



CITY OF
**PALO
ALTO**

Planning Review Application

Department of Planning & Development Services 250
Hamilton Avenue, Palo Alto, CA 94301

Appointments are required for all application submittals,
please call (650) 329-2441 x0 to schedule

For File Number, Date Received, Fees,
and Project Status please see Accela
(City Database)

bit.ly/PaloAltoACA

For general questions, please email
planner@cityofpaloalto.org

1 Application Request

- Architectural Review
- Conditional Use Permit / Amendment
- Design Enhancement Exception
- Historic Review
- Home Improvement Exception

- Individual Review
- Preliminary AR Review
- Council Prescreening
- Coordinated Development (SOFA 1)
- Site and Design Review
- Subdivision

- Temporary Use Permit
- Transfer of Development Rights
- Variance
- Zone Change
- Planned Community or Amendment
- Other:

2 Property Location

Address of Subject Property: _____

Zone District: _____ Assessor's Parcel Number: _____ Historic Category (if applicable): _____

3 Project Description

Housing Development Project as Defined by the State: Yes No

4 Applicant/Primary Contact/ Entitlement Recipient

Name: _____

Address: _____

City: _____

Zip Code: _____ State: _____

Phone: _____

Email: _____

Architect Engineer

Name: _____

Address: _____

City: _____

Zip Code: _____ State: _____

Phone: _____

Email: _____

Primary Contact If Different From Applicant

Name: _____

Address: _____

City: _____

Zip Code: _____ State: _____

Phone: _____

Email: _____

5 Property Owner

Name: _____ Email: _____

Address: _____ Phone 1: _____

City: _____ State: _____ Zip: _____ Phone 2: _____

I hereby certify that I am the owner of record of the property described in Box #2 above and that I approve of the requested action herein. If this application(s) is subject to 100% cost recovery of planning costs, I understand that charges for staff time spent processing this application(s) will be based on the Policy and

Procedures document provided to me. I understand that my initial deposit is an estimate of these charges and not a fee, and I agree to abide by the billing policy stated.

Signature of Owner: _____

Date: _____

In accordance with Government Code 65103.5, in addition to architectural drawings, a design professional or the owner of a copyright may submit a site plan or a massing diagram for posting online or for distribution to the public. The City of Palo Alto requires that such site plan or massing diagram be provided as a separate electronic file. If the design professional or the owner of the copyright elects not to provide a separate electronic file containing a site plan or massing diagram upon submission of architectural diagrams, they will be deemed to have granted permission for the City to share architectural drawings online and for distribution to the public.

**DEPARTMENT OF PLANNING & DEVELOPMENT SERVICES
POLICY AND PROCEDURES FOR
APPLICATIONS SUBJECT TO COST RECOVERY**

EFFECTIVE JULY 1, 2022

Planning and Development Services, in accordance with the Municipal Fee Schedule adopted by the City Council, has instituted a program of full and partial recovery fees for processing of the following types of applications. Each of these types of applications may also require review by the Attorneys' Office as well as the possible preparation of legal documents such as ordinances and/or resolutions, and either a deposit or fee for legal review will be collected:

Appeal Costs Exceeding Appeals Filing Fee	Mitigation Monitoring- EIR
Architectural Review, Major Project	Mitigation Monitoring – MND
Administrative Extensions and Zoning Letters	Mills Act or Williamson Act – Establish or Withdraw
Comprehensive Plan change	Planned Community
Development Agreement and Development Agreement Annual Review	Pre-Screening
Environmental Documents	Site and Design
Legal Review for Additional Hearings	Transfers of Development Rights
Major Architectural Review Projects	Williamson Act – Establish or Withdraw
Major Subdivision	Wireless Applications
– Tentative Map and Subdivision Final Map	Zone Change

Our policy and procedures for recovering processing costs are as follows:

- A deposit in the amount indicated in the Municipal Fee Schedule will be accepted at the time the application is filed. If a project requires multiple entitlements, and any one of those entitlements is subject to cost recovery, as listed above, and the entitlements are being processed concurrently, then the entire processing of the project will be subject to cost recovery.
- An accounting of staff time charged towards the deposit will be sent to the applicant or property owner. If the amount incurred exceeds the amount of the deposit, an invoice will be generated. **The bill will be sent by the City's Administrative Services Department and shall be paid within 30 days, or legal interest will accrue. The City reserves the right to suspend application processing or delay issuance of a building permit due to nonpayment. The applicant and property owner are legally responsible for payment of all fees, regardless of whether an entitlement is granted.**
- In the event there are significant anticipated costs for outside consultants in excess of the amount deposited, a deposit for the full cost of the consultant work will be required at the time the consultant agreement is signed plus 25% for contract administration costs. In the event changes to the project result in additional costs, an additional deposit will be required at the time the consultant agreement is amended.
- Following a final decision on the application and project file closure, a final accounting will be sent, along with either a bill if actual processing costs exceeding the amount on deposit, or a refund if the deposit amount exceeds actual processing costs.
- The applicant or property owner applicant will be billed for all time charged to the application. A current table of rates and explanation of charges is printed on the back of this form.

AGREED UPON BY: _____

Applicant/Owner Name: _____ Signature: _____ Date: _____

Hourly Rates for Deposit Based Fees/Contracts

Positions	Effective 7/1/22
Administrative Assistant	\$ 176.60
Administrative Associate I	\$ 151.48
Administrative Associate II	\$ 166.91
Administrative Associate III	\$ 178.90
Arborist	\$ 204.43
Assistant Director Planning and Development Services	\$ 395.01
Associate Engineer	\$ 239.76
Associate Planner	\$ 218.49
Building/Planning Technician	\$ 175.69
Business Analyst	\$ 254.89
Chief Planning Official	\$ 351.25
Chief Transportation Official	\$ 306.71
City Legal Counsel	\$ 369.46
Code Enforcement Officer	\$ 214.05
Code Enforcement Lead	\$ 237.05
Coordinator Transit Management Systems	\$ 216.54
Director of Planning and Development Services	\$ 427.94
Engineer	\$ 195.11
Engineering Tech III	\$ 143.75
Landscape Architect/Park Planner	\$ 216.74
Management Analyst	\$ 227.49
Planning Manager	\$ 278.02
Planner	\$ 229.01
Principal Planner	\$ 271.06
Project Engineer	\$ 281.12
Senior Engineer	\$ 231.60
Senior Management Analyst	\$ 263.90
Senior Planner	\$ 264.12
Urban Forestry Manager	\$ 242.77
Building - Inspections and Investigations - Unclassified	\$ 302.15
Building - Additional Plan Review	\$ 234.29
Planning - Miscellaneous Plan Check & Inspection	\$ 236.43
Fire - Additional Hours Over Plan Review/Inspection	\$ 306.53
Public Works- Miscellaneous Plan Check	\$ 271.01

**POLYCHLORINATED BIPHENYLS (PCBs) IN PRIORITY BUILDING MATERIALS
DECONSTRUCTION PROGRAM PLANNING APPLICABILITY FORM**

ALL PROJECTS MUST COMPLETE THIS WORKSHEET

Part 1. PROJECT INFORMATION

Property Address: _____

APN: _____

Part 2. PCBs PROGRAM SCREENING CRITERIA

All buildings to be deconstructed that meet **BOTH** criteria below must comply with Program requirements:

- A. The building to be deconstructed is NOT a wood-framed, single-family residential, or two-family residential (duplex).
- B. The building to be deconstructed was constructed or remodeled between January 1, 1950 and December 31, 1980.

YES *If the answer to (a) AND (b) are both "YES," then the project must meet Program requirements. CONTINUE TO PART 3.*

NO *If the answer to either (a) OR (b) is "NO," then the project is exempt from PCB requirements. STOP HERE and sign the certification statement (Part 4) and submit this form with planning application materials.*

Part 3. PCBs PROGRAM COMPLIANCE

The response is "YES" to both 2(a) AND to 2(b). The project must meet Program requirements.

- A. Sign and date the certification statement in Part 4 before submitting this application form.
- B. **The PCBs Applicant Package must be submitted with the Deconstruction Building Permit Application. Details may be found at cityofpaloalto.org/pcbdeconprogram.**

NOTE: *Program requirements are considerable, and the required coordination with the Environmental Protection Agency and other agencies may take several months. It is recommended that projects conduct this step as early as possible prior to deconstruction (during the project planning process) to minimize delays.*

Part 4. CERTIFICATION STATEMENT

I certify that the information provided in this form is, to the best of my knowledge and belief, true, accurate, and complete. I further certify that I understand my responsibility for knowing and complying with all relevant laws and regulations related to reporting, abating, handling, and disposing of PCBs material and waste. I understand there are significant penalties for submitting false information. I will retain a copy of this form and the supporting documentation for at least 5 years.

Signature: _____ Date: _____
(Property Owner/Agent/Legal Representative)

Print/Type: _____
(Property Owner/Agent/Legal Representative Name)

Signature: _____ Date: _____
(Consultant Completing Application Form)

Print/Type: _____
(Consultant Completing Application Form)

Questions?

Contact the City's Watershed Protection Group

Email: cleanbay@cityofpaloalto.org

Phone: (650) 329-2122