



UNIVERSAL PLANNING APPLICATION

COMMUNITY AND ECONOMIC DEVELOPMENT DEPARTMENT

1960 TATE STREET, CITY OF EAST PALO ALTO, CA 94303

TEL: 650. 853. 3189 E-MAIL: PLANNING@CITYOFEPA.ORG

***PLEASE SUBMIT SECOND PAGE OF THE PRE-SUBMITTAL OVERVIEW WITH COMPLETED APPLICATION**

APPLICANT INFORMATION

PROJECT ADDRESS

ASSESSOR'S PARCEL #

PROJECT DESCRIPTION

APPLICANT NAME

ADDRESS

PHONE

E-MAIL

PROPERTY OWNER NAME

ADDRESS

PHONE

E-MAIL

ARCHITECT NAME

ADDRESS

PHONE

E-MAIL

ENGINEER NAME

ADDRESS

PHONE

E-MAIL

APPLICATION TYPE

- | | |
|---|---|
| <input type="checkbox"/> Architectural Supervision | <input type="checkbox"/> Sign Permit |
| <input type="checkbox"/> Use Permit (Conditional, Special, Temporary) | <input type="checkbox"/> Tentative Parcel Map (4 or fewer lots) |
| <input type="checkbox"/> Administrative Design Review (single story addition/ conversion) | <input type="checkbox"/> Tentative Tract Map (5 or more lots) |
| <input type="checkbox"/> PC Design Review (ie new 2nd story addition, new SFR, etc) | <input type="checkbox"/> Tree Removal Permit |
| <input type="checkbox"/> EIR, Mitigated or Negative Declaration (CEQA) | <input type="checkbox"/> Variance |
| <input type="checkbox"/> General Plan Amendment | <input type="checkbox"/> Zone Change |
| <input type="checkbox"/> Lot Line Adjustment or Merger | <input type="checkbox"/> Planned Unit Development |
| | <input type="checkbox"/> Other: _____ |

___ Residential ___ Commercial ___ Industrial ___ Mixed-Use ___ Retail

SPECIAL PROJECTS: (see page 2 if projects falls under one of the following)

___ Gas Station ___ Automotive ___ Restaurant ___ Parking lot (>5,000 SF)

ADDITIONAL INFORMATION

Does this property currently have an **active code case**?

___ Yes ___ No ___ Not sure

*Properties with active code cases will need to comply with all requirements set forth by Code Enforcement. This include scheduling 30 day inspections.

Does this project claim to qualify for Senate Bill 35 (SB 35)?

___ Yes ___ No ___ Not sure

*If you checked "Yes", please complete the SB 35 Eligibility checklist and review supplemental submittal requirements.

For more information on SB35, please go to: https://leginfo.legislature.ca.gov/faces/billNavClient.xhtml?bill_id=201720180SB35



UNIVERSAL PLANNING APPLICATION

COMMUNITY AND ECONOMIC DEVELOPMENT DEPARTMENT

1960 TATE STREET, CITY OF EAST PALO ALTO, CA 94303

TEL: 650. 853. 3189 E-MAIL: PLANNING@CITYOFEPA.ORG

STORMWATER MANAGEMENT

Is total proposed impervious surface = or > 10,000 square feet?

___ Yes ___ No

Is combined area of uncovered parking lot, impervious surface for auto-service facility, retail gasoline outlet, and/or restaurant = or > 5,000 square feet?

___ Yes ___ No

Is combined area (existing + proposed) of impervious surface between 0-5,000 square feet?

___ Yes ___ No

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

AFFIDAVIT OF OWNERSHIP

I hereby guarantee, as authorized agent for the applicant, owner, and project sponsors, that they individually and 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 placed 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

Mark English

APPLICANT'S SIGNATURE

DATE

SERVICE AREA COMPLIANCE

SEWER: The undersigned shall contact the East Palo Alto Sanitary Sewer District at (650) 325-9021 or the West Bay Sanitary District at (650) 321-0384 to determine the service purveyor. Prior to connecting sewer lines, the undersigned will contact underground service alert at <http://usanorth811.org/>.

WATER: The undersigned shall contact Palo Alto Park 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"). Hours can be obtained by calling (650) 688-8425.

SCHOOL: The undersigned acknowledges that payment of school impact fees may be required and will be paid upon issuance of building or public works permits. Contact the Sequoia High School District to verify 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.

Acknowledgement (initial): _____

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 Council 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 of the above.

PROPERTY OWNER'S SIGNATURE

DATE

Mark English

APPLICANT'S SIGNATURE

DATE



UNIVERSAL PLANNING APPLICATION

COMMUNITY AND ECONOMIC DEVELOPMENT DEPARTMENT

1960 TATE STREET, CITY OF EAST PALO ALTO, CA 94303

TEL: 650. 853. 3189 E-MAIL: PLANNING@CITYOFEPA.ORG

This chart serves as a tool for applicants 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

(PROJECTS MAY REQUIRE PLANNING MANAGER'S DISCRETION; THEREFORE ADDITIONAL MATERIAL MAY BE REQUIRED)

Application Type	Site Plan	Grading & Drainage Plan	Impervious Surface Form	Building Elevations	Context Photos	Floor Plan	Landscape Plan	Lighting Plan	Tentative Map Plan	Plat Map (8.5'x11')	Additional Items
Administrative Use Permit			X	X	X	X	X	X		X	X*
Appeal	X										X*
Architectural Supervision	X	X	X	X	X	X	X	X		X	
Admin Design Review	X	X	X	X	X	X	X	X		X	X
PC Design Review	X	X	X	X	X	X	X	X		X	X
Lot Line Adjustment/ Parcel Merger	X				X					X	X
Single Story add./conv.	X		X	X	X	X	X			X	X
Planned Community Permit	X	X	X	X	X	X	X	X	X	X	
Planned Unit Development	X	X	X	X	X	X	X	X	X	X	
Zone Change	X	X	X								X*
Sign Permit	X			X	X			X			
Special Use Permit	X			X	X	X					X*
General Plan Amendment	X										X*
Tentative Map, Parcel Map, Final Map	X									X	
Tree Removal Permit	X				X		X				X
Variance	X			X	X	X					X*
Zoning Text Amendment	X										X*

X* -Many of these projects will need an operational letter or project description

Additional information may include, but not limited to:

- Appraisal reports (if property resides in a flood zone)
- Estimate of construction costs (materials + labor)



UNIVERSAL PLANNING APPLICATION

COMMUNITY AND ECONOMIC DEVELOPMENT DEPARTMENT

1960 TATE STREET, CITY OF EAST PALO ALTO, CA 94303

TEL: 650. 853. 3189 E-MAIL: PLANNING@CITYOFEPA.ORG

PUBLIC NOTICE PACKAGE

Applications for certain project types require a public notice package as part of the submittal for the purpose of notifying nearby property owners of the project. This notice allows nearby property owners and occupants the opportunity to express any concerns they may have and determine the impact of the application, if any, to the neighborhood.

The Public Notice Package must be provided no later than 30 days prior to public hearings and/or public notifications.

The Public Notice Package must include all of the following items:

1. Vicinity Map:

- Utilizing a San Mateo County Assessors Map as a Base Map, applicants must show the entire project site outlined in red with a line delineating a radius of 300 feet from the exterior boundary of the subject site (See illustration below)

2. Typed List of Property Owners:

- Provide a typed list containing the assessors parcel number, name, and address for **ALL property owners within a 300 foot** radius .
- NOTE:** Owner information shall be from the San Mateo County Assessors Office latest equalized rolls.

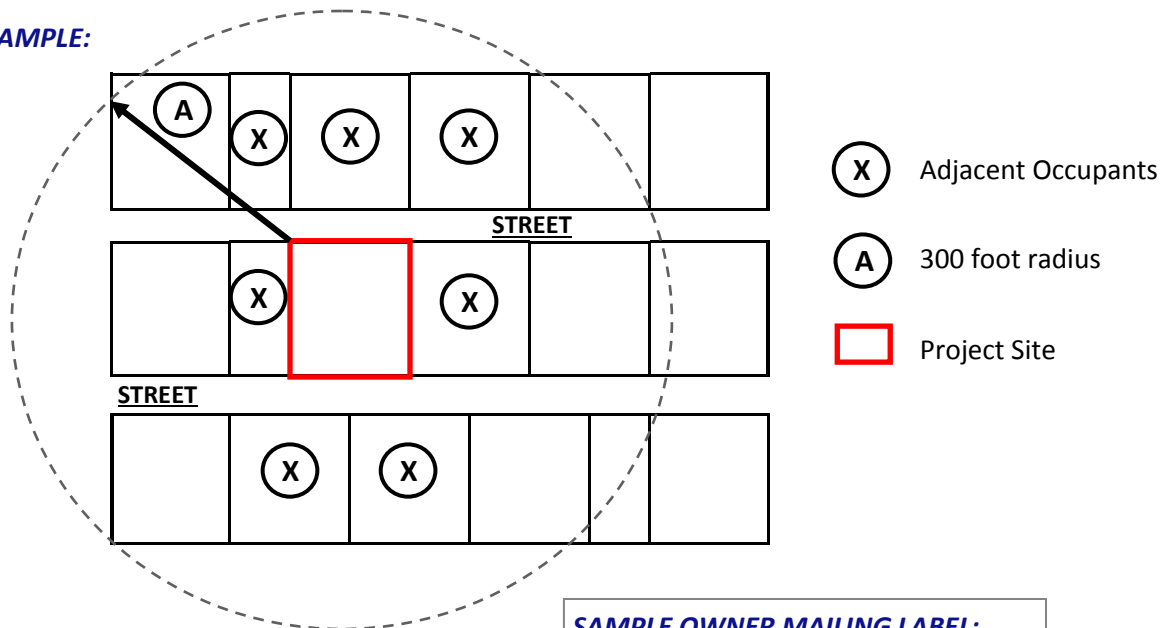
3. One (1) set of stamped envelopes:

Use USPS Forever stamps and addressed (typed) business size envelopes for all required owners and/or occupants.

4. One (1) set of mailing labels of the above owners.

5. One (1) set of self-addressed stamped envelopes for the applicant(s) and/or owner(s)

VICINITY MAP SAMPLE:



SAMPLE OWNER MAILING LABEL:

987-65-43-21
 Doe, Jane
 410 Tulip Drive
 East Palo Alto, CA 94303