

City of Pinole, California Development Application



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

Date Received: _____ 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 (new business sign/sign program, changes to existing commercial facility, new commercial construction, residential addition, new single-family or multi-family residential construction)
- OTHER** _____
- **Project applicant is required to provide a list and mailing labels of property owners within 300-foot radius of site and postage paid envelopes for project requiring public hearings. Certain projects may require notification beyond 300-foot radius (e.g., new or modified wireless communications facilities).**
 - **Complete application checklist is on page 2.**

Property Owner: _____	Site Address: _____
Address: _____	APN: _____
City, State, Zip: _____	Zoning: _____
Telephone: _____	Tract: _____
E-Mail: _____	Lot: _____

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 affected property is maintained and to prevent nuisance conditions.

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 Fees (See attached Fee Schedule)
- Mailing labels for property owners and residents within a 300 ft. radius of the subject site
- A radius map showing the 300 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

New Construction

- Proof of ownership including a Title Report

Site Plan

- Assessor's Parcel Map-attached or as part of the drawings
- Location of existing structures on project site and 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
- ❑ Survey conducted by a licensed surveyor

Grading & Utility Plan

- ❑ Show existing and new contours prepared by a licensed architect or engineer
- ❑ Location of any easements
- ❑ 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 size of new plantings
- ❑ 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 with product description

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 to projects that involve 5,000 sq. ft. or more of impervious surface

- ❑ Stormwater Control Plan in accordance with the Contra Costa Clean Water Program and a deposit payment for \$2,000 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

▪ New Signs/Sign Program- this applies to new businesses seeking a new sign, and installation of signs where there is no approved sign program.

- ❑ Fifteen (15) sets of 11 X 17 plans showing a site plan, sign dimensions, photo simulations
- ❑ Sign materials
- ❑ Proposed illumination method (if applicable).
- ❑ Electronic version of the sign plans and proposed sign program (if applicable)
- ❑ Property owner authorization to submit sign

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

- ❑ Twelve (12) 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 and 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)
- ❑ Vicinity Map
- ❑ Site Plan
- ❑ One 11 x 17 reduction of plans
- ❑ Electronic version of the plans
- ❑ Color and Materials Board

For **Conditional Use Permits, Temporary 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
DEVELOPMENT SERVICES DEPARTMENT
PLANNING DIVISION: FEES EFFECTIVE April 5, 2017**

Service	Fee
Design Review	
Administrative Design Review: SF/MF/Commercial projects less than 500sq. ft. or new SF that conforms to City's Residential Design Guidelines.	\$549
Comprehensive Design Review – Small Project: Projects 500 sq. ft. or greater but <5,000 sq. ft.	\$2,679
Comprehensive Design Review – Large Project: Projects greater than or equal to 5000 sq. ft.	\$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
Use Permits	
Similar Use Determination	\$244
Administrative Use Permits (AUP): Second 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
Variances	
Minor Deviation	\$488
Single Family Variance	\$1,218
All Other Variance requests	\$2,679
Policy / Plan Amendments	
Prezoning / 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

Subdivision Maps and Map Changes	
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.