



UNIVERSAL PLANNING APPLICATION
COMMUNITY AND ECONOMIC DEVELOPMENT
DEPARTMENT

1960 Tate Street, East Palo Alto, CA 94303
planning@cityofepa.org

(650) 853-3189
www.cityofepa.org/planning

PROJECT INFORMATION	
Project Address	Assessor's Parcel Number (APN)
Project Description	

APPLICANT INFORMATION		
Name		Address
Phone		Email

OWNER INFORMATION		
Name		Address
Phone		Email

ARCHITECT/DESIGNER INFORMATION		
Name		Address
Phone		Email

ENGINEER INFORMATION		
Name		Address
Phone		Email

APPLICATION TYPE – PART 1 (check boxes that apply)		
<input type="checkbox"/>	Administrative Design Review (Single story addition, new Single-family home, New guest house, medium projects with staff level approval , small projects)	Sign Permit
<input type="checkbox"/>	Design Review with public hearing (medium project with public hearing , major project ,	Tree Removal Permit
<input type="checkbox"/>	Use Permit (Administrative, Conditional, Special, Temporary)	Variance
<input type="checkbox"/>	Mitigated or Negative Declaration (CEQA)	CEQA-Environment Impact report (EIR)
<input type="checkbox"/>	Subdivision – lot line adjustment or merger	Planned Development Permit
<input type="checkbox"/>	Subdivision – Tentative Parcel Map (4 or fewer)	Other _____
<input type="checkbox"/>	Subdivision – Tentative Tract Map (5 or more lots)	Final Map
<input type="checkbox"/>	General Plan Amendment	Specific Plan Amendment
<input type="checkbox"/>	Zone Designation Change	Zone Text Amendment
<input type="checkbox"/>	Streamlined Review (SB35)	Preliminary Review (SB330)

FOR STAFF USE ONLY	
PERMIT NUMBER	DATE RECEIVED COMPLETE PACKET



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APPLICATION TYPE – PART 2 (check the box that applies, include sq. ft. under applicable category)

Residential*	Commercial	Industrial	Mixed-Use	Retail	Other / Special Project **
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*See Housing requirement on page-3 checklist

**Detail of Other / Special project, specify type of project (Additional information may be required, See Stormwater Management)

Gas Station	Automotive	Restaurant	Parking Lot (>5,000 sq. ft.)
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STORMWATER MANAGEMENT

1. Is combined area (existing + proposed) of impervious surface between 0-4,999 sq. ft.?	Yes	No
2. Is the combined area of uncovered parking lot, impervious surface 'equal to' or "greater than' 5,000 sq. ft. and less than 9,999 sq. ft.?	Yes	No
3. Is total proposed impervious surface is equal to or greater than 10,000 sq. ft.?	Yes	No
4. Does your project include uses such as gas station, automotive, restaurant, parking lot (over 5,000 sq. ft.)?	Yes	No

Additional information may be required if deemed necessary in the review process.

ADDITIONAL QUESTIONS

Does this Property currently have an Active Code Case?

Yes Specify Code number:	No	Not Sure
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Properties with active code cases will need to comply with all requirements set forth by Code Enforcement. This includes scheduling 30-day inspections.

Does this project qualify for streamlining per Senate Bill SB35 (SB35?)

Yes Submit Checklist	No
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Please complete the [SB35 Eligibility Checklist](#) and review supplemental submittal requirements.

SERVICE AREA COMPLIANCE

Note: Approval by these agencies may be required prior to the issuance of planning and building permits.

SEWER: The undersigned shall contact the East Palo Alto Sanitary Sewer District (EPASD) at (650) 325-9021 ([epasd.com](#)) or the West Bay Sanitary District at (650) 321-0384 ([westbaysanitary.org](#)) to determine the service purveyor. Prior to connecting sewer lines, the undersigned will contact underground service alert at [www.usanorth811.org](#)

WATER: The undersigned shall contact Palo Alto Mutual Water Company at (650) 322-6903, the O'Conner Tract Cooperative Water Company at (650) 321-2723 or the American Water at (650) 322-2083 to comply with any submittal requirements. Prior to connecting water lines, the undersigned will contact underground service alert listed above.

FIRE: Upon building submittal, two(2) additional plan sets will be provided directly to the Menlo Park Fire Prevention District (MPFPD) [Menlo Fire Online Permit Center](#)

SCHOOL: The undersigned acknowledges that payment of school impact fees may be required and will be paid upon issuance of Building or Public Works permit. Contact the Sequoia High School District to verify the amount of school fees.

FLOOD INSURANCE RATE MAP: The undersigned certifies that the property is NOT is in the Special Flood Hazard Area, if known, per FEMA.

Acknowledgement (initial)	<input type="text"/>
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AFFIDAVIT OF OWNERSHIP

I hereby guarantee, as authorized agent for the applicant, owner, and project sponsors, that they individually or jointly assume full responsibility for all costs incurred by the City in processing this application. By signing below, the property owner consents that all information is true and accurate and to the processing of the application by the applicant and authorizes the applicant to comply with the requirements places on the application by the City. A letter of authorization from the owner may be submitted in lieu of the property owner’s signature. Please sign this affidavit to acknowledge compliance with all requirements set forth.

Property owner’s signature	Date	Applicant’s signature	Date

INDEMNIFICATION AGREEMENT

As part of the application, the applicant and/or property owner agree to defend, indemnify, and hold harmless the City of East Palo Alto, its agents, officers, council members, employees, boards, commissions and Commission from any and all claims, actions or proceedings brought against any of the foregoing individuals or entities, seeking to attack, set aside, void or annul any approval of the application or related decision, or the processing or adoption of any environmental documents or negative declarations which relate to the approval.

This indemnification shall include, but is not limited to, all damages, costs, expenses, attorney fees, or expert witness fees that may be awarded to the prevailing party arising out of or in connection with the approval of the application or related decision, whether or not there is concurrent, passive or active negligence on the part of the City, its agents, officers, council members, employees, boards, commissions, and Council. If for any reason any portion of this indemnification agreement is held to be void or unenforceable by a court of competent jurisdiction, the remainder of the agreement shall remain in full force and effect. The City of East Palo Alto shall have the right to appear and defend its interest in any litigation arising from the approval of the application or any related decision through its City Attorney or outside counsel selected by the City Attorney. The applicant shall be required to reimburse the City for attorney’s fees incurred by the City in connection with the litigation. I have read and agree with all the above.

Property owner’s signature	Date	Applicant’s signature	Date



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ARCHITECTURAL DRAWINGS COPYRIGHT STATEMENT

Under California State Government Code Section §65103.5 (State Law), official copies of architectural drawings submitted to the City of East Palo Alto Community and Economic Development Department (Department) may contain protected information under federal copyright law. State Law nevertheless allows the City of East Palo Alto to maintain official copies of architectural drawings. Such drawings may be subject to public inspection or review on the Department’s premises, the City’s planning agency. Copies, however, may be made for internal review, provided to various governing bodies, including the Planning Commission and City Council, or otherwise made public as part of a development application during a public hearing.

Except otherwise provided for under State Law, the City will ensure the drawings are made available to the public in a way that does not facilitate duplication, including that they are not to be copied or posted to the internet by the Department.

Pursuant to State Law, the City hereby requests that the undersigned provide a site plan or a massing diagram for posting online or for distribution to the public. If, however, such site plan and/or massing diagram is not submitted, permission is deemed granted to the Community Development and Economic Department to post online the architectural drawings without the restrictions that would otherwise apply.

BASED ON THE FOREGOING, THE UNDERSIGNED ATTESTS AS FOLLOWS:

I, the design professional, or owner of the copyright if different from the design professional, acknowledge that the City of East Palo Alto Community and Economic Development Department has formally requested a “site plan” and/or “massing diagram” to accompany this application for posting online or for distribution to the public. If I fail to submit a “site plan” or “massing diagram” for online posting or for distribution to the public, then permission is deemed granted to post online or to provide to the public (if requested) copies of the architectural drawings without the restrictions that would otherwise apply.

If the design professional, or owner of the copyright if different than the design professional, does not consent to the posting of only certain selected drawings, please draft a letter stating that authorization has not been granted to the City of East Palo Alto Community and Development Department to post those particular drawings, and provide any details that may help in locating the drawings in question.

Please include a physical or digital signature on the letter mailed to:
City of East Palo Alto Community and Economic Development Department
1960 Tate Street
East Palo Alto, CA 94303

Or by email to: planning@cityofepa.org

Property owner’s signature	Date	Applicant’s signature	Date



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Exhibit A. Site Plan and Watermark Example (not to scale, only for demonstration purposes only)

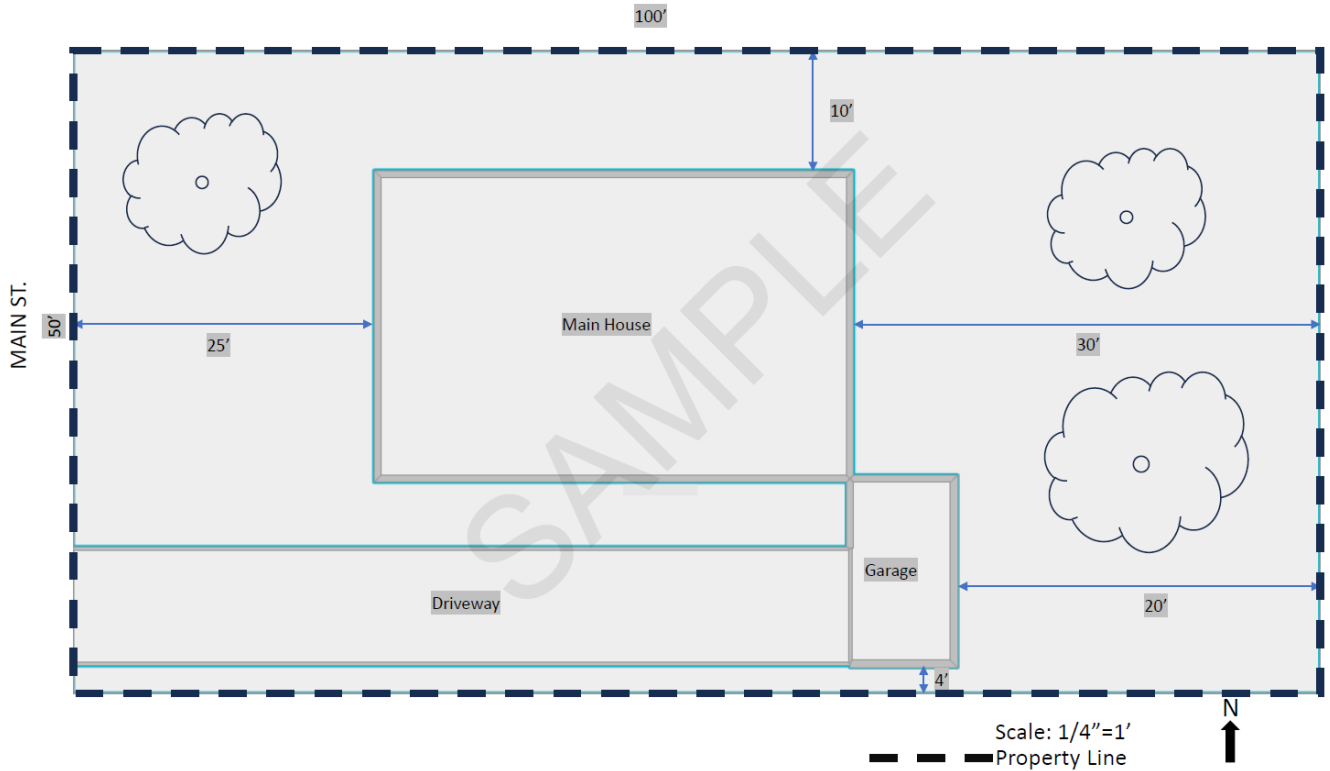
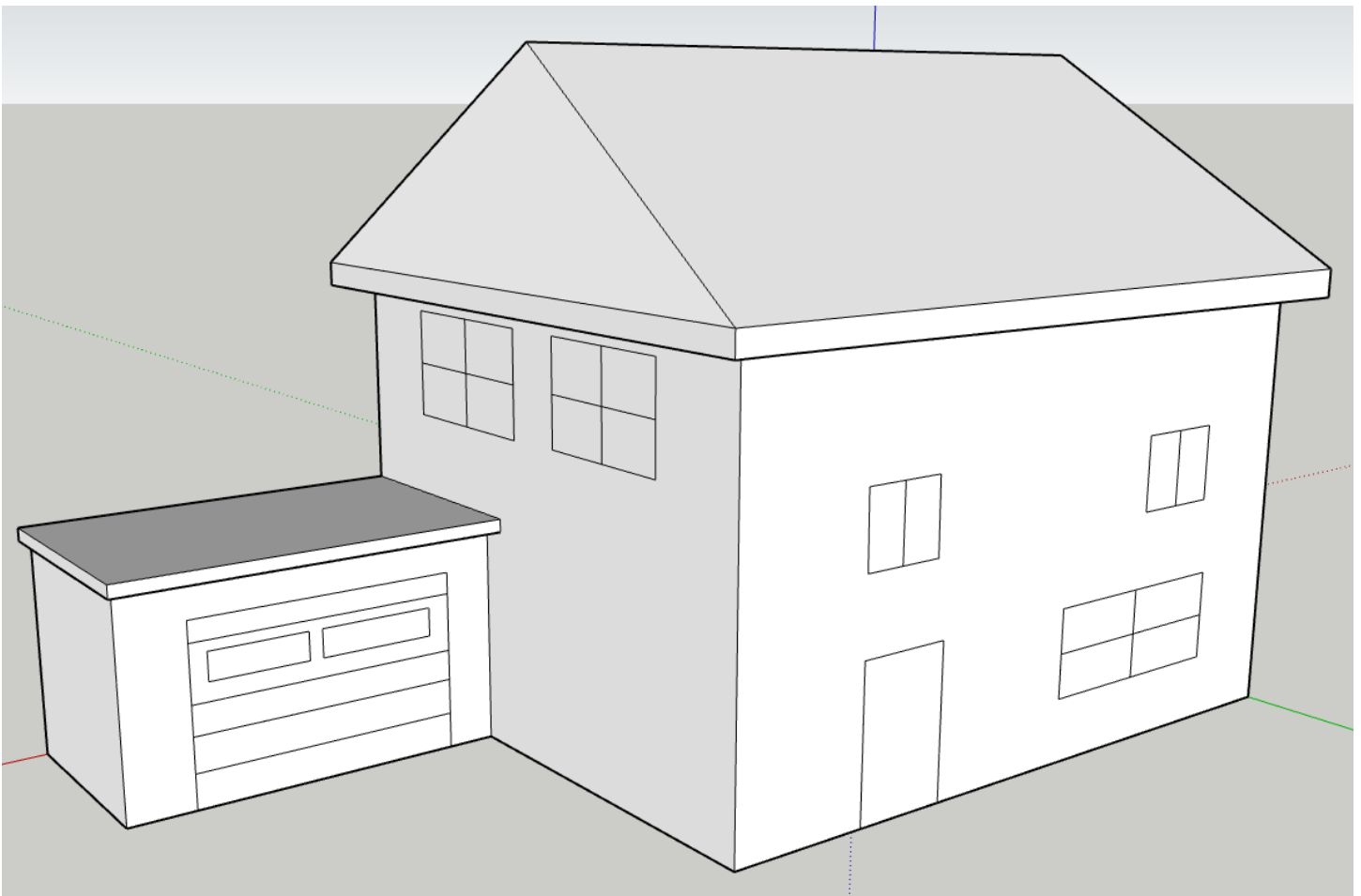


Exhibit B. Massing Diagram Example





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CHECKLIST

This chart serves as a tool for applicant to understand the general requirements for each application type. Please note that this is not an all-inclusive list of submittal items required as every project will vary case by case. If you have any questions or concerns, please contact the Planning Division.

**All Projects require a Title Page and Digital Copy of Submittal Material
(Additional material may be required, depending on the specifics of project.)**

Application Type	Operational Letter / Project Description	Site Plan	Grading and Drainage Plan	Impervious Surface Form	Building Elevations	Context Photos	Floor Plan	Landscape Plan	Lighting Plan	Tentative Map Plan	Plat Map (8.5 11)	Inclusionary Housing Plan Requirement*	Public Notice Package **	Additional Items ***
Administrative Use Permit	X			X	X	X	X	X	X		X			X
Conditional Use Permit	X	X		X	X	X	X	X	X		X		X	X
Administrative Design Review	X	X	X	X	X	X	X	X	X		X	X	X	X
Planning Commission Design Review	X	X	X	X	X	X	X	X	X	X	X	X	X	X
Lot Line Adjustment / Parcel Merger		X				X				X	X			X
Single Story Addition / conversion		X		X	X	X	X	X			X	X		X
Planned Development Permit	X	X	X	X	X	X	X	X	X	X	X	X	X	X
Zone Change	X	X	X	X									X	X
Sign Permit		X			X	X			X					
Special Use Permit	X	X			X	X	X						X	
General Plan Amendment Specific Plan Amendment	X	X											X	X
Tree Removal Permit	X	X											X	X
Tentative Map, Parcel Map, Final Map	X	X								X	X		X	
Variance	X	X			X	X	X						X	X
Zoning Text Amendment Zoning Map Change	X	X											X	X
Appeal	X	X											X	X

Note: *(For residential projects only) All residential projects creating new dwelling units are required to provide, at a minimum, an Inclusionary Housing Plan and associated Fair Housing and Marketing Plan to comply with the City's Inclusionary Housing Program. Please refer to the Inclusionary Housing Guidelines on the City's website:

<https://www.cityofepa.org/housing/page/inclusionary-housing>

** Depends on the scale of the project. See below.

*** Additional information may include, but not limited to: An Elevation Certificate (if property is in a Flood Zone), appraisal reports, estimate of construction costs (materials + labor), shadow study, material board, arborist reports, fiscal impact analysis report, housing needs assessment, material for online posting etc.

** PUBLIC NOTICING AND COMMUNITY OUTREACH REQUIREMENTS.

Projects are subject to East Palo Alto's Community Outreach requirements. Applications for certain project types require a public notice package as part of the submittal for the purpose of notifying the nearby property owners of the project.

The level of outreach is based on the scale of the project. Please see the link [Community Outreach Policy](#) for more details.