

Description of proposed project _____

Estimated cost of proposed exterior improvements \$ _____
(Please refer to page 10 of this application for additional information on what to include your cost estimate)

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: _____

Authorization of Design Review Permit Submittal

My signature below signifies that I:

- have read the background document and have provided all applicable information per the attached design review permit checklist;
- have reviewed the legal description on my property deed and indicated all recorded easements and deed restrictions on the submitted site plan (*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.
- agree to provide city staff and/or Planning Commissioners access to my property to view existing conditions and proposed construction. (*Please note any special instructions regarding access to your property such as dogs, gates, alarms, etc.*) _____
_____;
- understand that if this application is approved, a building permit (issued within one year from the approval date) is required for construction and that no construction may commence prior to the issuance of the building permit. No changes to the approved construction may be made without city approval, and changes may require a new application; and
- understand that that I, the property owner, shall defend (with counsel acceptable to the city), indemnify and hold harmless the city (including its agents, officers, and employees) from any claim, action, or proceeding to challenge an approval of the Planning Commission, City Council, or any officer or department concerning a permit granted under City Code Chapter 17.

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

Agent Authorization

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

I authorize _____ to act as my agent (architect, contractor, engineer, etc.) in the processing of all matters pertaining to this application.

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

ZONE A or ZONE E INFORMATION

Please complete all applicable zoning information below.

Zone A or Zone E
(Circle one) Lot Area _____ square feet Lot Frontage _____ feet

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 sq.ft.</u> <u>45% 10,001 and up sq.ft.</u>	<u>Yes</u> <u>No</u>

If new construction is proposed within the 20-foot street yard setback, please indicate the distance from the face of curb to the lot line or describe how the lot line was determined. Distance from face of curb to lot line is _____.

(Feel free to contact city staff for assistance in determining the distance from the curb to the lot line.)

What is the total square footage of the addition(s)? _____

What is the maximum height of any proposed trellis, fence and/or retaining wall? (§17.90.020) _____

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.

§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 the definition above, how many *bedrooms* are existing: _____

What is the total number of *bedrooms* under the current proposal: _____

If this application results in the net addition of one or more *bedrooms*, additional conforming parking spaces may be required on the property. The number of conforming parking spaces required is as follows:

Dwelling unit is 700 square feet or less	1 conforming parking space required
1 – 4 <i>bedrooms</i> ⁵	2 conforming parking spaces required
5 – 6 <i>bedrooms</i>	3 conforming parking spaces required ⁶
7 or more <i>bedrooms</i>	4 conforming parking spaces required ⁶

A conforming parking space is covered, non-tandem, and at least 8-½ feet wide by 18 feet deep, 7-½ feet wide by 15 feet deep for a compact space.

How many existing conforming parking spaces are there on the property? _____

Please describe any additional parking on the property that does not meet the definition of a conforming parking space: _____

If this application results in the net addition of a room eligible for use as a bedroom, please describe how this application proposes to meet the parking requirements: _____

Please describe the proposed parking on the property that is covered, non-tandem, and at least 8-1/2 feet wide by 18 feet deep: _____

⁵ An applicant may increase the primary dwelling unit up to four bedrooms without adding additional parking, as long as:

- a. no existing parking space is eliminated if it creates a nonconformance;
- b. the required number of parking spaces are provided, even if uncovered or tandem;
- c. the parking spaces are not within the required 20 foot street setback; and
- d. the project does not fall under the provisions of City Code Section 17.30.010(B)(4).

⁶ In Zone A, one of every three required parking spaces may be for a compact car

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

The hearing body (the Director, 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 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/or 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.

DESIGN REVIEW PERMIT SUBMITTAL CHECKLIST

___ Application form signed by property owner(s)

___ Fee (cash or check only)

2 sets of plans must be submitted with this application. In general, the following are required for Design Review Permit applications unless specifically noted otherwise by Planning Department staff. Please stop by the Planning Department counter and staff will assist you with application submittal requirements.

Plans must be folded, no larger than 24" x 36", and to scale. Unless otherwise determined by staff, plans submitted for DESIGN REVIEW PERMIT review by DIRECTOR must include:

Please label all drawings and supporting documents with the property's address.

___ **Existing Site Plan** (preferred scale 1/8")

Please indicate the location of all existing structures, hard-surface areas, lot lines, and easements. Provide setback dimensions from all existing structures to lot lines (*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*. See city code section 17.90.020.) Please show a North arrow, label adjacent streets, and call out existing features.

___ **Proposed Site Plan** (preferred scale 1/8")

Please indicate the location of all existing and proposed structures, hard-surface areas, lot lines, and easements. Provide setback dimensions from all proposed construction to lot lines (*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*. See city code section 17.90.020.) Please show a North arrow, label adjacent streets, and call out proposed modifications.

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. Please show a north arrow and label the floor level.

___ **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. Please show a north arrow, label the floor level, and call out proposed modifications.

— **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 (See §17.90.020). Please do not abbreviate architectural terms. Label each elevation as “existing” and indicate the direction of view (i.e. north, south, east, west or front, rear, left side, or right side).

— **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 (See §17.90.020). Please do not abbreviate architectural terms. Label each elevation as “proposed” and indicate the direction of view (i.e. north, south, east, west or front, rear, left side, or right side).

— **Window Schedule**

If your proposed project includes window and/or door modifications, please submit a window and door schedule which notes existing and proposed window size, material, operation, sash dimension, recess dimension, and divided lite type (i.e. true divided lites or three-dimensional simulated divided lites).

— **Graphic Calculations (1 set only)**

Please submit plans which graphically illustrate the required calculations with an itemized list of existing and proposed structures, landscape areas and floor area. Calculations are expressed as percentages and must be recorded on page 3 of this application form. Please request a graphic calculations sample for your reference. 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 §1790.020.

— **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. Please see the attached Story Pole Protocol.

If you believe that any of the above requirements do not pertain to your project, please call the Planning Department at 510 420 3050 and make an appointment to meet with a planner.

CONSTRUCTION COST ESTIMATION GUIDELINES

To calculate the estimated cost of the exterior improvements (from page 2 of this application) please include the following expenditures associated with the work being proposed under this application. For the purposes of this requirement, please use industry standards for estimating the construction materials and labor, whether or not you plan on doing the construction yourself.

As provided for in the City Code, the Planning Director will make an assessment of the information submitted, and will determine whether the plans will require review by the Director or the Planning Commission of the design review permit application. Please note that should staff request additional information to support your indicated estimated construction cost, you may be requested to submit information in the form of bids from three different construction contractors with active Piedmont business licenses. Alternatively, you may directly apply for Design Review Permit, review by Planning Commission without providing the above-requested information.

Please include all materials and labor associated with this application including but not limited to:

Landscaping: grading, fencing, decking, retaining walls, railings, fountains, water features, patios, trellises, lighting, built-in barbecues, pavers, asphalt, and concrete.

Demolition: all demolition, hauling, recycling, and excavation work.

Foundation Work: form work, gravel, steel, and concrete.

Framing: sheathing, insulation, water proofing, doors, windows, and wall framing.

Roofing: roofing materials, gutters, chimneys, water proofing, skylights, and flashing.

Exterior Finishes: siding materials, trim, repairs, and paint.

Mechanical Equipment: plumbing, electrical, heating, ventilation, and air conditioning.

Fee's: architectural fees, engineering fees, permit fees, inspection fees, and consultant fees.

Labor: all labor costs associated with the exterior improvements must be included.

Please **Do Not Include** the following items in your cost estimate: all interior finishes, appliances, furniture, plumbing fixtures, interior lighting fixtures, interior paint, and cabinetry

CITY OF PIEDMONT
PROTOCOLS AND PROCEDURES

SUBJECT: Story Poles
SECTION: Planning

PURPOSE: To enable neighbors, Planning Commissioners and staff to envision the proposed construction of design review applications and ensure the accuracy of the story pole representations, in accordance with Piedmont City Code Sections 17.66.010, and 17.66.020.

PROTOCOL: The Planning Department shall require the installation and verification of story poles for design review applications when:

1. A new residence and/or any other detached structure requiring design review is proposed;
2. An upper level expansion of an existing residence (including decks and dormers) is proposed, when a neighbor's light, view and/or privacy is in question; and
3. As needed by the staff or Planning Commission to assess the proposed height and/or bulk of large single story expansions or any other proposed expansions.

PROCEDURES: Unless otherwise directed by the Director of Planning or the Director's designee, story poles are to be erected by the applicant or the applicant's representative and verified by a California Licensed Land Surveyor or Licensed California Civil Engineer. Verification must be in the form of a completed Story Pole Certification form that is stamped and signed by the licensed professional along with photographs of the story poles. The Certification form, the format of which shall be determined by the Director of Planning, shall state that the story poles are in compliance with the proposed application.

The verification shall be submitted to the Planning Department no later than 12:00 noon, 14 days before a scheduled Planning Commission hearing in accordance with the schedule attached to this policy. **Without exception, applications that do not have verification received by noon on the required deadline date will not be eligible for the Planning Commission agenda.** For Staff Design Review applications, staff will not consider the application to be complete or send the required notice to neighbors until verification is received, and will not take action on the application until at least 14 days from the receipt of the story pole verification. Applicants are encouraged to install and verify well in advance of the deadline to avoid problems with weather and surveyor scheduling.

Story poles shall be installed to define the outlines of the proposed construction in order to show the proposed height and mass of the construction. Typically there will be a pole at every proposed corner to indicate the wall planes, and poles that represent roof points, with tape or strings that connect the poles to indicate the roof height, ridges, slopes and relationship to the walls. There are no required materials for the poles, but the poles must be clearly visible and stable (wood and aluminum stud framing and rigid PVC pipes are typical materials), and the tape or strings should be brightly colored, clearly visible and strongly attached. Staff and the Planning Commission may require colored flags or plastic construction netting to help understand the proposed construction. Please contact staff if you have questions about a specific project.

Story poles shall remain erected through the appeal period after action is taken on the application, and shall be removed promptly after the end of the appeal period if an appeal has not been filed. If an appeal is filed, the story poles must remain erected until final action is taken on the application.

Rev. 10/20/2016



STORY POLE CERTIFICATION

(Must be prepared by a California Licensed Surveyor or Civil Engineer)

On _____, I surveyed the story poles located at
date
_____, Piedmont, Ca., related to plans
property address
submitted as part of design review application _____.
application number

I have determined that the story poles are in substantial compliance with the plans dated
_____, and accurately represent the proposed
plan date or City date-stamp date
construction in terms of dimensions, corner/wall locations, and ridge heights/locations.

PLEASE STAMP AND SIGN BELOW

name (please print)

company

address

phone

fax

Piedmont Business License #



City of Piedmont
CALIFORNIA

Stormwater Requirements Checklist for Small Projects

- All applicants for Design Review Permit must complete and submit this form. Municipal Regional Stormwater Permit (MRP) Order No. R2-2009-0074 ; Order No. R2-2011-0083; NPDES No. CAS612008

Purpose: The Alameda Countywide National Pollutant Discharge Elimination System (NPDES) Municipal Stormwater Permit, which is issued and enforced by the San Francisco Regional Water Quality Control Board, requires that the City of Piedmont, as a member agency of the Alameda Countywide Clean Water Program, track and report the development of impervious surfaces.

Impervious Surfaces include any surface that cannot be effectively (easily) penetrated by water, thereby resulting in runoff. Examples: pavement (asphalt, concrete, etc.), buildings/structures, decks, driveways, swimming pools, and on-grade paths.

Permeable Surfaces include pervious concrete, porous asphalt, sand-set unit pavers, and granular materials.

A. Applicant Information

A.1 Property Owner Name: _____

A.2 Project Address: _____
Number Street City Zip Code

A.3 Mailing Address: _____
(If different from above) Number Street City State Zip Code

A.4 Property Owner Phone Number: _____ Email Address: _____

A.5 Architect/Contractor: _____
Name Phone Number

Address City Zip Code Email Address

B. Project Information

B.1 Total Lot Area in Sq. Ft.: _____ APN #: _____

B.2 Please select the correct description of the project from one of the six selections below:

- | <u>Yes</u> | <u>No</u> | |
|--------------------------|--------------------------|--|
| <input type="checkbox"/> | <input type="checkbox"/> | B.2.a The project proposes no disturbance to the site (only changes to the interior, existing roof and/or existing walls). <i>(MRP Provision C.3.b.ii.(1)(b) and C.3.b.ii.(3))</i>
⇒ The project is exempt from MRP provisions. Please complete section F of this form. |
| <input type="checkbox"/> | <input type="checkbox"/> | B.2.b The project proposes to disturb the site and will create and/or replace less than 2,500 square feet of impervious surface. <i>(MRP Provision C.3.i.i)</i>
⇒ The project is exempt from MRP provisions but you are encouraged to incorporate into your plans one or more of the design measures listed under Section C of this form. Please complete section E of this form, which notes Construction Site Control requirements. |
| <input type="checkbox"/> | <input type="checkbox"/> | B.2.c The project is a new or existing single-family home project that proposes to create and/or replace 2,500 square feet or more of impervious surface. <i>(MRP Provision C.3.i.i)</i>
⇒ Please complete Sections C and E of this form, both of which note the stormwater protection requirements for the project. |
| <input type="checkbox"/> | <input type="checkbox"/> | B.2.d The project is commercial, industrial, multi-family (town homes, condominiums, and/or apartments), mixed-use, and/or public project that proposes to create and/or replace 2,500 square feet or more of impervious surface but less than 10,000 square feet of impervious surface. <i>(MRP Provision C.3.i.i)</i>
⇒ Please complete Sections C and E of this form, both of which note the stormwater protection requirements for the project. |

- B.2.e The project proposes to create and/or replace 5,000 square feet or more of impervious surface (collectively over the entire project site) and is a restaurant, auto service facility, retail gasoline outlet, or uncovered parking lot. *(MRP Provision C.3.b.ii(1))*
 ⇒ The project is regulated. Please complete Sections D and E of this form, both of which note the stormwater protection requirements for Regulated Projects.
- B.2.f The project is a commercial, industrial, multi-family (town homes, condominiums, and/or apartments), mixed-use, and/or public project that proposes to create and/or replace 10,000 square feet or more of impervious surface (collectively over the entire project site). *(MRP Provision C.3.b.ii(2 and 3))*
 ⇒ The project is regulated. Please complete Sections D and E of this form, both of which note the stormwater protection requirements for Regulated Projects.

C. Small Projects and Single-Family Home Projects

MRP Provision C.3.i requires single-family home projects that create and/or replace 2,500 square feet or more of impervious surface; and all commercial, industrial, multi-family (town homes, condominiums, and/or apartments), mixed-use, and/or public projects, which create and/or replace 2,500 square feet or more of impervious surface but less than 10,000 square feet of impervious surface, to install **one** or more of the site design measures listed under C.2.

C.1 The project proposes to create and/or replace _____ square feet of impervious surface.

C.2 Please indicate which of the following six site design measures are incorporated into the project plans:

Yes No Plan Sheet # Site Design Measure

- _____ Direct roof runoff into cisterns or rain barrels for reuse.
- _____ Direct roof runoff onto vegetated areas.
- _____ Direct runoff from sidewalks, walkways, and/or patios onto vegetated areas.
- _____ Direct runoff from driveways and/or uncovered parking lots onto vegetated areas.
- _____ Construct sidewalks, walkways, and/or patios with permeable surfaces.
- _____ Construct bike lanes, driveways, and/or uncovered parking lots with permeable surfaces.

D. Regulated Projects

MRP Provision C.3.b requires Regulated Projects to implement Low Impact Development (LID) source control, site design, and stormwater treatment onsite or at a joint stormwater treatment facility in accordance with MRP Provisions C.3.c and C.3.d, unless the Provision C.3.e alternate compliance options are evoked.

D.1 The project proposes to create and/or replace _____ square feet of impervious surface.

D.2 Please contact City staff for a Stormwater Requirements Checklist for Regulated Projects, which you must complete and submit.

Yes

- I have completed and attached a Stormwater Requirements Checklist for Regulated Projects

E. Construction Site Best Management Practices and Control Measures

Yes No

- I understand that because the project proposes to disturb the site, the Chief Building Official may require the implementation of appropriate and effective erosion and other construction pollutant controls (Best Management Practices, BMPs) by the project’s construction site operators/developers as outlined under MRP Provision C.6.

F. Owner Signature

I declare under penalty of perjury, that to the best of my knowledge, the information presented herein is accurate and complete. Incorrect information may delay my project application(s) and/or permit(s).

Signature of Property Owner

Date

More information on the Alameda County Clean Water Program and additional literature such as *Stormwater Requirements Checklist for Regulated Projects*, *C3 Builder’s Outreach 2012 Update*, *C3 Technical Guidance Manual*, and *Construction Best Management Practices* are available at www.ci.piedmont.ca.us and <http://cleanwaterprogram.org>.