



City of Half Moon Bay Planning Department / Building Safety Division
Concurrent Submittal and Review Agreement

Project Address: _____
Planning Project No.: _____
Project Description: _____

Terms and Conditions

1. Submittal to Building Plan Check prior to issuance of a Notice of Final Action on a Coastal Development Permit (CDP) or Administrative Plan Review (APR) is authorized ONLY if the project is a Planning Permit application and, as determined by the Community Development Director, special circumstances exist. The case planner must agree to concurrent submittal based on the likelihood that no further revisions will be required. In no case shall the City issue Building or Grading Permits until final Planning Division approval has been issued (see Item 4 below).
2. The Owner and Applicant assume all risks associated with this concurrent submittal and review. If changes are required for any reason, additional fees may be charged, revised building plans may be required, and the project timeline may be impacted.
3. Any submittal for plan check review shall expire one year from the date of submittal, unless extended. One 180-day extension may be allowed upon payment of required fees. If permits have not been issued within the allotted period, Owner and Applicant agree to pay all required fees for a new plan check.
4. Building and Grading permits shall not be issued until final Planning Department approval has been issued and all appeal periods have expired.
5. The Owner and Applicant understand that they may forfeit fees paid to the City and outside agencies if approval is not obtained.

Agreement

I have read and understand the conditions listed above and agree to abide by these terms and conditions. I agree to assume all risks associated with this concurrent submittal and review, which may include being required to submit revised plans or reports and being required to pay additional fees.

***Owner (print name):** _____
Signature Date

***Applicant (print name):** _____
Signature Date

Case Planner (print name): _____
Signature Date

Community Development Director (print name): _____
Signature Date

Building Official (print name): _____
Signature Date

***This form MUST BE NOTARIZED if not witnessed by City of Half Moon Bay staff.**

Witnessed by — Staff (print name): _____
Signature Date