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

VARIANCE

Belmont Permit Center
SUPPLEMENTAL APPLICATION

Application No.:_____ (Office Use)

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

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

A. The strict or literal interpretation and enforcement of the specified regulation would result in practical difficulty or unnecessary physical hardship inconsistent with the objectives of the Zoning Plan.

B. There are exceptional or extraordinary circumstances or conditions applicable to the property involved or to the intended use of the property which do not apply generally to other properties classified in the same zoning district

C. The strict or literal interpretation and enforcement of the specified regulation would deprive the applicant of privileges enjoyed by the owners of other properties classified in the same zoning district.

D. The granting of the Variance will not constitute a grant of special privilege inconsistent with the limitations on other properties classified in the same zoning district.

SUPPLEMENTAL APPLICATION

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

Additional findings for Variance to Parking Standards. If the Variance is being requested for off-street parking or off-street loading standards, the Planning Commission must make the following three findings, in addition to the above findings. Please indicate how the project meets these findings:

F. Neither present or anticipated future traffic volumes generated by the use of the site, or the uses of sites in the vicinity, reasonably require strict or literal interpretation and enforcement of the specific regulation.

G. The granting of the Variance will not result in the parking or loading of vehicles on public streets in such a manner as to interfere with the free flow of traffic on the streets.

H. The granting of the Variance will not create a safety hazard or any other condition inconsistent with the objectives of the Zoning Plan.

VARIANCE

Belmont Permit Center

APPLICATION CHECKLIST

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: _____

Print Form