



CITY OF PLEASANT HILL

PHONE (925) 671-5209

FAX (925) 682-9327

www.phillca.gov

100 Gregory Lane
Pleasant Hill, CA 94523

SIGN 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>Location map</u> - indicating the subject parcel(s) and adjacent streets, this may be on the site plan.	1
O	<u>Title report</u> - a preliminary title report, prepared within three months prior to filing the application.	1
X	<u>Written statement</u> - describing the project in detail and what the reasons are for the project including the city's potential benefits and costs	1
X	<u>Participant Disclosure Form</u> – Completed and Signed.	1
O	<u>Tree Condition Evaluation Report</u> - an independent report by a certified arborist, licensed landscape architect or other professional approved by the Zoning Administrator. May be subject to peer review.	1
X	<u>Site photographs</u> - to clearly show the views of and from the project, including neighboring development. Include a key map indicating where the pictures were taken from and in what direction they were taken. Label the pictures accordingly.	
X	<u>Site plan</u> - site plan, fully dimensioned showing the location and size of all existing and proposed freestanding signs and building mounted signs. Include the length of building frontage(s) onto a public right of way. (If building has more than one frontage, identify length of each frontage).	1 - 24"x36" set, 2 – 11"x17" sets

X	<u>Elevations</u> - fully dimensioned building elevations showing sizes and locations of existing and/or proposed wall signs (minimum scale 1/8" = 1'0").	1 - 24"x36" set, 2 – 11"x17" sets										
X	<u>Rendered sign elevation</u> - a color version of the sign elevation shall be submitted that accurately represents the final finished appearance of the sign in its installed setting (either building mounted or freestanding);	1 - 24"x36" set, 2 – 11"x17" sets										
X	<u>Details</u> - detailed drawings of all proposed signs indicating the size of sign cabinet, letter style, color scheme, cabinet colors, material specifications (minimum scale 1/4" - 1' 0") and samples. A side elevation is often helpful in describing the sign;	1 - 24"x36" set, 2 – 11"x17" sets										
X	<u>Inventory</u> - an inventory of all on-the-property signs must be submitted with the sign application. The inventory shall include the type, description, size, height and locations of <u>all</u> existing and proposed signs. 1) The height above finish grade and dimensions of all signs shall be shown on all of the above drawings. 2) Area of each sign (in square feet) shall be shown on all of the above drawings. Example: <table><tr><td><u>SIGN #1</u></td><td><u>TYPE</u></td><td><u>SIGN COPY</u></td><td><u>SIZE</u></td><td><u>HEIGHT</u></td></tr><tr><td>1</td><td>Wall sign</td><td>"Antiques"</td><td>4' x 6'</td><td>10'</td></tr></table> <u>Sign Colors and Materials:</u> Canister Anodized Bronze Returns N/A Background Opaque White (include manufacturer no's.) Letters Red # _____ (include manufacturer no's.)	<u>SIGN #1</u>	<u>TYPE</u>	<u>SIGN COPY</u>	<u>SIZE</u>	<u>HEIGHT</u>	1	Wall sign	"Antiques"	4' x 6'	10'	1
<u>SIGN #1</u>	<u>TYPE</u>	<u>SIGN COPY</u>	<u>SIZE</u>	<u>HEIGHT</u>								
1	Wall sign	"Antiques"	4' x 6'	10'								
O	<u>Landscape plan</u> - a preliminary landscape plan shall be submitted showing major landscape structures such as fences, walls, walks, pools, and trellises with dimensions, paving material designations, and a proposed planting plan. The preliminary landscape plan should include a legend/table that indicates the general plant pallet that is proposed including the number of specie planting, a description of the type of plants, their rate of growth, size in 3-5 years, mature size, and container size at time of planting. Include both common and botanical names. Show the location of paths, fences and street furniture and the percentage of landscape coverage on proposed parcel(s). <i>Projects subject to Water-Efficient Landscape Ordinance requirements</i> – The preliminary planting plan shall include a calculation of new and refurbished landscape area and should be graphically displayed on the landscape plan. It should identify special landscape areas, type and surface area of water features. The preliminary irrigation plan should show the location, type and size of major components of the irrigation system (controllers, main and lateral lines, valves, etc.) <i>Single Family Homes (not part of a Subdivision)</i> – A preliminary landscape plan for only the front and street side corner yard areas shall be provided. It should also include a front yard landscape area calculation.	1 - 24"x36" set 2 – 11"x17" sets										

	Approval of a preliminary landscaping plan will be subject to submittal of a final landscaping and automatic irrigation plan to be checked for conformance prior to issuance of a building permit.	
X	<u>City Wide Design Guidelines Checklist</u> – Applicable to all projects, the checklist must be completed and reviewed by an applicant for design review. Projects should be designed, and will be reviewed, in relation to the City-Wide Design Guidelines. The document is available electronically on the City’s website or in hard copy at City Hall.	1
O	<u>Lights</u> - show the location, height, size and type of exterior lights.	1 - 24”x36” set 2 – 11”x17” sets
O	<u>Cost Recovery Agreement</u> – Agreement for payment to the City for application processing and plan checking and inspection services for certain land use and development projects. Signatures to be notarized.	1
X	<u>Electronic Copy of Plans</u> – An electronic copy of the application plans and supporting documents in a PDF format.	1



APPLICATION FOR DEVELOPMENT REVIEW

CITY OF PLEASANT HILL

100 Gregory Lane
Pleasant Hill, CA 94523
Phone (925) 671-5209
Fax (925) 682-9327

www.phillca.gov

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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Participant Disclosure Form

If no contributions made, or in an amount less than \$250, please fill out the top half of this form and check box below, provide signature and date.

Participant's Name _____

Participant's Address _____

Application Title and Number _____

Council or commission member(s) to whom you and/or your Agent made campaign contributions totaling \$250 or more and date(s) of contribution(s):

Name of Member: _____

Name of Contributor (if other than Participant): _____

Date(s): _____

Amount(s): _____

Name of Member: _____

Name of Contributor (if other than Participant): _____

Date(s): _____

Amount(s): _____

Name of Member: _____

Name of Contributor (if other than Participant): _____

Date(s): _____

Amount(s): _____

☐ - No contribution, or less than \$250 contribution made:

Signature of Participant and/or Agent: _____



CITY OF PLEASANT HILL
PUBLIC WORKS AND COMMUNITY DEVELOPMENT DEPARTMENT
COST RECOVERY AGREEMENT

Notary acknowledgement required

This Agreement is for payment to the City of fees for application processing and plan checking and inspection services for certain land use and development projects, under the authority of the City's Master Fee Schedule. It applies to City fees (i.e. Planning and Engineering Divisions and City Attorney Office) designated in the Master Fee Schedule as hourly fees or actual costs. It does not apply to flat-fee applications nor to the building permit and related inspection fees. The deposit will be retained in a refundable deposit account until it is drawn down based on costs incurred by the City.

Project: _____

Applicant: _____ Owner, if different: _____

Property (address and parcel number): _____

Land use entitlement(s) or permit applied for: _____

City file #: _____

Initial deposit: \$ _____ made on _____

This Agreement is entered into on _____, 202__ between the Owner and the City.
Owner/Applicant has applied for the land use entitlement or other permit indicated above.

1. Definitions. In this Agreement:

Department means the Public Works and Community Development Department.

Director means the Director of the Public Works and Community Development Department.

Master Fee Schedule means the City-wide Master Fee Schedule adopted by the City Council under Resolution No. 34-07 and subsequent amendments to it.

Owner/Applicant means the Property Owner and the Applicant. If they are different, it refers to both of them who are equally responsible under this Agreement.

Reimbursable costs means the costs associated with review and processing, plan checking and inspections for the application for the land use entitlement, grading or encroachment permit indicated above, and any subsequent applications related to the same project. It includes costs for:

City of Pleasant Hill
Public Works and Community Development Department
Cost Recovery Agreement

- services provided by any City department within the scope of the Master Fee Schedule.
- retaining professional and technical consultant services, and any other services necessary, to perform functions related to the review and processing of the application and inspection of the work (other than building inspection).
- both direct and indirect costs, including State-mandated costs.
- If additional work is required as the result of a claim, action or other legal proceeding, the cost of additional investigation, study, or document amendment (e.g., to EIR, General Plan, zoning).

2. Agreement to pay. Owner/Applicant agrees to pay to the City all reimbursable costs, as defined in Section 1. This agreement applies whether or not the application is approved. If the application is withdrawn, the Owner/Applicant shall pay the reimbursable costs incurred up to the time of withdrawal. If a decision regarding the application is appealed by the Owner/Applicant or by someone else, the Owner/Applicant shall pay for the reimbursable costs incurred.

Owner agrees that delinquent amounts shall constitute a lien on the Property and expressly consents to recordation of a notice of lien (or copy of this Agreement) against the Property regarding any delinquent amount.

3. Deposits and billing.

- a. Deposits. The Owner/Applicant shall make an initial deposit in an amount determined by the Director. This amount is indicated on page 1, above.
- b. Notices and Invoices. As requested by the Owner/Applicant, the City shall send a summary of the costs incurred to date. The City may also send an invoice for the balance due. Payment is due to the City within 15 days of the date of the invoice. Finance charges for overdue amounts will be assessed at the rate of 1% per month (12% per year), except as to documented disputed amounts.
- c. Questions and clarification. The Owner/Applicant is responsible for contacting the City within 15 days of the receipt (or usual receipt) of the notice or invoice regarding (i) questions about the costs or supporting back-up documentation or (ii) clarification about specific charges. The Owner/Applicant's failure to do this in a timely way will result in additional charges for clerical time spent and possible finance charges for late payment.

4. City responsibilities. City agrees to review and process the application in accordance with the California Permit Streamlining Act (Gov't. Code § 65940 and following), and with the City's ordinances, standards and policies. However, City may suspend the review, processing and/or inspections for non-payment as provided in Section 5.

5. Consequences of failure to pay. If the Owner/Applicant fails to pay the City the amounts due, when they are due, the City may, in its discretion, do any or all of the following:

City of Pleasant Hill
Public Works and Community Development Department
Cost Recovery Agreement

- a. Cease processing of the application or inspection of the work. Owner/Applicant here consents to waive rights under the Permit Streamlining Act if he/she is in default of this Agreement, and thus in violation of Municipal Code section 1.05.050, 11.05.050, 15.10.080, 17.20.070 and/or 18.75.050.
- b. After written notice, terminate or deny the application.
- c. After written notice, issue a stop-work order on any work begun.
- d. Withhold issuance of further plan checks, entitlements, permits, inspections, certificates or occupancy, etc.
- e. File a lien against the Property for the amounts due. (The lien shall be recorded in the same manner as a nuisance abatement lien under GC 38773.1.)
- f. File a civil action for recovery of the amounts due.
- g. Impose a continuing finance charge on the unpaid balance of 1% per month.

6. Refund of deposit. At the Owner/Applicant's request, the City shall refund any amount of deposit still held by it, and not needed for incurred costs, at the conclusion of project review and inspection, after project denial, or after the application is withdrawn.

7. Confirmation of Owner. The Owner represents that he/she is the owner of the Property. Applicant/Owner agrees to promptly notify the City in writing before any change in ownership, or change in the applicant, and to submit a written assumption of the obligations under this Agreement signed by the new owner or applicant, or both.

8. Miscellaneous.

- a. Notices. Invoices or notices shall be sent to the party at the address shown here, unless a change is submitted in writing.

(Owner)	Director of Public Works and Community Development City of Pleasant Hill 100 Gregory Lane Pleasant Hill, CA 94523-3323
(Applicant)	

- b. Legal action. In any legal action arising out of the Agreement, the prevailing party is entitled to recover its reasonable litigation expenses, including costs and attorneys fees.

City of Pleasant Hill
Public Works and Community Development Department
Cost Recovery Agreement

Notary acknowledgement required

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)

Owner	City of Pleasant Hill
Owner: _____ *	_____
Date: _____	Director of Public Works and Community Development
(*Notary acknowledgement required.)	Date: _____
Applicant (if different): _____	
Date: _____	