# Belmont Permit Center

# PERMIT APPLICATION

***Application No.:*** _____

***Case Type:***

***Zoning of Property:*** _____

- ☐ Design Review
- ☐ Variance
- ☐ Conditional Use Permit
- ☑ Floor Area Exception
- ☐ City Code Exception
- ☐ Tentative Parcel Map
- ☐ Tentative Tract Map
- ☐ Façade Improvement Rebate
- ☐ Lot Line Adjustment
- ☐ Grading Permit Approval
- ☐ Conceptual Development Plan
- ☐ Detailed Development Plan
- ☐ Certificate of Appropriateness
- ☐ General Plan Amendment
- ☐ Rezoning / Zoning Ordinance
- ☐ Geologic Review
- ☐ Geo-Hazards Map Amendment
- ☐ Subdivision Ordinance Exception

***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: |
| Mailing Address, *if different from Site Address*: | | E-mail Address: |
| Applicant Name, *if different from Property Owner:* | Telephone Number: | Fax Number: |
| Applicant Mailing Address: | | E-mail Address: |

***Submittal Authorization:***

| | |
|---|---|
| Signature of Owner: | Date: |
| Signature of Applicant, if different from Owner: | Date: |

***For Office Use Only:*** Fee Amount: _____ Check No.: _____

**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 ☐ Large Trees on Site ☐ Historic Building on Site

☐ New Driveway / Curbcut ☐ New Water Service ☐ Construction Dumpster Required

☐ New Signs ☐ Redevelopment Area

# Belmont Permit Center
# SUPPLEMENTAL APPLICATION

**Application No.:_____** (Office Use)

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

In order to approve a request for an Administrative Floor Area Exception, the Director of Community Development must determine that the project meets the appropriate findings listed below. Please indicate how the project meets these findings:

***For additions of less than 100 square feet to the main structure:***

A. No exception to floor area for a home addition of 100 sq. ft. or less has previously been approved and built on the subject property.

B. Any administrative exception previously approved for a home addition of less than 100 sq. ft. or less, which has not yet been built, will be null and void upon approval of the current request.

C. The exception, if granted and built, will not cause the home to be larger than the maximum permitted home size allowed within the applicable zoning district.

# SUPPLEMENTAL APPLICATION



***For additions of 450 square feet or less to a garage:***

A. The addition will not adversely affect the views or privacy of adjacent property.

B. The addition is compatible with the existing residence and neighboring properties.

C. The exception will not result in excessive grading or tree removal.

D. The amount of exception requested is not more than 450 square feet and would be used entirely for the construction of garage parking spaces for an existing residence which currently does not have a full two-car garage.

E. The exception requested will not be used for constructing or enlarging a garage to have more than two parking spaces and will not be used to construct storage or work areas within the garage.

# FLOOR AREA EXCEPTION

CALIFORNIA
CITY OF BELMONT

## Belmont Permit Center

## APPLICATION CHECKLIST

*Page 1 of 2*

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

**Project:**

| | Required (by City) | Submitted (by applicant) | |
|---|---|---|---|
| ***Applications*** | ☒ | ☐ | **Application Checklist (this form)** |
| | ☒ | ☐ | **Permit Application** |
| | ☒ | ☐ | **Supplemental Application** |
| | ☒ | ☐ | **Neighborhood Outreach Strategy** |
| ***Plans*** | ☒ | ☐ | **Site Plan (six copies)** |
| | ☒ | ☐ | **Floor Plan (six copies)** |
| | ☒ | ☐ | **Exterior Elevations (six copies)** |
| | ☒ | ☐ | **Cross-sections (six copies)** |
| | ☒ | ☐ | **Landscape Plan (six copies)** |
| | ☐ | ☐ | **Property line survey** |
| | ☐ | ☐ | **Topographic survey map** |
| | ☐ | ☐ | **Tree Plan** |
| | ☐ | ☐ | **Grading plan** |
| | ☐ | ☐ | **Drainage plan** |
| | ☐ | ☐ | **Building sprinkler plan (four copies)** |
| | ☐ | ☐ | **Driveway plan and profile** |

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

| | Required (by City) | Submitted (by applicant) | |
|---|---|---|---|
| ***Technical Information*** | ☐ | ☐ | **Calculations for cut and fill** |
| | ☐ | ☐ | **Geotechnical report** |
| | ☐ | ☐ | **Engineering geology report** |
| | ☐ | ☐ | **Arborist report** |
| | ☒ | ☐ | **Preliminary title report** |
| ***Miscellaneous*** | ☒ | ☐ | **Color and material samples** |
| | ☒ | ☐ | **Photographs (eight sets)** |
| ***Fees and Deposits*** | ☒ | ☐ | **Application fee** |
| | ☒ | ☐ | **Environmental fee** |
| | ☐ | ☐ | **Tree Removal Fee** |
| | ☐ | ☐ | **Geologic Review Fee** |
| | ☐ | ☐ | **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:*** _____

# FLOOR AREA EXCEPTION
## Single Family Residential
## Planning Commission Review

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

**Note: Smaller additions or conversions to single-family homes may be eligible for approval by staff (no Planning Commission hearing). Please review the attached Supplemental Application – Administrative Approval to see if your project qualifies.**

In order to approve a request for a Floor Area Exception, the Planning Commission must determine that the project meets the four findings listed below. Please indicate how the project meets these findings:

A. The granting of the exception will not be detrimental to the public health, safety or welfare, or materially injurious to properties or improvements in the vicinity.

B. The addition will not adversely affect the views or privacy of adjacent property.

C. The addition is compatible with the existing residence and neighboring properties.

D. The exception would not result in excessive grading or tree removal.

Print Form