

**CITY OF PIEDMONT**  
**120 VISTA AVENUE**  
**PIEDMONT, CA 94611**  
**TEL: (510) 420-3050**  
**FAX: (510) 658-3167**

RECEIVED BY \_\_\_\_\_  
 FEE PAID \_\_\_\_\_  
 DATE FILED \_\_\_\_\_  
 NUMBER \_\_\_\_\_  
 PLANNER \_\_\_\_\_  
 (For staff use only)

**APPLICATION FOR DESIGN REVIEW PERMIT, review by PLANNING COMMISSION**

Please complete this application form if the value of your project exceeds \$138,526 and/or one or more variances is necessary.

\_\_\_\_\_ DESIGN REVIEW PERMIT \_\_\_\_\_ VARIANCE \_\_\_\_\_ ADDITIONAL VARIANCE

**Fees.** Please add those that apply to your project (*includes a \$51 records management fee*)

_____ (\$1,604)	Project has an estimated value less than \$193,935
_____ (\$1,917)	Project has an estimated value equal to or greater than \$193,935
_____ (\$4,710)	Project is a NEW HOUSE.
_____ (\$933)	Project requires a VARIANCE.
_____ (\$1,271)	Project requires a VARIANCE, without a Design Review Permit.
_____ (\$461 each)	Project requires _____ additional VARIANCES.
_____ <b>TOTAL</b>	<b>Please note that planning application fees are non-refundable.</b>

**Property Owner Information**

Name(s) of Property Owner(s) \_\_\_\_\_  
 Address of Property \_\_\_\_\_ Zip Code: \_\_\_\_\_  
 Mailing Address of Property Owner(s) (if different from above) \_\_\_\_\_  
 \_\_\_\_\_ City, State, Zip Code: \_\_\_\_\_  
 Telephone Number \_\_\_\_\_ Preferred Contact Method \_\_\_\_\_  
 Mobile Number \_\_\_\_\_ Email \_\_\_\_\_

**Design Professional/Property Owner Agent Information**

Name of Design Professional/Agent \_\_\_\_\_  
 Address of Design Professional/Agent \_\_\_\_\_  
 \_\_\_\_\_ City, State, Zip Code: \_\_\_\_\_  
 Telephone Number \_\_\_\_\_ Preferred Contact Method: \_\_\_\_\_  
 Mobile Number \_\_\_\_\_ Email \_\_\_\_\_  
 Professional License Number \_\_\_\_\_ Expiration Date \_\_\_\_\_  
 Piedmont Business License Number \_\_\_\_\_ Expiration Date \_\_\_\_\_  
 (required for all design professionals/contractors/engineers/agents)  
 (Please contact the City Clerk at 510-420-3040 for Piedmont Business License information.)

Description of proposed project \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Estimated cost of proposed exterior improvements \$ \_\_\_\_\_  
(Please refer to page 13 of this application for additional information on what to include your cost estimate)

Please indicate what steps you have taken to discuss this project with your neighbors prior to submittal: \_\_\_\_\_  
\_\_\_\_\_

Please indicate what steps you have taken to discuss this project with city staff prior to submittal: \_\_\_\_\_  
\_\_\_\_\_

**Authorization of Design Review Permit Submittal**

My signature below signifies that I:

- have read the background document and have provided all applicable information per the attached variance and/or design review permit checklist;
- have reviewed the legal description on my property deed and indicated all recorded easements and deed restrictions on the submitted site plan (*Please provide a description here of the easements and restrictions that were indicated on your property deed*) \_\_\_\_\_  
\_\_\_\_\_;
- believe the information provided in this application is accurate to the best of my knowledge.
- agree to provide city staff and/or Planning Commissioners access to my property to view existing conditions and proposed construction. (*Please note any special instructions regarding access to your property such as dogs, gates, alarms, etc.*) \_\_\_\_\_  
\_\_\_\_\_;
- understand that if this application is approved, a building permit (issued within one year from the approval date) is required for construction and that no construction may commence prior to the issuance of the building permit. No changes to the approved construction may be made without city approval, and changes may require a new application; and
- understand that that I, the property owner, shall defend (with counsel acceptable to the city), indemnify and hold harmless the city (including its agents, officers, and employees) from any claim, action, or proceeding to challenge an approval of the Planning Commission, City Council, or any officer or department concerning a permit granted under City Code Chapter 17.

➤ SIGNATURE(S) OF PROPERTY OWNER(S) \_\_\_\_\_ date \_\_\_\_\_

**Agent Authorization**

This authorization permits City staff to contact your agent if necessary.

I authorize \_\_\_\_\_ to act as my agent (architect, contractor, engineer, etc.) in the processing of all matters pertaining to this application.

➤ SIGNATURE(S) OF PROPERTY OWNER(S) \_\_\_\_\_ date \_\_\_\_\_

**ZONE A or ZONE E INFORMATION**

Please complete all applicable zoning information below.

Zone A or Zone E      Lot Area \_\_\_\_\_ square feet      Lot Frontage \_\_\_\_\_ feet  
 (Circle one)

Code Requirements Zone A See §17.20.040 Zone E See §17.28.040	To Existing Structures	To Proposed Construction	Code Limit	Variance Required? (circle one)
Lot Coverage/Structures <sup>1</sup>	_____ %	_____ %	<u>40%</u>	<u>Yes</u> <u>No</u>
Minimum Landscaped Area	_____ %	_____ %	<u>30% (A) / 40% (E)</u>	<u>Yes</u> <u>No</u>
Building Height	_____	_____	<u>35 ft</u>	<u>Yes</u> <u>No</u>
Street Yard Setback <sup>2</sup>	_____	_____	<u>20 ft</u>	<u>Yes</u> <u>No</u>
_____ Side Yard Setback <sup>2,3</sup>	_____	_____	<u>5 ft (Zone A)</u> <u>20 ft (Zone E)</u>	<u>Yes</u> <u>No</u>
_____ Side Yard Setback <sup>2,3</sup>	_____	_____	<u>5 ft (Zone A)</u> <u>20 ft (Zone E)</u>	<u>Yes</u> <u>No</u>
Rear Yard Setback <sup>2,3</sup>	_____	_____	<u>5 ft (Zone A)</u> <u>20 ft (Zone E)</u>	<u>Yes</u> <u>No</u>
Floor Area Ratio <sup>4</sup>	_____ %	_____ %	<u>55% 0 - 5,000 sq.ft.</u> <u>50% 5,001 - 10,000</u> <u>sq.ft.</u> <u>45% 10,001 and up</u> <u>sq.ft.</u>	<u>Yes</u> <u>No</u>

If new construction is proposed within the 20-foot street yard setback, please indicate the distance from the face of curb to the lot line or describe how the lot line was determined. Distance from face of curb to lot line is \_\_\_\_\_.

(Feel free to contact city staff for assistance in determining the distance from the curb to the lot line.)

What is the total square footage of the addition(s)? \_\_\_\_\_

What is the maximum height of any proposed trellis, fence and/or retaining wall? (§17.90.020) \_\_\_\_\_

<sup>1</sup> A site feature is not calculated in the lot coverage if (1) the feature is not more than 7 feet high and (2) the total area of all site features on the lot is 400 square feet or less.

<sup>2</sup> *Setback* means the required distance that a building, structure or other designated item must be located from a lot line. Setbacks are measured from the *lot line* to the *footprint* of the *structure* or *building*. (§17.90.020)

<sup>3</sup> An accessory structure in both Zones A and E may be located anywhere within the side and rear setback areas except that it: (a) must be located within 35 feet of the rear lot line; (b) must be located at least 5 feet from a habitable structure on an abutting property, and, for a corner lot, at least 5 feet from a side lot line of an abutting lot to the rear; (c) may not exceed 15 feet in height; and (d) may not be habitable.

<sup>4</sup> The floor area ratio standard is not applied to finishing an area into habitable space if: (1) there is no expansion of the exterior building envelope; and (2) the owner has not obtained a final inspection within the prior three years on a building permit issued for an expansion of the building envelope.

**§17.90.010 Bedroom** includes any room with features generally characteristic of bedrooms, regardless of its designation on a building plan. A bedroom has adequate privacy and meets the minimum size and habitation requirements of the Building Code. It includes and is not limited to a room with: (a) access to a full bathroom on the same floor or within half a floor, if the house has a split level; (b) access to a full bathroom through a common hallway or other common space such as a kitchen, living room and/or dining room. A *bedroom* need not have a closet.

Based on the definition above, how many *bedrooms* are existing: \_\_\_\_\_

What is the total number of *bedrooms* under the current proposal: \_\_\_\_\_

If this application results in the net addition of one or more *bedrooms*, additional conforming parking spaces may be required on the property. The number of conforming parking spaces required is as follows:

Dwelling unit is 700 square feet or less	1 conforming parking space required
1 – 4 <i>bedrooms</i> <sup>5</sup>	2 conforming parking spaces required
5 – 6 <i>bedrooms</i>	3 conforming parking spaces required <sup>6</sup>
7 or more <i>bedrooms</i>	4 conforming parking spaces required <sup>6</sup>

A conforming parking space is covered, non-tandem, and at least 8-½ feet wide by 18 feet deep, 7-½ feet wide by 15 feet deep for a compact space. A minimum 1-foot clearance must be provided between the length side of a parking space and the nearest wall or similar obstruction.

How many existing conforming parking spaces are there on the property? \_\_\_\_\_

Please describe any additional parking on the property that does not meet the definition of a conforming parking space: \_\_\_\_\_

\_\_\_\_\_

If this application results in the net addition of a room eligible for use as a bedroom, please describe how this application proposes to meet the parking requirements: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Please describe the proposed parking on the property that is covered, non-tandem, and at least 8-1/2 feet wide by 18 feet deep: \_\_\_\_\_

\_\_\_\_\_

<sup>5</sup> An applicant may increase the primary dwelling unit up to four bedrooms without adding additional parking, as long as:

- a. no existing parking space is eliminated if it creates a nonconformance;
- b. the required number of parking spaces are provided, even if uncovered or tandem;
- c. the parking spaces are not within the required 20 foot street setback; and
- d. the project does not fall under the provisions of City Code Section 17.30.010(B)(4).

<sup>6</sup> In Zone A, one of every three required parking spaces may be for a compact car

DESIGN REVIEW PERMIT STANDARDS  
(To be completed by the applicant.)

The hearing body (the Planning Commission or City Council) may not approve a design review permit unless the design of the project conforms to all the standards listed below (§17.66.060). **Please describe how the proposed project meets the standards for approving a design review permit:**

A. The proposed design is consistent with the City's General Plan and Piedmont Design Guidelines. *(Describe how the project's exterior design elements are aesthetically pleasing as a whole and harmonious with existing and proposed neighborhood development. These elements include but are not limited to: height, bulk, area openings, breaks in the façade, line and pitch of the roof, materials, arrangements of structures on the parcel, and concealment of mechanical and electrical equipment. You may cite specific guidelines and General Plan goals and policies.)*

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B. The design has little or no effect on neighboring properties' existing views, privacy, and access to direct and indirect light.

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C. The proposed design does not adversely affect pedestrian or vehicular safety.

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APPLICANT'S VARIANCE FINDINGS

The hearing body (the Planning Commission or City Council) may approve a variance only if it makes the findings listed below. Please describe how the proposed project meets the variance criteria of City Code Section 17.70.040.A.

1. The property and existing improvements present unusual physical circumstances of the property (including but not limited to size, shape, topography, location and surroundings), so that strictly applying the terms of this chapter would keep the property from being used in the same manner as other conforming properties in the zone; *(Describe specific, unique problems with the property, such as location, surroundings, mature trees, natural obstacles or formations, and explain why the improvements cannot be made in conformity with codes and regulations. Issues of personal hardships -- such as family size, finances, and medical condition -- should not be considered.)*

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2. The project is compatible with the immediately surrounding neighborhood and the public welfare; and *(Explain why, without the variance, the owner cannot use the property in the same manner as others in the same zone, and explain how the variance will not give the owner an advantage over others in the same zone.)*

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3. Accomplishing the improvement without a variance would cause unreasonable hardship in planning, design, or construction. In this subsection 3, *unreasonable hardship* refers to the unusual physical characteristics of the property and existing improvements, and not to conditions personal to the applicant.: *("Unreasonable hardship" for purposes of this subsection refers to the unusual physical characteristics of the underlying lot and existing improvements on the lot which prohibit development of the lot in a manner consistent with lots conforming to City standards. "Unreasonable hardship" shall not refer to any conditions personal to the applicant.)*

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INSTRUCTIONS for NOTICE BY APPLICANT (§17.62.030.B)

1. Complete the attached notice and make one photocopy to be provided to each adjacent neighbor, and one photocopy to be submitted with this application.
2. Hand deliver or mail one copy of the notice to each *adjacent* neighbor at least 30 days before the initial hearing. *Adjacent* means next to, or against. For notification purposes it includes a property directly across the street (§17.90.010). You may address the notices to "Property Owner" if you do not know the names of your adjacent neighbors.
3. Complete the attached affidavit of service and return it along with one copy of the notice to the Planning Director at least 30 calendar days before the hearing. Please note the affidavit of service is not required to be notarized.
4. Please call the Planning Department at (510) 420-3050, if you have any questions or would like help in determining the addresses or names of your adjacent neighbors.

NOTICE BY APPLICANT  
of  
AN APPLICATION SUBMITTED FOR DESIGN REVIEW PERMIT,  
Review by PLANNING COMMISSION

Dear Neighbor:

I/ We have submitted an application for design review permit for consideration by the Piedmont Planning Commission. I am seeking City approval of an application to (description of project) \_\_\_\_\_

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The purpose of this form is to notify you of my application. My application is expected to be considered by the Planning Commission on or after (date) \_\_\_\_\_.

This notice will be followed by a notice from the city confirming the date of the hearing and inviting you to comment on the application. The Planning Commission regularly meets at 5:00 p.m. on the second Monday of every month in the council chambers at City Hall, 120 Vista Avenue. Please contact the Planning Department at (510) 420-3050, if you have any questions regarding my application.

Signed,

\_\_\_\_\_  
Signature of applicant

\_\_\_\_\_  
Print name of applicant

\_\_\_\_\_  
Address of project (number and street)

\_\_\_\_\_  
Date



**AFFIDAVIT OF SERVICE BY APPLICANT/ AGENT**

(To be attached to a copy of the notice and returned to the Planning Director.)

\_\_\_\_\_ being sworn, says that he or she is over 18 years of age  
Print affiant (applicant/agent) name

and a resident of \_\_\_\_\_  
County, Country

That affiant's **residence address** is \_\_\_\_\_.

That affiant served a copy of the attached notice of an application for variance and/or design review permit, review by the Planning Commission by placing said copy in an envelope addressed to (please list the names and addresses of all the property owners to whom the notice was served):

which envelope was then sealed and postage fully prepaid thereon, and thereafter was on \_\_\_\_\_,  
date  
deposited in the United States mail or delivered personally by hand.

I declare under penalty of perjury that the foregoing is true and correct.

Executed on \_\_\_\_\_ at \_\_\_\_\_, California.  
date address

Signed \_\_\_\_\_  
Affiant's signature

## VARIANCE and/or DESIGN REVIEW PERMIT SUBMITTAL CHECKLIST

- \_\_\_ Application form signed by property owner(s)
- \_\_\_ Fee (cash or check only)

**2 sets of plans** must be submitted with this application for an initial review by staff for completeness.

**8 additional sets of half sized plans (11"x 17" or 12"x 18")** must be submitted at least 12 calendar days prior to the Planning Commission meeting if your application is scheduled on the agenda. Please submit 8 copies only after your plans are deemed complete by staff.

**Plans must be folded, no larger than 24"x 36", and to scale.** For a complete list of submittal requirements please see section 2.06 of the Piedmont Design Guidelines.

Please label all drawings and supporting documents with the property's address.

- \_\_\_ **Site Survey** (preferred scale 1/8")  
Please dimension and show coordinates for all lot lines, show the location of street right-of-way, show the location of all existing structures, fences, retaining walls, significant trees with a minimum of 12" trunk diameter, show grade elevations at building corners, show existing floor elevations, show existing roof eave and roof peak elevations, show utilities and easements, provide contour lines at a minimum of 2 ft. intervals, and provide a north arrow.
- \_\_\_ **Existing Site Plan** (preferred scale 1/8")  
Please indicate the location of all existing structures, retaining walls, fences, site features, trees, landscaping, hard-surface areas, lot lines, front, side and rear yard setback lines, and easements. Please outline the locations of structures on adjacent properties (up to 25 feet from the property line) and label their uses. Provide setback dimensions from all existing structures to lot lines (*Setback* means the required distance that a building, structure or other designated item must be located from a lot line. Setbacks are measured from the *lot line* to the *footprint* of the *structure* or *building*. See Zoning Ordinance Sec. 17.90.020.). Please show all curbs, sidewalks, street trees and the street right-of-way bordering the subject property. Please show a North arrow, label adjacent streets, and call out existing features.
- \_\_\_ **Proposed Site Plan** (preferred scale 1/8")  
Please indicate the location of all existing and proposed structures, retaining walls, fences, site features, trees, landscaping, hard-surface areas, lot lines, front, side and rear yard setback lines, and easements. Please outline the locations of structures on adjacent properties (up to 25 feet from the property line) and label their uses. Provide setback dimensions from all existing and proposed structures to lot lines (*Setback* means the required distance that a building, structure or other designated item must be located from a lot line. Setbacks are measured from the *lot line* to the *footprint* of the *structure* or *building*. See Zoning Ordinance Sec. 17.90.020.). Please show all curbs, sidewalks, street trees and the street right-of-way bordering the subject property, and any changes proposed to these features. Please show a North arrow, show grade changes at the property line, label adjacent streets, and call out existing features and proposed modifications.
- \_\_\_ **Roof Plans (Existing and Proposed)** (preferred scale 1/8")  
Roof plans should include the pitch, overhangs, skylights, chimneys, vents, and gutters. Roof plans may be shown on the site plans. Please specify all existing and proposed roof materials.
- \_\_\_ **Existing Floor Plans** (preferred scale 1/4")  
Please provide plans for all floor levels including basements and attics, and include room names, window and door locations, built-in cabinets, appliance and fixture locations, ceiling heights, exterior light fixture locations and parking space dimensions. Show the removal of any existing features, including roofs, walls, ceilings, windows, doors, built-in-cabinets, appliances, fixtures and parking spaces. Please show a north arrow and label the floor level.

— **Proposed Floor Plans** (preferred scale 1/4")

Please provide plans for all floor levels including basements and attics, and include room names, window and door locations, built-in cabinets, appliance and fixture locations, ceiling heights, exterior light fixture locations and parking space dimensions. Please show a north arrow, label the floor level, and call out proposed modifications. **Please show each proposed floorplan either side by side on the same page as the corresponding existing floorplan or in a manner where a contrasting outline of the existing construction is shown on the proposed plan, if possible.**

— **Existing Elevations** (preferred scale 1/4")

Please provide North, South, East and West elevations (proposed to be changed or affected by new construction) including all existing materials (including roofing materials), styles and operational characteristics of windows and doors and roof slopes. Please include exterior vents, downspouts, gutters and exterior light fixtures. Additionally, if the height of the building is changing, please show the average existing building height (See Zoning Ordinance Sec. 17.90.020). Please do not abbreviate architectural terms. Label each elevation as "existing" and indicate the direction of view (i.e. North, South, East, West or Front, Rear, Left Side, or Right Side).

— **Proposed Elevations** (preferred scale 1/4")

Please provide North, South, East and West elevations (proposed to be changed or affected by new construction) including all proposed materials (including roofing materials), styles and operational characteristics of windows and doors and roof slopes. Please include exterior vents, downspouts, gutters and exterior light fixtures. Additionally, if the height of the building is changing, please show the average proposed building height (See Zoning Ordinance Sec. 17.90.020). Please do not abbreviate architectural terms. Label each elevation as "proposed" and indicate the direction of view (i.e. North, South, East, West or Front, Rear, Left Side, or Right Side). **Please show each proposed exterior elevation either side by side on the same page as the corresponding existing exterior elevation, or in a manner where a contrasting outline of the existing construction is shown on the proposed elevation, if possible.**

— **Building Section: When required for additions and new construction** (Preferred scale 1/4")

Please provide a minimum one building cross section showing the relationship between existing and new construction, and/ or new construction and existing grade.

— **Window Schedule**

If your proposed project includes window and/or door modifications, please submit a window and door schedule which notes existing and proposed window size, material, operation, sash dimension, a typical window detail in a partial wall section showing the window recess dimension from the face of the exterior wall, and divided lite type (i.e. true divided lites or three-dimensional simulated divided lites). At the discretion of the Planning Director, a window schedule can be omitted only if all the above information is otherwise provided.

— **Graphic Calculations (1 set only)**

Please submit plans which graphically illustrate the required calculations with an itemized list of existing and proposed structures, landscape areas and floor area. Calculations are expressed as percentages and must be recorded on the permit application form. Please request a graphic calculations sample for your reference. Separate graphic calculations are to be submitted, as follows:

— **Existing and proposed lot coverage/structures** equals the number of square feet of structures covering the lot divided by the number of square feet in the lot. For a complete definition of structure coverage, please see Zoning Ordinance Sec. 17.90.020.

— **Minimum landscape coverage** equals the number of square feet of landscaped area divided by the number of square feet in the lot. For a complete definition of landscape please see Zoning Ordinance Sec. 17.90.020.

— **Existing and proposed floor area ratio (FAR)** equals the number of square feet of floor area divided by the number of square feet in the lot. For a complete definition of floor area, please see Zoning Ordinance Sec. 17.90.020.

— **Photographs**

Please provide photographs of the front (street), rear and side views of the existing structures on the subject property. Please also provide a front (street) view of the structures on the two adjacent properties. The photographs may be placed either on a standard permit application sheet size and be part of the submittal package, or may be placed on 8 ½" x 11" sheets as an accompanying submittal package.

— **3D Modeling (Highly Recommended for Certain Projects)**

The complexity of some projects may warrant the need for 3D representation. At the discretion of staff, a recommendation during the initial pre-application to produce these materials may occur. If so, please consider providing a 3D graphic representation, digital 3D model, or constructed scale model showing existing and proposed views from the street, as well as any critical views that best describe how the proposed project mitigates any potential negative impacts on adjacent parcels.

— **Landscape Plans (When required by Zoning Ordinance Sec. 17.34.)**

Landscape Plans should include lot lines, indicate landscape areas, identification of vegetation, the location of all structures and hardscape surfaces. The landscape plans may also include a plant list including the size and spacing of plants to be installed and the location of proposed planting. Landscape plans must also address irrigation and comply with the *California Water Efficient Landscape Ordinance*.

— **Story Pole Certification** when required. Please see the attached Story Pole Protocol.

**Prior to Submitting an Application**

If you believe that any of the above requirements do not pertain to your project, please call the Planning Department at (510) 420-3050 and make an appointment to meet with a planner. Applicants and their agents (architect, contractor, engineer, etc.) are encouraged to discuss the application with the Planning staff early in the planning process. Planning staff will be happy to review all procedures with you and answer any questions you have. There is no fee charged for any meetings or discussions prior to the submittal of an application fee.

## CONSTRUCTION COST ESTIMATION GUIDELINES

To calculate the estimated cost of the exterior improvements (from page 2 of this application) please include the following expenditures associated with the work being proposed under this application. For the purposes of this requirement, please use industry standards for estimating the construction materials and labor, whether or not you plan on doing the construction yourself.

As provided for in the City Code, the Planning Director will make an assessment of the information submitted, and will determine whether the plans will require review by the Director or the Planning Commission of the design review permit application. Please note that should staff request additional information to support your indicated estimated construction cost, you may be requested to submit information in the form of bids from three different construction contractors with active Piedmont business licenses. Alternatively, you may directly apply for Design Review Permit, review by Planning Commission without providing the above-requested information.

Please include all materials and labor associated with this application including but not limited to:

**Landscaping:** grading, fencing, decking, retaining walls, railings, fountains, water features, patios, trellises, lighting, built-in barbecues, pavers, asphalt, and concrete.

**Demolition:** all demolition, hauling, recycling, and excavation work.

**Foundation Work:** form work, gravel, steel, and concrete.

**Framing:** sheathing, insulation, water proofing, doors, windows, and wall framing.

**Roofing:** roofing materials, gutters, chimneys, water proofing, skylights, and flashing.

**Exterior Finishes:** siding materials, trim, repairs, and paint.

**Mechanical Equipment:** plumbing, electrical, heating, ventilation, and air conditioning.

**Fee's:** architectural fees, engineering fees, permit fees, inspection fees, and consultant fees.

**Labor:** all labor costs associated with the exterior improvements must be included.

Please **Do Not Include** the following items in your cost estimate: all interior finishes, appliances, furniture, plumbing fixtures, interior lighting fixtures, interior paint, and cabinetry.

**Review by the  
PIEDMONT PLANNING COMMISSION**

**DESIGN REVIEW PERMIT APPLICATION DUE DATES  
AND MEETING DATES FOR 2020**

**APPLICATION DUE DATES:**

Design review permit applications must be submitted to the Planning Department, 120 Vista Avenue, **by 4:30 pm**, 30 days prior to the meeting.

FRIDAY, DECEMBER 13, 2019

FRIDAY, JANUARY 10, 2020

FRIDAY, FEBRUARY 7, 2020

FRIDAY, MARCH 13, 2020

FRIDAY, APRIL 10, 2020

FRIDAY, MAY 8, 2020

FRIDAY, JUNE 12, 2020

FRIDAY, JULY 10, 2020

FRIDAY, AUGUST 14, 2020

FRIDAY, SEPTEMBER 11, 2020

FRIDAY, OCTOBER, 9, 2020

FRIDAY, NOVEMBER 13, 2020

FRIDAY, DECEMBER 11, 2020

FRIDAY, JANUARY 8, 2021

FRIDAY, FEBRUARY 5, 2021

**MEETING DATES:**

The Planning Commission meets on the **second Monday of each month at 5:30 pm**, Piedmont City Hall, 120 Vista Avenue, in the Council Chambers.

MONDAY, JANUARY 13, 2020

MONDAY, FEBRUARY 10, 2020

MONDAY, MARCH 9, 2020

MONDAY, APRIL 13, 2020

MONDAY, MAY 11, 2020

MONDAY, JUNE 8, 2020

MONDAY, JULY 13, 2020

MONDAY, AUGUST 10, 2020

MONDAY, SEPTEMBER 14, 2020

MONDAY, OCTOBER 12, 2020

MONDAY, NOVEMBER 9, 2020

MONDAY, DECEMBER 14, 2020

MONDAY, JANUARY 11, 2021

MONDAY, FEBRUARY 8, 2021

MONDAY, MARCH 8, 2021

## DESIGN GUIDELINES SECTION 2.07: STORY POLES

### 2.07.01 PURPOSE

To enable neighbors, Planning Commissioners and staff to envision the proposed construction of design review applications and ensure the accuracy of the story pole representations, in accordance with Piedmont City Code Sections 17.66.010, and 17.66.020.

### 2.07.02 PROTOCOLS

The Planning Department shall require the installation and verification of story poles for design review applications when:

1. A new residence and/or any other detached structure requiring design review is proposed;
2. An upper level expansion of an existing residence (including decks and dormers) is proposed;
3. A neighbor's light, view and/or privacy is in question;
4. The installation is needed by the staff or Planning Commission to assess the proposed height and/or bulk of large single story expansions or any other proposed expansions.

### 2.07.03 PROCEDURES

Unless otherwise directed by the Director of Planning or the Director's designee, story poles are to be erected by the applicant or the applicant's representative and verified by a California Licensed Land Surveyor or Licensed California Civil Engineer. Verification must be in the form of a completed Story Pole Certification Form that is stamped and signed by the licensed professional along with photographs of the story poles. The Certification Form, the format of which shall be determined by the Director of Planning, shall state that the story poles are in compliance with the proposed application.

The verification shall be submitted to the Planning Department no later than 12:00 noon, 14 days before a scheduled Planning Commission hearing in accordance with the most recently published Planning Commission schedule. **Without exception, applications that do not have verification received by noon on the required deadline date will not be eligible for the Planning Commission agenda.** For Director Design Review applications, staff will not consider the application to be complete or send the required notice to neighbors until verification is received, and will not take action on the application until at least 14 days from the receipt of the story pole verification. Applicants are encouraged to install and verify well in advance of the deadline to avoid problems with weather and surveyor scheduling.

Story poles shall be installed to define the outlines of the proposed construction in order to show the proposed height and mass of the construction. Typically there will be a pole at every proposed corner to indicate the wall planes, and poles that represent roof points, with boards, tape or ropes that connect the poles to indicate the roof height, ridges, slopes and relationship to the walls. There are no required materials for the poles, but the poles must be clearly visible and stable (wood and aluminum stud framing and rigid PVC pipes are typical materials for the vertical members with flag banners, PVC pipe, colored rope, plastic construction netting or durable caution tape preferred as horizontal members), and the tape or ropes should be brightly colored, clearly visible and strongly attached. Staff and the Planning Commission may require colored flags or plastic construction netting to help understand the proposed construction. Should inclement weather cause damage to the story poles, they may need to be repaired and reverified prior to the application being considered by the Planning Commission or staff. Please contact staff if you have questions about a specific project.

Story poles shall remain erected through the appeal period after action is taken on the application, and shall be removed promptly after the end of the appeal period if an appeal has not been filed. If an appeal is filed, the story poles must remain erected until final action is taken on the application.

### 2.07.04 STORY POLE CERTIFICATION FORM

Please see the Story Pole Certification Form directly following this page. It must be submitted along with photographs of the story poles.

## STORY POLE VERIFICATION DEADLINE SCHEDULE

### APPLICATIONS SUBJECT TO PLANNING COMMISSION REVIEW

Verification from a California Licensed Surveyor or California Licensed Civil Engineer shall be received in writing to the Department of Planning no later than 12:00 noon, 14 days before the scheduled hearing in accordance with the Story Pole Protocol and Procedures on the reverse side of this schedule. *Without exception, applications that do not have written verification received by noon on the required deadline date will not be eligible for the Planning Commission agenda.* Applicants are encouraged to install and verify well in advance of the deadline to avoid problems with weather and surveyor scheduling.

<u>MEETING DATES</u> For the meeting of:	<u>VERIFICATION RECEIPT DEADLINE</u> Verification must be received by:
<b>MONDAY, JANUARY 13, 2020</b>	<b>NOON, MONDAY, DECEMBER 30, 2020</b>
<b>MONDAY, FEBRUARY 10, 2020</b>	<b>NOON, MONDAY, JANUARY 27, 2020</b>
<b>MONDAY, MARCH 9, 2020</b>	<b>NOON, MONDAY, FEBRUARY 24, 2020</b>
<b>MONDAY, APRIL 13, 2020</b>	<b>NOON, MONDAY, MARCH 30, 2020</b>
<b>MONDAY, MAY 11, 2020</b>	<b>NOON, MONDAY, APRIL 27, 2020</b>
<b>MONDAY, JUNE 8, 2020</b>	<b>NOON, FRIDAY, MAY 22, 2020</b>
<b>MONDAY, JULY 13, 2020</b>	<b>NOON, MONDAY, JUNE 29, 2020</b>
<b>MONDAY, AUGUST 10, 2020</b>	<b>NOON, MONDAY, JULY 27, 2020</b>
<b>MONDAY, SEPTEMBER 14, 2020</b>	<b>NOON, MONDAY, AUGUST 31, 2020</b>
<b>MONDAY, OCTOBER 12, 2020</b>	<b>NOON, MONDAY, SEPTEMBER 28, 2020</b>
<b>MONDAY, NOVEMBER 9, 2020</b>	<b>NOON, MONDAY, OCTOBER 26, 2020</b>
<b>MONDAY, DECEMBER 14, 2020</b>	<b>NOON, MONDAY, NOVEMBER 30, 2020</b>
<b>MONDAY, JANUARY 11, 2021</b>	<b>NOON, MONDAY, DECEMBER 28, 2020</b>
<b>MONDAY, FEBRUARY 8, 2021</b>	<b>NOON, MONDAY, JANUARY 25, 2021</b>
<b>MONDAY, MARCH 8, 2021</b>	<b>NOON, MONDAY, FEBRUARY 22, 2021</b>

### APPLICATIONS SUBJECT TO STAFF REVIEW

Staff will not consider an application to be complete or take action on the application until at least 14 days from the receipt of the story pole verification from a California Licensed Surveyor or California Licensed Civil Engineer.





*City use only*  
Date Received \_\_\_\_\_

**Time Received** \_\_\_\_\_

## STORY POLE CERTIFICATION FORM

(Must be prepared by a California Licensed Surveyor or Civil Engineer and must be accompanied by photographs of the installed story poles.)

On \_\_\_\_\_, I surveyed the story poles located at  
*(Date)*

\_\_\_\_\_, Piedmont, CA, related to plans  
*(Property address)*  
submitted as part of design review application \_\_\_\_\_.  
*(Application number)*

I have determined that the story poles are in substantial compliance with the plans dated  
\_\_\_\_\_, and accurately represent the proposed  
*(Plan date or City date-stamp date)*  
construction in terms of dimensions, corner/wall locations, and ridge heights/locations.

\_\_\_\_\_  
*(Name - please print)*

PLEASE STAMP AND SIGN BELOW

\_\_\_\_\_  
*(Company)*

\_\_\_\_\_  
*(Address)*

\_\_\_\_\_  
*(Phone Number)*

\_\_\_\_\_  
*(Email address)*

\_\_\_\_\_  
*(Piedmont Business License Number)*



City of Piedmont  
CALIFORNIA

**Stormwater Requirements Checklist for Small Projects**

- All applicants for Design Review Permit must complete and submit this form. Municipal Regional Stormwater Permit (MRP) Order No. R2-2009-0074 ; Order No. R2-2011-0083; NPDES No. CAS612008

Purpose: The Alameda Countywide National Pollutant Discharge Elimination System (NPDES) Municipal Stormwater Permit, which is issued and enforced by the San Francisco Regional Water Quality Control Board, requires that the City of Piedmont, as a member agency of the Alameda Countywide Clean Water Program, track and report the development of impervious surfaces.

**Impervious Surfaces** include any surface that cannot be effectively (easily) penetrated by water, thereby resulting in runoff. Examples: pavement (asphalt, concrete, etc.), buildings/structures, decks, driveways, swimming pools, and on-grade paths.

**Permeable Surfaces** include pervious concrete, porous asphalt, sand-set unit pavers, and granular materials.

**A. Applicant Information**

A.1 Property Owner Name: \_\_\_\_\_

A.2 Project Address: \_\_\_\_\_  
Number Street City Zip Code

A.3 Mailing Address: \_\_\_\_\_  
(If different from above) Number Street City State Zip Code

A.4 Property Owner Phone Number: \_\_\_\_\_ Email Address: \_\_\_\_\_

A.5 Architect/Contractor: \_\_\_\_\_  
Name Phone Number

\_\_\_\_\_  
Address City Zip Code Email Address

**B. Project Information**

B.1 Total Lot Area in Sq. Ft.: \_\_\_\_\_ APN #: \_\_\_\_\_

B.2 Please select the correct description of the project from one of the six selections below:

- | <u>Yes</u>               | <u>No</u>                |  |
|--------------------------|--------------------------|--|
| <input type="checkbox"/> | <input type="checkbox"/> | B.2.a The project proposes no disturbance to the site (only changes to the interior, existing roof and/or existing walls). <i>(MRP Provision C.3.b.ii.(1)(b) and C.3.b.ii.(3))</i><br>⇒ The project is exempt from MRP provisions. Please complete section F of this form.   |
| <input type="checkbox"/> | <input type="checkbox"/> | B.2.b The project proposes to disturb the site and will create and/or replace less than 2,500 square feet of impervious surface. <i>(MRP Provision C.3.i.i)</i><br>⇒ The project is exempt from MRP provisions but you are encouraged to incorporate into your plans one or more of the design measures listed under Section C of this form. Please complete section E of this form, which notes Construction Site Control requirements.               |
| <input type="checkbox"/> | <input type="checkbox"/> | B.2.c The project is a new or existing single-family home project that proposes to create and/or replace 2,500 square feet or more of impervious surface. <i>(MRP Provision C.3.i.i)</i><br>⇒ Please complete Sections C and E of this form, both of which note the stormwater protection requirements for the project.  |
| <input type="checkbox"/> | <input type="checkbox"/> | B.2.d The project is commercial, industrial, multi-family (town homes, condominiums, and/or apartments), mixed-use, and/or public project that proposes to create and/or replace 2,500 square feet or more of impervious surface but less than 10,000 square feet of impervious surface. <i>(MRP Provision C.3.i.i)</i><br>⇒ Please complete Sections C and E of this form, both of which note the stormwater protection requirements for the project. |

- B.2.e The project proposes to create and/or replace 5,000 square feet or more of impervious surface (collectively over the entire project site) and is a restaurant, auto service facility, retail gasoline outlet, or uncovered parking lot. (MRP Provision C.3.b.ii(1))
  - ⇒ The project is regulated. Please complete Sections D and E of this form, both of which note the stormwater protection requirements for Regulated Projects.
- B.2.f The project is a commercial, industrial, multi-family (town homes, condominiums, and/or apartments), mixed-use, and/or public project that proposes to create and/or replace 10,000 square feet or more of impervious surface (collectively over the entire project site). (MRP Provision C.3.b.ii(2 and 3))
  - ⇒ The project is regulated. Please complete Sections D and E of this form, both of which note the stormwater protection requirements for Regulated Projects.

**C. Small Projects and Single-Family Home Projects**

MRP Provision C.3.i requires single-family home projects that create and/or replace 2,500 square feet or more of impervious surface; and all commercial, industrial, multi-family (town homes, condominiums, and/or apartments), mixed-use, and/or public projects, which create and/or replace 2,500 square feet or more of impervious surface but less than 10,000 square feet of impervious surface, to install **one** or more of the site design measures listed under C.2.

C.1 The project proposes to create and/or replace \_\_\_\_\_ square feet of impervious surface.

C.2 Please indicate which of the following six site design measures are incorporated into the project plans:

Yes No Plan Sheet # Site Design Measure

- \_\_\_\_\_ Direct roof runoff into cisterns or rain barrels for reuse.
- \_\_\_\_\_ Direct roof runoff onto vegetated areas.
- \_\_\_\_\_ Direct runoff from sidewalks, walkways, and/or patios onto vegetated areas.
- \_\_\_\_\_ Direct runoff from driveways and/or uncovered parking lots onto vegetated areas.
- \_\_\_\_\_ Construct sidewalks, walkways, and/or patios with permeable surfaces.
- \_\_\_\_\_ Construct bike lanes, driveways, and/or uncovered parking lots with permeable surfaces.

**D. Regulated Projects**

MRP Provision C.3.b requires Regulated Projects to implement Low Impact Development (LID) source control, site design, and stormwater treatment onsite or at a joint stormwater treatment facility in accordance with MRP Provisions C.3.c and C.3.d, unless the Provision C.3.e alternate compliance options are evoked.

D.1 The project proposes to create and/or replace \_\_\_\_\_ square feet of impervious surface.

D.2 Please contact City staff for a Stormwater Requirements Checklist for Regulated Projects, which you must complete and submit.

Yes

- I have completed and attached a Stormwater Requirements Checklist for Regulated Projects

**E. Construction Site Best Management Practices and Control Measures**

Yes No

- I understand that because the project proposes to disturb the site, the Chief Building Official may require the implementation of appropriate and effective erosion and other construction pollutant controls (Best Management Practices, BMPs) by the project’s construction site operators/developers as outlined under MRP Provision C.6.

**F. Owner Signature**

I declare under penalty of perjury, that to the best of my knowledge, the information presented herein is accurate and complete. Incorrect information may delay my project application(s) and/or permit(s).

\_\_\_\_\_  
Signature of Property Owner

\_\_\_\_\_  
Date

More information on the Alameda County Clean Water Program and additional literature such as *Stormwater Requirements Checklist for Regulated Projects*, *C3 Builder’s Outreach 2012 Update*, *C3 Technical Guidance Manual*, and *Construction Best Management Practices* are available at [www.ci.piedmont.ca.us](http://www.ci.piedmont.ca.us) and <http://cleanwaterprogram.org>.