



**DESIGN REVIEW**  
**MULTI-FAMILY & COMMERCIAL**

**Belmont Permit Center**  
**APPLICATION CHECKLIST**

*Page 1 of 2*

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

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

\_\_\_\_\_

\_\_\_\_\_

	<u>Required</u> <small>(by City)</small>	<u>Submitted</u> <small>(by applicant)</small>	
<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 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> (by City)	<u>Submitted</u> (by applicant)	
<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>Fees and Deposits</u></b>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<b>Application fees</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:** \_\_\_\_\_





**Belmont Permit Center**  
**PERMIT CENTER APPLICATION**

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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:***

- |  |   |   |
|--|---|---|
| <input type="checkbox"/> Steep Terrain             | <input type="checkbox"/> New Driveway / Curbscut        | <input type="checkbox"/> New Signs          |
| <input type="checkbox"/> Large Trees on Site       | <input type="checkbox"/> New Water Service              | <input type="checkbox"/> Redevelopment Area |
| <input type="checkbox"/> Historic Building on Site | <input type="checkbox"/> Construction Dumpster Required |   |

DESIGN REVIEW  
MULTI - FAMILY & COMMERCIAL



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

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

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

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

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

In order to approve a request Design Review the Planning Commission must determine that the project meets the seven findings of section 13.5.3 (A-G) of the Belmont Zoning Ordinance listed below. Please indicate how the project meets these findings:

- A. Review of buildings or structures for scale, mass, proportion, use of materials, relationship to adjacent elements and relationship to the community as a whole.

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- B. Review of proposed exterior color and material application with relationship to adjacent architectural or natural elements. The intent with respect to review of color is to avoid the use of extreme color.

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**DESIGN REVIEW –**  
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**SUPPLEMENTAL APPLICATION**

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- C. Review of the proposed location, height, and materials of walls, fences, hedges and screen plantings to insure harmony with adjacent development or to conceal storage areas, utility installations or other surfacing to prevent dust erosion.

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- D. Review of location, size, height, lighting and landscaping of signs as specified in the Sign Ordinance, in relation to traffic hazards and the appearance of harmony with the environment. The intent with respect to review of color is to avoid the use of extreme color.

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- E. Review of site layout considering the orientation and location of buildings and open spaces in relation to the physical characteristics of the site, the character of the neighborhood, the appearance and harmony of the buildings with adjacent development and the surrounding landscape.

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(Continued on Page 3)

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**DESIGN REVIEW –**  
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**SUPPLEMENTAL APPLICATION**

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- F. Review of the layout of the site with respect to locations and dimension of vehicular and pedestrian entrances, exits, drives and walkways.

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- G. Review of site landscaping including adequacy of irrigation plans, size and location of plant materials, and protection of existing plant materials.

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## Belmont Permit Center SUBMITTAL REQUIREMENTS

**Applications** – All applications are to be filled out in ink, not pencil. Copies of all application forms are available in the Belmont Permit Center or on-line at [www.belmont.org](http://www.belmont.org).

- Application Checklist** – The checklist indicates that all required materials are provided in the application packet, including a statement that the property owner is aware that an incomplete application may be rejected by the City.
- Permit Application** – Provide all information regarding property, including a complete description of existing and proposed development and uses. The Permit Application must be signed in original by the property owner.
- Supplemental Application** – All required findings shown in the Supplemental Application must have a response provided.
- Neighborhood Outreach Strategy** – The Neighborhood Outreach Strategy shall be completed prior to the public hearing. Please refer to the Neighborhood Outreach Strategy Packet available online or in the Permit Center. The Community Development Department shall provide each applicant with the necessary noticing information to complete this task.

**Plans** – All information on the plans will be dimensioned and shown to scale. The scale will not be less than 1/10 inch = 1 foot, nor greater than 1/4 inch = 1 foot. Six sets of collated and stapled plans will be submitted, **folded to approximately 10 x 14 inches**. *You may fold your plans at our counter. Rolled or unfolded plans will not be accepted. Rolled or unfolded plans received by mail will be returned and the application shall be considered unsubmitted.*

*A total of Eight (8) complete plan sets and One (1) reduced set will be required 30 days prior to Planning Commission review. Please coordinate with your assigned project planner.*

The following information must be included in order for an application to be accepted as being complete:

- Site Plan** – The site plan will show property lines, adjacent streets, sidewalks, curbs, public and private rights-of-way, easements, existing and proposed structures, existing and proposed setbacks, paved areas and parking spaces, emergency vehicle access and location of fire hydrants.
- Floor Plan** – The floor plans will show exterior wall dimensions, the proposed uses of each room, and all permanent fixtures. The plans will also indicate the total square footage of each floor, existing and proposed.

- Exterior Elevations** – The elevations will show the height from finished grade to the uppermost portion of the roof, both existing and proposed. Exterior architectural features will be indicated, including dimensioned window sizes and roofing materials.
- Cross-sections** – The cross-sections shall indicate the cross-slopes, both existing and proposed (after grading) and the building cross-sections, including foundations. **Two or more cross-sections may be necessary to adequately describe the project.**
- Landscape Plan (New Landscape Proposed)** – The landscape plan will show all proposed plant materials, including species (with both scientific and common name), size and location. Irrigation plans will be included on the same or separate sheet and will indicate all fixtures and control boxes. In addition to the planting pallet information for common and scientific name include columns for California native, drought-tolerance, deer resistance, growth rate, and size/spread at maturity.
- Landscape Plan (No Landscaping Proposed)** – Identify existing landscaping on plans and include size and species information. Indicate existing or proposed irrigation, and provide pictures of existing landscaping.
- Tree Plan** – The tree plan will indicate the location and species of all trees on the site. The size of each tree (trunk diameter measured 4 ½ feet above natural grade) shall be indicated. Any trees to be removed shall be so indicated.
- Property line survey** – A survey of the property must be prepared by a licensed survey or civil engineer. One copy must include a valid ‘wet’ stamp.
- Contour / Topographic survey map** – A contour map will indicate the site’s elevation contours, and may be required to be a topographic survey of the property, prepared by a licensed surveyor or civil engineer. One copy of the survey must include a valid ‘wet’ stamp. The contours shall be no greater than five (5) foot intervals.
- Grading Plan\*** – The grading plan will indicate the existing and proposed grades, all cut and fill areas, existing and proposed drainage, and plans for erosion control during and after grading. The plan must be prepared and signed by a California registered civil engineer. If a grading plan is required, see the “Grading Plan Submittal Requirements” sheet for additional information.
- Drainage Plan\*** – The drainage plan will indicate existing and proposed grades, existing and proposed drainage improvements, all trees and their drip lines. The plan must be prepared and signed by a California registered civil engineer. If a drainage plan is required, see the “Drainage Plan Submittal Requirements” sheet for additional information.

*\* Note: The Grading and Drainage Plan(s) shall provide location of trees, and existing/proposed utility lines. Indicate the extent of grading limits (daylights) and all drainage facilities including roof leaders. For new homes and additions outside the existing footprint of the home, provide grading estimates (cut, fill, off-haul, import) and a grading breakdown table. Include columns for each feature (i.e., driveway access, foundations, utilities, etc.)*

- ❑ **Fire Sprinkler Plan** – The fire sprinkler plan will indicate the proposed automatic fire sprinkler system, including hydraulic calculations and specifications, in accordance with the requirements of NFPA standard 13-D, as amended by the South County Fire Authority. All plans shall be prepared by a California licensed fire sprinkler contractor, or a fire protection engineer.
- ❑ **Driveway plan and profile** – The driveway plan and profile will indicate the proposed driveway alignment, dimensions, grades and directions of cross slopes. Profiles will indicate both left and right edge where cross slopes vary. Data will be provided to support structural sections.
- ❑ **Preliminary Construction Management Plan (For substantial additions and new homes)** – The plans shall include estimated time of construction (grading, tree removal, foundation work, etc.), proposed haul route, and staging area.

**Technical Information** – The following information is required to evaluate specific project issues, based on site conditions or Municipal Code requirements.

- ❑ **Development Summary Table** – The plans shall include a Development Summary Table on the first page that includes existing and proposed floor area, Slope %, and setback averaging analysis.
- ❑ **Calculations for Estimated Cut and Fill** – The cut and fill calculations will include the number of cubic yards proposed to be removed for grading, retaining walls and structural foundations, regardless of whether the amount cut will be exported or used as fill on the site. Separate calculations will identify the cubic yards to be used as fill, including any cut or imported materials.
- ❑ **Hardscape Table** – Identify all existing and proposed hardscape in a table format. Note the hardscape associated with each feature (i.e., driveway, patio, footprint of home, etc.) and hardscape totals. Indicate whether existing/proposed hardscape would include pervious concrete, and/or pavers over a pervious substrate
- ❑ **Geotechnical and Engineering Geology Report** – The *geotechnical report* will indicate subsurface exploration and testing; analysis of groundwater levels, proposed fill or amendment activities, active faults; professional conclusions and recommendations; and specifications for all grading. The *engineering geology report* will indicate regional geologic setting; analysis of geologic formations, active and dormant landslides, hillslope and stream processes, geologic hazards; professional conclusions and recommendations, and statements regarding project suitability. If geotechnical and engineering geology reports are required, see the “Standards for Geotechnical and Engineering Geology Reports” sheet for additional information.
- ❑ **Arborist Report** – The arborist report will identify the condition and recommended disposition of all trees on the site. The report shall be prepared by a certified arborist.
- ❑ **Preliminary Title Report** – A preliminary title report shall be prepared by a title company under the laws of the State of California. The report may be no more than six months old from the date of the application filing.

*Miscellaneous*

- Color and Material Samples** – Eight sets of the color and materials ‘board’ will be provided on paper media, not to exceed 8 ½ x 14 inches. Photographs and paint chips shall be accurate representations of the proposed colors and materials. Actual material samples – roof tiles, brick veneer, stucco pieces, etc. – are not accepted.
- Photographs of Property** – Eight sets of photographs will be provided, depicting the front of the property, the immediate project area and adjacent structures. Photos will be mounted and labeled on 8 ½ x 11-inch paper. Color copies are accepted.

**Fees** – The fees will be calculated in accordance with the latest Belmont Fee Resolution. Fees may be paid by check or credit card at the Belmont Permit Center.

- Application Fee**
- Environmental Fee**
- Tree Removal Fee**
- Geologic Review Fee**
- Other**



## 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.

*Continued on Page 2*

1. I will contact my neighbors by: \_\_\_\_\_

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

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3. I will gather feedback from my neighbors by: \_\_\_\_\_

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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



## **PROPERTY OWNER AFFADAVIT**

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

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

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

***Property Owner Name:*** \_\_\_\_\_

**I. OWNERSHIP**

I hereby declare that I am the owner of the property involved in this application.

\_\_\_\_\_  
(Owner's Initials)

**II. NOTICE LIST**

I hereby declare that the list submitted with this application for public notification contains the names and addresses of all persons who own property within 300 feet from the exterior boundaries of the subject property, as they appear on the latest available assessment roll of the City.

\_\_\_\_\_  
(Owner's Initials)

**III. FLOOR AREA AND GRADING**

I hereby declare that the information provided on project Floor Area and Grading are accurate to the best of my knowledge and belief. I further acknowledge that revisions to these calculations in the building permit review process may cause the zoning approval granted to the project to be invalid, and that a revised zoning application may be required.

\_\_\_\_\_  
(Owner's Initials)

**IV. NEIGHBORHOOD OUTREACH**

I hereby declare that I have submitted and will implement a Neighborhood Outreach Strategy with the objective of fostering a dialogue with my neighbors of the proposed project and its possible effects on the neighborhood.

\_\_\_\_\_  
(Owner's Initials)

**V. ACCURACY OF INFORMATION**

I hereby acknowledge that all statements, responses and information submitted in support of this application are true and correct to the best of my knowledge and belief. I further acknowledge that if it is determined that any information related to the project description, specifications, or dimensions; proposed use; or other aspects of the project is false or inaccurate for any reason, the City of Belmont may deem the application invalid or incomplete, at its own discretion.

\_\_\_\_\_  
**Property Owner's Signature**

\_\_\_\_\_  
**Date**

Oct. 2004