

**CITY OF PACIFICA  
PLANNING DEPARTMENT  
DEVELOPMENT PERMIT APPLICATION**

(Please type or print clearly)

**STAFF WILL NOT ACCEPT APPLICATIONS THAT ARE MISSING THE CHECKED ITEMS, ARE NOT SIGNED, OR THAT HAVE BEEN ALTERED. PRIOR TO COMPLETION AND SUBMISSION, PLEASE CHECK WITH THE PLANNING DEPARTMENT TO ENSURE YOU ARE USING THE MOST CURRENT CHECKLIST.**

**TYPE OF APPLICATION AND FILE NUMBER**

General Plan Amendment	GPA- _____	Parking Exception	PE- _____
Rezoning	RZ- _____	Sign Permit	S- _____
Zoning Text Amendment	TA- _____	Sign Exception	SE- _____
Development Plan	DP- _____	Tentative Subdivision Map	SUB- _____
Specific Plan	SP- _____	Mod. to Subdivision Regs.	MOD- _____
Permit for Site Development	PSD- _____	Transfer of Dev. Rights	TDR- _____
Coastal Development Permit	CDP- _____	Historic Landmark Designation	HLD- _____
Administrative Review	A- _____	Historic Preservation Permit	HP- _____
Use Permit	UP- _____	Condominium Conversion	CC- _____
Variance	PV- _____	Rent Increase Application	RIA- _____
Minor Modification	PMM- _____	Other	_____- _____

**I. APPLICANT INFORMATION: ALL ADDRESSES MUST INCLUDE A PHYSICAL STREET ADDRESS**

<u>A. Applicant</u>	<u>Property Owner</u>	<u>Agent/Architect/Designer</u>
Name _____	Name _____	Name _____
Street Address _____	Street Address _____	Street Address _____
P.O. Box _____	P.O. Box _____	P.O. Box _____
City _____	City _____	City _____
State/Zip _____	State/Zip _____	State/Zip _____
Phone # _____	Phone # _____	Phone # _____
home      business	home      business	home      business
cell #      fax #	cell #      fax #	cell #      fax #
E-mail: _____	E-mail: _____	E-mail: _____

**B. Authorization for Agent**

I hereby authorize \_\_\_\_\_ to act as my Agent and to bind me in all matters concerning this development application and to act as my agent for service of process.

\_\_\_\_\_  
Property Owner's Signature      Date      Property Owner's Name (print)

**II. PROJECT INFORMATION**

Project Street Address \_\_\_\_\_ Assessor's Parcel Number \_\_\_\_\_  
Project Description: (briefly summarize the proposed project)

Existing Use \_\_\_\_\_

STAFF USE ONLY			
Date Submitted: _____	Fee Deposit: _____	General Plan: _____	Notice Recipients (#): _____
Date Complete: _____	Receipt No.: _____	Zoning: _____	

### **III. ACKNOWLEDGEMENT AND AGREEMENT BY APPLICANT AND OWNER**

#### **NOTICE TO APPLICANT AND OWNER: FAILURE TO SIGN THIS PART OF THE APPLICATION SHALL RESULT IN THE APPLICATION BEING WITHHELD FROM FURTHER PROCESSING.**

- A. I, the undersigned, hereby agree to defend (with counsel approved by the City), indemnify, and hold harmless the City, its officials, officers, employees, volunteers, and agents (collectively, the "City Parties") from and against any claims, liability, loss, damage, costs (including reasonable attorney fees), or expenses, suits, and damages of every kind, nature, and description, directly or indirectly arising from, or relating to this application or the project (collectively, the "Claims"). I shall have no right to seek reimbursement from the City Parties for the Claims. These obligations shall survive the termination or expiration of this Acknowledgement and Agreement.
- B. I, the undersigned, hereby agree to pay any and all City costs incurred in connection with the application or the project ("Fees"), and will enter into a reimbursement agreement with the City for the payment of such Fees. The Fees may include, but are not limited to, costs associated with City staff time, processing costs, consultant costs, and legal fees associated with processing the application, implementing any project approvals, or defending any project approvals. Consultant costs may include, but are not limited to, environmental consultants, biologists, wetlands specialists, traffic consultants, geotechnical consultants, and legal consultants, as may be determined to be necessary in the sole discretion of City staff. I hereby acknowledge and agree that I shall deposit funds to cover the Fees as determined by City staff, that such deposit may not be adequate to fully reimburse the City for all Fees, and that periodically, as the need arises, I may be called upon to make further deposit of funds to cover the Fees. In the event, for any reason, a City request for further deposit of funds is not fully satisfied within thirty (30) calendar days, the City may cease processing this application and the related project, and shall treat the failure to make the requested deposit of funds as my request to cease processing the application. The advance of Fees shall not be dependent upon the City's approval or disapproval of my application, or upon the result of any action, and shall in no way influence the project. Neither myself, nor any other person providing funding for the project shall, as a result of such funding, have any expectation as to the results of the application process or the selection of an alternative favorable to or benefiting me.
- C. I, the undersigned, hereby acknowledge, consent, and agree that project application forms, plans, and any other documents and materials submitted to the City are public records under the California Public Records Act (CA Gov. section Code 6250, et seq.). All project application forms, plans, and any other documents and materials submitted to the City are a public record and are subject to public inspection.
- D. I, the undersigned, hereby acknowledge and agree that the comments of staff regarding the project are for guidance purposes but the final decision on the project rests with the Planning Commission and/or Pacifica City Council.
- E. I, the undersigned, hereby acknowledge and agree that my failure to provide complete, truthful, and accurate information necessary to process the application, or to provide public notice as required, may result in a delay in processing the application, or may constitute grounds for denial or revocation of the permit requested herein, and may result in the City ceasing processing this application and the related project, and treating the failure as my request to cease processing the application.
- F. I, the undersigned, hereby acknowledge and agree that any documents approving the project and/or conditions of approval may be recorded with the San Mateo County Recorder's Office. If requested, I agree to sign a document to allow such documents to be recorded.
- G. I, the undersigned, hereby acknowledge and agree that any permit issued pursuant to this application will not grant any right or privilege to use any building or land contrary to the provisions of federal, state or local law. All provisions of law applicable to the project shall be in force whether specified or not.
- H. I, the undersigned, hereby acknowledge and agree that all projects are subject to all applicable fees authorized or required by law.
- I. I, the undersigned, hereby declare under penalty of perjury pursuant to laws of the State of California that all of the information contained in this application is true and correct of my own personal knowledge.

\_\_\_\_\_  
Applicant/Agent Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Applicant/Agent Name (print)

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

\_\_\_\_\_  
Date

\_\_\_\_\_  
Property Owner Name (print)

#### GENERAL NOTES

- A. The applicant may make a written request, by separate letter, to receive notice from the City of a proposal to adopt or amend any of the following plans or ordinances: a general plan; a specific plan; a zoning ordinance; an ordinance affecting building permits or grading permits. You must specify, in the written request, the types of proposed action for which notice is requested.
- B. The applicant should be aware of the provisions of Government Code Section 65961.
- C. Upon receipt of the required application materials, the City shall determine in writing within 30 days whether the application is complete. Once complete, the City will review and consider the application consistent with applicable law, including Government Code Section 65920 et seq. (Permit Streamlining Act).

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#### IV. MATERIALS REQUIRED

Submit the following application materials where indicated by a checkmark. All application materials must be submitted in Portable Document Format (PDF) only – paper application materials shall not be accepted.

<u>Required</u>	<u>Date Received</u>	
<input type="checkbox"/>	_____	Deposit: \$_____
<input type="checkbox"/>	_____	Reimbursement Agreement, as required in section III.B of this form.
<input type="checkbox"/>	_____	Environmental Information Form (copy attached).
<input type="checkbox"/>	_____	Title Report (prepared within 6 months of application).
<input type="checkbox"/>	_____	Evidence of legal interest in the property proposed to be developed by the owner signing the application (i.e. Deed, Title, Lease, Escrow Instructions, Tax Statement), or authorization of the signatory to represent the property owner (i.e. Articles of Incorporation, Power of Attorney).
<input type="checkbox"/>	_____	Letter of explanation describing the project in detail. Include information on existing and proposed: structures, architectural style/materials, grading, roads, driveways, fences/walls, hours of operation, # of employees, parking, circulation, delivery schedule, etc.
<input type="checkbox"/>	_____	Photographs of the property and surrounding area.
<input type="checkbox"/>	_____	Preliminary geotechnical report, including flood hazard and fault info. If project site is within an Alquist-Priolo earthquake fault zone, submit a geologic report.
<input type="checkbox"/>	_____	Indicate whether property is located within a flood hazard area. If property is within a flood hazard area the elevation of the lowest floor, including the basement, shall be certified by a registered professional engineer or surveyor to be properly elevated. Such certification shall be provided to the Flood Plain Administrator.
<input type="checkbox"/>	_____	Estimate additional vehicular trips generated by the proposed project. Prepare estimate in accordance with the current edition of the Institute of Transportation Engineers (ITE) "Trip Generation Manual."
<input type="checkbox"/>	_____	C.3 Checklist, completed and signed. For regulated projects, submit plans showing drainage management areas (DMAs) and treatment measures.
<input type="checkbox"/>	_____	Hydrology calculations based on a 100-year storm for the entire development, prepared by a registered professional, to determine the size of all proposed storm drain facilities and the impact on the existing system (storm drains, creeks, and waterways). If the calculations reveal that the city system would be negatively impacted, those impacts shall be mitigated to the satisfaction of the City Engineer. Hydrology calculation report shall be signed and stamped by a registered engineer.
<input type="checkbox"/>	_____	Preliminary landscape plan showing, at a minimum, placement of landscaping, plant size, plant species, and irrigation plan.
<input type="checkbox"/>	_____	Model Water Efficient Landscape Ordinance Checklist (for development projects that exceed 2,500 square feet of new or replaced landscape area, and for homeowner projects that exceed 5,000 square feet of new or replaced landscape area).
<input type="checkbox"/>	_____	Color and material samples
<input type="checkbox"/>	_____	Exterior lighting plan.
<input type="checkbox"/>	_____	Written evidence from the North Coast County Water District (2400 Francisco Blvd., Pacifica) that water pressure is sufficient for domestic and fire sprinkler uses.
<input type="checkbox"/>	_____	For non-residential projects, submit the "Information Regarding Hazardous Materials" form.
<input type="checkbox"/>	_____	Full-sheet (min. 24" X 36" size) version of the site plan containing the information below: (a) Exterior boundaries of the subject property and property dimensions. (b) Bearings and dimensions of property lines, and referenced survey monuments (c) Existing topography and existing average cross slope prepared by a registered engineer or a licensed surveyor. Include contours at a scale appropriate to the project site. (d) Location and dimensions of existing and proposed structures, and their ages, and location and distance from nearest adjacent buildings.

- (e) Location, design, dimensions of proposed parking and loading facilities.
- (f) Location, height, design and type of fencing and retaining walls.
- (g) Location of creek or other waterways, if any.
- (h) Dimensions of setbacks and building separations.
- (i) Location and dimensions of existing and proposed street improvements, including, but not limited to: gutters, curbs, sidewalks, street centerlines, street widths, alleys and easements. If a driveway approach is being added or altered, show distances to nearest existing driveways in both directions. (contact Engineering Division)
- (j) Existing traffic and parking control signs, signals, and curb and pavement markings, and existing street lighting, as well as any proposed changes thereto.
- (k) Existing and proposed storm water drainage patterns, ultimate discharge point, proposed drainage modifications including how runoff is and would be conveyed to a public street, storm drain, adjacent creek, or waterway. Include stormwater treatment measures, as applicable.
- (l) Specify the location, species and size of all heritage trees with driplines extending over the construction area. Indicate the extent of the canopy in the illustrations. If work is proposed within the dripline of a heritage tree or removal, relocation or trimming is proposed, submit a tree protection plan prepared by a qualified arborist, horticulturalist, landscape architect or other qualified person. Refer to Section 4-12.07 of the Pacifica Municipal Code for a list of required tree protection plan contents and objectives. If there are no heritage trees with canopies extending over the proposed construction area, indicate this on the plans.
- (m) Location and dimensions of all existing and proposed public easements, including, but not limited to, utility, drainage, and public access easements.
- (n) Location and dimensions of all existing and proposed private easements, including, but not limited to ingress and egress easements.
- (o) Location, dimensions of existing and proposed legal and physical access to the site.
- (p) Existing and proposed sewer improvements that includes how the proposed system connects to the existing main. (contact Wastewater Division)
- (q) Existing and proposed utilities such as water, gas, electric, telephone and cable, and how the proposed project connects to the existing systems, including any new on- or off-site poles, vaults, cabinets or other structures. All proposed new utilities must be installed underground from the nearest joint pole or box. (contact Engineering Division)
- (r) Indicate the address and Assessor Parcel Number of adjacent properties.
- (s) Indicate all lot data including the lot area, existing and proposed lot coverage, and the existing and proposed landscape coverage, expressed in square feet and percentage of total lot area; existing and proposed floor area (excluding garage); and, existing and proposed garage area.
- (t) On-site circulation plan, including directional and regulatory signage.
- (u) Existing and proposed fire service features in the vicinity of the project, to include locations of fire hydrants and cross streets or fire apparatus turnarounds.
- (v) Per the adopted City of Pacifica Complete Street Policy, developments shall include, but not be limited to, bicycle and pedestrian facilities. (contact Engineering Division for full requirements)
- (w) For multi-family residential projects, provide the following information: a table on the coversheet showing occupancy group, type of construction, total number of units, and total number of accessible units.
- (x) For commercial projects, provide the following information: occupancy group, type of construction, total number of parking stalls, number of accessible parking stalls, exit analysis, allowable area calculation.

\_\_\_\_\_ Full-sheet (min. 24" X 36" size) version of floor plans, elevations (front, rear, and all sides), grading plans, drainage plans, and sectional plans.

- \_\_\_\_\_ Full-sheet (min. 24" X 36" size) version of building elevation(s),  perspective renderings or photo simulation (if checked),  visual aids (if checked) showing height and massing of the project and adjacent buildings.
- \_\_\_\_\_ If the proposal includes the disturbance of any land within the Hillside Preservation District (HPD), submit the following: 1) a survey of the site contours (interval not greater than 10 ft.) prepared by a licensed land surveyor or registered professional engineer; 2) the calculations used to derive the allowable coverage, described in Section 9-4.2257 of the Pacifica Municipal Code; and, 3) a dedicated plan sheet with color-coded areas that comprehensively identify all types of coverage (e.g., buildings, paving, grading, etc.) proposed on the site from any other plan sheet, as well as a table summarizing the total area for each coverage type.
- \_\_\_\_\_ For SIGN PERMIT(S), design, including materials, colors, shape, location, size, area, copy, and illumination of all proposed and/or existing signs; street frontage of lot and building.
- \_\_\_\_\_ For DEVELOPMENT PERMIT (DP) APPLICATIONS, the additional material required by Pacifica Municipal Code Section 9-4.2205 (copy attached).
- \_\_\_\_\_ For SPECIFIC PLAN (SP) APPLICATIONS, the additional material required by Pacifica Municipal Code Section 9-4.2208 (copy attached).
- \_\_\_\_\_ For TENTATIVE SUBDIVISIONS (SUB) or PARCEL MAP AND SUBDIVISION MODIFICATION (MOD) APPLICATIONS, the additional material required by Pacifica Municipal Code Sections 10-1.401 through 10-1.405 (copy attached), and an Engineering Division Tentative Map Checklist.
- \_\_\_\_\_ For COASTAL DEVELOPMENT PERMITS (CDP): a written statement showing (1) whether the project is consistent with policies of the Local Coastal Land Use Plan, and (2) if the project is between the nearest public road and the shoreline, whether the project is in conformity with the public recreation policies of Chapter 3 of The California Coastal Act.
- \_\_\_\_\_ For VARIANCES (PV) and MINOR MODIFICATIONS (MM), a written statement, plans and evidence showing that the special circumstances and criteria of Pacifica Municipal Code Section 9-4.3404 are met (copy attached).
- \_\_\_\_\_ For HISTORIC LANDMARK DESIGNATIONS (HLD) and HISTORIC PRESERVATION PERMITS (HPP), the additional material required by Pacifica Municipal Code, Chapter 7 (copy attached).
- \_\_\_\_\_ For TRANSFER OF DEVELOPMENT RIGHTS (TDR), the additional material required by Pacifica Municipal Code Section 9-4.4207 (copy attached).
- \_\_\_\_\_ For WIRELESS COMMUNICATIONS FACILITIES submit the supplemental materials described in Section 9-4.2614 of the Pacifica Municipal Code and the Wireless Communications Facility supplemental application.
- \_\_\_\_\_ Additional study/analysis required: \_\_\_\_\_

**V. ADDITIONAL INFORMATION MAY BE REQUIRED**

The City of Pacifica may require submission of additional information in order to clarify, amplify, correct or supplement the information submitted with the initial application for purposes of environmental review of the proposed project as required by the California Environmental Quality Act (CEQA). This may include, but is not limited to, soils and geotechnical reports, surveys, biological reports, special studies, renderings, perspectives, landscaping plans, traffic studies, wastewater flow studies, and arborist reports, or similar supplemental information to adequately review and assess the project.