



DEVELOPMENT APPLICATION

Type of Application		
Design Review <input type="checkbox"/> Administrative DR <input type="checkbox"/> Comprehensive DR	Signs <input type="checkbox"/> Sign Permit <input type="checkbox"/> Creative Sign <input type="checkbox"/> Sign Program	Variance <input type="checkbox"/> Minor Deviation <input type="checkbox"/> Single Family Variance <input type="checkbox"/> All Other Variances
Use Permit <input type="checkbox"/> Temporary Use Permit <input type="checkbox"/> Administrative Use Permit <input type="checkbox"/> Conditional Use Permit <input type="checkbox"/> Condo Conversion <input type="checkbox"/> Similar Use Determination	Subdivision <input type="checkbox"/> Minor Subdiv - Tentative Map <input type="checkbox"/> Minor Subdiv - Final Map <input type="checkbox"/> Major Subdiv - Tentative Map <input type="checkbox"/> Major Subdiv - Final Map <input type="checkbox"/> Lot Merger <input type="checkbox"/> Lot Line Adjustment	Policy Amendments <input type="checkbox"/> General Plan Amendment <input type="checkbox"/> Specific Plan Amendment <input type="checkbox"/> Zoning Code Amendment
Other Services <input type="checkbox"/> Extension <input type="checkbox"/> Appeal <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:

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

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 Community Development 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 before 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 not 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 the applicant 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, 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 Contra Costa, State of California. Should Applicant(s) initiate legal proceedings of any type arising out of this Agreement, if the City is the prevailing Party in such proceedings then the City 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

I, (the property owner) HEREBY AUTHORIZE (the applicant):

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

Applications shall provide all items listed below applicable to the proposed project. Items may include but are not limited to the following. Through the application review process, Staff may identify additional information needed to evaluate the proposal.

Application Form and Fees

- ❑ Planning Application form
 - Applicable fields filled
 - Applicant and owner signatures (or owner authorization letter attached)
- ❑ Filing fee (See attached Fee Schedule)
- ❑ Proof of ownership, including a Title Report for new development

Project Description

- ❑ Written explanation describing the proposed development and/or proposed use.
 - For use permit applications, describe the operating characteristics of the use (e.g., typical business operations, dates/hours of operation, maximum number of employees at the same time, expected number of visitors or customers on site, time/amount of deliveries/vehicle traffic as part of business operations, parties responsible for maintenance and operation of the use and the site, etc.). A site plan and floor plan may also be required to illustrate the proposed operations.
- ❑ Describe surrounding uses and their hours of operation, if applicable.

Plan Set

General Information

- ❑ Name and contact information of applicant, and designer if applicable
- ❑ Project address
- ❑ Date of the version of the plan set

Site Plan

- ❑ Building Footprint: Footprint of buildings on site. Measured exterior wall lengths.
- ❑ Setbacks: Measured distance from property lines and other structures on site.
- ❑ Eaves/Roof Overhangs: Eaves/roof overhangs in relation to the building footprint.
- ❑ Parking: Number and location of automobile and bicycle parking spaces, parking space and aisle dimensions, direction of travel, etc.
- ❑ Site Access: Location and width of pedestrian and vehicle access openings.
- ❑ Adjacent Features: Partial outlines of structures and driveways in close proximity.
- ❑ Adjacent Right-of-Way: Indicate all existing street lights, utility poles, utility boxes, trees, and signs within the public right-of-way adjacent to the site.
- ❑ Trash Enclosures: Location of any trash enclosures.
- ❑ Trees: Location, size, and species of existing trees. Indicate trees to be removed.
- ❑ Lot Survey: Survey conducted by a licensed surveyor (where applicable).
- ❑ North Arrow and Scale Bar

Floor Plans

- ❑ Existing Floor Plan: Existing building interior layout
- ❑ Proposed Floor Plan: New building interior layout
- ❑ Floor Plan Details:
 - Accurately measured dimensions of the building layout
 - Locations and sizes of windows and interior and exterior doors
 - Wall widths graphically shown
 - Use of rooms identified. Where changes to existing conditions are proposed, include applicable details of new features within rooms such as cooking facilities, sinks, toilets, showers/tubs, storage areas, mechanical rooms, etc.
- ❑ Parking: Identify garage parking spaces, carports, and other parking spaces on site (excluding driveways). Provide dimensions of parking spaces, which should be free from obstructions.

Exterior Elevations

- ❑ Exterior Finishes: Exterior siding materials and colors.
- ❑ Openings: Doors, windows, window trim, and roof trim clearly delineated. For additions to structures, indicate whether these features in the proposed portions would match those in the existing portions.
- ❑ Building Height: Overall building height measurements, from a point on the grade occupied by the building to the highest part of the building directly above that point. Show plate and floor heights if applicable.
- ❑ Building Cross-Sections with rooms identified (if applicable)
- ❑ Roof Slope (if applicable)
- ❑ Exterior Lighting Features (if applicable)
- ❑ Color Rendering of Exterior Elevations (for new developments): Color renderings and paint color codes identified.

Grading & Utility Plan

- ❑ Site Topography: Existing and proposed grades, showing contour lines and intervals.
- ❑ Drainage Facilities: Location, dimension and elevation of all drainage facilities and utility connections. On site stormwater retention and management features.
- ❑ Utilities: Utility lines, utility equipment, fire hydrants, and water main sizes.
- ❑ Impervious surface calculations: Square feet of impervious surfaces.
- ❑ Stormwater Management Plan: Plans and/or documents showing proposed management of stormwater runoff on the construction site and for ongoing operations, as applicable.

Conceptual Landscape Plan and Open Space Plan

- ❑ Landscaping Area: Existing landscaping area to remain, proposed landscaping area, square footage calculations of landscaping area.
- ❑ Plants: Proposed plants and their water use (high, moderate, low).
- ❑ Trees: Existing and proposed tree locations. Show drip lines and identify species.
- ❑ Hardscape: Paths, steps, yard walls, patio, paved areas, etc.
- ❑ Open Space (multifamily developments): Common open space location and area calculations. Private open space location and area calculations for each unit.

**CITY OF PINOLE – MASTER FEE SCHEDULE
DEVELOPMENT SERVICES DEPARTMENT
PLANNING DIVISION: FEES EFFECTIVE SEPTEMBER 1, 2022**

Service	Fee
Design Review	
Administrative Design Review: Single family residential additions; additions of less than 500 sf for multifamily and nonresidential	\$725
Comprehensive Design Review – Small: New single family residence; new multifamily building with 2 to 4 units; multifamily and nonresidential additions 500 to 5,000sf	\$3,700
Comprehensive Design Review – Medium: New multifamily building with 5 to 9 units; multifamily and nonresidential additions 5,001 to 10,000sf	\$9,941
Comprehensive Design Review – Large: New multifamily building of 10 or more units; new nonresidential buildings; multifamily and nonresidential additions greater than 10,000sf	\$20,000 Deposit (\$14,000 minimum fee)
Sign Permit: New Sign / Approved Program, replace old sign as previously approved etc.	\$430
Creative Sign Program: Encourage signs of unique design	\$750
Sign Program: 5 or more signs or greater than 200 sq. ft. of total aggregate sign area or building with 3 or more tenants.	\$2,150
Use Permits	
Similar Use Determination	\$325
Administrative Use Permits (AUP): Outdoor Dining, CDD Hearing Projects	\$875
Temporary Use Permits (TUP) – Small: Special one-day events, such as grand openings Outdoor sales and display. Seasonal sales (Christmas tree sales, pumpkin sales)	\$350 [a]
Temporary Use Permits (TUP) – Large: Construction yards and storage sheds Expositions, concerts, clinics, amusement rides, and flea markets.	\$775 [a]
Conditional Use Permit (CUP)	\$5,186
Home Occupation Permit	\$140
Condo Conversion Permit	\$7,500 Deposit (\$5,000 minimum fee)
Tree Removal Permit	\$215
Use Permit Amendments	\$2,580
Use Permit – Combined with Other Permits	100% of highest applicable permit fee, plus 50% of all other applicable permit fees
Variances	
Minor Deviation	\$660
Single Family Variance	\$1,650
All Other Variance requests	\$4,730
Policy / Plan Amendments	
Rezoning / Annexation	\$20,000 Deposit (\$14,000 minimum fee)
Rezoning / Zoning Code Amendment (includes Map and Text)	\$9,460
Minor Plan Development Amendment	\$430
General Plan Amendment	\$10,000 Deposit (\$7,000 minimum fee)
Specific Plan Amendment	\$10,000 Deposit (\$7,000 minimum fee)

Subdivision Maps and Map Changes	
Minor Subdivision - 4 lots or less - Tentative Map	\$5,000 Deposit (\$3,500 minimum fee)
Minor Subdivision - 4 lots or less - Final Map	\$5,000 Deposit (\$3,500 minimum fee)
Major Subdivision - 5 or more lots - Tentative Map	\$7,500 Deposit (\$5,000 minimum fee)
Major Subdivision - 5 or more lots - Final Map	\$7,500 Deposit (\$5,000 minimum fee)
Lot Line Adjustments / Lot Mergers	\$2,000 Deposit (\$1,400 minimum fee)
Easement/ Street Vacation/ Existing Utility Review	\$2,000 Deposit (\$1,400 minimum fee)
Environmental Review	
Categorical Exemption	\$250
Initial Study/Consistency Analysis	\$3,500 or Consultant Cost + 15%
Negative Declaration	\$5,000 Deposit (\$3,500 minimum fee)
Mitigated Negative Declaration	\$10,000 Deposit (\$7,000 minimum fee)
Environmental Impact Report	Consultant Cost + 15%
Agreement & Agreement Reviews	
Development Agreement	\$10,000 Deposit (\$7,000 minimum fee)
Affordable Housing Agreement	\$10,000 Deposit (\$7,000 minimum fee)
Review of CC&Rs	\$2,500 Deposit (\$1,750 minimum fee)
Other Development Services	
Extensions	1/2 Original Fee
Appeals of Department, Administrative and Planning Commission Actions	\$500 + \$2,500 Deposit [b]
Zoning Administrator Hearing (Each required hearing)	\$485
Planning Commission / City Council Hearing (Each required hearing)	\$645
Records Research	\$100 per half hour after first hour
Address Assignment (Three (3) hour minimum)	\$215
Public Noticing	
Project Notification Sign	\$250 per sign (as needed)
Public Noticing (Administrative)	\$450
Public Noticing (Public Hearing Required)	\$700
Public Noticing (Deposit-Based Project)	Deposit
Small Cell Wireless	
Small Cell: Right of Way Pole Usage Fee	\$270 per pole annually
Small Cell Wireless Attachment Fee	\$500 for first five + \$100 for each additional
Small Cell Wireless New Pole	\$1,000
Affordable Housing Requests	
Equity-Share Payoff Demand	\$323
Reconveyance	\$323
Density Bonus Application	\$430
Redevelopment (Successor Agency)	
Loan Extension Application Fee (Commercial/Residential)	\$325
Technology Enhancement Fee	
Technology Fee (% of plan review and permit fee)	10%
Violation Fees	
Penalty for Work Without Planning Approval	Equal to permit fee
Hourly Rates and Fees for Services Not Listed in this Fee Schedule	
Planning Personnel (per hour)	\$215
Contract Planning, Peer Review, Architecture Review, etc.	Pass through of Actual Cost + 15%
Specialized Attorney Services	Pass through of Actual Cost

[a] Temporary use permit fee may be reduced to \$0 (no charge) for non-profit entities.

[b] Planning Commission Appeal requests initiated by the 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 majority of the City Council members that hear the appeal request.

Overview of Fee Structure
Fees may be either fixed fees, or Full Cost Recovery with Minimum Amount Due. When a fee is Full Cost Recovery with Minimum Amount Due, the minimum amount charged shall be the Minimum Fee. The City reserves the right to collect amounts in excess of the minimum fee when City costs or other review costs (e.g. consultant, County, attorney, etc.) exceed this amount.
Use of Full Cost Recovery with Minimum Amount Due
For fees collected using Full Cost Recovery with Minimum Amount Due, the City will provide an accounting of internal costs and other related costs (e.g. consultant, County, attorney, etc.), to support any amounts billed in excess of the minimum amount due.
Full Cost Deposits and Deposit Replenishment Policy
Applicants for full cost (deposit-based) submittals shall pay for all City staff and contract service provider time and materials required to process the application. A full cost reimbursement agreement shall be included with the project application submittal package. Projects outside the scope of this fee schedule will be subject to a full cost reimbursement agreement to be approved by the City Manager and/or City Council. This reimbursement agreement will include the identification of a work program and will include cost estimates for both City staff time and consultant services based on a defined scope of work.
Initial deposits will be collected and held by the City in a deposit account at the time the application is submitted. Project billing amounts will be drawn from the deposit account. If the deposit is reduced to below 20% of the initial deposit amount, the applicant will be notified and required to supplement the deposit account with an additional amount.
When more than one full cost application is submitted, the sum total of the initial full cost deposit amount may be reduced by up to 20% at the discretion of the Planning Director.
Funds expended for staff time shall not be dependent upon the City's approval or disapproval of the application request. Any deposit amounts remaining after final project close out will be returned to applicant (less bond amounts held by the City).
As may be required by the Planning Department or Public Works Department for project evaluation or environmental review, all payment for attorney and consultant work shall be the responsibility of the applicant.