

CITY OF SAN LEANDRO **PLANNING**www.sanleandro.org/planning

PERMIT APPLICATION DIRECT COST

835 East 14th Street, San Leandro, CA 94577 • Email planner@sanleandro.org • Leave a Message (510) 577-3325Please complete this form and submit to the Planning Division at www.SanLeandro.org/PermitPortal

- | | | |
|---|---|--|
| ☐ Conditional Use Permit | ☐ Zoning Amendment | ☐ Administrative Site Plan Review |
| ☐ Sign Program | ☐ General Plan Amendment | ☐ Major Site Plan Review |
| ☐ Planned Development | ☐ Tentative Map | ☐ Other: |

PROJECT ADDRESS

APN(s)

Lot Area (sq. ft.)

Zoning

www.sanleandro.org/zoning**Project Description**

(Attach supporting statement)

APPLICANT

Full Name

☐ Lessee

Legal Business Name

Mailing Address

Email

Phone

PROPERTY OWNER OR AUTHORIZED AGENT* (*Attach authorization document for the filing of this application)

Full Name

☐ Property Owner

Legal Business Name

Mailing Address

Email

Phone

AGREEMENT FOR PAYMENT OF FEES

I (We) hereby agree to pay all personnel and related direct and indirect costs (including a factor of 3.38 for employee benefits and overhead) for the review and processing of application(s) for the subject project, at such time as requested by the Community Development Director. Direct costs include, but are not limited to: Review of project application for completeness by all applicable City Departments; Telephone or written communication with applicant/property owner/architect, engineer, etc.; Preparation of staff reports; and Attendance by staff at public hearings.

If applicable, I (we) also hereby agree to pay all contract costs for preparing an environmental document in compliance with the California Environmental Quality Act. Payments are due and payable within 30 days. Interest will accrue on all costs unpaid 30 days after billing at the maximum legal rate and the City is entitled to recover its costs, including attorney's fees, in collecting unpaid accounts.

If the City is unable to collect all costs from the applicant or authorized agent, the property owner will be responsible for the amount due. Delinquent accounts may result in a lien being placed on the property. I (we) hereby agree to hold the City harmless from all costs and expenses, including attorney's fees, incurred by the City or held to be the liability of the City in connection with the City's defense of its actions in any proceeding brought in any State or Federal Court challenging the City's actions with respect to my (our) project.

I (We) hereby certify under penalty of perjury that I (we) join in said application and that the statements and information contained herein are in all respects true and correct.

Applicant Signature

Date

Owner/Agent Signature

Date

OFFICIAL USE ONLY

Project #

Planner

Land Use(s)

Code Section(s)

APPLICATION RECEIVED

By

Date

Full-Size Sets

Reduced Sets

☐ Digital Materials Included

Deposit Paid

Total Fees Paid

Receipt #

STAFF COMMENTS**\$5.5.120: INCOMPLETE & INACTIVE APPLICATIONS**

All applications that remain incomplete and inactive for a minimum 6-month period shall have a written 30-day warning notification forwarded to the applicant. If no action is taken by the applicant regarding the application within 30 days thereafter, the application shall automatically be withdrawn and closed.