CITY OF HERCULES
BASIC APPLICATION FOR DEVELOPMENT REVIEW

111 Civic Drive, Hercules, CA 94547
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www.ci.hercules.ca.us

A completed Basic Application for Development Review is required for all City of Hercules Zoning and Subdivision Permit applications. This application requests general information about your project and submittal requirements. Supplemental information, statements and/or forms may be required for your specific project as determined by staff.

1. TYPE OF APPLICATION

- ❑ Conditional Use Permit
- ❑ Variance
- ❑ Design Review
- ❑ General Plan Amendment
- ❑ Zoning Amendment
- ❑ Other_____
- ❑ Lot Merger/Lot Line Adjustment
- ❑ Tentative Parcel Map (1 – 4 lots)
- ❑ Tentative Tract Map (5 or more lots)
- ❑ Conceptual/Initial/Final Planned Development Plan

2. GENERAL DATA REQUIRED

A. PROPERTY ADDRESS OR LOCATION:_____

B. APPLICANT NAME_____

APPLICANT ADDRESS/ZIP _____

PHONE_____**FAX** _____**EMAIL** _____

C. DESCRIPTION OF PROPOSAL (including type of use, hours of operation, number of employees, etc., on additional sheets if needed.)_____

_____

_____

D. ASSESSOR'S PARCEL NUMBER:_____

E. SITE AREA (ACRES/SQ.FT.)_____

F. GENERAL PLAN LAND USE AND ZONING CLASSIFICATION:_____

(TO BE CONFIRMED BY STAFF)

G. EXISTING USE OF PROPERTY:_____

H. DESCRIPTION OF SURROUNDING USES:_____

3. SUPPLEMENTAL PROJECT & LOT INFORMATION

AREA CALCULATIONS	Existing (E)	New (N)	Total	% Change (N/E)
Footprint Area				
Floor Area – Residential				
Floor Area – Garage				
Floor Area - Accessory Structure(s)				

ZONING COMPLIANCE	Required	Existing	Proposed
Total Lot Area (in square feet)			
Front Yard Setback			
Side Yard Setback			
Rear Yard Setback			
Maximum Building Height			
Parking Spaces			
Open Space			

4. SUBMITTAL REQUIREMENTS: WHAT TO SUBMIT

The following information and drawings must be included in the submittal package for your application. Planning staff reserves the right to require additional plans as needed for certain development proposals. ***See Section 5 for details**.

Required	Submitted		
✓	❑	Basic Application For Development Review	This application and all information required in the Submitted column.
✓	❑	Supporting Statements and Required Findings	Justification statement describing how the proposal adheres to the applicable criteria and required findings.
✓	❑	Site Plan*	Submit seven **(7)** folded sets of full-size plans AND one **(1)** 11" x 17" reduction for all applications.
✓	❑	Building Floor Plans, Elevations and Cross Sections*	Include the number of plans, and elevation drawings for review. Please also submit one **(1)** reduced to 11" x 17".
✓	❑	Envelopes for Mailing Notice Information	**LEGAL-SIZE** (9½ x 4) envelopes with mailing information for property owners within 300 feet of the location of the proposed project. Envelopes must have prepaid postage. **Date stamped envelopes are not allowed.**
❑	❑	Site Survey	Required for all new construction projects.
❑	❑	Preliminary Title Report not more than 60 days old	Legal lot description, easements, deed restrictions, and all conditions, covenants and restrictions are required for all lot line adjustments.
❑	❑	Landscape/Irrigation Plan*	Required for all new construction projects.
❑	❑	Grading Plan and Calculations*	Required if the project proposes any site grading.
❑	❑	Materials and Color Board	Samples of colors and materials.
✓	❑	Filing Fees $_____	Applicable fee, which covers: 1) public notification; 2) environmental review and determination; and 3) a recommendation to the Planning Commission or Community Development Director. Fee is payable by check made out to the "City of Hercules" or credit card.

5. DETAILED INFORMATION FOR SUBMITTAL REQUIREMENTS

Plans submitted for review shall include the following details, as applicable. Planning staff reserves the right to require additional information plans as needed.

ALL PLANS

- Fold plans to 9" x 12" maximum size. Plans must be on sheets no greater than 24" x 36".
- Include north arrow, date prepared and scale. Acceptable scales are: 1" = 10', 1" = 20', 1/4" = 1', 1/8" = 1". Other scales may be appropriate, but should be discussed with Planning staff before filing.
- Name and phone number of person preparing the plan. Stamp and "wet signature" of licensed architect, landscape architect and/or civil engineer required on final plans as appropriate or required.

FLOOR PLAN (if applicable): Show all existing and proposed construction and/or alterations, fully dimensioned and prepared to appropriate scale.

SITE PLAN (required): Include

- ❑ Summary Table showing:
  - Square footage of the lot
  - Square footage of the existing and proposed structures
  - Lot coverage
  - Lot slope indicated by contours at regular intervals, or site survey if required

- ❑ Location of proposed development. Illustrate the property lines.
- ❑ Location and dimensions of all existing and proposed buildings
- ❑ Dimensions of required and proposed front, side and rear yards
- ❑ Location and dimensions of existing and proposed driveways, garages, carports, parking spaces and maneuvering aisles
- ❑ Location and dimension of existing and proposed private and public open space
- ❑ Location of all existing trees, and indication of any trees to be removed
- ❑ Location of existing and proposed height of walls and fences, indicating top and bottom wall and fence elevations with spot elevations or contours shown at regular intervals
- ❑ Building footprints and approximate height of structures on adjacent lots
- ❑ Location of drainage ways, creeks or wetlands
- ❑ Vicinity map indicating site in relationship to major streets

GRADING PLAN (if required): Show existing and proposed grading plan and/or map showing regular interval existing and proposed contours of new construction and/or alterations or additions on sloped property. Also show cut and fill amounts in cubic yards. Developers are required to submit an Erosion Control Plan/Storm Water Pollution Prevention Plan **(SWPP)** if grading activity is anticipated between October 15 to April 1 of each year.

ELEVATIONS (if applicable): Show all structure elevations fully dimensioned and prepared to appropriate scale:

- ❑ Existing and proposed new construction and/or alterations, including all mechanical, duct work, utility boxes (front, side and rear). All elevations of each building to be constructed.
- ❑ Details for fascia trim, windows, doors, trim, sills, railing and fencing and final height of building.

(continued on next sheet)

(CONTINUED) 5. DETAILED INFORMATION FOR SUBMITTAL REQUIREMENTS

LANDSCAPE AND IRRIGATION PLAN (if required): All landscape design shall be prepared per Stormwater C.3 Guidebook. Development shall show Post Construction Best Management Practices (BMPs). Copies of the Stormwater C.3 Guidebook is available in the Engineering Division. Development shall show planting areas and proposed plant palette. Indicates type, size and location of new landscaping to be installed and any existing landscaping that is to be removed. Include landscape lighting locations and cutsheet/details of the type of lighting fixtures.

EXTERIOR LIGHTING PLAN (if applicable): Show location and type of lighting fixtures proposed, including manufacturer's sheet and details.

ROOF PLAN (if applicable): Show direction of slope and location of mechanical equipment ducts and vents.

6. PROPERTY OWNER TO COMPLETE THIS SECTION

Name_____

Address_____

Phone No._____FAX No. _____

Signature of Property Owner_____Date_____

I authorize the applicant to submit the application on my behalf _____
(To be completed if Applicant is not the Property Owner) ***Signature of Property Owner***

7. APPLICANT CERTIFICATIONS

I understand that submission of this application does not constitute approval for any administrative review, conditional use, variance, map approval or exception for any other City regulations, which are not specifically the subject of this application. I understand further that I remain responsible for satisfying requirements of any private restrictions or covenants appurtenant to the property.

I certify that I am the applicant and that the information submitted with this application is true and accurate to the best of my knowledge and belief. I understand that the City is not responsible for inaccuracies in information presented, and that inaccuracies may result in the revocation of planning permits as determined by the Community Development Director. I further certify that I am the owner or purchaser (or option holder) of the property involved in this application, or the lessee or agent fully authorized by the owner to make this submission.

I certify that statements made to me about the time it takes to review and process this application are general. The City has attempted to request everything necessary for an accurate and complete review of your proposal; however, after the City has taken in your application and reviewed it further, it may be necessary to request additional information and clarification.

_____ _____

Signature of Owner or Authorized Agent **Date**

8. OFFICE USE

Application Taken in by:	Project Discussed at Counter with:	Related Files:	Date:
CEQA Status: ❑ Exempt ❑ Initial Study ❑ Env. Impact Report **Applicable CEQA Section:**_____			

300 Foot Public Notification: ❑ Yes ❑ No **Public Hearing:** ❑ Yes ❑ No **Subject to Appeal Process:** ❑ Yes ❑ Appeal to Planning Commission ❑ Appeal to City Council	**Review Body:** ❑ Community Development Staff ❑ Community Development Director ❑ Planning Commission ❑ City Council ❑ Other _____