



LAND DEVELOPMENT APPLICATION FORM

APPLICATION TYPE(S)

Planning Application Review

- Lot Line Adj./Parcel Merger
- Certificate of Compliance
- Tentative Map (Entitlement Phase)
- Street Vacation

Land Development Plan Review

- Parcel Map & Imp. Plan
- Final Tract Map & Imp. Plan

Grading Permit

- Plan Check – Non-Sub.

- Water Resource Recovery (Separate Application)

- Encroachment Permit (Separate Application)

- Other

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

*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.

*When the property owner or applicant is a LLC the Disclosure Statement must also be completed

Signature X _____ Date _____

APPLICANT TO FILL IN

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.

*When the property owner or applicant is a LLC the Disclosure Statement must also be completed

Signature X _____ Date _____

Grading
 Address: _____
 City: _____
 State _____ License _____
 Phone: (_____) _____

Hauling
 Address: _____
 City: _____
 State _____
 Phone: (_____) _____

Civil Engineer
 Address: _____
 Phone: (_____) _____

Soil
 Address: _____
 Phone: (_____) _____

SUBDIVISIONS: SIZE OF DEVELOPMENT AND NUMBER OF LOTS

<p>a. Total Land Area of Project Site _____ acres</p> <p>b. Current number of lots: _____ lots</p> <p>c. Proposed subdivision? Yes or No _____</p> <p>Tentative Map Approval Date: _____</p> <p>PLN#: _____</p>	<table border="0" style="width: 100%;"> <tr> <td style="width: 15%;">Total</td> <td style="width: 15%;">#</td> <td style="width: 15%;">of</td> <td style="width: 15%;">proposed</td> <td style="width: 40%;">lots</td> </tr> <tr> <td colspan="5">Total # of units _____</td> </tr> <tr> <td colspan="5">Total SFR lots _____</td> </tr> <tr> <td>Total</td> <td>#</td> <td>of</td> <td>Townhouse</td> <td>lots</td> </tr> <tr> <td colspan="5">Total # of Condo units _____</td> </tr> <tr> <td>Total</td> <td>#</td> <td>of</td> <td>Common</td> <td>lots</td> </tr> </table>	Total	#	of	proposed	lots	Total # of units _____					Total SFR lots _____					Total	#	of	Townhouse	lots	Total # of Condo units _____					Total	#	of	Common	lots
Total	#	of	proposed	lots																											
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Total # of Condo units _____																															
Total	#	of	Common	lots																											

GRADING:

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.

***When the property owner or applicant is a LLC the Disclosure Statement must also be fully completed.**

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/l 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:

COMMUNITY DEVELOPMENT USE ONLY

Application Type: Residential _____ Commercial _____ Industrial _____

Intake Staff: _____

File No.:

Submittal Date:



PRE-APPLICATION PLANNING & BUILDING 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)

- COMMUNITY DEVELOPMENT USE ONLY -

Project:

Location:

Planner:

Date:

Notes:

Disclosure Statement for Limited Liability Companies

Whenever the owner of a property or the applicant for a City permit or license is a limited liability company (“LLC”), the LLC shall provide the City with the names and business addresses of any and all shareholders, directors, officers, members, managers, other authorized persons, partners, and “Beneficial Owners” of the applying LLC. A Beneficial Owner is any person or entity who: (1) exercises substantial control over the applying LLC; (2) owns 25% or more of the interest in the applying LLC; or (3) receives substantial economic benefits from the assets of the applying LLC. If any LLC shareholder, director, officer, member, manager, other authorized person, partner, or Beneficial Owner is itself an LLC or other business entity, the names and business addresses must also be provided for any and all shareholders, directors, officers, members, managers, other authorized persons, partners, and Beneficial Owners of that LLC or other business entity all the way up through each entity in the organizational chart until ultimate ownership by individual people is disclosed.

Name: _____

Title: _____

Address: _____

Name: _____

Title: _____

Address: _____

Name: _____

Title: _____

Address: _____

Check this box if additional ownership information is attached to this Disclosure Statement.

In signing this Disclosure Statement, I represent that the information submitted in this Disclosure Statement, and any attachments, is true and correct.

Signature: _____

Printed Name: _____

Title: _____

Date: _____