



CITY OF SAN PABLO
City of New Directions

PLANNING DIVISION
1000 Gateway Avenue
San Pablo, CA 94806
Tel: (510) 215-3030
Fax: (510) 215-3014

Permit No: _____
Application Fee: _____
Application Date: _____
Hearing Date: _____

PLANNING APPLICATION FORM

Conditional Use Permit	Parcel Map
Design Review	Rezoning
General Plan Amendment	Sign Review
Business License	Temporary Use Permit
Lot Line Adjustment	Variance
Subdivision	Not sure/Other: _____

PROPERTY INFORMATION

Street Address: _____
 Assessor's Parcel No(s): _____ Zoning: _____
 Present Use of Property: _____
 Lot Size: _____ General Plan Designation: _____
 Reason for filling this application: _____

APPLICANT INFORMATION

Property Owner: _____
 Address: _____
 Daytime Telephone: _____
 Email Address: _____

 Authorized Agent/Contact Name: _____
 Mailing Address: _____
 Daytime Telephone: _____
 Email Address: _____

I HEREBY CERTIFY THE TRUTH OF THIS APPLICATION AND ACKNOWLEDGE THAT ANY INACCURACIES IN IT SHALL, AT THE CITY'S OPTION, RESULT IN AUTOMATIC INVALIDATION OF THE ACTION BASED THEREON AND THAT FINAL APPROVAL IS DEPENDENT UPON COMPLIANCE WITH CITY REQUIREMENTS.

Signature of Applicant

Date

Signature of Property Owner

Date



APPLICATION REQUIREMENTS

Your application requires the following information to be submitted:

Completed Application form

Stormwater Control Plan (for all projects that impact more than 10,000 sf and auto service facilities, gas stations, restaurants, and uncovered parking lots that impact more than 5,000 sf)

Runoff Reduction Measures Form (for projects that impact more than 2,500 sf)

Water Efficiency Landscape Ordinance (WELO). See this website for information: <https://water.ca.gov/Programs/Water-Use-And-Efficiency/Urban-Water-Use-Efficiency/Model-Water-Efficient-Landscape-Ordinance>

Letter of explanation regarding the project

Business plan (including hours of operation, # of employees, etc.)

Letter of authorization from the property owner

Legal description of the property

Scale and North arrow on plans

Site plans & floor plans with dimensions (3 sets-full size)

Color building elevations with dimensions (3 sets-full size)

Landscaping plans (3 sets-full size) with Irrigation plans

CD or flashdrive with site and floor plans, and building elevations as part of the application submittal. A digital set of final site, and floor plans, and building elevations will be required.

Color and materials board

Photos of the site (digital photos or jpegs preferred)

8 ½" x 11" reduction of the site plans, floor plans & elevations

Application Fee (non-refundable) payable to the City of San Pablo

Other _____

Once we have received your complete application, we will schedule the item for a Planning Commission hearing (if applicable to this project). Public notice of the hearing will be given by mail to all property owners within 300ft of the subject property and it will be published in the local newspaper, in accordance with the requirements of Government Code Section 65905. The Commission holds meetings every fourth Tuesday of each month at 6:00 PM in the Council Chambers, 1000 Gateway Avenue, San Pablo, CA 94806. You will be placed on the first available meeting agenda, generally thirty (30) days from submittal of a complete application. If you would like staff to conduct a preliminary plan review before you submit the formal application, please contact Planning at (510) 215-3030.

Planning staff is available from 7:30 a.m. to 6:00 p.m. Monday through Thursday on an appointment basis. If you have any questions please contact us at (510) 215-3030. We appreciate your business and cooperation. Thank you.