



Belmont Permit Center

PERMIT APPLICATION

Application Number: _____

Case Type:

Zoning of Property: _____

Design Review

Tentative Tract Map

Certificate of Appropriateness

Admin Design Review

Tentative Parcel Map

General Plan Amendment

Variance

Façade Improvement Rebate

Rezoning/Zoning Ordinance

Conditional Use Permit

Lot Line Adjustment

Geologic Review

Admin Conditional Use Permit

Grading Permit Approval

Geo-Hazards Map Amendment

Floor Area Exception

Conceptual Development Plan

Subdivision Ordinance Exception

City Code Exception

Detailed Development Plan

Admin Sign/Banner Review

Zoning Case Numbers: *(staff use only)* _____

Project Description:

Property Description:

Street Address:

, Belmont, CA 94002

Assessors Parcel Number:

Property Area (sq. ft.):

Nearest Cross Street:

Applicant Information:

Owner name:

Telephone Number:

Fax Number:

()

()

Owner Mailing Address, *if different from Site Address:*

Applicant Name, *if different from Property Owner:*

Telephone Number:

Fax Number:

()

()

Applicant Mailing Address:

Submittal Authorization:

Signature of Owner:

Date:

Signature of Applicant, *if different from Owner:*

Date:

For Office Use Only: Fee Amount: _____ Check Number: _____



Belmont Permit Center
PERMIT CENTER APPLICATION

Page 2 of 8

Street Address: _____ Application No.: _____

Site Preparation / Grading:

Number of Cubic Yards of Combined Cut and Fill: _____ Cubic Yards **OR** Check if less than 50 Cubic Yards

Depth of any Cut or Fill at Deepest Point: _____ Feet **OR** Check if less than 2 Feet

Surface Area to be Graded or Cleared: _____ Square Feet **OR** Check if less than 2000 Square Feet

Retaining Walls:

The Project Includes New, Rebuilt or Extended Retaining Walls: Yes No

Maximum Height of New, Rebuilt or Extended Retaining Walls: _____ Feet

Floor Area:

Existing Floor Area of All Enclosed Structures: _____ Square Feet

Proposed New Floor Area to be Added: _____ Square Feet

Total Floor Area Resulting from Project: _____ Square Feet

On-site Parking:

Existing Parking / Number of Spaces: _____ Covered _____ Uncovered

Proposed Additional or Lost Parking Spaces: _____ Covered _____ Uncovered

Total Parking Spaces Resulting from Project: _____ Covered _____ Uncovered

Check any of the following items that apply to the project:

Steep Terrain	New Driveway / Curbcut	New Signs
Large Trees on Site	New Water Service	Redevelopment Area
Historic Building on Site	Construction Dumpster Required	

CONDITIONAL USE PERMIT



Belmont Permit Center APPLICATION CHECKLIST

Page 1 of 2

Address: _____ **Date:** _____
Project: _____

Required Submitted

(by City) (by applicant)

Applications

- | | | |
|-------------------------------------|--------------------------|-----------------------------------|
| <input checked="" type="checkbox"/> | <input type="checkbox"/> | Application Checklist (this form) |
| <input checked="" type="checkbox"/> | <input type="checkbox"/> | Permit Application |
| <input checked="" type="checkbox"/> | <input type="checkbox"/> | Supplemental Application |
| <input checked="" type="checkbox"/> | <input type="checkbox"/> | Neighborhood Outreach Strategy |

Plans

- | | | |
|-------------------------------------|--------------------------|---------------------------------------|
| <input checked="" type="checkbox"/> | <input type="checkbox"/> | Site Plan (six copies) * |
| <input checked="" type="checkbox"/> | <input type="checkbox"/> | Floor Plan (six copies) * |
| <input checked="" type="checkbox"/> | <input type="checkbox"/> | Exterior Elevations (six copies) * |
| <input checked="" type="checkbox"/> | <input type="checkbox"/> | Cross-sections (six copies) * |
| <input checked="" type="checkbox"/> | <input type="checkbox"/> | Landscape Plan (six copies) * |
| <input type="checkbox"/> | <input type="checkbox"/> | Property line survey |
| <input type="checkbox"/> | <input type="checkbox"/> | Topographic survey map |
| <input type="checkbox"/> | <input type="checkbox"/> | Tree Plan |
| <input type="checkbox"/> | <input type="checkbox"/> | Grading plan |
| <input type="checkbox"/> | <input type="checkbox"/> | Drainage plan |
| <input type="checkbox"/> | <input type="checkbox"/> | Building sprinkler plan (four copies) |
| <input type="checkbox"/> | <input type="checkbox"/> | Driveway plan and profile |

*See "plan" section of submittal requirements (Page 1) for clarification on submission of additional sets of plans required.

Address: _____

Project:

	<u>Required</u> <small>(by City)</small>	<u>Submitted</u> <small>(by applicant)</small>	
<u>Technical Information</u>	<input type="checkbox"/>	<input type="checkbox"/>	Calculations for cut and fill
	<input type="checkbox"/>	<input type="checkbox"/>	Geotechnical report
	<input type="checkbox"/>	<input type="checkbox"/>	Engineering geology report
	<input type="checkbox"/>	<input type="checkbox"/>	Arborist report
	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Preliminary title report
<u>Miscellaneous</u>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Color and material samples
	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Photographs (eight sets)
<u>Fees and Deposits</u>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Application fee
	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Environmental fee
	<input type="checkbox"/>	<input type="checkbox"/>	Tree Removal Fee
	<input type="checkbox"/>	<input type="checkbox"/>	Geologic Review Fee
	<input type="checkbox"/>	<input type="checkbox"/>	Other _____

Staff Assistant: _____ **Telephone:** _____ **Date:** _____

Applicant's Statement: As applicant for this project, I hereby certify that the materials listed as 'submitted' on this checklist are complete and accurate. If the City of Belmont determines that the materials are incomplete or inaccurate, I understand that the entire application may be deemed withdrawn and the application materials returned to me, with no further processing by the City.

Applicant's Name: _____ **Date:** _____

Applicant's Signature: _____



NEIGHBORHOOD OUTREACH STRATEGY

Belmont Permit Center APPLICANT'S GUIDE AND FORM

I. INTRODUCTION

The City of Belmont is committed to an open process of development review, and requires that applicants take a proactive approach to neighborhood outreach. Therefore, every development request which is decided by the Planning Commission or City Council in a public hearing must include a Neighborhood Outreach Strategy, submitted with the application. The strategy must include your proposal for contacting your neighbors, informing them of your proposed project and receiving their feedback in advance of the City's review. This form is provided to assist you in preparing your Neighborhood Outreach Strategy

II. OUTREACH STRATEGY

In order to provide an effective Neighborhood Outreach Strategy, you must address these issues:

- A. *Contacting Your Neighbors* – Since you will be providing the City with labels for all property owners and tenants within 300 feet of your property, it is strongly suggested that you notify these same people of your neighborhood outreach efforts. You can mail your own notices to them, post bulletins, make telephone calls or go door-to-door, if you wish. (Please note that these options do not give you the right to trespass or conduct any other activities which are contrary to the law.)
- B. *Informing Your Neighbors of the Project* – This can be accomplished a variety of ways, but is most easily accomplished by a scheduled meeting or open house on the property. At the meeting, you are encouraged to have your project plans available, as well as your architect, engineer or other consultants as necessary to explain and answer questions about the project. The more convenient the meeting date, time and arrangements, the more success you will have in establishing a positive atmosphere for the dialogue. You may choose other means for informing your neighbors, such as mailing a project information packet.
- C. *Receiving Neighbor Feedback* – If you host a neighborhood meeting, you will be able to receive immediate feedback on your proposal. You are urged to take notes on the comments you receive, as well as who attends. If you mail information, some means of communication must be established to allow neighbors to contact you and leave their comments.
- D. *A Schedule for Action* – Your strategy must also include a schedule for achieving the above tasks prior to the first public hearing conducted by the City. While the City acknowledges that schedules may change, you must identify the approximate timing of the three steps described above.

III. YOUR NEIGHBORHOOD OUTREACH STRATEGY

Please submit a written description of your Neighborhood Outreach Strategy on the attached sheet, addressing the four points described above. You are required to implement the Strategy prior to the public hearing on your project. You may be asked by the Planning Commission or City Council about the results of your efforts. Failure to implement the strategy prior to the public hearing on your application may result in the hearing being continued to a later date.

- 1. I will contact my neighbors by:

- 2. I will inform my neighbors of the project by:

- 3. I will gather feedback from my neighbors by:

4. Here is the schedule for my outreach strategy:

- A. Contact: _____
- B. Informing _____
- C. Feedback _____

5. As property owner, I, _____(print property owner's name), hereby acknowledge that I will make every reasonable effort to obtain neighbor comments on my project prior to presenting my request to the Planning Commission or City Council in public hearing. I understand that the purpose of the Neighborhood Outreach Strategy is to foster a positive and constructive dialogue regarding my project and its possible effects on surrounding homeowners and tenants.

Property Owner's Signature

Date