



**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.

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

Address: _____

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



Belmont Permit Center
PERMIT CENTER APPLICATION

Page 2 of 2

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 | |



**Belmont Permit Center
SUPPLEMENTAL APPLICATION**

Application No.: _____ (Office Use)

Address: _____

Date: _____

Project: _____

Tabulations:

Area of Entire Site - Acres: _____ Square Feet: _____

Average Per Cent Slope of Entire Site: _____

Area of Proposed Lots - Smallest: _____sf Largest: _____sf Average: _____sf

Special Conditions:

Indicate the most significant or severe floor zone and geologic hazard or hazards found on the project site. (Consult Current FEMA Flood Insurance Rate Map and 1988 City of Belmont Geologic Hazard Policy Maps.)

Flood Zone: _____

Geologic Hazards: _____

Phasing:

Describe the schedule of any progression of development, including identification of major units to be phased (attached additional sheets, if necessary):

SUPPLEMENTAL APPLICATION

Relationship to Surrounding Uses:

Describe surrounding uses (north, east, south and west), both existing and as proposed in the Belmont General Plan. Identify any complementary or conflicting characteristics of project with current and planned surrounding uses (attached additional sheets, if necessary):

Findings:

In order to approve a request for Tentative Map, the Planning Commission and City Council must determine that the project meets the six findings listed below. Please indicate how the project meets these findings:

A. That the proposed map is consistent with applicable general and specific plans.

B. That the design or improvement of the proposed subdivision is consistent with applicable general and specific plans.

C. That the site is physically suitable for the type of development.

SUPPLEMENTAL APPLICATION

D. That the site is physically suitable for the proposed density of development

E. That the design of the subdivision or the proposed improvements are not likely to cause substantial environmental damage or substantially and avoidably injure fish or wildlife or their habitat.

F. That the design of the subdivision or the type of improvements is not likely to cause serious public health problems.

G. That the design of the subdivision or the type of improvements will not conflict with easements, acquired by the public at large, for access through or use of, property within the proposed subdivision. (In this connection, the City Council may approve a map if it finds that alternate easements, for access or for use, will be provided, and that these will be substantially equivalent to one previously acquired by the public.)

Belmont Permit Center TENTATIVE TRACT MAPS SUBMITTAL REQUIREMENTS



Subdivision Plan – In addition to the required application forms and exhibits, a Subdivision Plan (tentative map) must have the following data, design information and statements indicated on the map or on separate sheets, as appropriate. Copies of all application forms are available in the Belmont Permit Center or on-line at www.belmont.org.

Data and Design Information

- A sketch at a minimum scale of one inch = 1,000 feet indicated the location of the proposed subdivision in relation to the surrounding area or region and showing land use in surrounding area. All to be indicated on the tentative map.
- Name and address of record owner and subdivider.
- Name, address and license number of licensed land surveyor, registered civil engineer or other qualified professional who prepared the tentative map.
- Date, north point, (generally “up” on the map) and scale. Minimum scale one inch = 100 feet. Minimum map size eighteen inches by twenty-six inches (18 x 26).
- Name or number of proposed subdivision, and of all adjacent subdivisions; locations of, names and width of adjacent streets, highways, alleys and ways, and easements of all kinds, together with the type and location of street improvements thereon including fire hydrants and street light locations.
- The contour of the land at intervals of one foot of elevation up to five (5) percent slope; two (2) foot intervals up to ten (10) percent slope and five (5) foot intervals over ten (10) percent slope.
- Sufficient data to define the boundaries of the tract, or a legal description of the tract and border on reverse side of map to indicate tract boundaries. Tentative map to show probable units of final map.
- Width, approximate location and purpose of all existing and proposed easements and adjacent easements adjoining such land.
- The width, approximate grade and name of all streets, highways, alleys and other rights-of-way proposed within the subdivision.
- The approximate radii of all curves.

- All lots and condominium air spaces numbered consecutively by block throughout the entire development; the approximate dimensions of all lots; approximate lot areas shall be shown for all lots not rectangular in shape.
- The approximate location of areas subject to inundation by storm water overflow, and the locations, width and direction of flow of all water courses existing and proposed.
- The location and outline to scale of each existing building or structure including underground utilities within the subdivision, noting thereon whether or not such building or structure is to be removed from or remain in the development of the subdivision, and its existing and proposed future use.
- Show approximate elevation of street intersections.
- The location, pipe size and approximate grades of proposed sewers, water line and underground storm drains, including the proposed location of fire hydrants, street lights, gas mains and power, and TV cables.
- The locations of all trees over four inches in diameter at base of tree (where stands of trees are located, individual trees need not be shown, but may be shown in a group).
- The locations of existing fences, ditches, wells, pumps, cesspools, reservoirs, sewers, culverts, drain pipes, underground structures, utility lines or sand, gravel or other excavation within two hundred (200) feet of any portion of the subdivision, noting thereon whether they are to be abandoned or used.
- Typical street sections and details.
- All major cross sections of all cuts and fills before and after grading to determine the scope of the work involved, include estimate of contemplated earth work. (See also special requirements when proposed site has slope of 10 percent or more).
- Elevations of the property by contour lines indicated by solid lines original elevations not greater than five (5) feet, and by broken lines shall show the proposed elevations upon completion of grading and excavation. The subdivider shall file with the tentative map a written application for grading and excavation if any, in conformity with the provisions of the Excavation Ordinance No. 82 and the Ordinance establishing limited truck routes of the City of Belmont.

Statements

- Existing zoning and existing and proposed use or uses.
- Report on soil test by a reputable soils engineer.
- Erosion control plan and improvements to be undertaken or constructed by the subdivider, as required by the City.
- Building setback lines.

- Source of water supply and method of sewage disposal.
- Type of tree planting and landscaping.
- Public areas to be dedicated or scenic easements proposed.
- Type and location of street lighting proposed in conformance with the adopted standards of the City of Belmont.
- Plan for development of lots (whether for sale as lots or fully developed house and lot lease or financing purposes)
- Will-serve letters from each serving utility and agency requesting submission of utility easement requirements and a copy of the reply of each affected utility and agency.
- Geological report where there are known geologic hazards present on the site, as determined by the City Engineer.



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: _____

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

3. I will gather feedback from my neighbors by: _____

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