



## LAND DEVELOPMENT APPLICATION FORM

APPLICATION TYPE(S)		
<b>Planning Application Review</b> <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	<b>Land Development Plan Review</b> <input type="checkbox"/> Parcel Map & Imp. Plan <input type="checkbox"/> Final Tract Map & Imp. Plan <b>Grading Permit</b> <input type="checkbox"/> Plan Check – Non-Sub.	<input type="checkbox"/> Water Resource Recovery (Separate Application) <input type="checkbox"/> Encroachment Permit (Separate Application) <input type="checkbox"/> Other

PROJECT INFORMATION	
Site Address: _____	Special Flood Hazard Zone: <input type="checkbox"/> Yes <input type="checkbox"/> No
Tract/Parcel map #: _____ APN: _____ - _____ - _____	Site vacant? <input type="checkbox"/> Yes <input type="checkbox"/> No APN: _____ - _____ - _____ If Yes, Elev. Certificate required
Project Description: _____	

PROPERTY OWNER ACKNOWLEDGEMENT & AUTHORIZATION	APPLICANT TO FILL IN
Property Owner's Name: _____ Company: _____ Mailing Address: _____ _____ Phone: (____) _____ Fax: (____) _____ Email: _____ Choose one: <input type="checkbox"/> I am the sole owner and hereby authorize the filing of this application <input type="checkbox"/> 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, <input type="checkbox"/> 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: <input type="checkbox"/> Architect <input type="checkbox"/> Engineer <input type="checkbox"/> Tenant <input type="checkbox"/> 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:																		
<table style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 30%;">a. Total Land Area of Project Site _____ acres</td> <td style="width: 30%;">Total # of proposed lots _____</td> <td style="width: 40%;"></td> </tr> <tr> <td>b. Current number of lots: _____ lots</td> <td>Total # of units _____</td> <td></td> </tr> <tr> <td>c. Proposed subdivision? Yes or No _____</td> <td>Total SFR lots _____</td> <td></td> </tr> <tr> <td></td> <td>Total # of Townhouse lots _____</td> <td></td> </tr> <tr> <td>Tentative Map Approval Date: _____</td> <td>Total # of Common lots _____</td> <td></td> </tr> <tr> <td>PLN#: _____</td> <td>Total # of Condo units _____</td> <td></td> </tr> </table>	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 _____			Total # of Townhouse lots _____		Tentative Map Approval Date: _____	Total # of Common lots _____		PLN#: _____	Total # of Condo units _____		Site Cut: _____ cy Site Fill: _____ cy Import: _____ cy Export: _____ cy  Start Date: _____ Complete Date: _____ Bonding Co.: _____ Bond Number: _____ Permit Number: _____
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 _____																		
	Total # of Townhouse lots _____																		
Tentative Map Approval Date: _____	Total # of Common lots _____																		
PLN#: _____	Total # of Condo units _____																		

**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
  - Complex Grading/Changes to Apprd Plans COST
  - 0 – 50 cu. yards \$452
  - 51 – 1,000 cu. yards \$909
  - 1,001 – 10,000 cu. yards \$1,364
  - 10,001 or more \$2,271 for the first 10,001 cu. yards plus \$5.00 for each additional 1000 cu. yards or fraction thereof.

**TRACT OR PARCEL MAP CHECK**

- Major Map (5 or more parcels) & Improvement Plans \$8,485 or 2.5% of bond estimate, whichever is greater
- Minor Map (4 parcels or fewer) & Improvement Plans \$6,498 or 2.5% of bond estimate, whichever is greater
- New Lot Fee, \$50/lot X \_\_\_\_\_ lots = \$ \_\_\_\_\_
- Watercourse Permit Fee, plus \$488
  - 5% of const. cost w/ R/W \$ \_\_\_\_\_
- Construction Insp.-Major Sub. \$7,580 or 3% of bond estimate, whichever is greater
- Construction Insp.-Minor Sub. \$3,249 or 3% of bond estimate, whichever is greater
- Certificate of Correction \$814

**PROJECT ACCEPTANCE**

- Major Subdivision \$3,905
- Amendment of Sub. Agmt (Major) \$2,278
- Minor Subdivision \$1,463
- Amendment of Sub. Agmt (Minor) \$814
- Digital Imaging Fee, plus \$25
- \$2/Sheet x \_\_\_\_\_ Sheet \$ \_\_\_\_\_

**HOURLY RATES**

\$ \_\_\_\_\_/hr x \_\_\_\_\_ hr = \$ \_\_\_\_\_

**PLANNING APPLICATION REVIEW**

- Initial Engineering Review \$117
- Lot Line Adjustment/Parcel Merger(D) Actual cost –Initial Deposit of \$5,000
- Tentative Parcel Map (0 to 4 lots)(D) Actual cost –Initial Deposit of \$6,500
- Tentative Subdivision Map (5 to 25 lots)(D) Actual cost –Initial Deposit of \$7,500
- Tentative Subdivision Map (26 to 100 lots)(D) Actual cost –Initial Deposit of \$9,500
- Tentative Subdivision Map (101 to 200 lots)(D) Actual cost –Initial Deposit of \$14,000
- Tentative Subdivision Map (201+ lots)(D) Actual cost –Initial Deposit of \$18,000
- Preliminary Plan(D) Actual cost –Initial Deposit of \$4,000
- Certificate of Compliance(D) Actual cost –Initial Deposit of \$4,000
- Development Plan \$697

**LANDSCAPE PLAN CHECK & ENGINEERING REVIEW**

- Landscape Plan Check (0-3000 valuation)(F) \$439
- Landscape Plan Check (3001-25K valuation)(F) \$877
- Landscape Plan Check (25,001-50K valuation)(F) \$1,316
- Landscape Plan Check (50,001-100K valuation)(F) \$1,755
- Landscape Plan Check (100,001-500K valuation)(F) \$2,632
- Landscape Plan Check (500,001-1M valuation)(F) \$3,509
- Landscape Plan Check (1,000,001-5M valuation)(F) \$4,387
- Landscape Plan Check (5,000,001-10M valuation)(F) \$5,483
- Landscape Plan Check (10,000,001-20M valuation)(F) \$6,580
- Engineering Review-Parcel Map (0-5 lots)(F) \$1,755
- Engineering Review-Parcel Map(6-25 lots)(F) \$3,948
- Engineering Review-Parcel Map(26-100 lots)(F) \$5,483
- Engineering Review-Parcel Map(101+ lots)(F) \$8,774

**ENGINEERING IMPROVEMENT PLAN REVIEW**

- Imp Plan Check (0-3000 valuation)(F) \$439
- Imp Plan Check (3001-25K valuation)(F) \$877
- Imp Plan Check (25,001-50K valuation)(F) \$1,755
- Imp Plan Check (50,001-100K valuation)(F) \$2,413
- Imp Plan Check (100,001-500K valuation)(F) \$3,290
- Imp Plan Check (500,001-1M valuation)(F) \$5,045
- Imp Plan Check (1,000,001-5M valuation)(F) \$6,580
- Imp Plan Check (5,000,001 – 10M valuation)(F) \$7,896
- Imp Plan Check (10,000,001 – 20M valuation)(F) \$9,870

**GRADING INSPECTION FEES = [ITEMIZE]**

- Grading Inspection > 10,001 Cubic Yards = \$826 + \$70.00 per 10,000 cubic yards
- Grading Inspection > 1001 Cubic Yards < 10K = \$635 + \$15.00 per 1,000 cubic yards
- Grading Inspection > 101 Cubic Yards < 1000 = \$473 + \$18.00 per 100 cubic yards
- Grading Inspection > 51 Cubic Yards < 100 = \$490
- Grading Inspection > 0 Cubic Yards < 50 = \$476
- Grading Inspection = 425
- Encroachment Agreement—Private right of way fee (see Engineering section for "Encroachment Agreement—Public right of way fee") \$867

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: