

Administrative Approvals of Amendments to Detailed Development Plans  
(AADDP)



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

Page 1 of 2

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

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

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

	<u>Required</u> (by City)	<u>Submitted</u> (by applicant)	
<u>Applications</u>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Application Checklist (this form)
	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Permit Application
	<input type="checkbox"/>	<input type="checkbox"/>	Supplemental Application
	<input type="checkbox"/>	<input type="checkbox"/>	Neighborhood Outreach Strategy
<u>Plans</u>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Site Plan (one copy) *
	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Floor Plan (one copy) *
	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Exterior Elevations (one copy) *
	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Cross-sections (one copy) *
	<input type="checkbox"/>	<input type="checkbox"/>	Landscape Plan (one copy) *
	<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
	<input type="checkbox"/>	<input type="checkbox"/>	Building sprinkler plan
<input type="checkbox"/>	<input type="checkbox"/>	Driveway plan and profile	

\*See "plan" section of submittal requirements (Page 1) for clarification on submission of additional sets of plans required.

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

	<b><u>Required</u></b> <small>(by City)</small>	<b><u>Submitted</u></b> <small>(by applicant)</small>	
<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 type="checkbox"/>	<input type="checkbox"/>	<b>Preliminary title report</b>
<b><u>Miscellaneous</u></b>	<input type="checkbox"/>	<input type="checkbox"/>	<b>Color and material sample</b>
	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<b>Photographs (one copy)*</b>
<b><u>Fees and Deposits</u></b>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<b>Application fee</b>
	<input 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 APPLICATION

Application No.: \_\_\_\_\_

**Case Type:**

**Zoning of Property:** \_\_\_\_\_

- |   |  |  |
|---|--|--|
| <input type="checkbox"/> Design Review          | <input type="checkbox"/> Tentative Tract Map         | <input type="checkbox"/> Certificate of Appropriateness  |
| <input type="checkbox"/> Variance               | <input type="checkbox"/> Façade Improvement Rebate   | <input type="checkbox"/> General Plan Amendment          |
| <input type="checkbox"/> Conditional Use Permit | <input type="checkbox"/> Lot Line Adjustment         | <input type="checkbox"/> Rezoning / Zoning Ordinance     |
| <input type="checkbox"/> Floor Area Exception   | <input type="checkbox"/> Grading Permit Approval     | <input type="checkbox"/> Geologic Review                 |
| <input type="checkbox"/> City Code Exception    | <input type="checkbox"/> Conceptual Development Plan | <input type="checkbox"/> Geo-Hazards Map Amendment       |
| <input type="checkbox"/> Tentative Parcel Map   | <input type="checkbox"/> Detailed Development Plan   | <input type="checkbox"/> Subdivision Ordinance Exception |

**Zoning Case Numbers:** \_\_\_\_\_  
*(Staff Use Only)*

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

\_\_\_\_\_

**Property Description:**

Street Address:	Assessors Parcel Number:
_____ , Belmont, CA 94002	_____
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.: \_\_\_\_\_



**Belmont Permit Center  
PERMIT APPLICATION**

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