



City of Half Moon Bay

Community Development
501 Main Street Half Moon Bay CA 94019
Phone: 650.726.8270 / Fax: 650.726.8261

PDP File No. _____

PARKLET PERMIT APPLICATION FORM

Prior to submittal of planning permit application form, it is strongly recommended that you confirm the permit submittal requirements and fees with planning staff. All applications shall be submitted to the Planning Division during normal business hours (8:30 A.M. to 5:00 P.M. Monday-Friday).

Permit(s) Requested (Check where applicable)

- ☐ Pre-application for _____
☐ Architectural, Landscape, and Site Plan Review
☐ Use Permit

Proposed Development/
Activity _____

Subject Property

Address _____
 Assessor's Parcel Number (APN) _____
 Zoning _____ General Plan
 District _____ Designation _____

Project Applicant or Applicant's Representative (if different from Owner)

Name _____ H.M.B. Business License
 Number _____
 Mailing
 Address _____
 Phone _____ Fax _____ Email _____

Property Owner

Name _____
 Signature (required) _____
 Mailing
 Address _____
 Phone _____ Fax _____ Email _____

OFFICE USE ONLY:

DATE RECEIVED: _____ RECEIVED BY: _____

DATE DEEMED COMPLETE: _____ BY: _____ DECISION MAKER: _____ ACTION: _____ DATE: _____

FEES/DEPOSITS:

CASH/CHECK NO.: _____ AMOUNT: _____ RECEIPT No.: _____ DATE: _____

APPLICATION CHECKLIST

Please submit the following items with your application, unless otherwise directed by planning staff:

1. Application – Compliance Review: Participants with eligible businesses may proceed with the application process.
 - a. Application Materials:
 - i. Plans: Must be scaled and dimensioned, professionally prepared by a licensed civil engineer, landscape architect, and/or architect as applicable:
 - a.) Site Plan: Including the following:
 - i.) Accessibility provisions including ADA and California Title 24
 - ii.) Drainage Plan
 - iii.) Landscape Plan
 - iv.) Location of all site furnishings
 - v.) Elevations with signage, if proposed.
 - ii. Title 24 compliance
 - iii. Signage plan, if new signage is proposed
 - iv. Cutsheets for all site furnishings, including but not limited to:
 - a.) Electrical/fueled elements: lighting, heaters, etc.
 - b.) Trash, recycling, composting containers
 - c.) Signage and menu boards
 - d.) Overhead elements: canopies, umbrellas, etc.
 - v. Site photos: business frontage and aerial view
 - vi. Construction schedule
 - vii. Property owner permission
 - viii. Current Business License
 - ix. ABC License, if applicable
 - x. Employee parking plan (for parklets proposed on Main or Mill Street)

COST BASED FEE SYSTEM

I understand that charges for planning staff time spent processing this application will be based on the Council-approved fee schedule (see current Master Fee Schedule).

Final costs shall be based on the determination of the number of spaces occupied in the public right-of-way at four hundred (\$400.00) per space occupied within the parklet. Also, I understand that staff processing time may include, but is not limited to:

1. Initial review and ongoing project processing by the Planning Division, Public Works Department, and City Attorney including, but not limited to:
 - a. Reviewing plans / submittal packages
 - b. Routing plans to, and communicating with, inter-office departments and outside agencies
 - c. Researching documents relative to site history
 - d. Site visits
 - e. Consulting with applicant and/or other interested parties either in person or by phone
 - f. Preparing environmental documents
 - g. Drafting staff reports and resolutions
 - h. Preparing pertinent maps, graphs and exhibits
 - i. Attending meetings / public hearings before the Planning Director/Planning Commission/ City Council
2. Plan checking, parcel and final maps and/or improvement plans by Public Works and Planning Department subsequent to receiving discretionary approvals.
3. Plan checking building permits by Planning and Public Works Department, subsequent to receiving all discretionary approvals;
4. Final, on-site inspections of the project by Planning Department, and/or Public Works Department; I also understand that receipt of all discretionary approvals does not constitute an entitlement to begin work. Non-discretionary approvals may be required from the Building Department, Public Works Department, Coastside Fire Protection District, Sewer Authority Mid-Coastside, San Mateo County Environmental Health Department, Coastside County Water District and other agencies. Refer to the City Fee Schedule for other fees to be assessed prior to the issuance of project permits. These fees may include, but are not limited to:
 1. Building Permit fees;
 2. Public Works fees;
 3. Fire District, Sanitary District, Water District, etc. fees.

_____ Owner(s)' Initials

As the applicant, I have read and agree with all of the above, and I assume full responsibility for all costs incurred by the City in processing this application(s).

Signature of Applicant _____ **Date** _____

AFFIDAVIT OF APPLICATION MATERIALS

I, _____ hereby certify that all information provided by the applicant is true and correct regarding the application and proposed project. I understand that it is the applicant's responsibility to provide all materials necessary for a complete application; and that processing will not proceed until the application is complete. I understand that erroneous information may be grounds for denial or modification/revocation of approved project.

I hereby certify that I have read and understood this Affidavit.

Owner Signature _____ Date _____

ENTRY ON LAND

Government Code Section 65105. Entry on land by planning agency personnel -- In the performance of their functions, planning agency personnel including City staff from Community Development, Public Works, or other Departments may enter upon any land and make examinations and surveys, provided that the entries, examinations, and surveys do not interfere with the use of the land by those persons lawfully entitled to the possession thereof.

Owner Signature _____ Date _____

HOLD HARMLESS

The applicant agrees by submitting this application to indemnify, protect, defend with counsel selected by the City, and hold harmless, the City, and any agency or instrumentality thereof, and its elected and appointed officials, officers, employees and agents, from and against any and all liabilities, claims, actions, causes of action, proceedings, suits, damages, judgments, liens, levies, costs and expenses of whatever nature, including reasonable attorney's fees and disbursements (collectively, "Claims") arising out of or in any way relating to the processing or approval of this application, any actions taken by the City related to this application, any review by the California Coastal Commission conducted under the California Coastal Act Public Resources Code Section 30000 et seq., or any environmental review conducted under the California Environmental Quality Act, Public Resources Code Section 21000 et seq., for this application, any entitlement issued in connection with the application, and related actions. This Hold Harmless provision shall apply to any Claims that may be asserted by any third party person or entity arising out of or in connection with the approval of this application, whether or not there is concurrent, passive or active negligence on the part of the City, and any agency or instrumentality thereof, and its elected and appointed officials, officers, employees and agents. The applicant's duties under this Hold Harmless provision shall not apply to those instances when the applicant has asserted the Claims. The applicant understands that there is a possibility of litigation and Coastal Commission enforcement action regarding federal, state and local laws that apply to this application; the City makes no representations or warranties about the outcome of such actions or how they might impact the processing of this application or any permit issued based on this application.

Applicant Signature _____ Date _____