



**DEVELOPMENT APPLICATION**

2131 Pear St.  
Pinole, CA 94564  
Phone: (510) 724-8912  
Fax: (510) 724-4921

PL Project # \_\_\_\_\_

Type of Application		
<input type="checkbox"/> Use Permit *	<input type="checkbox"/> Rezone *	<input type="checkbox"/> Variance *
<input type="checkbox"/> Environmental Review *	<input type="checkbox"/> General Plan Amendment	<input type="checkbox"/> Development Plan (PDP) *
<input type="checkbox"/> Tentative Map *	<input type="checkbox"/> Minor Subdivision	<input type="checkbox"/> Major Subdivision
<input type="checkbox"/> Design Review (Please Specify: residential addition, new business sign / sign program, changes to existing commercial facility, new commercial construction, new single family residential construction, other design review)		
<input type="checkbox"/> Other		

Project Detail	
Project Name:	
Project Address:	A.P.N.
Project Description:	

Property Owner	Applicant
Name:	Name:
Contact:	Contact:
Address:	Address:
City:	City:
State, Zip	State, Zip
Phone:	Phone:
E-Mail:	E-Mail:
Fax:	Fax:

Architect	Engineer
Name:	Name:
Contact:	Contact:
Address:	Address:
City:	City:
State, Zip	State, Zip
Phone:	Phone:
E-Mail:	E-Mail:
Fax:	Fax:

Miscellaneous	
General Plan Designation:	Proposed General Plan Designation:
Zoning:	Proposed Zoning:
General Property Dimensions:	
Acres / Square Feet:	
Land Use: <input type="checkbox"/> Undeveloped / Vacant <input type="checkbox"/> Developed	

Hazardous Waste Affidavit
<p>Government Code Section §65962.5 requires each applicant for any development project to consult the State Hazardous Waste and Substance Sites List. Based on this list (available from the Development Services Department) the applicant is required to submit a signed statement to the City of Pinole indicating whether the project is located on a site which is included on the list <b>before</b> the City accepts the application as complete. If the project site is listed by the State as a hazardous waste or substance site, the applicant must fully describe the nature of the attached hazard and potential impacts in the Initial Study, Part I. In either situation, the applicant must complete and sign the affidavit in the space below.</p> <p>I have been informed by the City of Pinole of my responsibilities pursuant to Section §65962.5 to notify the City as to whether the site for which a development application has been submitted is located within an area which has been listed as the location of a Hazardous Waste or Substance Site by the Office of Planning and Research, State of California.</p> <p><input type="checkbox"/> The project site is located in an area listed as a Hazardous Waste or Substance Site.</p> <p><input type="checkbox"/> The project site is <b>not</b> in an area listed as a Hazardous Waste or Substance Site.</p> <p>I declare under the penalty of perjury of the laws of the State of California the foregoing is true and correct.</p> <p>Applicant Signature: _____ Date: _____</p>

## Agreement and Representations of Applicant

This application is not complete, and processing of this application will not begin, until all initials and signatures are provided:

- 1) Applicant(s) acknowledge and agree by making this application, and under the authority of Government Code Section §65105, in the performance of their functions, City staff may enter upon the subject property and make examinations and surveys provided the entries, examinations and surveys do not unreasonably interfere with the use of the land by those persons lawfully entitled to the possession thereof.  
\_\_\_\_\_ (Initial)
- 2) Applicant(s) certify under penalty of perjury the signature(s) provided below is / are of the legal owner(s) (all individual owners must sign as they appear on the deed to the land), Corporate Officer(s) empowered to sign for the corporation, Owner's Legal Agent having power of Attorney (a notarized Power of Attorney document must accompany this application), or the owner's authorized representative (include a notarized consent form from the owner). \_\_\_\_\_ (Initial)
- 3) Applicant(s) acknowledge and agree that all of the required items have been submitted and understands missing items may result in delaying the processing of this application. Applicant(s) further acknowledge and agree by signing this document accepts the posting of public notice regarding the proposed project at the project site, newspaper, or as otherwise required by law. \_\_\_\_\_ (Initial)
- 4) Applicant(s) agree to defend, indemnify and hold harmless the City of Pinole ("City") and its agents, officers, consultants, independent contractors and employees ("City's Agents") from any and all claims, actions or proceedings against the City or the City's Agents to attack, set aside, void, or annul an approval by the City, or the City's Agents concerning the Project (collectively "Claim"). The City shall promptly notify the Applicant of any Claim or if the City fails to cooperate fully in the defense, the Applicant shall not thereafter be responsible to defend, indemnify, or hold harmless the City. Nothing in this paragraph shall obligate the City to defend any Claim and the City shall not be required to pay or perform any settlement arising from any such Claim not defended by the City, unless the settlement is approved in writing by the City. Nothing contained in this paragraph shall prohibit the City from independently defending any Claim, and if the City does decide to independently defend a Claim, the City shall bear its own attorney's fees, expenses of litigation and costs for independent defense. The Applicant may agree to reimburse the City for attorney's fees, expenses of litigation and costs for independent defense. Should the City decide to independently defend any Claim, the Applicant(s) shall not be required to pay or perform any settlement arising from any such Claim unless the settlement is approved by the Applicant.  
\_\_\_\_\_ (Initial)
- 5) This application will be a public record. \_\_\_\_\_ (Initial)

(continued on page 4)

- 6) Those individuals listed within this application as owner, applicant, or other will be copied on correspondence regarding this application unless otherwise specified. The City is not responsible for inaccuracies of contact information (i.e., mailing addresses, phone numbers, email addresses, fax numbers, etc.) may result in failed and / or delayed delivery of correspondence. \_\_\_\_\_(Initial)
- 7) This Application is made under, and shall in all respects be interpreted, enforced, and governed by, the laws of the State of California. In the event of a dispute concerning the terms of this Application, the venue for any legal action shall be with the appropriate court in the County of Solano, State of California. Should legal proceedings of any type arise out of this Agreement, the prevailing party shall be entitled to costs, attorney's fees, and legal expenses, including but not limited to expert fees and costs. \_\_\_\_\_(Initial)

**It is so agreed.**

_____	_____	_____
Applicant Signature	Print Name	Date
_____	_____	_____
Property Owner Signature	Print Name	Date
_____	_____	_____
Property Owner Signature	Print Name	Date

**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)
- ❑ A radius map showing properties within a 300 foot radius, measured from the property lines.
- ❑ A mailing list of property owners within the 300 foot radius of the radius map.
- ❑ Two sets of mailing labels using the mailing list.
- ❑ One set of envelopes with mailing labels and the full postage attached.
- ❑ The following may be required depending on the scope of the project (the Planning Division will confirm following review of the scope):
  - Mailing addresses for residents or commercial tenants of properties within the mailing radius (in addition to owners).
  - An expanded mailing radius.
  - \$150 fee for sign to be posted on project site
  - \$100 mailing fee, and additional deposits as needed based on the mailing area and number of meetings.

## 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

## New Construction

- ❑ Proof of ownership including a Title Report

## 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 to 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
- ❑ Survey conducted by a licensed surveyor

## **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
- ❑ Existing dimensions and proposed expansion details

## **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
- ❑ Color rendering of exterior elevations

## **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 11 x 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

## **Electronic Version of Plans**

- ❑ PDF files 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

**New Signs/Sign Program** - Applies to new businesses seeking a new sign or sign program.

- ❑ Three (3) 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** - Applies to any commercial structure where an addition or modification to exterior materials is proposed.

- ❑ Five (5) 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** - Applies to proposed single-family construction in the City.

- ❑ Five (5) 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.

\*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.

\*\*\*\*Additional plan sets will be required for Planning Commission and/or City Council.

**CITY OF PINOLE – MASTER FEE SCHEDULE  
DEVELOPMENT SERVICES DEPARTMENT  
PLANNING DIVISION: FEES EFFECTIVE April 5, 2017**

Service	Fee
<b>Design Review</b>	
Administrative Design Review: Single family residential additions / Additions of less than 500 sf for multifamily and nonresidential.	\$549
Comprehensive Design Review – Small Project: New single family less than 5,000sf / Multifamily and nonresidential projects 500 sf or greater but less than 5,000 sf.	\$2,679
Comprehensive Design Review – Large Project: New single family greater than or equal to 5,000 sf / Multifamily and nonresidential projects greater than or equal to 5,000 sf.	\$5,114
Sign Permit: New Sign / Approved Program, replace old sign as previously approved etc.	\$244
Creative Sign Program: Encourage signs of unique design	\$500
Sign Program: 5 or more signs or greater than 200 sq. ft. of total aggregate sign area or a building with 3 or more tenants	\$1,218
<b>Use Permits</b>	
Similar Use Determination	\$244
Administrative Use Permits (AUP): Accessory Dwelling Units, Outdoor Dining, Outdoor Sales, Reasonable Accommodation	\$731
Temporary Use Permits (TUP) – Short Duration: Events of 5 days or less	\$244 and \$0 for non-profit entities at discretion of City Manager
Temporary Use Permits (TUP) – Long Duration: Events lasting more than 5 days	\$488 and \$0 for non-profit entities at discretion of City Manager
New Use Permits Commercial (CUP)	\$2,679
Home Occupation Permit	\$121.27
Condo Conversion Permit	\$2,500 Deposit**
Tree Removal Permit	\$201
Amendments	1/2 Original Fee
Combined with Other Permits	1/2 Original Fee
<b>Variances</b>	
Minor Deviation	\$488
Single Family Variance	\$1,218
All Other Variance requests	\$2,679
<b>Policy / Plan Amendments</b>	
Rezoning / Annexation	\$10,000 Deposit**
Rezoning / Zoning Code Amendment (includes Map and Text)	\$6,025
Minor Plan Development Amendment	\$216
General Plan Amendment	\$5,000 + \$100/acre Deposit** + \$1,000 General Plan maintenance fee
Specific Plan Amendment	\$5,000 Deposit** + \$1,000 Specific Plan maintenance fee
<b>Subdivision Maps and Map Changes</b>	
Minor Subdivision - 4 lots or less	\$1,500 Deposit**
Major Subdivision - 5 or more lots	\$3,000 Deposit**
Lot Line Adjustments / Mergers	\$500 Deposit **
Final Map Fee	\$3,000 Deposit**



Environmental Review	
Categorical Exemption	\$244
Initial Study	\$2,500 or Consultant cost + 15%
Negative Declaration	\$2,500 Deposit**
Mitigated Negative Declaration	\$10,000 Deposit**
Environmental Impact Report	Consultant cost + 15%
Dept. of Fish & Game Filing Fee (ND / Mitigated ND)	\$2,606.19 or as set by the State
Dept. of Fish & Game (EIR)	\$3,597.49 or as set by the State
Dept. of Fish and Game (Certified Regulatory Program)	\$1,260.98 or as set by the State
NPDES Compliance (for projects involving greater than or equal to 5,000 square feet of impervious surface)	\$2,000 Deposit**
Agreement & Agreement Reviews	
Development Agreement	\$2,500 Deposit**
Affordable Housing Agreement	\$5,000 Deposit**
Review of CC&Rs	\$250 Deposit**
Other Development Services	
Extensions	1/2 Original Fee
Appeals of Department, Administrative and Planning Commission Actions	\$500*** + \$2,500 Deposit**
Zoning Administrator Hearing (Each required hearing)	\$328
Planning Commission / City Council Hearing (Each required hearing)	\$449
Records Research	\$50 per half hour after first hour
Address Assignment (Three (3) hour minimum)	\$368
Project Notification Sign (if installed by City)	\$150 per sign (as needed)
Plan Check, Reviews, Inspections	
Plan Check	\$121.27/Hour*

\* Note: Hourly fee is the burdened labor rate plus 35% for budgeted operational expenses (e.g. administrative support, utilities, training, equipment etc.).

\*\*Note: Fees listed as “deposits” represent the minimum amount due at application submittal. Deposited funds are charged against time and materials. When consultants are required, the fee amount is the consultant cost +15%. Deposit amounts for planning services are determined by the Planning Manager to ensure 100% cost recovery.

\*\*\*Note: Planning Commission Appeal requests initiated by City Council members shall be accompanied by a \$250 rather than \$500 appellant fee. The \$250 may be refundable if the appeal initiated by a Council member is upheld by the majority of the City Council Members that hear the appeal request.