

# City of Pinole, California Development Application



2131 Pear Street  
Pinole, CA 94564  
Telephone: (510) 724-9014  
Fax: (510) 724-4921

Date Received: \_\_\_\_\_ FILE#: \_\_\_\_\_ Fee Paid/Receipt #: \_\_\_\_\_

**APPLICATION TYPE:**

- USE PERMIT\***                       **REZONE\***                       **VARIANCE\***
  - ENVIRONMENTAL REVIEW\***     **GENERAL PLAN AMENDMENT**
  - DEVELOPMENT PLAN (or PDP)\***  **TENTATIVE MAP\***     Minor Subdivision     Major Subdivision
  - DESIGN REVIEW:** Please Specify (new business sign/sign program, changes to existing commercial facility, new commercial construction, residential addition, new single-family or multi-family residential construction)
  - OTHER** \_\_\_\_\_
- **Project applicant is required to provide a list and mailing labels of property owners within 300-foot radius of site and postage paid envelopes for project requiring public hearings. Certain projects may require notification beyond 300-foot radius (e.g., new or modified wireless communications facilities).**
  - **Complete application checklist is on page 2.**

<b>Property Owner:</b> _____ <b>Address:</b> _____ <b>City, State, Zip:</b> _____ <b>Telephone:</b> _____ <b>E-Mail:</b> _____	<b>Site Address:</b> _____ <b>APN:</b> _____ <b>Zoning:</b> _____ <b>Tract:</b> _____ <b>Lot:</b> _____
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**Project Description (please provide project details):**

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The applicant is of the opinion that such a request will not be detrimental to the health, safety, morals, comfort, convenience, welfare or aesthetics of persons residing or working in the area. The applicant also agrees to abide by any conditions to ensure that the affected property is maintained and to prevent nuisance conditions.

I, (the applicant) HEREBY AUTHORIZE:

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

#### General Requirements

The following materials are required for **all** development applications at the City of Pinole.

- Filing Fees (See attached Fee Schedule)
- Mailing labels for property owners and residents within a 300 ft. radius of the subject site
- A radius map showing the 300 ft. boundaries from the subject site

#### General Submittal Info

**All drawings must have:**

- Name and address of applicant
- Name and address of project designer, if applicable
- Date of Preparation
- North Arrow
- Scale, both written and graphic

#### New Construction

- Proof of ownership including a Title Report

#### Site Plan

- Assessor's Parcel Map-attached or as part of the drawings

- ❑ Location of existing structures on project site and nearest structures on adjacent side properties showing driveways and indicating use
- ❑ Indicate all existing street lights, utility poles, trees and signs within the public right-of-way adjacent to the site
- ❑ Location and width of all vehicular and pedestrian access openings into and out of the property
- ❑ Location of trash enclosures
- ❑ Parking Spaces & Aisles (dimensioned with the flow of traffic noted by arrows and calculations of required number of parking spaces-Commercial projects only)
- ❑ Show all trees on-site and mark trees to be removed
- ❑ Survey conducted by a licensed surveyor

### **Grading & Utility Plan**

- ❑ Show existing and new contours prepared by a licensed architect or engineer
- ❑ Location of any easements
- ❑ Location, dimension and elevation of all drainage facilities and utility connections
- ❑ Location of fire hydrants and water main sizes
- ❑ Provisions for under grounding of all utilities

### **Floor Plans**

- ❑ Overall building dimensions
- ❑ Use of rooms delineated on plans
- ❑ Indicate all stair runs and direction run if applicable
- ❑ Wall widths graphically shown
- ❑ Existing dimensions and proposed expansion details

### **Exterior Elevations**

- ❑ All exterior finishes, doors, windows, window trim, and roof trim clearly delineated
- ❑ Light cut sheet detail
- ❑ Building height
- ❑ Roof slope (if applicable)
- ❑ Building cross-sections with rooms identified
- ❑ Plate heights/floor heights clearly shown
- ❑ Color rendering of exterior elevations

### **Conceptual Landscape Plan**

- ❑ Show location of existing plants and plants to be removed
- ❑ Show location of new plantings with common and Latin names
- ❑ Show size of new plantings
- ❑ Show all hardscape: paths, steps, yard walls, patio, paved areas, etc.
- ❑ Show accurate dripline of planting at maturity

### **Color Samples & Materials Board**

- ❑ Board must not be larger than 11 x 17
- ❑ Provide actual paint samples to be used (3"x5" minimum size)
- ❑ For larger, heavier materials (stone, roof tile, pavers, metals, railings) please provide a photograph of the material affixed to the board with product description

**Story Poles (New Single-Family Design Review only)**

- ❑ Show with yellow tape, top plate heights and highest ridge
- ❑ Provide a site plan showing story pole locations relative to project plan
- ❑ Provide photos of story poles on-site

**Electronic Version of Plans**

- ❑ CD containing pdf format images of the drawing submittal

**NPDES Requirements-applies to projects that involve 5,000 sq. ft. or more of impervious surface**

- ❑ Stormwater Control Plan in accordance with the Contra Costa Clean Water Program and a deposit payment for \$2,000 for plan check review and inspection

OR

Self-Certification by the design professional that the project does not require a Stormwater Control Plan by completing an Impervious Area Worksheet

▪ **Design Review: Requirements will vary based on project request**

▪ **New Signs/Sign Program-** this applies to new businesses seeking a new sign, and installation of signs where there is no approved sign program.

- ❑ Fifteen (10) sets of 11 X 17 plans showing a site plan, sign dimensions, photo simulations
- ❑ Sign materials
- ❑ Proposed illumination method (if applicable).
- ❑ Electronic version of the sign plans and proposed sign program (if applicable)
- ❑ Property owner authorization to submit sign

▪ **New Commercial Construction & Modifications to Existing Commercial Buildings-** this applies to any commercial structure where an addition or modification to exterior materials is proposed.

- ❑ Twelve (12) sets of full-size plans (site plan, floor plan, exterior elevations, conceptual landscape plan)
- ❑ One 11 x 17 reduction of plans
- ❑ Electronic version of the plans
- ❑ Color and Materials Board

▪ **New Single-Family Home-** this applies to proposed single-family construction in the City.

- ❑ Ten (10) sets of full-size plans (site plan, floor plan, exterior elevations, conceptual landscape plan)
- ❑ Vicinity Map
- ❑ Site Plan
- ❑ One 11 x 17 reduction of plans
- ❑ Electronic version of the plans
- ❑ Color and Materials Board

For **Conditional Use Permits, Temporary Use Permits, Variances, Tentative Maps, Subdivision Maps, Rezoning requests, and General Plan Amendments** please contact City staff at (510) 724-9014 for a pre-application meeting and related requirements.

**CITY OF PINOLE – MASTER FEE SCHEDULE  
DEVELOPMENT SERVICES DEPARTMENT  
PLANNING DIVISION: FEES EFFECTIVE FEBRUARY 18, 2013**

Service	Fee
<b>Design Review</b>	
Administrative Design Review: SF/MF/Commercial projects less than 500sq. ft. or new SF that conforms to City's Residential Design Guidelines.	\$452
Comprehensive Design Review – Small Project: Projects 500 sq. ft. or greater but <5,000 sq. ft.	\$2,209
Comprehensive Design Review – Large Project: Projects greater than or equal to 5,000 sq. ft.	\$4,217
Sign Permit: New Sign / Approved Program, replace old sign as previously approved etc.	\$201
Creative Sign Program: Encourage signs of unique design	\$803
Sign Program: 5 or more signs or greater than 200 sq. ft. of total aggregate sign area or a building with 3 or more tenants	\$1004
<b>Use Permits</b>	
Similar Use Determination	\$201
Administrative Use Permits (AUP): Second Units, Outdoor Dining, Outdoor Sales, Reasonable Accommodation	\$602
Temporary Use Permits (TUP) – Short Duration: Events of 5 days or less	\$201 and \$0 for non-profit entities at discretion of City Manager
Temporary Use Permits (TUP) – Long Duration: Events lasting more than 5 days	\$402
New Use Permits Commercial (CUP)	\$2,209
Home Occupation Permit	\$100
Condo Conversion Permit	\$5,000 Deposit*
Tree Removal Permit	\$201
Amendments	1/2 Original Fee
Combined with Other Permits	1/2 of Original Fee

<b>Variances</b>	
Minor Deviation	\$402
Single Family Variance	\$1,004
All Other Variance requests	\$2,209

<b>Policy / Plan Amendments</b>	
Prezoning / Annexation	\$12,500 Deposit*
Rezoning / Zoning Code Amendment (includes Map and Text)	\$6,025 Deposit*
Minor Plan Development Amendment	\$216
General Plan Amendment	\$5,000 + \$100/acre Deposit* and \$1,000 General Plan maintenance fee
Specific Plan Amendment	\$5,000 + \$100/acre Deposit* and \$1,000 General Plan maintenance fee
<b>Subdivision Maps and Map Changes</b>	
Minor Subdivision 4 lots or less	\$3,000 Deposit*
Major Subdivision 5 or more lots	\$5,500 Deposit*
Lot Line Adjustments / Mergers	\$1,000 Deposit *
Final Map Fee	\$5,000 Deposit *

<b>Environmental Review</b>	
Categorical Exemption	\$201
Initial Study	\$2,500 or Consultant cost + 15%
Negative Declaration	\$2,500 Deposit*
Environmental Impact Report	Consultant cost + 15%
Dept. of Fish & Game Filing Fee (ND / Mitigated ND)	\$2,417 or as set by the State
Dept. of Fish & Game (EIR)	\$3,357 or as set by the State
Dept. of Fish and Game (Certified Regulatory Program)	\$993
NPDES Compliance (for projects involving greater than or equal to 5,000 square feet of impervious surface)	\$2,000 Deposit*

<b>Agreement &amp; Agreement Reviews</b>	
Development Agreement	\$5,000 Deposit*
Affordable Housing Agreement	\$5,000 Deposit*
Review of CC&Rs	\$250 Deposit*
<b>Other Development Services</b>	
Extensions	1/2 of the Original Fee
Appeals of Department, Administrative and Planning Commission Actions	\$803
Zoning Administrator Hearing (Each required hearing)	\$270
Planning Commission / City Council Hearing (Each required hearing)	\$370
Project Notification Sign (if installed by City)	\$150 per sign (as needed)

\*Note: Fees listed as “deposits” represent the minimum amount due at application submittal. Deposited funds are charged against time and materials. When consultants are required, the fee amount is the consultant cost +15%. Deposit amounts for planning services are determined by the Planning Manager to ensure 100% cost recovery. Engineering service deposit amounts are determined by the City Engineer to ensure 100% cost recovery.