



LAND DEVELOPMENT APPLICATION FORM

APPLICATION TYPE(S)

<p>Planning Application Review</p> <input type="checkbox"/> Lot Line Adj./Parcel Merger <input type="checkbox"/> Certificate of Compliance <input type="checkbox"/> Tentative Map (Entitlement Phase) <input type="checkbox"/> Street Vacation	<p>Land Development Plan Review</p> <input type="checkbox"/> Parcel Map & Imp. Plan <input type="checkbox"/> Final Tract Map & Imp. Plan	<input type="checkbox"/> Water Resource Recovery (Separate Application) <input type="checkbox"/> Encroachment Permit (Separate Application)
<p>Grading Permit</p> <input type="checkbox"/> Plan Check – Non-Sub.		

PROJECT INFORMATION

Site Address: _____ Special Flood Hazard Zone: Yes No

Tract/Parcel map #: _____ APN: _____ - _____ - _____ - _____

Site vacant? Yes No APN: _____ - _____ - _____ - _____ If Yes, Elev. Certificate required

Project Description: _____

PROPERTY OWNER ACKNOWLEDGEMENT & AUTHORIZATION	APPLICANT TO FILL IN
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Property Owner's Name: _____
 Company: _____
 Mailing Address: _____
 Phone: (____) _____ Fax: (____) _____
 Email: _____

Choose one:

I am the sole owner and hereby authorize the filing of this application

I own the project site jointly with one or more persons and am empowered to authorize the filing of this application on behalf of my fellow property owners; or,

I own the project site in conjunction with one or more persons who are listed with their acknowledgement and authorization for the filing of this application attached for additional property owner authorization/acknowledgements.

Signature X _____ Date _____

Applicant: Architect Engineer
 Tenant Other: _____

Name: _____
 Company: _____
 Mailing Address: _____
 Phone: (____) _____ Fax: (____) _____
 Email: _____

In signing this application, I, as applicant, represent to have obtained authorization of the property owner to file this application. I agree to be bound by conditions of approval, subject only to the right to object at the hearing on this application or during the appeal period. If this application has not been signed by the property owner, I have attached separate documentation of full legal capacity to file this application and agreement to conditions of approval, subject only to the right to object at the hearings or during the appeal period.

Signature X _____ Date _____

Grading Contractor: _____
 Address: _____
 City: _____
 State License No.: _____
 Phone: (____) _____

Hauling Contractor: _____
 Address: _____
 City: _____
 State License No.: _____
 Phone: (____) _____

Civil Engineer Name: _____
 Address: _____
 Phone: (____) _____

Soil Engineer Name: _____
 Address: _____
 Phone: (____) _____

SUBDIVISIONS: SIZE OF DEVELOPMENT AND NUMBER OF LOTS	GRADING:
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a. Total Land Area of Project Site _____ acres	Total # of proposed lots _____	
b. Current number of lots: _____ lots	Total # of units _____	
c. Proposed subdivision? Yes or No _____	Total SFR lots _____	
Tentative Map Approval Date: _____	Total # of Townhouse lots _____	
PLN#: _____	Total # of Common lots _____	
	Total # of Condo units _____	

Site Cut: _____ cy
 Site Fill: _____ cy
 Import: _____ cy
 Export: _____ cy

Start Date: _____
 Complete Date: _____
 Bonding Co.: _____
 Bond Number: _____
 Permit Number: _____

BILLING AUTHORIZATION: Person responsible for payment of project charges.

I agree that the application fee submitted with this application is a deposit only. If the application is modified, an additional deposit or deposits may be required. The actual charges for the application(s) and any subsequent modifications will be based on staff time required to process the application, including modifications and appeals. Progress billings will be made during the review of the project if charges exceed the deposit. Prompt payments of progress billings will assure continued staff review of the project. I also agree that the denial of the project does not relieve me of the payment of charges for the processing of the application. I acknowledge I will be issued a refund at the completion of the project review if excess funds have been paid.

I further agree to pay all fees charged for the processing of this application and any subsequent modification based on the current fee schedule, which is in effect at the time the work, is performed. Additionally, I authorize the City to offset any shortage in any other accounts I might have with the City with excess funds from this account. The City reserves the right to offset any shortage in other accounts.

Name: _____

Company: _____

Address: _____

Phone: (____) _____ Fax: (____) _____

Email: _____

Signature: _____

INDEMNIFICATION. Permittee shall indemnify, hold harmless, and defend the City (including its elected officials, officers, agents and employees) from and against any and all claims (including all litigation, demands, damages, liabilities, costs, and expenses, and including court costs and attorney's fees) resulting or arising from performance, or failure to perform, under this application (except only for those claims arising from the City's sole negligence, willful misconduct, or active negligence, as defined by California Civil Code section 2782). This Permit shall inure to the benefit of and be binding upon the Permittee and the Permittee's respective successors and assigns. This Permit shall not be assigned or transferred without the written consent of the City.

FOR ENCROACHMENT PERMIT APPLICANTS: Approval of this permit is subject to all of the provisions of the Encroachment Ordinance, applicable special provisions, and conditions as noted on the encroachment permit form.

SIGNATURE OF APPLICANT _____ DATE _____

Staff Use Only below

GRADING PLAN REVIEW

- Plan Check – Non-Subdivision
 - 0 – 50 cu. yards \$426
 - 51 – 1,000 cu. yards \$888
 - 1,001 – 10,000 cu. yards \$1,332
 - 10,001 or more \$2,218

TRACT OR PARCEL MAP CHECK

- Major Map (5 or more parcels) & Improvement Plans \$8,689 or 2.5% of bond estimate, whichever is greater
- Minor Map (4 parcels or fewer) & Improvement Plans \$6,654 or 2.5% of bond estimate, whichever is greater
- New Lot Fee, \$50/lot X _____ lots = \$_____
- Watercourse Permit Fee, plus \$455
 - 5% of const. cost w/ R/W \$_____
- Construction Insp.-Major Sub. \$7,762 or 3% of bond estimate, whichever is greater
- Construction Insp.-Minor Sub. \$3,327 or 3% of bond estimate, whichever is greater
- Certificate of Correction \$777

PROJECT ACCEPTANCE

- Major Subdivision \$3,728
- Amendment of Sub. Agmt (Major) \$2,175
- Minor Subdivision \$1,397
- Amendment of Sub. Agmt (Minor) \$777
- Digital Imaging Fee, plus \$25
- \$2/Sheet x _____ Sheets = \$_____
- Grading Inspection Fees \$_____

PLANNING APPLICATION REVIEW

- Initial Engineering Review \$111
- Lot Line Adjustment/Parcel Merge \$665
- Tentative Parcel Map (4 or less) \$2,796
- Certificate of Compliance \$775
- Tentative Subdivision Map (5 to 25 lots) \$2,485
- Tentative Subdivision Map (26 to 100 lots) \$3,106
- Tentative Subdivision Map (101 to 200 lots) \$3,728
- Tentative Subdivision Map (201+ lots) \$4,970
- Preliminary Plan \$665
- Development Plan \$665

LANDSCAPE PLAN CHECK & ENGINEERING REVIEW

- Landscape Plan Check (0-3000 valuation)(F) \$812
- Landscape Plan Check (3001-25K valuation)(F) \$1,626
- Landscape Plan Check (25,001-50K valuation)(F) \$2,845
- Landscape Plan Check (50,001-100K valuation)(F) \$2,588
- Landscape Plan Check (100,001-500K valuation)(F) \$6,502
- Landscape Plan Check (500,001-1m valuation)(F) \$9,172
- Landscape Plan Check (1,000,001+ valuation)(F) \$10,974
- Engineering Review-Parcel Map (0-5 lots)(F) \$862
- Engineering Review-Parcel Map(6-25 lots)(F) \$2,155
- Engineering Review-Parcel Map(26-100 lots)(F) \$3,447
- Engineering Review-Parcel Map(101-200 lots)(F)\$4,741

HOURLY RATES

_____/hr x _____ hr = \$_____

GRADING INSPECTION FEES = [ITEMIZE]

- Grading Inspection > 10,000 Cubic Yards = 807 + (((GRADCY-10000)/10000)*68)
- Grading Inspection > 100 Cubic Yards < 1000 = 462 + (((GRADCY-100)/100)*18)
- Grading Inspection > 1000 Cubic Yards < 10K = 620 + (((GRADCY-1000)/1000)*15)
- Grading Inspection = 415
- Grading Inspection > 0 Cubic Yards < 50 = 441 + 24
- Grading Inspection > 50 Cubic Yards < 100 = 441 + 38

DEPOSIT SUBTOTAL: \$_____

FLAT FEE SUBTOTAL: \$_____

TOTAL DEPOSITS AND/OR FLAT FEES: \$_____

PLANNING & BUILDING SERVICES USE ONLY

Application Type: Residential _____ Commercial _____ Industrial _____

Intake Staff: _____

File No.:

Submittal Date:



PRE-APPLICATION PLANNING & BUILDING SERVICES REVIEW

Pre-Application Submittal Checklist

The following materials are required for pre-application review. Additional materials may be required by the Planning & Building Services Director depending on the complexity of the project.

A map accepted for pre-application review does not constitute approval of the included items. The purpose of the pre-application review is to provide guidance as to the next steps to take in order to secure the proper permits or approvals.

PROJECT DESCRIPTION – Provide a project description and state the reasons for the development. Describe the proposed uses as well as the current uses and conditions of the site.

SUBMITTAL PLANS

- 2 full-sized set of plans at 30" by 42" (maximum dimension)
- 4 (Engineering, Stormwater, Wastewater and Traffic) reduced-sized set of plans at 11" by 17"

It is recommended to provide a plan including:

- Date, north arrow, scale, and reference to City of Richmond datum.
- Name and addresses of the record owner and the civil engineer or land surveyor preparing the map.
- Vicinity map showing the location of the properties involved.
- Existing lot lines, their dimension and bearing, based on survey data, calculated data, or information of record.
- Proposed lot lines, their dimension, and bearing.
- Footprints, height, and setbacks of all existing structures, including their entrances, exits, and walkways.
- Location of all improvements including but not limited to buildings, edge of pavement, driveways, parking areas, fencing, drainage facilities, surface and underground utilities, dedications, and rights-of-way.
- Topographic contours for lots exceeding 15% slope. Contours must extend 50 feet beyond the property boundaries at intervals of 5 feet for slopes over 5% and show outline of structures on adjacent lots.
- Location, purpose, and width of all existing and proposed easements.
- Location of all utilities including but not limited to sewers, drainage ditches and other drainage facilities.
- Location of all watercourses.
- Location of all trees and tree masses, twelve feet or more in height.

PRE-APPLICATION REVIEW FEE: Surveying - \$300 fee (up to 2 hours); Preliminary Plan Review Fees - \$2,552 (up to 10 hours of engineering staff time. Beyond 4 hours, additional costs to be paid based on staff hourly rates)

- PLANNING & BUILDING SERVICES USE -
Project:
Location:
Planner:
Date:
Notes: