



## **CITY OF HALF MOON BAY**

Planning Division

501 Main Street

Half Moon Bay, CA 94019

Phone: (650) 726-8250 / Fax: (650) 726-8261

# **2017 Measure D – Residential Dwelling Unit Development Application Package**

***All applications must be submitted to City Hall no later than 5:00 PM,  
January 31, 2017***



**CITY OF HALF MOON BAY**  
Planning Division, 501 Main Street  
Half Moon Bay CA 94019  
Phone: (650) 726-8250 / Fax: (650) 726-8261

**2017 Measure D - Application**  
**RESIDENTIAL DWELLING UNIT PERMIT ALLOCATION**

Please read and fill out application completely.  
**INCOMPLETE APPLICATIONS WILL NOT BE ACCEPTED.**

**All applications must be received by the City no later than 5:00 PM, January 31, 2017.**



Applicant Name \_\_\_\_\_ E-mail \_\_\_\_\_

Mailing Address \_\_\_\_\_ Day Phone# \_\_\_\_\_

\_\_\_\_\_ Eve Phone# \_\_\_\_\_

Co-Applicant Name \_\_\_\_\_ E-mail \_\_\_\_\_

Mailing Address \_\_\_\_\_ Day Phone# \_\_\_\_\_

\_\_\_\_\_ Eve Phone# \_\_\_\_\_



**Building Site Location** \_\_\_\_\_

\*Street Address or Name of Street where Property is physically located & it's nearest Cross Street

**Assessors Parcel Number(s)** \_\_\_\_\_

**Subdivision Lot Number(s) within the APN** \_\_\_\_\_

**Proof of Applicant's Ownership of Property** (Attach copy of Deed of Trust)

**Name, Address, and Phone Number of Owner (Including all partial owners or interest holders):**

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**CITY USE ONLY -- DO NOT WRITE BELOW THIS LINE**

Application accepted by \_\_\_\_\_  
Fee Amount received \_\_\_\_\_ Date received \_\_\_\_\_

**CHECKLIST RESIDENTIAL DWELLING UNIT ALLOCATION**

Please submit the following items with your application for a Residential Dwelling Unit Permit Allocation applications. .

- \_\_1. The fee for processing each application is subject to the current City of Half Moon Bay Master Fee Schedule for each residential dwelling unit allocation requested.
- \_\_2. Assessor's Parcel Map with the building site and its subdivision lot(s) clearly delineated.
- \_\_3. Site Plan or Assessor's Parcel Map indicating the locations of existing development on all adjacent parcels including across any Public Street or right-of way.
- \_\_4. Proof of interest in property, showing current owner of record (i.e. grant deed).
- \_\_5. Where the owner or applicant is a trust or other entity, provide a copy of the documents showing all the individuals with an interest in the trust or other entity.
- \_\_6. A completed Required Criteria for Residential Dwelling Unit Allocation Form (4 pages)  
(To be completed only if/when the City determines that all applications exceed available allocations)
- \_\_7. A completed and signed City of Half Moon Bay Residential Dwelling Unit Application Form.

I understand that it is the applicant's responsibility to provide complete and accurate forms and documentation for the Residential Dwelling Unit Allocation application. If the information provided, and upon which the City makes a determination as to a Measure D allocation, is incorrect, the City may later declare the Measure D allocation invalid.

As applicant, I have read and agree with all of the above, and I assume full responsibility for all costs incurred by the City in processing this application(s).



Signature \_\_\_\_\_ Date \_\_\_\_\_  
Applicant

Signature \_\_\_\_\_ Date \_\_\_\_\_  
Co-Applicant

**REQUIRED CRITERIA FOR  
RESIDENTIAL DWELLING UNIT ALLOCATION APPLICATION**

<b>Building Site Location:</b> _____ <b>APN</b> _____		<b>Possible Points</b>	<b>To be completed by Staff</b>
It is the applicant's responsibility to provide complete and accurate answers to the following questions. The applicant should take care to ensure the accuracy of any information provided, and if necessary, should confer with the Planning Department or the appropriate agency in order to accurately answer these questions. If the information provided, and upon which the City makes a determination as to a Measure D allocation, is incorrect, the City may later declare the Measure D allocation invalid.			<b>Points Achieved</b>
<b>1. Infill Sites (Maximum 70 Points)</b>			
a. Home is Located in a Built Urban Setting with Utilities in Place for 10 years or more	<input type="checkbox"/> Yes <input type="checkbox"/> No	5	
b. Home is Located in a Built Urban Setting and avoids environmentally sensitive areas	<input type="checkbox"/> Yes <input type="checkbox"/> No	5	
c. Each contiguous side of a building site is adjacent to existing development (including across any public or private right-of-way)	<input type="checkbox"/> Yes <input type="checkbox"/> No	5	
d. Each contiguous side of a building site is adjacent to existing development, but no development not completed under the provisions of Measure D (including across any public or private right-of-way)	<input type="checkbox"/> Yes <input type="checkbox"/> No	5	
e. Home is Located within 1/2 Mile of a Major Transit Stop	<input type="checkbox"/> Yes <input type="checkbox"/> No	5	
f. There is an existing all-weather road surface providing vehicular access to the site constructed to city standards or otherwise acceptable to the city engineer	<input type="checkbox"/> Yes <input type="checkbox"/> No	5	
g. The site that meet all of the established development standards for the zoning district and no variance or other discretionary applications are required (Except for Below Market Rate (BMR) housing)	<input type="checkbox"/> Yes <input type="checkbox"/> No	5	
h. The application proposes development of BMR housing through deed restriction or other legally binding mechanisms	<input type="checkbox"/> Yes <input type="checkbox"/> No	35	

**REQUIRED CRITERIA FOR  
RESIDENTIAL DWELLING UNIT ALLOCATION APPLICATION**

<b>2. Home Size, Scale and Clustering (Maximum 30 Points)</b>			
a. The homes will be clustered to preserve open space and natural features.	<input type="checkbox"/> Yes <input type="checkbox"/> No	5	
b. The application achieves resource conservation by increasing density	<input type="checkbox"/> Yes <input type="checkbox"/> No	5 points plus one additional point for every 5 dwelling units per acre (du/ac) greater than 10 du/ac	
<b>c. Home Size Efficiency (5 points is average, points awarded based on home size)</b>			
d. The building layout and orientation improves natural cooling and passive solar attributes	<input type="checkbox"/> Yes <input type="checkbox"/> No	5	
<b>3. Design for Walking and Bicycling (Maximum 37 Points)</b>			
a. Pedestrian access is provided to Neighborhood Services within ½ Mile:	<input type="checkbox"/> Yes <input type="checkbox"/> No	1 point for each service within 1/2 mile (up to 12 points)	
b. Access to A Dedicated Pedestrian Pathway to Places of Recreational Interest within 1/2 Mile	<input type="checkbox"/> Yes <input type="checkbox"/> No	5	
<b>c. At Least Two of the Following Traffic-Calming Strategies Installed within 1/4 mile:</b>			
1. Designated Bicycle Lanes are Present on Roadways;	<input type="checkbox"/> Yes <input type="checkbox"/> No	5	
2. Ten-Foot Vehicle Travel Lanes;	<input type="checkbox"/> Yes <input type="checkbox"/> No	5	
3. Street Crossings Closest to Site are Located Less Than 300 Feet Apart;	<input type="checkbox"/> Yes <input type="checkbox"/> No	5	
4. Streets Have Rumble Strips, Bulbouts, Raised Crosswalks or Refuge Islands	<input type="checkbox"/> Yes <input type="checkbox"/> No	5	
<b>4. Design for Safety and Social Gathering (Maximum 15 Points)</b>			
a. All home front entrance have views from the inside to outside callers	<input type="checkbox"/> Yes <input type="checkbox"/> No	5	
b. All home front entrance can be seen from the street and/or from other front doors	<input type="checkbox"/> Yes <input type="checkbox"/> No	5	
c. Porch (min. 100sf) Oriented to Streets and Public Spaces	<input type="checkbox"/> Yes <input type="checkbox"/> No	5	
<b>5. Design for Diverse Households (Maximum 20 Points)</b>			
a. At least one Zero-Step Entrance provided in home	<input type="checkbox"/> Yes <input type="checkbox"/> No	5	

**REQUIRED CRITERIA FOR  
RESIDENTIAL DWELLING UNIT ALLOCATION APPLICATION**

b. All Main Floor Interior Doors & Passageways Have a Min. 32-Inch Clear Passage Space	<input type="checkbox"/> Yes <input type="checkbox"/> No	5	
c. At least one half-bath on the ground floor with blocking for grab bars	<input type="checkbox"/> Yes <input type="checkbox"/> No	5	
d. Fully functional independent Second Unit is provided	<input type="checkbox"/> Yes <input type="checkbox"/> No	5	
<b>6. Landscaping (Maximum 74 points + 6 bonus points)</b>			
<b>a. Resource-Efficient landscaping is incorporated into site design that:</b>	<input type="checkbox"/> Yes <input type="checkbox"/> No		
1. Meets California-friendly Landscape Program requirements	<input type="checkbox"/> Yes <input type="checkbox"/> No	4	
2. Excludes non-invasive plant species listed by the California Invasive Plan Council (CAL-IPC)	<input type="checkbox"/> Yes <input type="checkbox"/> No	4	
3. Excludes plant species that require periodic hedging or shearing	<input type="checkbox"/> Yes <input type="checkbox"/> No	4	
4. Plant palette consists of at least 75% California natives, Mediterranean species or other appropriate adaptive species	<input type="checkbox"/> Yes <input type="checkbox"/> No	2	
5. Fencing on-site consists of at least 70% of FSC certified, recycled plastic or composite lumber	<input type="checkbox"/> Yes <input type="checkbox"/> No	2	
6. All Turf areas have a water requirement that is rated at less than or equal to tall Fescue ( $\leq 0.8$ plant factor)	<input type="checkbox"/> Yes <input type="checkbox"/> No	2	
7. No Turf is installed on slopes exceeding 10% or in areas that are less than eight feet (8'0") in any dimension	<input type="checkbox"/> Yes <input type="checkbox"/> No	2	
a. Landscaping includes Turf that is one-third or less than ( $\leq 33\%$ ) the total landscaped areas on-site (extra 2 points)	<input type="checkbox"/> Yes <input type="checkbox"/> No	2	
b. Turf is one-tenth or less than ( $\leq 10\%$ ) of the total landscaped areas on-site (extra 4 points)	<input type="checkbox"/> Yes <input type="checkbox"/> No	4	
8. Shade trees of an appropriate species are integrated into the landscape	<input type="checkbox"/> Yes <input type="checkbox"/> No	5	
9. Plantings are arranged and grouped according to common water needs (Hydrozoning)	<input type="checkbox"/> Yes <input type="checkbox"/> No	5	
10. Irrigation systems include high-efficiency components	<input type="checkbox"/> Yes <input type="checkbox"/> No		
a. System uses only Low-Flow drip, bubblers, or Low-flow sprinklers	<input type="checkbox"/> Yes <input type="checkbox"/> No	5	
b. System includes Smart (weather-based) controllers	<input type="checkbox"/> Yes <input type="checkbox"/> No	5	
11. Non-plant landscape elements consist of at least 50% salvaged or recycled-content materials	<input type="checkbox"/> Yes <input type="checkbox"/> No	5	
12. Outdoor lighting systems incorporate low-lighting elements, shielded fixtures and direct lighting downward to avoid light pollution and glare:	<input type="checkbox"/> Yes <input type="checkbox"/> No	5	
13. At least 50% of all non-roof impervious surfaces on-site consist of light-colored, high albedo materials (solar reflectance index $\leq 0.3$ ) to reduce Heat-Island effects	<input type="checkbox"/> Yes <input type="checkbox"/> No	5	

**REQUIRED CRITERIA FOR  
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14. At least 50% of all non-roof surfaces consist of pervious materials	<input type="checkbox"/> Yes <input type="checkbox"/> No	10	
15. Rain water harvesting systems are provided on-site:	<input type="checkbox"/> Yes <input type="checkbox"/> No		
a. Less than 350 gallon capacity = 2 points	<input type="checkbox"/> <b>Yes</b> <input type="checkbox"/> <b>No</b>	2	
b. Greater than 350 gallon capacity = 5 points	<input type="checkbox"/> Yes <input type="checkbox"/> No	5	

# **APPLICATION GUIDE & INSTRUCTIONS FOR MEASURE D** **RESIDENTIAL DWELLING UNIT APPLICATION**

**APPLICATION PERIOD: JANUARY 4, 2017 THROUGH JANUARY 31, 2017**

The following explanation is intended to assist applicants with understanding the year 2017 dwelling unit allocation system and the application process. In some cases, this Guide may paraphrase or summarize the language in the Municipal Code Chapter 17.06. Particularly relevant portions of that Chapter are discussed; applicants who desire additional information may obtain a copy of the complete Chapter at the Planning Department or online. This document is in no way intended to replace or modify the meaning or intent of Chapter 17.06. Rather, it is intended to provide summarized information to prospective applicants in a more easily understood format.

At its December 6, 2016 regular meeting, the City Council adopted Resolution C-2016-109 establishing the year 2017 Residential Dwelling Unit Allocations under the provisions of Chapter 17.06, (Ord. C-8-09 §1(Exh. A(part)), 2009).

For the year 2017, the City Council assigned a total of 66 Dwelling Unit Allocations, with 44 allocated within the Downtown Area, and the remaining 22 allocated outside the Downtown Area. If the number of applications submitted exceeds the number of allocations available for each area (Downtown Area and Outside Downtown), each application will be evaluated and scored on a series of criteria. The criteria are specified under Section 17.06.120 of Title 17 of the City's Municipal Code.

## **General Provisions**

- Measure D allocations do not provide any entitlement or permit to develop or build, but allow an applicant to proceed to the Coastal Development Permit (CDP) application process. A CDP is a discretionary permit required for all new and infill residential development in the City. It can be approved, conditionally approved, or denied by the City. It is conceivable that a residential growth allocation would be issued for a lot and that the application for a Coastal Development Permit could be denied.
- All information should be filled out in the application form and all required information must be submitted by the January 31, 2017 deadline. Applications will be evaluated on the basis of the conditions that exist on the deadline date, including applicable zoning ordinances in effect on that date. Failure to provide all required information may result in an application being rejected as incomplete. Failure to provide certain information could result in an application not receiving all appropriate points.
- It is the applicant's burden to provide complete and accurate information in completing this application. Thus, the applicant should take care to ensure the accuracy of any information provided, and if necessary, should confer with the Planning Department or the appropriate agency in order to accurately complete the application. The City may declare a Measure D allocation invalid if the City later learns that any of the information provided by the applicant is untrue.



- The Planning Division will evaluate each application and determine a score for each evaluation criterion. If an applicant does not agree with the points assigned, a letter of appeal must be submitted within 10 calendar days of notification by the City. All protests or appeals will be reviewed at a public hearing by the Planning Commission, which may confirm or modify the award of points and allocations determined by the Department. The Planning Commission action is subject to further appeal to the City Council, within 10 calendar days of the decision of the Planning Commission.
- Duplexes, Triplexes and multifamily: The ordinance requires one allocation for each unit. Unlike the Measure A ordinance, the Measure D ordinance does not limit each owner to one allocation per year.

### **Explanation of Expiration Dates**

Expiration dates are governed by Section 17.06.050 of the Half Moon Bay Municipal Code:

- A Measure D Allocation is valid for one (1) year from the date of issuance. Within this period, a complete building permit application must be submitted.
- Upon submission of proper documentation by the Applicant, the amount of time required to obtain approvals required by the City of Half Moon Bay or other agencies will be added to the one-year period during which the Allocation is valid.
- Once a building permit has been issued, one 6-month extension for the building permit may be granted at the discretion of the Building Official.
- After expiration of the 6-month extension, the City Council must rule on any further extension of the Allocation.