



# Belmont Permit Center PERMIT APPLICATION

Application No.: \_\_\_\_\_

**Case Type:**

**Zoning of Property:** \_\_\_\_\_

- |  |  |  |
|--|--|--|
| <input type="checkbox"/> Design Review                   | <input type="checkbox"/> Tentative Tract Map         | <input type="checkbox"/> Certificate of Appropriateness  |
| <input type="checkbox"/> Variance                        | <input type="checkbox"/> Façade Improvement Rebate   | <input type="checkbox"/> General Plan Amendment          |
| <input type="checkbox"/> Conditional Use Permit          | <input type="checkbox"/> Lot Line Adjustment         | <input type="checkbox"/> Rezoning / Zoning Ordinance     |
| <input checked="" type="checkbox"/> Floor Area Exception | <input type="checkbox"/> Grading Permit Approval     | <input type="checkbox"/> Geologic Review                 |
| <input type="checkbox"/> City Code Exception             | <input type="checkbox"/> Conceptual Development Plan | <input type="checkbox"/> Geo-Hazards Map Amendment       |
| <input type="checkbox"/> Tentative Parcel Map            | <input type="checkbox"/> Detailed Development Plan   | <input type="checkbox"/> Subdivision Ordinance Exception |

**Zoning Case Numbers:** \_\_\_\_\_  
*(Staff Use Only)*

<b>Project Description:</b> _____ _____ _____
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<b>Property Description:</b>	
Street Address: _____, Belmont, CA 94002	Assessors Parcel Number: _____
Property Area (sq. ft.): _____	Nearest Cross Street: _____

<b>Applicant Information:</b>		
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: _____

<b>Submittal Authorization:</b>	
Signature of Owner: _____	Date: _____
Signature of Applicant, if different from Owner: _____	Date: _____

**For Office Use Only:** Fee Amount: \_\_\_\_\_ Check No.: \_\_\_\_\_



**FLOOR AREA EXCEPTION**  
**Single Family Residential**  
**Administrative Review**

**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 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 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.

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

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

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D. The amount of the exception requested is not more than 450 sq. ft. 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.

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E. The exception request will not be use 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.

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**FLOOR AREA EXCEPTION**



**Belmont Permit Center  
APPLICATION CHECKLIST**

*Page 1 of 2*

**Address:** \_\_\_\_\_ **Date:** \_\_\_\_\_

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

*Please review your project with the Planning Department to determine if any additional items listed below are required.*

**Required**      **Submitted**  
(by City)            (by applicant)

	<b><u>Required</u></b> (by City)	<b><u>Submitted</u></b> (by applicant)	
<b><u>Applications</u></b>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<b>Application Checklist (this form)</b>
	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<b>Permit Application</b>
	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<b>Supplemental Application</b>
	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<b>Neighborhood Outreach Strategy</b>
<b><u>Plans</u></b>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<b>Site Plan (six copies)</b>
	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<b>Floor Plan (six copies)</b>
	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<b>Exterior Elevations (six copies)</b>
	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<b>Cross-sections (six copies)</b>
	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<b>Landscape Plan (six copies)</b>
	<input type="checkbox"/>	<input type="checkbox"/>	<b>Property line survey</b>
	<input type="checkbox"/>	<input type="checkbox"/>	<b>Topographic survey map</b>
	<input type="checkbox"/>	<input type="checkbox"/>	<b>Tree Plan</b>
	<input type="checkbox"/>	<input type="checkbox"/>	<b>Grading plan</b>
	<input type="checkbox"/>	<input type="checkbox"/>	<b>Drainage plan</b>
	<input type="checkbox"/>	<input type="checkbox"/>	<b>Building sprinkler plan (four copies)</b>
<input type="checkbox"/>	<input type="checkbox"/>	<b>Driveway plan and profile</b>	

**Address:** \_\_\_\_\_

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

**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**

**Belmont Permit Center**  
**SUPPLEMENTAL APPLICATION**

**Application No.:** \_\_\_\_\_ (Office Use)

***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.

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**Belmont Permit Center**  
**FLOOR AREA EXCEPTION**  
**Single Family Residential**  
**Planning Commission Review**

**SUPPLEMENTAL APPLICATION**

Page 2 of 2

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

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

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Belmont Permit Center  
PERMIT APPLICATION

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