

CITY OF PIEDMONT
120 VISTA AVENUE
PIEDMONT, CA 94611
TEL: (510) 420-3050
FAX: (510) 658-3167

RECEIVED BY _____
FEE PAID _____
DATE FILED _____
NUMBER _____
PLANNER _____
(For staff use only)

A CONDITIONAL USE PERMIT is required for a proposed change in the number of dwelling units in a multiple dwelling in Zone C; a change in actual existing use or a structural change relating to a commercial use in Zone D; or a proposed new church, school, multiple dwelling unit or commercial use, as outlined in the City's Municipal Code (§17.24.2).

Please complete the following application form and submit a floor plan and a \$1,610 (\$500 for minor modifications) application fee. If you believe your application is a minor modification, please contact the City Planner. Please note that planning application fees are non-refundable.

In addition to this Conditional Use Permit application, you may also need one or more of the following applications if your project proposes physical modifications, a variance or a new or modified sign:

- Planning Commission Review
- Staff Design Review
- Administrative Design Review
- Fence Design Review
- Non-Residential Sign Design Review
- Building Permit Application

Applicant and Property Owner Information

Name of Business/Organization _____
Address of Property _____
Name of Applicant _____
Affiliation of Applicant (owner, lessee, purchaser, agent, etc.) _____
Lease Expiration Date (if applicable) _____
Mailing Address of Applicant (if different from above) _____
Telephone # of Applicant _____ FAX # of Applicant _____
Name(s) of Property Owner(s) _____
Mailing Address of Property Owner(s) (if different from above) _____
Telephone # of Property Owner(s) _____ FAX # of Property Owner(s) _____

Design Professional/Property Owner Agent Information

Name of Design Professional/Agent _____

Mailing Address of Design Professional/Agent _____

Telephone # of Design Professional _____ FAX # of Design Professional _____

Professional License Number _____ Expiration Date _____

Piedmont Business License Number _____ Expiration Date _____

(required for all design professionals/contractors/engineers/agents)

(Please contact the City Clerk at 510-420-3040 for Piedmont Business License information.)

Type of Business/Organization _____

Current Use and/or Proposed Use of Business/Organization (describe functions and/or operating characteristics of the business or organization. Please be specific) _____

Exterior and Interior Changes to be Made to Existing Structure (if applicable. Please be specific) _____

Type(s) of Staff/Personnel (Please indicate the amount of each type of staff/personnel. Please be specific) _____

Days and Hours of Operation _____

Projected Busiest Hours/Days _____

Maximum Number of People Using Business/Organization *at one time* _____

Number of On-Site Parking Spaces (indicate whether these parking spaces are for staff or visitors) _____

Please list all Potential Neighborhood Impacts from Business Related Activities (i.e. parking, deliveries, foot traffic, etc.) _____

Please indicate how this use will be a benefit to Piedmont residents _____

Anticipated Gross Annual Revenue _____ Term of the Lease _____

Please indicate what steps you have taken to discuss this project with your neighbors prior to submittal:

Please indicate what steps you have taken to discuss this project with City staff prior to submittal:

My signature below signifies that I:

- have read the background document and have provided all applicable information.
- have reviewed the legal description on my property deed for all recorded easements and deed restrictions (*Please provide a description here of the easements and restrictions that were indicated on your property deed*) _____
- believe the information provided in this application is accurate to the best of my knowledge.
- am aware that City staff, Planning Commissioners and/or City Council Members will be on my property to review the proposal. (*Please note any special instructions regarding access to your property such as dogs, gates, alarms, etc.*) _____
- understand that this application is heard by both the Planning Commission and City Council. The Planning Commission shall recommend to the City Council that the permit be approved or denied. The City Council shall take final action on the application.

SIGNATURE OF APPLICANT _____ date _____

SIGNATURE OF PROPERTY OWNER _____ date _____

Agent Authorization

This authorization must be signed by the property owner if the applicant is not the property owner.

I authorize _____ to act as my agent in the processing of all matters pertaining to this application.

SIGNATURE(S) OF PROPERTY OWNER(S) _____ date _____

2 sets of floor plans must be submitted with this application for an initial staff review for completeness.
8 additional sets of floor plans must be submitted at least 12 calendar days prior to the Planning Commission meeting if your application is scheduled on the agenda.

APPLICANT'S CONDITIONAL USE PERMIT FINDINGS

Please describe how the proposed application meets the following Conditional Use Permit criteria outlined in Chapter 17 of the City's Municipal Code (§17.24.6).

1. The use is of benefit to Piedmont residents. *(Describe how the proposed use will benefit Piedmont residents.)* _____

2. The use will be properly related to other land uses and transportation and service facilities in the vicinity. *(Describe how the proposed use will relate to other land uses and transportation and service facilities in the vicinity.)* _____

3. Under all the circumstances and conditions of the particular case, the use will not have a material adverse effect on the health or safety of persons residing or working in the vicinity. *(Describe the effect, if any, of the proposed use on the health and safety of persons in the vicinity.)* _____

4. The use will not be contrary to the standards established for the zone in which it is to be located. *(List the Zone of the property and describe how the proposed use relates to the standards of that zone.)* _____

5. The use will not contribute to a substantial increase in the amount of noise or traffic in the surrounding area. *(Describe how the proposed use will impact the amount of noise and traffic in the vicinity.)* _____

6. The use is compatible with the General Pan and will not adversely affect the character of the surrounding neighborhoods or tend to adversely affect the property values of homes in the surrounding neighborhoods. *(Describe how the proposed use relates to the General Plan and what effects the proposed use will have, if any, on the character or property values of the surrounding neighborhood.)*

7. Adequate provision for driveways to and from the property has been made; facilities for ingress and egress from secondary streets instead of arterials, where possible, have been made; provision for parking in compliance with Chapter 17 has been made, together with sufficient agreements to enforce the carrying out of such plans as may be required by the Council. *(Describe the proposed facilities for ingress, egress and parking, and describe how these facilities support the proposed use.)* _____

8. The plans conform to all other laws and regulations of the City, provided, however, that front, rear, and side yard setbacks greater than those otherwise provided in the laws and regulations of the City may be required as a condition of approval if necessary to provide for the health, safety, and general welfare of the residence of Piedmont. *(Describe how the proposed use relates to other laws and regulations of the City.)* _____

PIEDMONT PLANNING COMMISSION

APPLICATION DUE DATES AND MEETING DATES FOR 2012

APPLICATION DUE DATES:

Planning Commission applications must be submitted to the Department of Public Works, 120 Vista Avenue, **by 4:30 pm**, 30 days prior to the meeting.

FRIDAY, DECEMBER 9, 2011

FRIDAY, JANUARY 13, 2012

FRIDAY, FEBRUARY 10, 2012

FRIDAY, MARCH 9, 2012

FRIDAY, APRIL 13, 2012

FRIDAY, MAY 11, 2012

FRIDAY, JUNE 8, 2012

FRIDAY, JULY 13, 2012

FRIDAY, AUGUST 10, 2012

FRIDAY, SEPTEMBER 7, 2012

FRIDAY, OCTOBER 12, 2012

FRIDAY, NOVEMBER 9, 2012

FRIDAY, DECEMBER 14, 2012

FRIDAY, JANUARY 11, 2013

MEETING DATES:

The Planning Commission meets on the **second Monday of each month at 5 pm**, Piedmont City Hall, 120 Vista Avenue, in the Council Chambers.

MONDAY, JANUARY 9, 2012

MONDAY, FEBRUARY 13, 2012

MONDAY, MARCH 12, 2012

MONDAY, APRIL 9, 2012

MONDAY, MAY 14, 2012

MONDAY, JUNE 11, 2012

MONDAY, JULY 9, 2012

MONDAY, AUGUST 13, 2012

MONDAY, SEPTEMBER 10, 2012

MONDAY, OCTOBER 8, 2012

TUESDAY, NOVEMBER 13, 2012

MONDAY, DECEMBER 10, 2012

MONDAY, JANUARY 14, 2013

MONDAY, FEBRUARY 11, 2013