



CITY OF PLEASANT HILL

PHONE (925) 671-5209

FAX (925) 682-9327

www.phillca.gov

100 Gregory Lane
Pleasant Hill, CA 94523

ZONING PERMIT SUBMITTAL REQUIREMENTS

The submittal information shall be provided to the Planning Division. All submittal information shall be presented along with the Planning Division application form, related fees, and any additional information required by the Planning Division before the application can be accepted as complete.

All submittals shall be on 8.5" x 11" unless noted otherwise below. Please fold all plans so they are no larger than 8.5" x 11" in size.

Scale: The scale used on submittal plans shall generally be at a 1/8" = 1'0" for the architectural plans, 1" = 20' for site engineering plans. Include a north arrow, the scale and a bar scale on all plans.

Required <i>(if marked with an "O" submittal is optional, otherwise submittal is required, please check with the Planning Division)</i>	Submittal Requirement	Number of Copies
X	<u>Application form</u> - completed and signed by both the property owner and the applicant.	1
X	<u>Fee/Deposit</u> – Fee or deposit made to the City of Pleasant Hill (contact the Planning Division for amount).	1
X	<u>Zoning Permit Analysis</u> - completed and signed.	1
O	<u>Site plans</u> - site plans of the project shall be fully dimensioned and accurately drawn. The plans shall contain the following basic information unless the Community Development Department determines that additional information is necessary to properly evaluate the project. Use as many sheets as necessary. You may combine information so long as the plans are easy to read. If details are not reviewed during the site development review process, they will be subject to review and approval prior to issuance of building permits. In most cases, the site plan must be prepared and signed by a licensed civil engineer, surveyor, architect, landscape architect, or building designer whose name, address and phone number must appear on the plan. The boundary and topographic survey information (showing the existing topography) must be prepared by a licensed civil engineer or land surveyor whose name, seal, and signature must appear on the sheet of plan indicating the boundary and topographic survey. <u>Site plan shall include the following information:</u> <u>Legal boundaries</u> - boundary lines, easements (with size and type called out), right-of-ways, trails, paths, utility poles and the like. <u>Topography</u> - topography of the land with one-foot contour lines for land with	1 - 24"x36" set, 2 - 11"x17" sets

	a slope of 5 percent or less, and two-foot contours for land over 5 percent. This contour interval may be increased for land with over 20 percent slope. Show faults, flood zones, and slide areas. <i>Grading</i> - preliminary grading plan clearly showing existing and proposed contours carried a minimum of 50 feet beyond the project boundaries. Show direction and path of existing proposed drainage channels or facilities. Indicate building pad and finished elevations, retaining walls (with height and materials specified). <i>Streets and lots</i> - proposed street layouts and lot design, off-street parking, and loading areas. This should include proposed circulation of vehicles, goods, pedestrians, number of parking spaces and bicycles. Dimension all parking, roads and maneuvering areas. <i>Public areas</i> - areas proposed to be dedicated or reserved for parks, trails, schools, public or quasi-public buildings, and other such uses, if any. <i>Land use</i> - proposed, show the type, amount and location. Show also adjacent land use, including their general location and the height of existing structures and trees within 50 feet of the property lines. <i>Trees</i> - species, common name, size, condition, location, and drip line of existing trees with a trunk three inches and greater in diameter, at DBH (54 inches above grade). Any trees proposed to be removed shall be so indicated along with the reason why they are proposed to be removed. <i>Buildings</i> - all existing and proposed buildings and structures. Include their outside dimensions, height (from ground to top of roof), location and use. Delineate each residential unit or commercial shop and indicate unit type and size. Show trash enclosures, storage buildings and the like. Indicate setbacks and distance between buildings. <i>Features</i> - building appurtenances and features, including balconies, decks, landscaping, stairs, and rooflines to be shown. <i>Handicap provisions</i> – details to verify compliance with Chapter 24 of the California Code of Regulations in regard to handicapped parking and pedestrian access routes. <i>Phasing</i> - potential phasing limits of project should be indicated and a statement provided that sets forth the manner and phasing of the installation and maintenance of parking, lighting, landscaping, private grounds, streets, utilities and open space. <i>Coverage</i> - tabulation of building, landscaping, open space and paving.	
O	<u>Floor plan</u> - a proposed floor plan of all building/tenant areas for the proposed project.	1 - 24"x36" set, 2 – 11"x17" sets



APPLICATION FOR DEVELOPMENT REVIEW CITY OF PLEASANT HILL

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I. CHECK TYPE OF PERMIT(S) REQUESTED

- | | | |
|---|---------------------------------------|--|
| ☐ Development Plan | ☐ Use Permit | ☐ Zoning Permit |
| ☐ Architectural Review | ☐ Sign | ☐ Home Occupation |
| ☐ Minor Exception/Variance | ☐ Tree Removal | ☐ Other _____ |

II. GENERAL DATA

- A. Address of Property _____
- B. Assessor's Parcel Number(s) _____
- C. Zoning _____
- D. Existing Use _____
- E. Description of Project or Request _____
- _____
- _____

III. AUTHORIZATION

In signing this application, I, as owner and/or as applicant, represent to have full legal capacity to, and hereby do authorize the filing of this application. If this application has not been signed by the property owner, attached is separate documentation of full legal authority to file this application. I agree to be bound by the conditions of approval of this application, subject only to the right to object at the hearing or during the appeal period.

I hereby certify under penalty of perjury under the laws of the State of California that the information in this application and any document submitted with or in support of this application are true and correct to the best of my knowledge and belief, and that copies of any documents submitted with or in support of this application are true and correct copies of unaltered original documents. I further understand that if I have provided information that is false, intentionally incomplete, or misleading I may be charged with a crime and subjected to fine or imprisonment, or both fine and imprisonment. (Penal Code Section 72)

A. Property Owner

Name	_____	Phone	_____
Address	_____	Email	_____

Signature	_____	Date	_____

B. Applicant other than Property Owner

Name	_____	Phone	_____
Address	_____	Email	_____

Signature	_____	Date	_____

C. Authorized Agent

Company	_____	Contact/Title	_____
Address	_____	Phone	_____
	_____	Email	_____
Signature	_____	Date	_____

TO BE COMPLETED BY STAFF

APPLICATION TITLE	APPLICATION NUMBER	APPLICATION RECEIVED BY



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ZONING PERMIT ANALYSIS

Application Submittal

Prior to submitting construction plans for a Building Permit, each property owner or representative must obtain written approval from the Community Development Department that the intended use or structure complies with the requirements of the Zoning Ordinance.

In order to make a determination of compliance with the Zoning Ordinance, Community Development Department staff will review the description of your proposal, possibly visit the location in the field, and evaluate the use or structure within the limitations of the particular zoning district in which the site is located.

The following information must be submitted for the Community Development Department staff to complete its analysis of your proposed land use or structure. You may complete this form and submit it at the Community Development Department counter in City Hall, mail or fax it to the address above, *Attention: Community Development Department.*

COMMERCIAL USES

Name of Business: _____

Square Footage of Space to be occupied by Business: _____

Detailed Description of Business:

(include information on the nature of service provided, types of goods sold, et cetera)

Linear Footage of Store Front to be occupied by Business: _____

Off-street Parking (indicate number of parking spaces allocated for your tenant space): _____

Hours of Operation: _____ Weekdays

_____ Weekends

Number of Employees (during the maximum work shift): _____

Customer Occupancy (seating capacity and maximum occupancy load): _____

RESIDENTIAL USES

Area of parcel: _____ square feet.

Square footage of existing structures: _____ square feet
(including garage area and accessory structures)

Square footage of proposed structures: _____ square feet

Setbacks of addition (measured from property line):

Front yard: _____

Rear yard: _____

Side yard: _____

Number of dwelling units on parcel _____

Number of covered parking spaces _____

Total number of parking spaces _____

CONTACT PERSON

Name: _____ Work phone #: _____

NOTE:

Area of parcel - See building department or planning department for the square footage of your parcel.

Square footage of existing structures shall include - garage area, covered patio area, utility shed area, carport area, pool room area, and any other accessory structure area.

Setbacks are to be measured from the property line and not from the edge of sidewalk or curbside - See building department or planning department for a copy of an assessor's parcel map to verify the dimensions of your property lines.

Community Development Department Analysis

Zoning: _____ Address: _____

File: _____ APN: _____

___ Compliance with Zoning Ordinance

___ Non Compliance with Zoning Ordinance

___ See comments below

Comments:
