



# CITY OF PLEASANT HILL

PHONE (925) 671-5209  
 FAX (925) 682-9327

www.ci.pleasant-hill.ca.us

100 Gregory Lane  
 Pleasant Hill, CA 94523

## ARCHITECTURAL REVIEW PERMIT SUBMITTAL REQUIREMENTS

The submittal information shall be provided to the Planning Division. All submittal information shall be presented along with the Planning Division application form, related fees, and any additional information required by the Planning Division before the application can be accepted as complete.

All submittals shall be on 8.5" x 11" unless noted otherwise below. Please fold all plans into packets with each packet containing one copy of each plan. The packets should not be larger than 9" x 11" in size.

**Scale:** The scale used on submittal plans shall generally be at a 1/8" = 1'0" for the architectural plans, 1" = 20' for site engineering plans. Include a north arrow, the scale and a bar scale on all plans.

<b>Required</b> <i>(if marked with an "O" submittal is optional, otherwise submittal is required, please check with Planning Division)</i>	<b>Submittal Requirement</b>	<b>Number of Copies</b>
X	<u>Application form</u> - completed and signed.	1
X	<u>Fee/Deposit</u> – Fee or deposit made to the City of Pleasant Hill (contact the Planning Division for amount).	1
X	<u>Location map</u> - indicating the subject parcel(s) and adjacent streets, this may be on the site plan.	1
O	<u>Title report</u> - a preliminary title report, prepared within three months prior to filing the application.	1
X	<u>Written statement</u> - describing the project in detail and what the reasons are for the project including the city's potential benefits and costs. For appeals, the written statement should contain the reasons for the appeal and the exact decision or conditions that are being appealed.	1
X	<u>Participant Disclosure Form</u> – Completed and Signed.	1
O	<u>Tree Condition Evaluation Report</u> - an independent report by a certified arborist, licensed landscape architect or other professional approved by the Public Works and Community Development Director. May be subject to peer review.	1
X	<u>Site photographs</u> - to clearly show the views of and from the project, including neighboring development. Include a key map indicating where the pictures were taken from and in what direction they were taken. Label the pictures accordingly.	

<p style="text-align: center;">X</p>	<p><u>Site plans</u> - site plans of the project shall be fully dimensioned and accurately drawn. The plans shall contain the following basic information unless the community development department determines that additional information is necessary to properly evaluate the project. Use as many sheets as necessary. You may combine information so long as the plans are easy to read. If details are not reviewed during the site development review process, they will be subject to review and approval prior to issuance of building permits.</p> <p>In most cases, the site plan must be prepared and signed by a licensed civil engineer, surveyor, architect, landscape architect, or building designer whose name, address and phone number must appear on the plan. The boundary and topographic survey information (showing the existing topography) must be prepared by a licensed civil engineer or land surveyor whose name, seal, and signature must appear on the sheet of plan indicating the boundary and topographic survey.</p> <p><u>Site plan shall include the following information:</u></p> <p><i>Legal boundaries</i> - boundary lines, easements (with size and type called out), right-of-ways, trails, paths, utility poles and the like.</p> <p><i>Topography</i> - topography of the land with one-foot contour lines for land with a slope of 5 percent or less, and two-foot contours for land over 5 percent. This contour interval may be increased for land with over 20 percent slope. Show faults, flood zones, and slide areas.</p> <p><i>Grading</i> - preliminary grading plan clearly showing existing and proposed contours carried a minimum of 50 feet beyond the project boundaries. Show direction and path of existing proposed drainage channels or facilities. Indicate building pad and finished elevations, retaining walls (with height and materials specified).</p> <p><i>Streets and lots</i> - proposed street layouts and lot design, off-street parking, and loading areas. This should include proposed circulation of vehicles, goods, pedestrians, number of parking spaces and bicycles. Dimension all parking, roads and maneuvering areas.</p> <p><i>Public areas</i> - areas proposed to be dedicated or reserved for parks, trails, schools, public or quasi-public buildings, and other such uses, if any.</p> <p><i>Land use</i> - proposed, show the type, amount and location. Show also adjacent land use, including their general location and the height of existing structures and trees within 50 feet of the property lines.</p> <p><i>Trees</i> - species, common name, size, condition, location, and drip line of existing trees with a trunk three inches and greater in diameter, at DBH (54 inches above grade. Any trees proposed to be removed shall be so indicated along with the reason why they are proposed to be removed.</p> <p><i>Buildings</i> - all existing and proposed buildings and structures. Include their outside dimensions, height (from ground to top of roof), location and use. Delineate each residential unit or commercial shop, and indicate unit type and size. Show trash enclosures, storage buildings and the like. Indicate setbacks and distance between buildings.</p> <p><i>Features</i> - building appurtenances and features, including balconies, decks, landscaping, stairs, and rooflines to be shown.</p>	<p>3 - 24"x36" sets, 7 - 11"x17" sets</p>
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	<p><i>Handicap provisions</i> – details to verify compliance with Chapter 24 of the California Code of Regulations in regards to handicapped parking and pedestrian access routes.</p> <p><i>Phasing</i> - potential phasing limits of project should be indicated and a statement provided that sets forth the manner and phasing of the installation and maintenance of parking, lighting, landscaping, private grounds, streets, utilities and open space.</p> <p><i>Coverage</i> - tabulation of building, landscaping, open space and paving.</p>	
X	<p><u>Building elevations</u> - show all elevations of the proposed project with materials, colors, and dimensions specified. The purpose of such drawings is to specify the height, bulk and appearance of proposed buildings and structures. Elevations shall also include building gutters and downspouts.</p>	<p>3 - 24"x36" sets, 7 - 11"x17" sets</p>
X	<p><u>Existing Plans</u></p> <p><i>Building Elevations</i> – Existing structure elevations from all views</p> <p><i>Site Plan</i> – Existing site plan, showing all site features, including trees, accessory structures, parking lot, etc.</p>	<p>3 - 24"x36" sets, 7 - 11"x17" sets</p>
X	<p><u>Building materials list and color palette board</u> - materials list including a material and color palette board shall accompany the application.</p> <p><i>Example:</i> Walls: Gail International Corporation "Brickplate" Ceramic Tile, 5" x 10", Satin Glaze. Basic Color - Grey Beige (Sandstone) #3119 Trim Color - Off White #3119 Grout Color - to match grey-beige Color Band Tile: Maybrick 4" x 4" Burgundy Grout Color - Charcoal Aluminum Door and Window Frames: Medium Bronze Anodized Color Glazing: Solar Grey Canopy and Trellis Columns: Natural Concrete Wood Trellis Members: Redwood with Olympic Semi-Transparent Stain #713 (dark brown)</p>	<p>3 - 24"x36" sets, 7 - 11"x17" sets</p>
X	<p><u>Floor plan</u> - a proposed floor plan of all building/tenant areas for the proposed project.</p>	<p>3 - 24"x36" sets, 7 - 11"x17" sets</p>
X	<p><u>Landscape plan</u> - a preliminary landscape plan shall be submitted showing major landscape structures such as fences, walls, walks, pools, and trellises with dimensions, paving material designations, and a proposed planting plan. Approval of a preliminary landscaping plan will be subject to submittal of a final landscaping and automatic irrigation plan to be checked for conformance prior to issuance of a building permit.</p> <p>The preliminary landscape plan should include a legend/table that indicates the general plant pallet that is proposed including the number of specie planting, a description of the type of plants, their rate of growth, size in 3-5 years, mature size, and container size at time of planting. Include both</p>	<p>3 - 24"x36" sets, 7 - 11"x17" sets</p>

	<p>common and botanical names. Show the location of paths, fences and street furniture and the percent of landscape coverage on proposed parcel(s).</p> <p><i>Projects subject to Water-Efficient Landscape Ordinance requirements</i> – The preliminary planting plan shall include a calculation of new and refurbished landscape area and should be graphically displayed on the landscape plan. It should identify special landscape areas, type and surface area of water features. The preliminary irrigation plan should show the location, type and size of major components of the irrigation system (controllers, main and lateral lines, valves, etc.)</p> <p><i>Single Family Homes (not part of a Subdivision)</i> – A preliminary landscape plan for only the front and street side corner yard areas shall be provided. It should also include a front yard landscape area calculation.</p> <p>Approval of a preliminary landscaping plan will be subject to submittal of a final landscaping and automatic irrigation plan to be checked for conformance prior to issuance of a building permit.</p>	
X	<p><u>Lights</u> - show the location, height, size and type of exterior lights.</p>	<p>3 - 24"x36" sets, 7 - 11"x17" sets</p>
O	<p><u>Site features</u> - indicate the locations of identification signs and features, mailboxes, storage spaces, air conditioning units, transformers, utility meters, and other items that affect the exterior appearance and use of the proposed project and adjacent property</p>	<p>3 - 24"x36" sets, 7 - 11"x17" sets</p>
O	<p><u>Building sections</u> – provide typical building sections showing wall, eave, fascia and roof with roof mounted mechanical equipment and penthouses shown.</p>	<p>3 - 24"x36" sets, 7 - 11"x17" sets</p>
O	<p><u>Cross sections</u> - the cross sections shall be submitted. They shall be through the major axes of the project extending to the curb line on street sides and 5 to 10 feet onto adjacent properties along other boundaries. They shall be of the same scale as the building elevations. Normal vertical and horizontal scales shall be used to accurately portray the final building elevations in relation to the site, sidewalk, and adjacent properties. Both existing and proposed final grades shall be shown as well as buildings and all other structures. Cross sections should be used to show parapet wall/roof relationships, mechanical walls, if any, fascia/gutter treatment, and door and fenestration details</p>	<p>3 - 24"x36" sets, 7 - 11"x17" sets</p>
X	<p><u>Roof Plan</u> – provide a roof plan for the structure that notes the roof slope and locations for any roof top equipment.</p>	<p>3 - 24"x36" sets, 7 - 11"x17" sets</p>
O	<p><u>Rendered or colored elevations</u> - One <i>rendered</i> or <i>colored</i> elevation for each street elevation. This rendering may be a professional water color prospective or may be a print with color added using magic marker or other felt tip pens,</p>	<p>1</p>

	colored pencil, or other medium which will accurately convey the color, texture, and character proposed. Use shadow lines where appropriate. In any case, it should accurately represent the final finished appearance of the building (in its setting) with other improvements and proposed landscaping. Closely adjacent buildings should be blocked in to put the proposed project in proper context.	
O	<u>Photometric Plan</u> – Photometric plan for new/modified exterior lighting. Analysis of lighting shall extend at least 10 feet off of the subject site boundary.	1
X	<u>Green Building Methods</u> – Provide a summary of the green building (environmental sensitivity) methods incorporated into the proposed development project.	1
X	<u>City Wide Design Guidelines Checklist</u> – Applicable to all projects, the checklist must be completed and reviewed by an applicant for design review. Projects should be designed, and will be reviewed, in relation to the City-Wide Design Guidelines. The document is available online for download or purchase in hard copy.	1
O	<u>Cost Recovery Agreement</u> – Agreement for payment to the City for application processing and plan checking and inspection services for certain land use and development projects. Signatures to be notarized.	1
O	<u>Indemnification Agreement – Completed, notarized and signed.</u>	1
X	<u>Electronic Copy of Plans</u> – An electronic copy of the application plans, preferably in a PDF format.	1
O	<u>Other Submittal Items –</u> <hr/>	



# APPLICATION FOR DEVELOPMENT REVIEW CITY OF PLEASANT HILL

100 Gregory Lane  
Pleasant Hill, CA 94523  
Phone (925) 671-5209  
Fax (925) 682-9327

www.ci.pleasant-hill.ca.us

## I. CHECK TYPE OF PERMIT(S) REQUESTED

- |  |   |   |
|--|---|---|
| <input type="checkbox"/> General Plan Amendment          | <input type="checkbox"/> Rezoning         | <input type="checkbox"/> Zoning Permit        |
| <input type="checkbox"/> Use Permit                      | <input type="checkbox"/> Minor Use Permit | <input type="checkbox"/> Temporary Use Permit |
| <input type="checkbox"/> Variance                        | <input type="checkbox"/> Minor Variance   | <input type="checkbox"/> Home Occupation      |
| <input type="checkbox"/> Minor Exception                 | <input type="checkbox"/> Development Plan | <input type="checkbox"/> Sign                 |
| <input checked="" type="checkbox"/> Architectural Review | <input type="checkbox"/> Tree Removal     | <input type="checkbox"/> Other _____          |

## II. GENERAL DATA

- A. Address of Property \_\_\_\_\_
- B. Assessor's Parcel Number(s) \_\_\_\_\_
- C. Zoning \_\_\_\_\_
- D. Existing Use \_\_\_\_\_
- E. Description of Project or Request \_\_\_\_\_
- \_\_\_\_\_
- \_\_\_\_\_
- \_\_\_\_\_

## III. AUTHORIZATION

In signing this application, I, as owner and/or as applicant, represent to have full legal capacity to, and hereby do authorize the filing of this application. If this application has not been signed by the property owner, attached is separate documentation of full legal authority to file this application. I agree to be bound by the conditions of approval of this application, subject only to the right to object at the hearing or during the appeal period. I further certify that the information and exhibits submitted are true and correct.

### A. Property Owner

Name _____	Phone _____
Address _____	Fax _____
Signature _____	Email _____
	Date _____

### B. Applicant other than Property Owner

Name _____	Phone _____
Address _____	Fax _____
Signature _____	Email _____
	Date _____

### C. Authorized Agent

Company _____	Contact/Title _____
Address _____	Phone/Fax _____
Signature _____	Email _____
	Date _____

TO BE COMPLETED BY STAFF

APPLICATION TITLE	APPLICATION NUMBER	APPLICATION RECEIVED BY
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# CITY OF PLEASANT HILL

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Fax (925) 682-9327		

## Participant Disclosure Form

If no contributions made, or in an amount less than \$250, please fill out the top half of this form and check box below, provide signature and date.

Participant's Name \_\_\_\_\_

Participant's Address \_\_\_\_\_

\_\_\_\_\_

Application Title and Number \_\_\_\_\_

Council or commission member(s) to whom you and/or your Agent made campaign contributions totaling \$250 or more and date(s) of contribution(s):

Name of Member: \_\_\_\_\_

Name of Contributor (if other than Participant): \_\_\_\_\_

Date(s): \_\_\_\_\_

Amount(s): \_\_\_\_\_

Name of Member: \_\_\_\_\_

Name of Contributor (if other than Participant): \_\_\_\_\_

Date(s): \_\_\_\_\_

Amount(s): \_\_\_\_\_

Name of Member: \_\_\_\_\_

Name of Contributor (if other than Participant): \_\_\_\_\_

Date(s): \_\_\_\_\_

Amount(s): \_\_\_\_\_

- No contribution, or less than \$250 contribution made:

Signature of Participant and/or Agent: \_\_\_\_\_

City of Pleasant Hill  
Public Works and Community Development Department  
**Cost Recovery Agreement**

**Notary acknowledgement required**

This Agreement is for payment to the City of fees for application processing and plan checking and inspection services for certain land use and development projects, under the authority of the City's Master Fee Schedule. It applies to City fees (i.e. Planning and Engineering Divisions and City Attorney Office) designated in the Master Fee Schedule as hourly fees or actual costs. It does not apply to flat-fee applications nor to the building permit and related inspection fees. The deposit will be retained in a refundable deposit account until it is drawn down based on costs incurred by the City.

Project: \_\_\_\_\_

Applicant: \_\_\_\_\_ Owner, if different: \_\_\_\_\_

Property (address and parcel number): \_\_\_\_\_

Land use entitlement(s) or permit applied for: \_\_\_\_\_

City file #: \_\_\_\_\_

Initial deposit: \$\_\_\_\_\_ made on \_\_\_\_\_



This Agreement is entered into on \_\_\_\_\_, 202\_\_ between the Owner and the City. Owner/Applicant has applied for the land use entitlement or other permit indicated above.

**1. Definitions.** In this Agreement:

*Department* means the Public Works and Community Development Department.

*Director* means the Director of the Public Works and Community Development Department.

*Master Fee Schedule* means the City-wide Master Fee Schedule adopted by the City Council under Resolution No. 34-07 and subsequent amendments to it.

*Owner/Applicant* means the Property Owner and the Applicant. If they are different, it refers to both of them who are equally responsible under this Agreement.

*Reimbursable costs* means the costs associated with review and processing, plan checking and inspections for the application for the land use entitlement, grading or encroachment permit indicated above, and any subsequent applications related to the same project. It includes costs for:



City of Pleasant Hill  
Public Works and Community Development Department  
Cost Recovery Agreement

- services provided by any City department within the scope of the Master Fee Schedule.
- retaining professional and technical consultant services, and any other services necessary, to perform functions related to the review and processing of the application and inspection of the work (other than building inspection).
- both direct and indirect costs, including State-mandated costs.
- If additional work is required as the result of a claim, action or other legal proceeding, the cost of additional investigation, study, or document amendment (e.g., to EIR, General Plan, zoning).

**2. Agreement to pay.** Owner/Applicant agrees to pay to the City all reimbursable costs, as defined in Section 1. This agreement applies whether or not the application is approved. If the application is withdrawn, the Owner/Applicant shall pay the reimbursable costs incurred up to the time of withdrawal. If a decision regarding the application is appealed by the Owner/Applicant or by someone else, the Owner/Applicant shall pay for the reimbursable costs incurred.

Owner agrees that delinquent amounts shall constitute a lien on the Property and expressly consents to recordation of a notice of lien (or copy of this Agreement) against the Property regarding any delinquent amount.

**3. Deposits and billing.**

a. Deposits. The Owner/Applicant shall make an initial deposit in an amount determined by the Director. This amount is indicated on page 1, above.

b. Notices and Invoices. As requested by the Owner/Applicant, the City shall send a summary of the costs incurred to date. The City may also send an invoice for the balance due. Payment is due to the City within 15 days of the date of the invoice. Finance charges for overdue amounts will be assessed at the rate of 1% per month (12% per year), except as to documented disputed amounts.

c. Questions and clarification. The Owner/Applicant is responsible for contacting the City within 15 days of the receipt (or usual receipt) of the notice or invoice regarding (i) questions about the costs or supporting back-up documentation or (ii) clarification about specific charges. The Owner/Applicant's failure to do this in a timely way will result in additional charges for clerical time spent and possible finance charges for late payment.

**4. City responsibilities.** City agrees to review and process the application in accordance with the California Permit Streamlining Act (Gov't. Code § 65940 and following), and with the City's ordinances, standards and policies. However, City may

City of Pleasant Hill  
Public Works and Community Development Department  
Cost Recovery Agreement

suspend the review, processing and/or inspections for non-payment as provided in Section 5.

**5. Consequences of failure to pay.** If the Owner/Applicant fails to pay the City the amounts due, when they are due, the City may, in its discretion, do any or all of the following:

- a. Cease processing of the application or inspection of the work. Owner/Applicant here consents to waive rights under the Permit Streamlining Act if he/she is in default of this Agreement, and thus in violation of Municipal Code section 1.05.050, 11.05.050, 15.10.080, 17.20.070 and/or 18.75.050.
- b. After written notice, terminate or deny the application.
- c. After written notice, issue a stop-work order on any work begun.
- d. Withhold issuance of further plan checks, entitlements, permits, inspections, certificates or occupancy, etc.
- e. File a lien against the Property for the amounts due. (The lien shall be recorded in the same manner as a nuisance abatement lien under GC 38773.1.)
- f. File a civil action for recovery of the amounts due.
- g. Impose a continuing finance charge on the unpaid balance of 1% per month.

**6. Refund of deposit.** At the Owner/Applicant's request, the City shall refund any amount of deposit still held by it, and not needed for incurred costs, at the conclusion of project review and inspection, after project denial, or after the application is withdrawn.

**7. Confirmation of Owner.** The Owner represents that he/she is the owner of the Property. Applicant/Owner agrees to promptly notify the City in writing before any change in ownership, or change in the applicant, and to submit a written assumption of the obligations under this Agreement signed by the new owner or applicant, or both.

**8. Miscellaneous.**

- a. Notices. Invoices or notices shall be sent to the party at the address shown here, unless a change is submitted in writing.

(Owner)	Director of Public Works and Community Development City of Pleasant Hill 100 Gregory Lane Pleasant Hill, CA 94523-3323
(Applicant)	

City of Pleasant Hill  
Public Works and Community Development Department  
Cost Recovery Agreement

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b. Legal action. In any legal action arising out of the Agreement, the prevailing party is entitled to recover its reasonable litigation expenses, including costs and attorneys fees.

**Notary acknowledgement required**

<p><b>Owner</b></p> <p>Owner: _____ *</p> <p>Date: _____</p> <p>(*Notary acknowledgement required.)</p> <p>Applicant (if different): _____</p> <p>Date: _____</p>	<p><b>City of Pleasant Hill</b></p> <hr/> <p>Director of Public Works and Community Development</p> <p>Date: _____</p>
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