



APPLICATION FOR GENERAL USE PERMIT

CITY OF BELVEDERE • PLANNING COMMISSION
450 SAN RAFAEL AVE • BELVEDERE, CA 94920-2336
PH. 415-435-3838 • FAX 415-435-0430 • WWW.CITYOFBELVEDERE.ORG

FOR STAFF USE ONLY

Date: _____ Rec'd. by: _____ Amount: _____ Receipt No.: _____
Assessors Parcel No: _____ Zone: _____

SECTION 1 • PROJECT SUMMARY

Address of Property: _____

Record Owner of Property: _____

Mailing _____ Daytime Phone: _____

Address: _____ Fax: _____

_____ Email: _____

Owner's Representative: _____

Mailing _____ Daytime Phone: _____

Address: _____ Fax: _____

_____ Email: _____

1. a. Existing use of site: _____

b. Proposed use of site: _____

2. Site area in square feet: _____

3. Floor area in square feet: _____

4. Number of employees for:

a. Existing use: _____ b. Proposed use: _____

5. Hours of operation: _____

6. Number of off-street parking spaces for:

a. Existing use: _____ b. Proposed use: _____

7. Surrounding land use: North: _____

South: _____

East: _____

West: _____

8. Any other pertinent information: _____

SECTION 2 • ENVIRONMENTAL INFORMATION REQUIRED BY CEQA

(To Be Completed by Applicant)

Date Filed: _____

General Information

- 1. Name and address of developer or project sponsor: _____
- 2. Address of project: _____
Assessor's Block and Lot Number: _____
- 3. Name, address, and telephone number of person to be contacted concerning this project: _____
- 4. Indicate number of the permit application for the project to which this form pertains: _____
- 5. List and describe any other related permits and other public approvals required for this project, including those required by city, regional, state and federal agencies: _____

- 6. Existing zoning district: _____
- 7. Proposed use of site (Project for which this form is filed): _____

- 8. Year built: _____ Original architect: _____

Project Description

- 9. Site size. _____
- 10. Square footage. _____
- 11. Number of floors of construction. _____
- 12. Amount of off-street parking provided. _____
- 13. Attach plans. _____
- 14. Proposed scheduling. _____
- 15. Associated projects, such as required grading or staging. _____

- 16. Anticipated incremental development. _____
- 17. If residential, include the number of units, schedule of unit sizes, range of sale prices or rents, and type of household size expected. _____
- 18. If commercial, indicate the type, whether neighborhood, city or regionally oriented, square footage of sales area, and loading facilities. _____
- 19. If industrial, indicate type, estimated employment per shift, and loading facilities. _____
- 20. If institutional, indicate the major function, estimated employment per shift, estimated occupancy, loading facilities, and community benefits to be derived from the project. _____
- 21. If the project involves a variance, conditional use or rezoning application, state this and indicate clearly why the application is required. _____

Are the following items applicable to the project or its effects? Discuss below all items checked yes (attach additional sheets as necessary).

	Yes	No
22. Change in existing features of any bays, tidelands, beaches, or hills, or substantial alteration of ground contours.	<input type="checkbox"/>	<input type="checkbox"/>
23. Change in scenic views or vistas from existing residential areas or public lands or roads.	<input type="checkbox"/>	<input type="checkbox"/>
24. Change in pattern, scale or character of general area of project.	<input type="checkbox"/>	<input type="checkbox"/>
25. Significant amounts of solid waste or litter.	<input type="checkbox"/>	<input type="checkbox"/>
26. Change in dust, ash, smoke, fumes or odors in vicinity.	<input type="checkbox"/>	<input type="checkbox"/>
27. Change in ocean, bay, lake, stream or ground water quality or quantity, or alteration of existing drainage patterns.	<input type="checkbox"/>	<input type="checkbox"/>
28. Substantial change in existing noise or vibration levels in the vicinity.	<input type="checkbox"/>	<input type="checkbox"/>
29. Site on filled land or on slope of 10 percent or more.	<input type="checkbox"/>	<input type="checkbox"/>
30. Use of disposal of potentially hazardous materials, such as toxic substances, flammables or explosives.	<input type="checkbox"/>	<input type="checkbox"/>
31. Substantial change in demand for municipal services (police, fire, water, sewage, etc.).	<input type="checkbox"/>	<input type="checkbox"/>
32. Substantially increase fossil fuel consumption (electricity, oil, natural gas, etc.).	<input type="checkbox"/>	<input type="checkbox"/>
33. Relationship to a larger project or series of projects.	<input type="checkbox"/>	<input type="checkbox"/>

Environmental Setting

34. Describe the project site as it exists before the project, including information on topography, soil stability, plants and animals, and any cultural, historical or scenic aspects. Describe any existing structures on the site, and the use of the structures. Attach photographs of the site. Snapshots or Polaroid photos will be accepted. _____

35. Describe the surrounding properties, including information on plants and animals and any cultural, historical or scenic aspects. Indicate the type of land use (residential, commercial, etc.), intensity of land use (one-family, apartment houses, shops, department stores, etc.), and scale of development (height, frontage, setback, rear yard, etc.). Attach photographs of the vicinity. Snapshots or Polaroid photos will be accepted.

SECTION 3 • ACKNOWLEDGEMENT OF HOURLY BILLING COSTS

This Section advises you of the costs that may be involved in processing Planning-related applications and/or appeals. You are hereby requested to acknowledge this information and agree to be responsible for all expenses incurred in the processing of your application(s)/appeal(s).

As the property owner/appellant, you agree to be responsible for the payment of all costs, both direct and indirect, associated with the processing of the applications(s)/appeals(s) referenced below. Such costs may be incurred from the following source:

Hourly billing costs as of October 18, 2013, (subject to change without notice):

City Planner	\$ 69.00
Associate Planner	\$ 54.00
City Attorney	\$195.00
Specialized Planning Consultant	Actual costs + 25% overhead

For all applications and appeals, an initial deposit is required at the time of submittal, with the amounts determined by City Council resolution. In addition to the initial deposit, the property owner/appellant may be required to make further deposits for anticipated work. Invoices are due and payable within 15 days. Application(s) /or appeal(s) will not be placed on an agenda until these deposits are received.

SECTION 4 • USE PERMIT SUBMITTAL REQUIREMENTS

- A. General Procedure. Applications for a Use Permit are acted upon by the Planning Commission at regular meetings which are held on the third Tuesday of every month. To be placed on an agenda, an application must be complete and on file with the Planning Department by the filing date (approximately 45 days prior to the meeting) which is posted several months in advance. Prior to the meeting, all property owners within 300 feet of your property will be sent a public hearing notice stating the nature of your request and the date of the Planning Commission meeting.
- B. Application Requirements. The following submittal requirements are for applications which propose a use not allowed by right in a particular zoning district but are allowed under permit. These uses are listed in Section 19.24.020, 19.28.020, 19.32.020, 19.36.020 and 19.40.020 of Belvedere's Municipal Code. General use permit procedures are provided for in Section 19.80.010 through 19.80.030. All of the following are needed for a complete General Use Permit application:
- 1) Completed application form (front and back)
 - 2) Filing fee.
One full size plan and ten (10) reduced copies (8 ½ x 11 or 14) of site plan showing:
All proposed and remaining structures; all rights-of-way, setbacks and easements; all off-site structures within 100 feet of the property lines with approximate heights and distances; the location of off street parking and loading areas with dimensions, spaces, locations of entrances and exits and the direction of traffic flow into and out of the parking and loading areas shown; the locations and details of existing and proposed landscaped areas, walls, fences, driveways and walks; the location of mechanical equipment on the roof; the gross floor area of all buildings and setback lines and yard requirements.
 - 3) One full size plan and ten (10) copies of elevations showing:
Architectural drawings and/or perspective sketches drawn to scale showing elevations, with materials to be used, of the proposed structure (the location and height of any exterior roof, wall and pad) including any sign to be attached thereto, and showing their relationship to all structures within 100 feet.
 - 4) One full size copy and ten (10) reduced copies of architectural floor plans showing each level with rooms, uses, floor level, doors, windows, etc.
- C. Before the Meeting. A staff report describing your use and recommending that it be approved or denied will be prepared and sent to you and to the Planning Commissioners prior to the meeting. Staff will usually contact you informally if there are any major problems with your application.

- D. At the Meeting. You or your representative must be present at the meeting. The staff report is presented first. The applicant follows and may comment on the plan and staff report. Other members of the public may then speak. The Planning Commission will review the application to see if all provisions of the Zoning Ordinance have been complied with and the required findings can be made. Commission members will then evaluate the proposal and vote on it.
- E. After the Meeting. You or any interested parties may appeal the decision of the Commission to the City Council within 7 days after the meeting.

If no appeals are received within 7 days, a building permit can be issued.

**STATEMENT OF PROPERTY OWNERSHIP,
CERTIFICATION OF APPLICATION, & DESIGNATION OF REPRESENTATIVE**

All property owners must complete this Section.

Street address of subject property: _____

Assessor's Parcel No(s). of subject property: _____

➤ **Properties Owned by Individuals**

I, _____, state under penalty of perjury under the laws of the State of California that I am the record owner of the above-described subject property.

I hereby make application for approval of the use permit requested. I have read this application and hereby certify that the statements furnished above and in the attached exhibits present the data and information required for the use permit to the best of my ability, and that the facts, statements and information presented are true and correct to the best of my knowledge and belief

I agree to be responsible for all costs incurred in connection with the processing of my application and appeals, if any.

I understand that the contents of this document are a Public Record.

Signed this _____ day of _____, 20____, at Belvedere, California.

Signature _____

➤ **Properties Owned by a Trust, LLC, Corporation, Partnership, or Other Entity**

Please provide proof of ownership and of the signers' authority to enter into contracts regarding this property. One or more (or a combination of) the following documents *may* contain the necessary information.

- **For Trusts:** the **Trust Document** or a **Certificate of Trust**, including any attachments thereto; **Property Deed; Certificate of Title Insurance.**
- **For other entities:** **Articles of Incorporation; Partnership Agreement; Property Deed; Certificate of Title Insurance;** written **certification of facts** by an attorney.

Photocopies are acceptable. To ensure privacy, documentation will be shredded in a timely manner, or, upon request, returned to the applicant.

I/we, _____, state under penalty of perjury under the laws of the State of California that the above-described subject property is owned by a Trust, LLC, Corporation, Partnership, or other entity and that my/our signature(s) on this application are authorized by all necessary action required by said LLC, Corporation, Partnership, or other entity.

I/we hereby make application for approval of the design review requested. I/we have read this application and hereby certify that the statements furnished above and in the attached exhibits present the data and information required for the design review and initial environmental evaluation to the best of my/our ability, and that the facts, statements and information presented are true and correct to the best of my/our knowledge and belief

I/we agree to be responsible for all costs incurred in connection with the processing of my application and appeals, if any. And I/we agree to be bound by Section 5, "Acknowledgement of Responsibilities," above and representations one through four contained therein.

In the case of an application for revocable license, I/we agree that, upon approval by the City Council of the revocable license requested, I/we will promptly execute a license drafted by the City, have it notarized, and return it to the City so that it may be recorded.

I/we understand that the contents of this document are a Public Record. If more than one signature is required by the owner entity to make this application, please have all signers sign below.

Signed this _____ day of _____, 20____, at Belvedere, California.

Signature _____ Signature _____

Title(s) _____ Title(s) _____

Trustee(s) Partners: Limited or General Corporation Other _____

Name of trust, LLC, corporation, or other entity: _____

➤ **Designation of Owner's Representative (Optional)**

I, _____, hereby authorize _____ to file on my behalf any applications, plans, papers, data, or documents necessary to obtain approvals required to complete my project and further authorize said person to appear on my behalf before the Planning Commission and/or City Council. This designation is valid until the project covered by the application(s) is completed and finalized or until the designation is rescinded in writing.

Signature of Owner: _____ Date: _____

Signature of Representative: _____ Date: _____