

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

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

MINOR SUBDIVISION APPLICATION
(Pursuant to the exception provisions of Section 19 of the Piedmont Municipal Code)

A minor subdivision application may be processed for the subdivision of land into four or fewer parcels or lots as defined under Section 19.11.34 of the Piedmont Municipal Code (PMC §19.11.34). If your project is not eligible for review under this procedure, please contact Planning staff who will provide you with the appropriate application procedure and forms.

The final application fee will be equal to the cost of processing the application. The following initial deposits will be required at application submittal, and additional deposits may be required to complete the processing of the application. Any unused funds in the deposit will be returned after the application is approved and completed.

- \$6,345 Tentative Parcel Map and Vesting Tentative Parcel Map Initial Deposit
- \$3,665 Parcel Map Initial Deposit

Property Owner/Applicant Information

Address of Property _____
Name of Property Owner/Applicant _____
Mailing Address of Property Owner (if different from above) _____
Telephone # of Applicant _____ FAX # of Applicant _____

Design Professional/Property Owner Agent Information

Name of Design Professional/Agent _____
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/surveyors/agents)
(Please contact the City Clerk at 510-420-3040 for Piedmont Business License information.)

Surveyor Information

Name of Surveyor _____	
Address of Surveyor _____	
Telephone # of Design Professional _____	FAX # of Design Professional _____
Professional License Number _____	Expiration Date _____
Piedmont Business License Number _____	Expiration Date _____

My signature below signifies that I:

- have reviewed Section I of the Subdivision Manual and have provided all applicable information.
- have reviewed the legal description on my property deed for all recorded easements and deed restrictions and show all existing and proposed easements and deed restrictions on the proposed Tentative or Vesting Tentative Parcel Map (*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 my initial deposits of \$6,345 and \$3,665 may not cover the cost to process this application and that additional deposits may be required. I agree to provide additional deposits if they are required. I am aware that the City will deduct the costs to cover the processing of this application from the deposit(s), and that any unused money remaining after action has been taken on the project, will be returned to me.
- am aware that City staff 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.*) _____

SIGNATURE OF PROPERTY OWNER _____ date _____

SIGNATURE OF PROPERTY OWNER _____ date _____

Agent Authorization

This authorization permits City staff to contact your agent if necessary.

I authorize _____ to act as my agent in the processing of all matters pertaining to this application.	
SIGNATURE OF PROPERTY OWNER _____	date _____
SIGNATURE OF PROPERTY OWNER _____	date _____

PROJECT INFORMATION

1. Please provide a description of the proposed Subdivision, including the number, sizes and frontages of existing and proposed parcels:

Number of proposed lots _____
Parcel A Lot Size _____; Frontage _____
Parcel B Lot Size _____; Frontage _____
Parcel C Lot Size _____; Frontage _____
Parcel D Lot Size _____; Frontage _____

2. Please indicate what steps you have taken to discuss this project with your neighbors:

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

4. Are there any existing easements on the properties? YES NO
If yes, please explain:

5. Will the resulting parcels interfere with existing utilities, infrastructure or easements? YES NO
If yes, please explain:

6. Is one or more of the proposed lots improved? YES NO

If yes, your project is subject to design review, and may require one or more variances. You must complete and submit the following forms:

- Zone A or E Information form for each proposed parcel with improvements
- Applicant’s Design Review Findings form
- Applicant’s Variance Findings form (if variances are required)
- Notice of an Application for Planning Commission Review
- Affidavit of Service by Applicant/Agent
- Application materials specified by the City Planner on the Planning Commission Design Review Submittal Checklist

PARCEL A

ZONE A or ZONE E INFORMATION

Please complete all applicable zoning information below.

Code Requirements Zone A See §17.20.040 Zone E See §17.28.040	To Existing Structures	To Proposed Construction	Code Limit	Variance Required? (circle one)
Lot Coverage/Structures ¹	_____ %	_____ %	<u>40%</u>	<u>Yes</u> <u>No</u>
Minimum Landscaped Area	_____ %	_____ %	<u>30% (A) / 40% (E)</u>	<u>Yes</u> <u>No</u>
Building Height	_____	_____	<u>35 ft</u>	<u>Yes</u> <u>No</u>
Street Yard Setback ²	_____	_____	<u>20 ft</u>	<u>Yes</u> <u>No</u>
_____ Side Yard Setback ^{2,3}	_____	_____	<u>5 ft (Zone A)</u> <u>20 ft (Zone E)</u>	<u>Yes</u> <u>No</u>
_____ Side Yard Setback ^{2,3}	_____	_____	<u>5 ft (Zone A)</u> <u>20 ft (Zone E)</u>	<u>Yes</u> <u>No</u>
Rear Yard Setback ^{2,3}	_____	_____	<u>5 ft (Zone A)</u> <u>20 ft (Zone E)</u>	<u>Yes</u> <u>No</u>
Floor Area Ratio ⁴	_____ %	_____ %	<u>55% 0 - 5,000 sq.ft.</u> <u>50% 5,001 - 10,000</u> <u>sq.ft.</u> <u>45% 10,001 and up</u> <u>sq.ft.</u>	<u>Yes</u> <u>No</u>

§17.90.010 Bedroom includes any room with features generally characteristic of bedrooms, regardless of its designation on a building plan. A bedroom has adequate privacy and meets the minimum size and habitation requirements of the Building Code. It includes and is not limited to a room with: (a) access to a full bathroom on the same floor or within half a floor, if the house has a split level; (b) access to a full bathroom through a common hallway or other common space such as a kitchen, living room and/or dining room. A *bedroom* need not have a closet Based on this definition, how many rooms eligible for use as a bedroom are existing: _____

A conforming parking space is covered, non-tandem, and at least 8.5 feet wide by 18 feet deep. How many existing conforming parking spaces are there on the property? _____

¹ A site feature is not calculated in the lot coverage if (1) the feature is not more than 7 feet high and (2) the total area of all site features on the lot is 400 square feet or less.

² *Setback* means the required distance that a building, structure or other designated item must be located from a lot line. Setbacks are measured from the *lot line* to the *footprint* of the *structure* or *building*. (§17.90.020)

³ An accessory structure in both Zones A and E may be located anywhere within the side and rear setback areas except that it: (a) must be located within 35 feet of the rear lot line; (b) must be located at least 5 feet from a habitable structure on an abutting property, and, for a corner lot, at least 5 feet from a side lot line of an abutting lot to the rear; (c) may not exceed 15 feet in height; and (d) may not be habitable.

⁴ The floor area ratio standard is not applied to finishing an area into habitable space if: (1) there is no expansion of the exterior building envelope; and (2) the owner has not obtained a final inspection within the prior three years on a building permit issued for an expansion of the building envelope.

PARCEL B

ZONE A or ZONE E INFORMATION

Please complete all applicable zoning information below.

Code Requirements Zone A See §17.20.040 Zone E See §17.28.040	To Existing Structures	To Proposed Construction	Code Limit	Variance Required? (circle one)
Lot Coverage/Structures ⁵	_____ %	_____ %	<u>40%</u>	<u>Yes</u> <u>No</u>
Minimum Landscaped Area	_____ %	_____ %	<u>30% (A) / 40% (E)</u>	<u>Yes</u> <u>No</u>
Building Height	_____	_____	<u>35 ft</u>	<u>Yes</u> <u>No</u>
Street Yard Setback ⁶	_____	_____	<u>20 ft</u>	<u>Yes</u> <u>No</u>
_____ Side Yard Setback ^{2,7}	_____	_____	<u>5 ft (Zone A)</u> <u>20 ft (Zone E)</u>	<u>Yes</u> <u>No</u>
_____ Side Yard Setback ^{2,3}	_____	_____	<u>5 ft (Zone A)</u> <u>20 ft (Zone E)</u>	<u>Yes</u> <u>No</u>
Rear Yard Setback ^{2,3}	_____	_____	<u>5 ft (Zone A)</u> <u>20 ft (Zone E)</u>	<u>Yes</u> <u>No</u>
Floor Area Ratio ⁸	_____ %	_____ %	<u>55% 0 - 5,000 sq.ft.</u> <u>50% 5,001 - 10,000</u> <u>sq.ft.</u> <u>45% 10,001 and up</u> <u>sq.ft.</u>	<u>Yes</u> <u>No</u>

§17.90.010 Bedroom includes any room with features generally characteristic of bedrooms, regardless of its designation on a building plan. A bedroom has adequate privacy and meets the minimum size and habitation requirements of the Building Code. It includes and is not limited to a room with: (a) access to a full bathroom on the same floor or within half a floor, if the house has a split level; (b) access to a full bathroom through a common hallway or other common space such as a kitchen, living room and/or dining room. A *bedroom* need not have a closet Based on this definition, how many rooms eligible for use as a bedroom are existing: _____

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⁵ A site feature is not calculated in the lot coverage if (1) the feature is not more than 7 feet high and (2) the total area of all site features on the lot is 400 square feet or less.

⁶ *Setback* means the required distance that a building, structure or other designated item must be located from a lot line. Setbacks are measured from the *lot line* to the *footprint* of the *structure* or *building*. (§17.90.020)

⁷ An accessory structure in both Zones A and E may be located anywhere within the side and rear setback areas except that it: (a) must be located within 35 feet of the rear lot line; (b) must be located at least 5 feet from a habitable structure on an abutting property, and, for a corner lot, at least 5 feet from a side lot line of an abutting lot to the rear; (c) may not exceed 15 feet in height; and (d) may not be habitable.

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PARCEL C

ZONE A or ZONE E INFORMATION

Please complete all applicable zoning information below.

Code Requirements Zone A See §17.20.040 Zone E See §17.28.040	To Existing Structures	To Proposed Construction	Code Limit	Variance Required? (circle one)
Lot Coverage/Structures ⁹	_____ %	_____ %	<u>40%</u>	<u>Yes</u> <u>No</u>
Minimum Landscaped Area	_____ %	_____ %	<u>30% (A) / 40% (E)</u>	<u>Yes</u> <u>No</u>
Building Height	_____	_____	<u>35 ft</u>	<u>Yes</u> <u>No</u>
Street Yard Setback ¹⁰	_____	_____	<u>20 ft</u>	<u>Yes</u> <u>No</u>
_____ Side Yard Setback ^{2,11}	_____	_____	<u>5 ft (Zone A)</u> <u>20 ft (Zone E)</u>	<u>Yes</u> <u>No</u>
_____ Side Yard Setback ^{2,3}	_____	_____	<u>5 ft (Zone A)</u> <u>20 ft (Zone E)</u>	<u>Yes</u> <u>No</u>
Rear Yard Setback ^{2,3}	_____	_____	<u>5 ft (Zone A)</u> <u>20 ft (Zone E)</u>	<u>Yes</u> <u>No</u>
Floor Area Ratio ¹²	_____ %	_____ %	<u>55% 0 - 5,000 sq.ft.</u> <u>50% 5,001 - 10,000</u> <u>sq.ft.</u> <u>45% 10,001 and up</u> <u>sq.ft.</u>	<u>Yes</u> <u>No</u>

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¹¹ An accessory structure in both Zones A and E may be located anywhere within the side and rear setback areas except that it: (a) must be located within 35 feet of the rear lot line; (b) must be located at least 5 feet from a habitable structure on an abutting property, and, for a corner lot, at least 5 feet from a side lot line of an abutting lot to the rear; (c) may not exceed 15 feet in height; and (d) may not be habitable.

¹² The floor area ratio standard is not applied to finishing an area into habitable space if: (1) there is no expansion of the exterior building envelope; and (2) the owner has not obtained a final inspection within the prior three years on a building permit issued for an expansion of the building envelope.

PARCEL D

ZONE A or ZONE E INFORMATION

Please complete all applicable zoning information below.

Code Requirements Zone A See §17.20.040 Zone E See §17.28.040	To Existing Structures	To Proposed Construction	Code Limit	Variance Required? (circle one)
Lot Coverage/Structures ¹³	_____ %	_____ %	<u>40%</u>	<u>Yes</u> <u>No</u>
Minimum Landscaped Area	_____ %	_____ %	<u>30% (A) / 40% (E)</u>	<u>Yes</u> <u>No</u>
Building Height	_____	_____	<u>35 ft</u>	<u>Yes</u> <u>No</u>
Street Yard Setback ¹⁴	_____	_____	<u>20 ft</u>	<u>Yes</u> <u>No</u>
_____ Side Yard Setback ^{2,15}	_____	_____	<u>5 ft (Zone A)</u> <u>20 ft (Zone E)</u>	<u>Yes</u> <u>No</u>
_____ Side Yard Setback ^{2,3}	_____	_____	<u>5 ft (Zone A)</u> <u>20 ft (Zone E)</u>	<u>Yes</u> <u>No</u>
Rear Yard Setback ^{2,3}	_____	_____	<u>5 ft (Zone A)</u> <u>20 ft (Zone E)</u>	<u>Yes</u> <u>No</u>
Floor Area Ratio ¹⁶	_____ %	_____ %	<u>55% 0 - 5,000 sq.ft.</u> <u>50% 5,001 - 10,000</u> <u>sq.ft.</u> <u>45% 10,001 and up</u> <u>sq.ft.</u>	<u>Yes</u> <u>No</u>

§17.90.010 Bedroom includes any room with features generally characteristic of bedrooms, regardless of its designation on a building plan. A bedroom has adequate privacy and meets the minimum size and habitation requirements of the Building Code. It includes and is not limited to a room with: (a) access to a full bathroom on the same floor or within half a floor, if the house has a split level; (b) access to a full bathroom through a common hallway or other common space such as a kitchen, living room and/or dining room. A *bedroom* need not have a closet Based on this definition, how many rooms eligible for use as a bedroom are existing: _____

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¹⁶ The floor area ratio standard is not applied to finishing an area into habitable space if: (1) there is no expansion of the exterior building envelope; and (2) the owner has not obtained a final inspection within the prior three years on a building permit issued for an expansion of the building envelope.

DESIGN REVIEW PERMIT STANDARDS
(To be completed by the applicant.)

The hearing body (the Planning Commission or City Council) may not approve a design review permit unless the design of the project conforms to all the standards listed below (§17.66.060). **Please describe how the proposed project meets the standards for approving a design review permit:**

(i) The proposed design is consistent with the City's General Plan and Piedmont Design Guidelines. *(Describe how the project's exterior design elements are aesthetically pleasing as a whole and harmonious with existing and proposed neighborhood development. These elements include but are not limited to: height, bulk, area openings, breaks in the façade, line and pitch of the roof, materials, arrangements of structures on the parcel, and concealment of mechanical and electrical equipment. You may cite specific guidelines and General Plan goals and policies.)*

(ii) The design has little or no effect on neighboring properties' existing views, privacy, and access to direct and indirect light.

(iii) The proposed design does not adversely affect pedestrian or vehicular safety.

APPLICANT'S VARIANCE FINDINGS

The hearing body (the Planning Commission or City Council) may approve a variance only if it makes the findings listed below. Please describe how the proposed project meets the variance criteria of City Code Section 17.70.040.

- 1. The property and existing improvements present unusual physical circumstances of the property (including but not limited to size, shape, topography, location and surroundings), so that strictly applying the terms of this chapter would keep the property from being used in the same manner as other conforming properties in the zone; *(Describe specific, unique problems with the property, such as location, surroundings, mature trees, natural obstacles or formations, and explain why the improvements cannot be made in conformity with codes and regulations. Issues of personal hardships -- such as family size, finances, and medical condition -- should not be considered.)*

- 2. The project is compatible with the immediately surrounding neighborhood and the public welfare; and *(Explain why, without the variance, the owner cannot use the property in the same manner as others in the same zone, and explain how the variance will not give the owner an advantage over others in the same zone.)*

- 3. Accomplishing the improvement without a variance would cause unreasonable hardship in planning, design, or construction. In this subsection 3, *unreasonable hardship* refers to the unusual physical characteristics of the property and existing improvements, and not to conditions personal to the applicant.: *("Unreasonable hardship" for purposes of this subsection refers to the unusual physical characteristics of the underlying lot and existing improvements on the lot which prohibit development of the lot in a manner consistent with lots conforming to City standards. "Unreasonable hardship" shall not refer to any conditions personal to the applicant.)*

INSTRUCTIONS for NOTICE BY APPLICANT (§17.62.030.B)

1. Complete the attached notice and make one photocopy to be provided to each adjacent neighbor, and one photocopy to be submitted with this application.
2. Hand deliver or mail one copy of the notice to each *adjacent* neighbor at least 30 days before the initial hearing. *Adjacent* means next to, or against. For notification purposes it includes a property directly across the street (§17.90.010). You may address the notices to "Property Owner" if you do not know the names of your adjacent neighbors.
3. Complete the attached affidavit of service and return it along with one copy of the notice to the Planning Director at least 30 calendar days before the hearing. Please note the affidavit of service is not required to be notarized.
4. Please call the Planning Department at (510) 420-3050, if you have any questions or would like help in determining the addresses or names of your adjacent neighbors.

NOTICE BY APPLICANT
of
AN APPLICATION SUBMITTED FOR DESIGN REVIEW PERMIT,
Review by PLANNING COMMISSION

Dear Neighbor:

I/ We have submitted an application for design review permit for consideration by the Piedmont Planning Commission. I am seeking City approval of an application to (description of project) _____

The purpose of this form is to notify you of my application. My application is expected to be considered by the Planning Commission on or after (date) _____.

This notice will be followed by a notice from the city confirming the date of the hearing and inviting you to comment on the application. The Planning Commission regularly meets at 5:00 p.m. on the second Monday of every month in the council chambers at City Hall, 120 Vista Avenue. Please contact the Planning Department at (510) 420-3050, if you have any questions regarding my application.

Signed,

Signature of applicant

Print name of applicant

Address of project (number and street)

Date

AFFIDAVIT OF SERVICE BY APPLICANT/ AGENT

(To be attached to a copy of the notice and returned to the Planning Director.)

_____ being sworn, says that he or she is over 18 years of age
Print affiant (applicant/agent) name

and a resident of _____
County, Country

That affiant's **residence address** is _____.

That affiant served a copy of the attached notice of an application for variance and/or design review permit, review by the Planning Commission by placing said copy in an envelope addressed to (please list the names and addresses of all the property owners to whom the notice was served):

which envelope was then sealed and postage fully prepaid thereon, and thereafter was on _____,
date
deposited in the United States mail or delivered personally by hand.

I declare under penalty of perjury that the foregoing is true and correct.

Executed on _____ at _____, California.
date address

Signed _____
Affiant's signature

PLANNING COMMISSION DESIGN REVIEW SUBMITTAL CHECKLIST

___ Design Review and Variance Fees

Some of the following application materials may not be necessary for your application. Please call 510-420-3050 to make an appointment with the City Planner who will advise you which of the following materials you will be required to submit for your design review (and variance) applications:

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

Plans must be folded, no larger than 24"x 36", and to scale. Unless otherwise determined by staff, plans submitted for PLANNING COMMISSION VARIANCE AND/OR DESIGN REVIEW must include:

- Existing Site Plan** (preferred scale 1/8")
Please indicate the location of all existing structures, hard-surface areas, property lines, and easements. Provide setback dimensions from all existing structures to property lines (setbacks are measured from the property line to the nearest point of the structure including all eaves, sills, cornices and/or other architectural projections). Please show a North arrow.

- Proposed Site Plan** (preferred scale 1/8")
Please indicate the location of all existing and proposed structures, hard-surface areas, property lines, and easements. Provide setback dimensions from all proposed construction to property lines (setbacks are measured from the property line to the nearest point of the structure including all eaves, sills, cornices and/or other architectural projections). Please show a North arrow.

For any application that seeks to construct a new structure or make a building footprint expansion, please include the footprints of all adjacent structures within 20 feet of the proposed new construction (50 feet in zone E), excluding structures across the street. The adjacent structures may be indicated with a solid or dotted line that outlines the footprints of the structures, including decks and structural stairs. Please identify the structures by use (i.e. "residence", "deck", "stairs", and "garage", etc.), and indicate the dimensions between the closest point of any adjacent structure and the proposed construction.

- Roof Plans (Existing and Proposed)** (preferred scale 1/8")
Roof plans should include the pitch, overhangs, skylights, chimneys, vents, and gutters. they may be shown on the site plans.

- Existing Floor Plans** (preferred scale 1/4")
Please provide plans for all floor levels including basements and attics, and indicate include room names, window and door locations, built-in cabinet, appliance and fixture locations, ceiling heights, and parking space dimensions.

- Proposed Floor Plans** (preferred scale 1/4")
Please provide plans for all floor levels including basements and attics, and indicate include room names, window and door locations, built-in cabinet, appliance and fixture locations, ceiling heights, and parking space dimensions.

- Existing Elevations** (preferred scale 1/4")
North, South, East and West elevations (proposed to be changed or affected by new construction) including all existing materials, styles and operational characteristics of windows and doors, and roof slopes. Additionally, if the height of the building is changing, please show the average existing building height. Please do not abbreviate architectural terms.

- Proposed Elevations** (preferred scale 1/4")
North, South, East and West elevations (proposed to be changed or affected by new construction) including all proposed materials, styles and operational characteristics of windows and doors, and roof slopes. Please include exterior vents, downspouts, gutters and exterior light fixtures. Additionally, if the height of the building is changing, please show the average proposed building height. Please do not abbreviate architectural terms.

- Graphic Calculations (1 set only)**
Please submit plans which graphically illustrate the required calculations. Calculations are expressed as percentages and are recorded on the attached Zone A or E Information sheet. Separate graphic calculations are to be submitted, as follows:
 - Existing and Proposed Lot Coverage/Structures** equals the number of square feet of structures covering the lot divided by the number of square feet in the lot. For a complete definition of structure coverage, please see Piedmont City Code §17.90.020.
 - Minimum landscape coverage** equals the number of square feet of landscaped area divided by the number of square feet in the lot. For a complete definition of landscape please see Piedmont City Code §17.90.020.
 - Existing and proposed floor area ratio (FAR)** equals the number of square feet of floor area divided by the number of square feet in the lot. For a complete definition of floor area ratio, please see Piedmont City Code §17.90.020.

- Landscape Plans** when required by Section 17.34 of the Piedmont City Code.
Landscape Plans should include lot lines, indicate landscape areas, identification of vegetation, the location of all structures and hardscape surfaces. The landscape plans may also include a plant list including the size and spacing of plants to be installed and the location of proposed planting. Landscape plans must also address irrigation and comply with the *California Water Efficient Landscape Ordinance*.

- Story Pole Certification** when required.