



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

USE 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.

| Required <i>(if marked with an "O" submittal is optional, otherwise submittal is required, please check with Planning Division)</i> | Submittal Requirement | Number of Copies |
|---|---|-----------------------------|
| X | <u>Application form</u> - completed and signed. | 1 |
| X | <u>Fee/Deposit</u> - check payable 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. | 1 |
| X | <u>Use Permit Analysis</u> - completed and signed. | 1 |
| O | <u>Environmental Information Form</u> - completed and signed. | 1 |
| O | <u>Traffic Report</u> - Projects which generate more than 100 peak hour trips shall provide a traffic study that is consistent with the requirements of the Contra Costa Transportation Authority. | 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 | <p><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> | |
| X | <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> | 10-11"x17" sets & 3-24"x36" sets |

| | | |
|---|---|----------------------------------|
| | <p><i>Features</i> - building appurtenances and features, including balconies, decks, landscaping, stairs, and rooflines to be shown.</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>Floor plan</u> - a proposed floor plan of all building/tenant areas for the proposed project.</p> | 10-11"x17" sets & 3-24"x36" sets |
| O | <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 common and botanical names. Show the location of paths, fences and street furniture and the percent of landscape coverage on proposed parcel(s).</p> | 10-11"x17" sets & 3-24"x36" sets |
| O | <p><u>Stormwater Control Plan</u> - each application for a development project which creates one acre (43,560 square feet) or more of impervious surface shall be accompanied by a Stormwater Control Plan. This Stormwater Control Plan shall be prepared in accordance with the Contra Costa Clean Water Program's <i>Stormwater C.3 Guidebook</i>. For assistance, request a copy of <i>Preparing Your Stormwater Control Plan</i> from Planning Staff.</p> | 1 |
| O | <p><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.</p> | 1 |
| O | <p><u>Indemnification Agreement</u> – Completed, notarized and signed.</p> | 1 |
| X | <p><u>Electronic Copy of Plans</u> – An electronic copy of the application plans, preferably in a PDF format.</p> | 1 |
| X | <p><u>Participant Disclosure Form</u> – Completed and Signed.</p> | 1 |
| X | <p><u>City Wide Design Guidelines</u> – Applicable to all projects, the document must be 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.</p> | |
| O | <p><u>Submittals for Wireless Communication Facilities:</u></p> | |

| | | |
|---|--|--|
| | See separate submittal requirements for these type of applications | |
| O | <u>Other</u> – _____ | |

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APPLICATION FOR DEVELOPMENT REVIEW

CITY OF PLEASANT HILL

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

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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 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 |
|-------------------|--------------------|-------------------------|



CITY OF PLEASANT HILL

| | | |
|----------------------|------------------------|---|
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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: _____



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ENVIRONMENTAL INFORMATION FORM

(To be completed by applicant)

Date Filed _____

General Information

1. Name and address of developer or project sponsors _____

_____ Phone _____
2. Address of project _____
Assessor's parcel number _____
3. Name, address and telephone number of person to be contacted concerning this project:

_____ Phone _____
4. List and describe any other related permits and other public approvals required for this project, including those required by city, regional, state and federal agencies:

5. Existing zoning district and use _____
6. Proposed use of site (Project for which this form is filed) _____

Project Description (Attach additional sheets as necessary.)

7. Site size.
8. Square footage.
9. Number of floors of construction.

Environmental Information Form

10. Amount and type of off-street parking provided.
11. Attach plans drawn to scale (site plans, floor plans, elevations).
12. Proposed scheduling.
13. Associated project.
14. Anticipated incremental development.
15. If residential, include the number of units, schedule of unit sizes, range of sales prices or rents, and type of household size expected.
16. If commercial, indicate the type, whether neighborhood, city or regionally oriented, square footage of sales area, estimated employment per shift, number of truck trips per day, and number and dimensions of loading facilities.
17. If industrial, indicate type, estimated employment per shift, number of truck trips per day, and number and dimensions of loading facilities.
18. If institutional, indicate the major function, estimated employment per shift, estimated occupancy, loading facilities, and community benefits to be derived from the project.
19. If the project involves a variance, conditional use or rezoning application, state this and indicate clearly why the application is required.
20. If the project involves 50,000 sq. ft. or more of office or 50 or more residential units, the application must be accompanied by a fiscal impact analysis.

Are the following items applicable to the project or its effects? Discuss below all items checked yes (attached additional sheets as necessary).

- | | Yes | No |
|---|--------------------------|--------------------------|
| 21. Change in existing features of any watercourses, bodies of water, or hills, or substantial alteration of ground contours. | <input type="checkbox"/> | <input type="checkbox"/> |
| 22. Change in scenic views or vistas from existing development or public lands or roads. | <input type="checkbox"/> | <input type="checkbox"/> |
| 23. Change in pattern, scale or character of general area of project. | <input type="checkbox"/> | <input type="checkbox"/> |
| 24. Significant amounts of solid waste or litter. | <input type="checkbox"/> | <input type="checkbox"/> |
| 25. Change in dust, ash, smoke, fumes or odors in vicinity. | <input type="checkbox"/> | <input type="checkbox"/> |
| 26. Change in ocean, bay, lake, stream or ground water quality or quantity, or alteration of existing drainage patterns. | <input type="checkbox"/> | <input type="checkbox"/> |
| 27. Substantial change in existing noise or vibration levels in the vicinity. | <input type="checkbox"/> | <input type="checkbox"/> |
| 28. Site on filled land or on slope of 10 percent or more. | <input type="checkbox"/> | <input type="checkbox"/> |

Environmental Information Form

- 29. Use, generation, storage, transport, treatment, or disposal of potentially hazardous materials, such as toxic substances, flammables, corrosives, reactives, or explosives.
- 30. Substantial change in demand for municipal services (police, fire, water, sewage, etc.).
- 31. Substantial increase in fossil fuel consumption (electricity, oil, natural gas, etc.).
- 32. Relationship to a larger project or series of projects.
- 33. Displacement or relocation of persons or businesses.
- 34. Significant additional traffic generation or increased vehicular problems.

Environmental Setting

- 35. Describe the project site as it exists before the project, including information on topography, soil stability, plants and animals, and any cultural, historical or scenic aspects. Describe any existing structures on the site, and the use of the structures. Attach photographs of the site. Snapshots or Polaroid photos will be accepted.
- 36. Describe the surrounding properties, including information on plants and animals and any cultural, historical or scenic aspects. Indicate the type of land use (residential, commercial, etc.), intensity of land use (single-family, apartment houses, shops, department stores, etc.), and scale of development (height, frontage, setback, rear yard, etc.). Attach photographs of the vicinity. Snapshots or Polaroid photos will be accepted.

Certification

I hereby certify that the statements furnished above and in the attached exhibits present the data and information required for this initial evaluation to the best of my ability, and that the facts, statements, and information presented are true and correct to the best of my knowledge and belief.

Date

Signature

For



CITY OF PLEASANT HILL

TEL (925) 671-5209
FAX (925) 676-1125

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Pleasant Hill, CA 94523

USE PERMIT ANALYSIS

Application Submittal

The following is an analysis of the required findings which must be made in order to grant a use permit. Please respond as fully as possible; insufficient information will likely result in processing delays of your application. If you need additional space to respond, please feel free to attach supplemental information.

1. The proposed use will not be detrimental to the health, safety and general welfare of persons residing or working in the neighborhood of the proposed use.

Analysis: _____

2. The proposed use will not be injurious or detrimental to adjacent properties or to property in the neighborhood or to the general welfare of the city.

Analysis: _____

3. The proposed use is consistent with the policies and goals established by the general plan.

Analysis: _____

Summary: _____

Analysis completed by: _____

Date: _____

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

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