supervisors will hold at least one public hearing on a Master Plan. The Board of Supervisors may approve, modify or disapprove the recommendation of the Planning Commission. Any significant modification of the Master Plan by the Board of Supervisors not previously considered by the Planning Commission shall first be referred back to the Planning Commission for report and recommendation. The adoption of a Master Plan will be by Ordinance.

If no application for a Precise Development Plan is filed for the approved Master Plan, the Master Plan will expire two (2) years from the date of the ordinance approving the Master Plan. Upon request by the applicant, an extension of up to a total of four (4) years from the date of initial expiration may be granted by the Director.

FOR FURTHER INFORMATION

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