

FLOOR AREA EXCEPTION



**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>	
<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> <i>(Six copies)</i>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Site Plan
	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Floor Plans w/ sq. ft. box-out diagram
	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Exterior Elevations
	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Cross-sections
	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Landscape Plan
	<input checked="" type="checkbox"/>	<input type="checkbox"/>	CA-Licensed Architect or Engineer Wet Stamp & Signature
	<input type="checkbox"/>	<input type="checkbox"/>	Property line survey
	<input 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 type="checkbox"/>	<input type="checkbox"/>	Drainage plan	

Address: _____

	<u>Required</u> <small>(by City)</small>	<u>Submitted</u> <small>(by applicant)</small>	
<u>Plans Cont.</u>	<input type="checkbox"/>	<input type="checkbox"/>	Building sprinkler plan (four copies)
	<input type="checkbox"/>	<input type="checkbox"/>	Driveway plan and profile
<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> (Eight sets)	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Color and material samples
	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Photographs
<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 _____

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 APPLICATION

Application Number: _____

Case Type: Administrative

Zoning of Property: _____

<input type="checkbox"/> Design Review	<input type="checkbox"/> Sign Review	<input type="checkbox"/> Tentative Tract Map	<input type="checkbox"/> Certificate of Appropriateness
<input type="checkbox"/> Variance		<input type="checkbox"/> Tentative Parcel Map	<input type="checkbox"/> General Plan Amendment
<input type="checkbox"/> Conditional Use Permit		<input type="checkbox"/> Complex Project	<input type="checkbox"/> Rezoning
<input type="checkbox"/> Floor Area Exception		<input type="checkbox"/> Grading Permit Approval	<input type="checkbox"/> Geologic Review
<input type="checkbox"/> Floor Area Transfer		<input type="checkbox"/> Conceptual Development Plan	<input type="checkbox"/> Geo-Hazards Map Amendment
<input type="checkbox"/> Lot Line Adjustment / COC		<input type="checkbox"/> Detailed Development Plan	<input type="checkbox"/> Subdivision Ordinance Exception

Other: _____

Project Description (All properties):

Property Description (All properties):

Street Address: _____

Assessors Parcel Number(s): _____

Property Area (sg. ft.): _____

Nearest Cross Street: _____

Applicant Information:

Owner name: _____	Telephone Number: () () _____	Fax Number: () () _____
Owner Mailing Address, <i>if different from Site Address</i> : _____		
Applicant Name, <i>if different from Property Owner</i> : _____	Telephone Number: () () _____	Fax Number: () () _____
Applicant Mailing Address: _____		

Submittal Authorization:

Signature of Owner: _____	Date: _____
Signature of Applicant, <i>if different from Owner</i> : _____	Date: _____



Belmont Permit Center
PERMIT CENTER APPLICATION

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Street Address/APN: _____ 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 Receiving Parcel:

- | | | |
|--|---|--|
| <input type="checkbox"/> Steep Terrain | <input type="checkbox"/> New Driveway / Curbcut | <input type="checkbox"/> Approved Roadway Plan |
| <input type="checkbox"/> Large Trees on Site | <input type="checkbox"/> New Utility Service | <input type="checkbox"/> Geologic Hazards |
| <input type="checkbox"/> Historic Building on Site | <input type="checkbox"/> Construction Dumpster Required | |



FLOOR AREA EXCEPTION

**Belmont Permit Center
SUPPLEMENTAL APPLICATION**

Application No.: _____

Address: _____ **Date:** _____

Project: _____

In order to approve a request for an Administrative Floor Area Exception, the Zoning Administrator 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.

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FLOOR AREA EXCEPTION
SUPPLEMENTAL APPLICATION
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C. The addition is compatible with the existing residence and neighboring properties.

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

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 Zoning Administrator, Planning Commission or City Council 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 – You will be responsible to mail by US Mail a basic project description, site plan, and elevations (8.5 X 11 sheets) and method of response (telephone, email, meeting, etc.) to all property owners within 300 feet of your property for Planning Commission (SFDR Tier 3) and City Council level projects, and 150 feet for Zoning Administrator (SFDR Tier 2) projects, within 15 days of application submittal date. The City will provide labels for mailing at a pre-application meeting.
- B. Informing Your Neighbors of the Project – In addition to the US Mail contact, this can be accomplished in a variety of ways, but is most easily accomplished by a scheduled meeting or open house on the property. If you choose to have a 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. As noted above, you may choose other means for informing your neighbors, such as mailing a project information packet, or creating a website, etc.
- 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 (i.e., email, telephone, etc.).
- 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 Zoning Administrator, Planning Commission or City Council. 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 property owners.

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. 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)

III. 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)

IV. 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



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.

- 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**