



Community Development Department

Planning Division

Project Address:

Date:

Planner:
accepting application

For Applicant's Use	For Staff Use	Use Permit Application Checklist Please note: Your project planner may require additional information depending on the specifics of your project.	Use Permit Type			
			Temp	Day care	Staff	PC
			Requirement			
		Application Form	Yes			
		Project Summary Sheet	No	Yes		
		Environmental Checklist	Depending on Project			
		Mailing Labels	No	Yes (See <u>Mailing Notice</u> handout)		
		Filing fee • Write amount here: \$	Yes (see <u>Fee Schedule</u>)			
For the following items, see <u>Submittal Standards</u> sheet						
		Written Statement	Yes			
		Site Plan	6 sets			
		Elevations and Architectural Plans Parking and Circulation Plan Landscaping Plan Lighting Plan Floor Plan (Plans may be combined with the site plan or may be provided on separate sheets)	6 sets, if required (Depending upon project)			
		Photographs (1 set printed and 1 set electronic)	Yes	No	Yes	
		Additional documents and materials, as needed • Architectural historian's report • Historic photographs and/or maps • Title report • Traffic report • Stormwater Control Plan	Depending upon project			
		Additional Plans Required Subsequent to Initial Submittal Plans – If revised, but needs further staff review:	6 sets			

For Applicant's Use	For Staff Use	Use Permit Application Checklist Please note: Your project planner may require additional information depending on the specifics of your project.	Use Permit Type			
			Temp	Day care	Staff	PC
			Requirement			
		Plans – Ready for Commission review:	1 full-size set, folded* 18 sets 11"x17" *additional full-size sets may be required, depending upon project			



Community Development Department
Planning Division

Staff Use
30-Day Review:

PLANNING APPLICATION FORM

*** ADDITIONAL PERMITS AND FEES WILL BE REQUIRED ***
(e.g., Building, Public Works, Fire)

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
Applicant, if different from owner
Architect/Engineer/Contractor
Name, Organization, Mailing address, Phone, Fax, E-mail fields for each category.

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



Community Development Department Planning Division

PROJECT SUMMARY SHEET

1. Property Information.

Address(es)/location _____ APN(s) _____

Current use(s) _____

Property area (sq ft or ac) _____ # of structures _____ # of dwelling units _____

Zoning _____ Gen. Plan _____

Historic Cons. Dist. _____ Historic designation _____

Setbacks and lot coverage

	Required	Existing	Proposed (if different from existing)
Front (ft)	_____	_____	_____
Side 1 (ft)	_____	_____	_____
Side 2 (ft)	_____	_____	_____
Rear (ft)	_____	_____	_____
Lot coverage, total of all structures (%)	_____	_____	_____

Adjacent properties and uses

North	_____	Zoning _____	Gen. Plan _____
East	_____	Zoning _____	Gen. Plan _____
South	_____	Zoning _____	Gen. Plan _____
West	_____	Zoning _____	Gen. Plan _____

Sitework

Trees over 12" in diameter,
as measured 4 feet above grade Existing _____ To be removed _____

Estimated volume of cut and fill (cubic yds) Cut _____ Fill _____

Import/Export Balance (check one) Net import Net export Balance

Utilities affected _____

2. Primary/Affected Building Information.

	Maximum	Existing	Proposed (if different from existing)
Total building floor area (sq ft)	_____	_____	_____
Floor-to-Area Ratio (FAR) (ratio)	_____	_____	_____
Building Footprint (sq ft)	_____	_____	_____
Height			
Wall	_____	_____	_____
Peak of roof	_____	_____	_____

3. Uses of the Property.

Building Uses (retail, residential, office, warehouse, manufacturing, etc.)

	Description	Floor Area (sq ft)
Use 1	_____	_____
Use 2	_____	_____
Use 3	_____	_____
Use 4	_____	_____

Property Uses (parking lot, landscaping, patio, eating area, storage, garbage, etc.)

	Description	Area (ac or sq ft)
Use 1	_____	_____
Use 2	_____	_____
Use 3	_____	_____
Use 4	_____	_____

Housing Units (if any)

Type	Existing	Proposed (if different from existing)
Single family detached units (#)	_____	_____
Apartment units (#)	_____	_____
Condominium units (#)	_____	_____

Bedrooms	Existing	Proposed (if different from existing)
Studio units (#)	_____	_____
1 or 2 bedroom units (#)	_____	_____
3+ bedroom units (#)	_____	_____

Parking

	Required	Existing	Proposed (if different from existing)
Regular spaces (#)	_____	_____	_____
Compact spaces (#)	_____	_____	_____

Operating Information

	Existing	Proposed (if different from existing)
Business name	_____	_____
Days of operation (circle)	S M T W T F S	S M T W T F S
Operating hours	_____	_____
Operating hours, cont.	_____	_____
Employees (#)	_____	_____
Vehicles (#)	_____	_____

	Existing	Proposed (if different from existing)
Outdoor storage or display (sq ft)	_____	_____
Outdoor food service (sq ft)	_____	_____
Live entertainment (sq ft)	_____	_____

For Staff Use:	Appl. #(s) _____	Date Filed _____
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Community Development Department Planning Division

ENVIRONMENTAL CHECKLIST FORM

1. Property Information.

Address/location _____

APN(s) _____ Parcel area (sq. ft. or ac) _____

Other permits/approvals required for this project (federal, state, regional, etc.)

2. Project Information.

Indicate which of the following types of impacts may be applicable to or generated by the project. Discuss below all items checked "Yes" or "Maybe". Attach additional sheets if necessary.

Type of Impact	Yes	Maybe	No
a. Change in existing features of any bay, tidelands, beaches, lakes or hills, or substantial alteration of ground cover.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
b. Change in scenic views or vistas from existing residential areas or public lands or roads.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
c. Change in pattern, scale, or character of general area of project.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
d. Creation of significant amounts of solid waste or litter.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
e. Change in dust, ash, smoke, fumes, or odors in vicinity.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
f. Change in bay, lake, stream, or groundwater quality or quantity, or alteration of existing drainage patterns.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
g. Change in existing noise or vibration levels in the vicinity.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
h. Site on filled land or slope of 10 percent or more.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
i. Use or disposal of potentially hazardous materials (toxic substances, flammables, explosives, etc.)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
j. Substantial change in demand for municipal services (police, fire, water, etc.)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
k. Substantial increase in fossil fuel consumption (oil, natural gas, etc.)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
l. Relationship to a larger project or series of projects.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
m. Construction in a floodplain.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Use this space to discuss items checked "Yes" or "Maybe" (attach additional sheet if necessary)

3. Applicant's Signature.

By signing below, I hereby certify that the information I am submitting is complete and accurate to the best of my knowledge. I understand that any misstatement or omission of the requested information may cause unforeseen delays in the processing of my application.

Applicant _____ Date _____

For Staff Use: Appl. #(s) _____ Date Filed _____



Community Development Department Planning Division

MAILING NOTICE REQUIREMENTS

The City of Benicia requires that all applications involving a public hearing shall include a list of the current owners of property within 500 feet of the project site. The list must include the property owners' names, addresses, and Assessor's Parcel Number. Preparation, verification, and submission of the property owner's list is your responsibility as the applicant. The list may be certified by a title insurance company as being from the most recent County tax roll, or you may prepare the list yourself. If you prepare the list and we find an error, the list will be returned to you for correction. Incorrect lists will be cause for finding your application incomplete.

Following are the requirements for mailing lists. Your application cannot be deemed complete without the mailing list, labels, and base map. Incomplete applications are not processed until they are deemed complete.

1. **Labels:** The property owners' names and address shall be provided on self-adhesive mailing labels, such as Avery label sheets. Lists typed on plain paper cannot be accepted. In the list, also include the name(s) and address(es) of the applicant and owner(s) of the subject parcel. You must submit **3** sets of labels.
2. **Assessor's Roll and Base Map(s):** Submit base maps at the same scale used by the Assessor's Office, and include a copy of the Assessment Roll. On the base map, the subject property must be outlined in red and noted as the subject parcel(s). An additional red line must be drawn at a 500 -foot radius from the subject parcel(s). The figure below shows how the maps should be prepared. Note that the 500 -foot radius must be measured from each corner of a parcel.

