



Public Works & Community Development Department
Planning Division

Staff Use
30-Day Review:

PLANNING APPLICATION FORM

** Applications are only accepted between the hours of 8:30 – 9:30 a.m. and 1:00 – 2:00 p.m. To schedule an appointment outside of these hours, please call 707-746-4280.

1. Type of Application. Check all applicable items below.

- Use Permit (circle: PC, Staff, Day Care, Temp)
Design Review (circle: PC, HPRC, Staff, Minor)
Variance (circle: PC, SFR)
Planned Development
General Plan amendment
Zoning Text amendment
Zone Change/Overlay District
Extension of Approval
Revision to approved project
Other
Check here if project is located within 100 feet of the shoreline...
Check here if there will be any sale/service of alcoholic beverages...

2. Property Information.

Address/location
APN(s) Parcel area (sq. ft. or ac)

3. Project Description. Describe the type of development, use being proposed, exterior alterations, need for variance, etc. Attach additional sheets if necessary.

[Blank lines for project description]

4. Contact Information. Check the [] to indicate the primary contact.

- Property Owner: Name, Organization, Mailing address, Phone, Fax, E-mail
Applicant, if different from owner: Name, Organization, Mailing address, Phone, Phone (2), E-mail, Fax
Architect/Engineer/Contractor: License #, License Type, Business, Individual's Name, Mailing address, Phone, Fax, E-mail

5. Signatures. Applicant and Property Owner must sign on reverse side.

For Staff Use: Appl. #(s), Date Entered, Entered By, Receipt #, Date Filed, Total Fees Paid \$, Fee Breakdown, GP designation, Current zoning, Historical Dist./designation

5. Signatures. Applicant and Property Owner must sign on page 2. The signature of the architect and/or engineer is also required if drawings are submitted by professional architects and/or engineers.

Signatures of Applicant and Property Owner. Both signature lines must be signed, even if the applicant and property owner are the same.

Applicant

As part of this application the applicant hereby agrees to defend, indemnify and hold harmless the City of Benicia, its Council, boards and commissions, officers, employees, volunteers and agents from any claim, action, or proceeding against the City of Benicia, its Council, boards and commissions, officers, employees, volunteers and agents, to attack, set aside, void or annul an approval of the application or related decision, including environmental documents, or to challenge a denial of the application or related decisions. The applicant's duty to defend, indemnify and hold harmless shall be subject to the City's promptly notifying the applicant of said claim, action or proceeding and the City's cooperation in the applicant's defense of said claims, actions or proceedings. The City of Benicia shall have the right to appear and defend its interests in any action through the City Attorney or outside counsel. The applicant shall not be required to reimburse the City for attorney's fees incurred by the City Attorney or its outside counsel if the City chooses to appear and defend itself in the litigation.

By signing below, I hereby certify that the application I am submitting, including all additional required information, is complete and accurate to the best of my knowledge. I understand that any misstatement or omission of the requested information or of any information subsequently requested may be grounds for rejecting the application, deeming the application incomplete, denying the application, suspending or revoking a permit issued on the basis of these or subsequent representations, or for the seeking of such other and further relief as may seem proper by the City of Benicia.

Applicant: _____ Date: _____

Property owner

By signing below, I hereby certify under penalty of perjury, that I am the owner of record of the property described herein and that I consent to the action requested herein. All other owners, lenders or other affected parties on the title to the property have been notified of the filing of this application. Further, I hereby authorize City of Benicia employees and officers to enter upon the subject property, as necessary to inspect the premises and process this application.

In order to facilitate the public review process, the City requires that property owners agree to allow any plans or drawings submitted as part of the application to be copied for members of the public. Property owner(s) hereby agree to allow the City to copy the plans or drawings for the limited purpose of facilitating the public review process.

Property owner: _____ Date: _____

Architect/Engineer

In order to facilitate the public review process, the City requires that architects and engineers agree to allow any plans or drawings submitted as part of the application to be copied for members of the public. Architect/Engineer hereby agree to allow the City to copy the plans or drawings for the limited purpose of facilitating the public review process.

Architect: _____ Date: _____

Engineer: _____ Date: _____

NOTE: In addition to City and other government agency requirements, many development areas, particularly residential areas, are regulated by private agreements and/or private easements. Applicants should check project property descriptions, including title reports, to determine if such private contractual agreements ("CC&Rs") or easement descriptions impact the project proposal.

The City's issuance of a building or development permit does not indicate conformance to these private agreements.

DESIGNATION OF A REPRESENTATIVE FORM

Applicants or property owners who desire to authorize a representative or representatives to act on their behalf in conjunction with this application shall provide the following information:

Name of authorized representative(s): _____

Address of representative(s): _____

Phone number of representative(s): _____

The above named representative(s) is authorized as follows:

File any and all papers in conjunction with the application including the signing of the application. ____ (initial)

Speak on behalf of, or representing, the [choose owner and/or applicant and fill in blank] _____ at any staff meeting and/or public hearing. ____ (initial)

Sign any and all papers on my behalf, with the exception of the application form. ____ (initial)

This authorization is valid until revoked in writing and filed with the Community Development Department.

Owner/ Applicant (specify)

Date