



City of Half Moon Bay

_____ PDP File No.

Planning Division
501 Main Street Half Moon Bay CA 94019
Phone: 650.726.8250 / Fax: 650.726.8261

PLANNING PERMIT APPLICATION FORM

Prior to submittal of planning permit application form, it is strongly recommended that you confirm the permit submittal requirements and fees with planning staff. All applications shall be submitted to the Planning Division during normal business hours (8:30 A.M. to 5:00 P.M. Monday-Friday).

Permit(s) Requested (Check where applicable)

- | | |
|---|--|
| <input type="checkbox"/> Pre-application for _____ | <input type="checkbox"/> Use Permit |
| <input type="checkbox"/> Coastal Development Permit Exemption | <input type="checkbox"/> Variance(s) or Exception(s) for _____ |
| <input type="checkbox"/> Coastal Development Permit | <input type="checkbox"/> Certificate of Compliance |
| <input type="checkbox"/> Coastal Development Permit Amendment | <input type="checkbox"/> Lot Merger |
| <input type="checkbox"/> Environmental Review (CEQA Document: _____) | <input type="checkbox"/> Lot Line Adjustment |
| <input type="checkbox"/> Architectural, Landscape, and Site Plan Review | <input type="checkbox"/> Parcel Map |
| <input type="checkbox"/> Historic Preservation Permit | <input type="checkbox"/> Tentative Subdivision Map |
| | <input type="checkbox"/> LCP/General Plan/Zoning Amendment |

Proposed Development/Activity _____

Subject Property

Address _____
 Assessor's Parcel Number (APN) _____
 Zoning District _____ General Plan Designation _____

Project Applicant or Applicant's Representative (if different from Owner)

Name _____ H.M.B. Business License Number _____
 Mailing Address _____
 Phone _____ Fax _____ Email _____

Property Owner

Name _____
 Signature (required) _____
 Mailing Address _____
 Phone _____ Fax _____ Email _____

OFFICE USE ONLY:

DATE RECEIVED: _____ RECEIVED BY: _____

DATE DEEMED COMPLETE: _____ BY: _____ DECISION MAKER: _____ ACTION: _____ DATE: _____

FEES/DEPOSITS:

CASH/CHECK NO.: _____ AMOUNT: _____ RECEIPT NO.: _____ DATE: _____

APPLICATION CHECKLIST

Please submit the following items with your application, unless otherwise directed by planning staff:

- __1. **6 Sets of 24 X 36 inch Plans*** - Each set of plans shall be folded to approximately 8.5" X 11" and shall include:
 - a. **Site Plan** Drawn to scale, indicating correct parcel dimensions using a topographic survey as the base map, and showing all existing and proposed structures and trees. **INCLUDE ALL OF THE FOLLOWING:** A location map; grading contours and location of any drainage flows; all recorded utility and access easements; all existing and proposed utilities; centerline of the public right-of-way and any existing and proposed frontage improvements (sidewalk, curb, gutter); and any adjacent street rights-of-way, adjacent parcels, and adjacent building footprints.
 - b. **Building Elevations** Drawn to scale, showing north, south, east and west views of all proposed structures. Indicate existing grade, finished first floor and a roof ridgeline (highest point of the structure). Include maximum building envelope lines, proposed colors and materials, and exterior lighting as applicable.
 - c. **Building Floorplans** Drawn to scale, detailing all habitable and non-habitable existing and proposed floor areas.
 - d. **Preliminary Utilities, Grading and Drainage Plan** Required for new residential and commercial projects.
 - e. **Landscape Plan** Drawn to scale, showing all existing and proposed landscaping (include species name and height), amount of irrigated landscape area, and all existing and proposed hardscape including all fencing, walls, (including height of these features) driveways and walkways. Additional information on irrigated landscaped areas may be requested to comply with Chapter 13.04 "Water Conservation in Landscaping Regulations" of the Municipal Code.

***Note: Additional sets may be required based on type of request and any requested revisions.**

- __2. One (1) electronic set of dated project plans (.pdf format).
- __3. One (1) set of project plans reduced to 11 X 17 inches.
- __4. Photographic evidence and signed affidavit for the Site Posting Notice.
- __5. A Copy of a Title Report prepared within 90 days including a separate sheet identifying the legal description of the subject site (include all APN's associated with the subject site)
- __6. Written proof of water connection commitment from the Coastside County Water District.
- __7. Completed Stormwater Checklist for Small Projects or C.3 (if applicable).
- __8. Copy of Dwelling Unit Allocation Certificate (D) for projects including new residential units.
- __9. A signed **Affidavit of Application Materials** that is attached to this application packet.
- __10. For **Parcel Map, Tentative Subdivision Map, Lot Line Adjustment and Lot Merger Applications**, please ask for the corresponding supplemental forms requiring additional information.
- __11. A completed and signed **City of Half Moon Bay Planning Department Permit Application Form**.
- __12. **TOPOGRAPHIC SURVEY REQUIRED:** A detailed topographic survey shall be prepared and certified by a licensed surveyor or civil engineer properly registered to perform surveying and submitted with Planning Permit application plans. The survey shall include a baseline elevation datum point on the construction site, indicating existing grade prior to development. This datum point shall be permanent, marked, shall remain fixed in the field, and shall not be disturbed throughout the Planning and Building Review process. Examples of datum points include: fire hydrants, manhole covers, survey markers, street curbs, etc. This datum point shall be shown on all of your site plans including revised/resubmitted plans. The footprint of the proposed structure(s) shall be drawn on plans with a roof plan. Specific elevation points at structure(s) corners and ridgeline shall be noted on the survey. The approved height of all projects developed in the City will be measured from existing grade as indicated on the submitted topographical survey to the roof ridgeline (highest approved structure height) of the structure.

COST-BASED FEE SYSTEM

I understand that charges for planning staff time spent processing this application will be based on the Council-approved fee schedule (see current Master Fee Schedule).

Further, I understand that my initial deposit is a retainer and not a fee. This deposit will set up an account which shall be charged at the above hourly rate for all staff processing time. If expenditures exceed 70% of the deposit amount required by the Cost Recovery Fee Program, additional deposits will be requested. Applicant understands and agrees that nonpayment of deposit requests within the time period specified in the request shall stay the application process until the funds requested are paid.

If the final costs are less, the unused portion of the deposit will be returned to me at the conclusion of the process or final inspection of the completed project, whichever occurs later (the necessary staff time will vary according to the complexity of the application and the project.) Also, I understand that staff processing time may include, but is not limited to:

1. Initial review and ongoing project processing by the Planning Division, Public Works Department, and City Attorney including, but not limited to:
 - a. Reviewing plans / submittal packages
 - b. Routing plans to, and communicating with, inter-office departments and outside agencies
 - c. Researching documents relative to site history
 - d. Site visits
 - e. Consulting with applicant and/or other interested parties either in person or by phone
 - f. Preparing environmental documents
 - g. Drafting staff reports and resolutions
 - h. Preparing pertinent maps, graphs and exhibits
 - i. Attending meetings / public hearings before the Planning Director/Planning Commission/ City Council
2. Plan checking subdivision, parcel and final maps and subdivision improvement plans by Public Works and Planning Department subsequent to receiving discretionary approvals;
3. Plan checking building permits by Planning and Public Works Department, subsequent to receiving all discretionary approvals;
4. Final, on-site inspections of the project by Planning Department, and/or Public Works Department; I also understand that receipt of all discretionary approvals does not constitute an entitlement to begin work. Non-discretionary approvals may be required from the Building Department, Public Works Department, Coastside Fire Protection District, Sewer Authority Mid-Coastside, San Mateo County Environmental Health Department, Coastside County Water District and other agencies. Refer to the City Fee Schedule for other fees to be assessed prior to the issuance of project permits. These fees may include, but are not limited to:
 1. Building Permit fees;
 2. Public Works fees;
 3. Developer Impact fees;
 4. Fire District, Sanitary District, Water District, etc. fees.

_____ Owner(s)' Initials

As the 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 of Applicant _____ Date _____

AFFIDAVIT OF APPLICATION MATERIALS

I, _____ hereby certify that all information provided by the applicant is true and correct regarding the application and proposed project. I understand that it is the applicant’s responsibility to provide all materials necessary for a complete application; and that processing will not proceed until the application is complete. I understand that erroneous information may be grounds for denial or modification/revocation of approved project.

I hereby certify that I have read and understood this Affidavit.

Owner Signature _____ Date _____

ENTRY ON LAND

Government Code Section 65105. Entry on land by planning agency personnel -- In the performance of their functions, planning agency personnel including City staff from Community Development, Public Works, or other Departments may enter upon any land and make examinations and surveys, provided that the entries, examinations, and surveys do not interfere with the use of the land by those persons lawfully entitled to the possession thereof.

Owner Signature _____ Date _____

HOLD HARMLESS

The applicant agrees by submitting this application to indemnify, protect, defend with counsel selected by the City, and hold harmless, the City, and any agency or instrumentality thereof, and its elected and appointed officials, officers, employees and agents, from and against any and all liabilities, claims, actions, causes of action, proceedings, suits, damages, judgments, liens, levies, costs and expenses of whatever nature, including reasonable attorney’s fees and disbursements (collectively, “Claims”) arising out of or in any way relating to the processing or approval of this application, any actions taken by the City related to this application, any review by the California Coastal Commission conducted under the California Coastal Act Public Resources Code Section 30000 et seq., or any environmental review conducted under the California Environmental Quality Act, Public Resources Code Section 21000 et seq., for this application, any entitlement issued in connection with the application, and related actions. This Hold Harmless provision shall apply to any Claims that may be asserted by any third party person or entity arising out of or in connection with the approval of this application, whether or not there is concurrent, passive or active negligence on the part of the City, and any agency or instrumentality thereof, and its elected and appointed officials, officers, employees and agents. The applicant’s duties under this Hold Harmless provision shall not apply to those instances when the applicant has asserted the Claims. The applicant understands that there is a possibility of litigation and Coastal Commission enforcement action regarding federal, state and local laws that apply to this application; the City makes no representations or warranties about the outcome of such actions or how they might impact the processing of this application or any permit issued based on this application.

Applicant Signature _____ Date _____