

City of Pinole, California Development Application



2131 Pear Street
Pinole, CA 94564
Telephone: (510) 724-8912
Fax: (510) 724-4921

Date Rec'd: _____ FILE#: _____ Fee Paid/Receipt #: _____

APPLICATION TYPE:

- USE PERMIT***

 REZONE*

 VARIANCE*
- ENVIRONMENTAL REVIEW***

 GENERAL PLAN AMENDMENT
- DEVELOPMENT PLAN (or PDP)***
 TENTATIVE MAP*
 Minor Subdivision Major Subdivision
- DESIGN REVIEW:** Please Specify (repaint of commercial building, new signs, changes to existing commercial facility, new commercial construction, new single-family residential construction, commercial re-roof)
- OTHER** _____
- **Project applicant is required to provide a list and mailing labels of property owners within 1000-foot radius of site.**
 - **Complete application checklist is on page 2.**

Property Owner: _____ Address: _____ City, State, Zip: _____ Telephone: _____ E-Mail: _____	Site Address: _____ APN: _____ Zoning: _____ Tract: _____ Lot: _____
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Project Description (please provide project details):

The applicant is of the opinion that such a request will not be detrimental to the health, safety, morals, comfort, convenience, welfare or aesthetics of persons residing or working in the area. The applicant also agrees to abide by any conditions to ensure that the above items are maintained.

I, (the applicant) HEREBY AUTHORIZE:

Company: _____	Name: _____
Address: _____	
Phone: _____	E-Mail: _____

to represent me before the Planning Commission, City Council, City Staff, or any other Boards, Commission, or bodies.

Property Owner's Signature _____ Date: _____

Application Checklist

General Requirements

The following materials are required for **all** development applications at the City of Pinole.

- Filing Fee (See attached Fee Schedule)
- \$150 fee for sign to be posted on project site
- \$100 Mailing Fee
- Mailing labels for property owners and residents within a 1000 ft. radius of the subject site
- A radius map showing the 1,000 ft. boundaries from the subject site

General Submittal Info

All drawings must have:

- Name and address of applicant
- Name and address of project designer, if applicable
- Date of Preparation
- North Arrow
- Scale, both written and graphic

Site Plan

- Assessor's Parcel Map-attached or as part of the drawings
- Location of nearest structures on adjacent side properties showing driveways and indicating use
- Indicate all existing street lights, utility poles, trees and signs within the public right-of-way

adjacent to the site

- ❑ Location and width of all vehicular and pedestrian access openings into and out of the property
- ❑ Location of trash enclosures
- ❑ Parking Spaces & Aisles (dimensioned with the flow of traffic noted by arrows and calculations of required number of parking spaces-Commercial projects only)
- ❑ Show all trees on-site and mark trees to be removed

Grading & Utility Plan

- ❑ Show existing and new contours prepared by a licensed architect or engineer
- ❑ Location, dimension and elevation of all drainage facilities and utility connections
- ❑ Location of fire hydrants and water main sizes
- ❑ Provisions for under grounding of all utilities

Floor Plans

- ❑ Overall building dimensions
- ❑ Use of rooms delineated on plans
- ❑ Indicate all stair runs and direction run if applicable
- ❑ Wall widths graphically shown

Exterior Elevations

- ❑ All exterior finishes, doors, windows, window trim, and roof trim clearly delineated
- ❑ Light cut sheet detail
- ❑ Building height
- ❑ Roof slope (if applicable)
- ❑ Building cross-sections with rooms identified
- ❑ Plate heights/floor heights clearly shown

Conceptual Landscape Plan

- ❑ Show location of existing plants and plants to be removed
- ❑ Show location of new plantings with common and Latin names
- ❑ Show all hardscape: paths, steps, yard walls, patio, paved areas, etc.
- ❑ Show accurate dripline of planting at maturity

Color Samples & Materials Board

- ❑ Board must not be larger than 11x 17
- ❑ Provide actual paint samples to be used (3"x5" minimum size)
- ❑ For larger, heavier materials (stone, roof tile, pavers, metals, railings) please provide a photograph of the material affixed to the board

Story Poles (New Single-Family Design Review only)

- ❑ Show with yellow tape, top plate heights and highest ridge
- ❑ Provide a site plan showing story pole locations relative to project plan
- ❑ Provide photos of story poles on-site

Electronic Version of Plans

- ❑ CD containing pdf format images of the drawing submittal

NPDES Requirements-applies only to projects that create 10,000 sq. ft. or more of impervious surface

- ❑ Stormwater Control Plan in accordance with the Contra Costa clean Water Program and a check for \$1,500 for plan check review and inspection
Or
Self-Certification by the design professional that the project does not require a Stormwater Control Plan by completing an Impervious Area Worksheet

Design Review: Requirements will vary based on project request

Repaint or Re-roof Application

- ❑ Paint samples of the proposed color scheme (repaint request)
- ❑ Sample of roofing materials (re-roof request)
- ❑ Photographs of the building
- ❑ General Requirements

New Signs- this applies to new businesses seeking a new sign, changing existing signage with new signage, proposal to install signs where there is no approved sign program

- ❑ Fifteen (15) sets of 11 X 17 plans showing a site plan, sign dimensions, photo simulations
- ❑ Electronic version of the plans
- ❑ General Requirements

New Commercial Construction & Modifications to Existing Commercial Buildings- this applies to any commercial structure where an addition or modification to exterior materials is proposed.

- ❑ Ten (10) sets of full-size plans (site plan, floor plan, exterior elevations, conceptual landscape plan)
- ❑ One 11 x 17 reduction of plans
- ❑ Electronic version of the plans
- ❑ Color Materials Board

New Single-Family Home- this applies to proposed single-family construction in the City.

- Ten (10) sets of full-size plans (site plan, floor plan, exterior elevations, conceptual landscape plan)
- One 11 x 17 reduction of plans
- Electronic version of the plans
- Color Materials Board

For **Conditional Use Permits, Variances, Tentative Maps, Subdivision Maps, Rezoning requests, and General Plan Amendments** please contact City staff at (510) 724-8912 for a pre-application meeting and related requirements.

**CITY OF PINOLE – MASTER FEE SCHEDULE
COMMUNITY DEVELOPMENT DEPARTMENT
PLANNING DIVISION: FEES EFFECTIVE AUGUST 17, 2008**

Service	Fee
Design Review***	
Single Family/Duplex/ Exterior Commercial Façade	\$883
New Commercial 0 to 5000 sq. ft	\$1,345
New Commercial more than 5000 sq. ft.	\$4,045
Landscape Plan Check	(eliminated)
Signs	\$484
Use Permits (CUP)***	
Administrative Use Permits	\$524
Administrative Use Permits (Temporary Uses)	\$576
Second Units	\$786
New Permits (Residential) Up to 20 Units	\$750
New Permits (Residential) More than 20 Units	\$2,031
New Permits (Commercial)	\$2,076
Single Family	\$859
Extensions	\$327
Amendments	1/2 Original Fee
Combined with Other Permits	1/2 of Original Fee
Variances***	
Administrative Variance	\$566
Single Family	\$789
All Other	\$2,034
Preliminary Development Plan***	\$1,000 Deposit
Rezoning***	\$5,499
General Plan Amendment***	\$5,698
Subdivisions***	
Minor Subdivision Less than 4 lots	\$1,347
Major Subdivision 5 or more lots	\$2,685
Lot Line Adjustments	\$705
Final Map Fee	\$2,852
GIS Data Update Fee	Actual Cost**

Environmental Review	
Categorical Exemption	\$100
Initial Study	\$1,365
Negative Declaration	\$1,973
Environmental Impact Report	Consultant cost + 15%
Dept. of Fish & Game (ND)	\$1,877
Dept. of Fish & Game (EIR)	\$2,607
Dept. Of Fish and Game (exempt)	(eliminated)
Dept. Of Fish and Game (Cert. Reg. Prgm)	\$886
NPDES	\$1,500
Appeals	\$758

*Actual Cost fee will be charged for staff time based on the hourly rate for the individual(s) who review the permit application. Hourly rates shall be as established in the City's Cost Recovery Plan. Deposit account will be set up with an initial deposit of \$1000.

** Actual Cost fee for GIS Data Update will be charged at current amount paid by City to County for updated information related to parcel activity. Fee will be charged when modifications are made to parcel boundaries, for example, in the event of lot line adjustment or subdivision.

*** Cost of the sign of \$150.00 to be paid by the applicant and is due at the time the application is submitted.