



# Planning Review Application

Department of Planning & Development Services  
250 Hamilton Avenue, Palo Alto, CA 94301  
650-329-2441 x0 planner@cityofpaloalto.org

*Appointments are required for all application submittals, please call to schedule.*

Date Received (Staff Use Only)
File Number (Staff Use Only)

<b>1 Application Request</b> <input type="checkbox"/> Architectural Review <input type="checkbox"/> Conditional Use Permit / Amendment <input type="checkbox"/> Design Enhancement Exception <input type="checkbox"/> Historic Review <input type="checkbox"/> Home Improvement Exception <input type="checkbox"/> Individual Review <input type="checkbox"/> Preliminary AR Review <input type="checkbox"/> Council Prescreening		<input type="checkbox"/> Coordinated Development (SOFA 1) <input type="checkbox"/> Site and Design Review <input type="checkbox"/> Subdivision <input type="checkbox"/> Temporary Use Permit <input type="checkbox"/> Transfer of Development Rights <input type="checkbox"/> Variance <input type="checkbox"/> Zone Change <input type="checkbox"/> Planned Community or Amendment <input checked="" type="checkbox"/> Other: Safe Parking	<b>Fees (Staff Use Only)</b> Fee Collected _____ Cost Recovery Yes / No _____ Cost Recovery # _____ Receipt # _____
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**2 Property Location**  
 Address of Subject Property: 1985 Louis Rd, Palo Alto, CA 94303  
 Zone District: R-1 Assessor's Parcel Number: 003-50-022 Historic Category (if applicable): None

**3 Project Description** **Qualifying Housing Project Under SB-35:**  Yes  No  
Tier 1 Safe Parking Program for Religious Institutions

<b>4 Applicant/Primary Contact/ Entitlement Recipient</b> Name: <u>The Rev. Dr. Eileen Altman</u> Address: <u>1985 Louis Rd</u> City: <u>Palo Alto</u> Zip Code: <u>94303</u> State: <u>CA</u> Phone: <u>(650) 388-9507</u> Email: <u>eileen@fccpa.org</u>	<b>Safe Parking Program Provider</b> <input type="checkbox"/> Architect <input type="checkbox"/> Engineer Name: <u>Move Mountain View</u> Address: <u>2672 Bayshore Prkwy, #910</u> City: <u>Mountain View</u> Zip Code: <u>94043</u> State: <u>CA</u> Phone: <u>(650) 460-7293</u> Email: <u>michael@movemv.org</u>	<b>Primary Contact If Different From Applicant</b> Name: _____ Address: _____ City: _____ Zip Code: _____ State: _____ Phone: _____ Email: _____
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**5 Property Owner**  
 Name: First Congregational Church of Palo Alto Email: office@fccpa.org  
 Address: 1985 Louis Rd Phone 1: (650) 856-6662  
 City: Palo Alto State: CA Zip: 94303 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: [Signature] Date: 3-23-22

<b>Action (Staff Use Only)</b>	<input type="checkbox"/> Approved <input type="checkbox"/> Denied	Signature: _____	Date: _____
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**DEPARTMENT OF PLANNING & DEVELOPMENT SERVICES  
POLICY AND PROCEDURES FOR  
APPLICATIONS SUBJECT TO COST RECOVERY**

**EFFECTIVE JULY 1, 2019**

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:

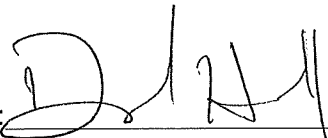
Appeal Costs Exceeding Appeals Filing Fee  
Architectural Review, Major Project  
Administrative Extensions and Zoning Letters  
Comprehensive Plan change  
Development Agreement and Development Agreement Annual Review  
Environmental Documents  
Legal Review for Additional Hearings  
Major Architectural Review Projects  
Major Subdivision  
– Tentative Map and Subdivision Final Map

Mitigation Monitoring- EIR  
Mitigation Monitoring – MND  
Mills Act or Williamson Act – Establish or Withdraw  
Planned Community  
Pre-Screening  
Site and Design  
Transfers of Development Rights  
Williamson Act – Establish or Withdraw  
Wireless Applications  
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: David Howell Signature:  Date: 3-23-22