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	

DESIGN REVIEW
MULTI-FAMILY & COMMERCIAL

Belmont Permit Center
SUPPLEMENTAL APPLICATION

Application No.:_____ (Office Use)

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

In order to approve a request for Design Review, the Planning Commission must determine that the project follows certain design principles. Indicate how your project achieves the following:

(a) Buildings and structures are designed with regard for their scale, mass, proportion, use of materials, relationship to adjacent elements and relationship to the community as a whole.

(b) Exterior color and materials are designed with regard to their relationship to adjacent architectural or natural elements. Extreme color is avoided.

(c) Walls, fences, hedges and screen plantings are designed with regard to their location, height and materials to:

a. Insure harmony with adjacent development,
b. conceal storage areas, utility installations or other surfacing, or
c. prevent dust erosion.

SUPPLEMENTAL APPLICATION

(d) All signs – including their location, size, height, lighting and landscaping – are designed with regard to potential traffic hazards and the appearance and harmony with the environment. The intent with respect to review of color is to avoid the use of extreme color.

(e) The site layout, orientation and location of buildings and open spaces are designed with regarding to the physical characteristics of the site and the character of the neighborhood; the appearance and harmony of the buildings are designed with regard to adjacent development and the surrounding landscape.

(f) The location and dimension of vehicular and pedestrian entrances, exits, drives and walkways are designed with regard to safety, convenience, comfort and attractiveness.

(g) The landscaping plan – including irrigation plans, size and location of plant materials, and protection of existing plant materials – is designed with regard to harmony with the local environment, water conservation, and attractiveness.

DESIGN REVIEW
MULTI-FAMILY & COMMERCIAL

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: _____

	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)**
Noticing Information	☒	☐	**Noticing map**
	☒	☐	**Notice list**
	☒	☐	**Notice envelopes (post-paid)**
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