



Planning Application

OFFICE USE ONLY

FILE NUMBER: _____

Project Address: _____ **Assessor Parcel #:** _____

Zoning: _____ **Present or Previous Use of Property:** _____ **Year Built:** _____

Description of Proposal (Specify the proposed use of the building and/or operations of the business; include hours of operation and number of employees. Use additional sheets if needed):

Applicant: _____ Property Owner Lessee Agent of Owner Other: _____

Mailing Address: _____

City/State/Zip: _____

E-mail: _____ **Phone:** _____

Property Owner Name:

Owner Address: _____ **City/State/Zip:** _____

E-mail: _____ **Phone:** _____

APPLICATION TYPE (check all that apply)

DEVELOPMENT

- Architectural Permit (AP)
- Downtown Planned Community (DPC)
- Planned Community (PC)
- Planned Development Permit / Amendment (PD/PDA)
- Use Permit (UP)
- Variance (V)
- Reasonable Accommodations (RA)

LAND SUBDIVISION

- Lot Combination/ Merger
 - Lot Line Adjustment
 - Subdivision
 - Tentative Map / Vesting
 - Preliminary Design Map
- GENERAL PLAN / ZONING**
- General Plan Amendment (GPA)
 - Zoning Map/Text Amendment

OTHER

- Sidewalk Café (SC)
- Sign Permit / Exception (SP)
- Zoning Verification Letter (ZP)
- Mills Act Request (MA)
- Other: _____

OFFICE USE ONLY

Fees: _____

Date Accepted: _____

Planner Intake: _____

Cost Recovery: _____

Date Complete: _____

I, the undersigned Applicant, understand that the requested approval is for my benefit (or that of my principal). Therefore, if the City grants the approval, with or without conditions, I hereby agree to and shall defend, indemnify, and hold harmless Redwood City ("City"), its officers, agents, and employees:

- (1) From any and all claims, actions, proceedings or liability of any nature whatsoever, (including attorney's fees and cost awards) (collectively referred to as proceeding), arising out of, or in connection with, the City's review or approval of the proposed project, or the acts or omissions of the applicant, its agents, employees or contractors. This obligation shall also extend to any effort to attack, set aside, void, or annul any action or decisions of the City in connection with this application, including any contention the project approval is defective because a City ordinance, resolution, policy, standard, or plan is not in compliance with local, state or federal law, and also including any challenge or objections to approvals or certifications under the California Environmental Quality Act (CEQA) and/or any mitigation monitoring program but excluding any subdivision approval governed by Government Code Section 66474.9(a). This indemnification shall include damages, fees and/or costs awarded against the City, if any, and cost of suit, attorney's fees, and other costs, liabilities and expenses incurred in connection with such proceeding whether incurred by applicant, the City, and/or the parties initiating or bringing the proceeding. If the defense right is exercised, the City Attorney shall have the absolute right to approve any and all counsel employed to defend the City. The modification of the proposed project by the applicant or the imposition of conditions by the City shall not alter the effectiveness of this indemnity obligation. The City will promptly notify Applicant of any claims and will cooperate in the defense; and
- (2) From any proceeding seeking damages for property damage or personal injuries resulting from development authorized by the City pursuant to this application; and
- (3) For all costs incurred in additional investigation and/or study of, or for supplementing, preparing, redrafting, revising or amending any document (e.g., a negative declaration, EIR, specific plan or general plan amendment), if made necessary by the proceeding and if Applicant desires to pursue securing these approvals, after initiation of such proceeding, which are conditioned on the approval of such documents; and
- (4) Applicant (or authorized agent), property owner, their successors and assigns, hereby agree to indemnify Redwood City for all of the City's costs, fees, and damages which the City incurs in enforcing the indemnification provision set forth herein.

My (our) signature(s) on this application constitutes my acknowledgement that all materials submitted as part of this application package are considered to be public information, may be posted on the internet, distributed to the necessary Committees, Commissions and Council as part of the approval process, and reviewed by the public.

For Cost Recovery projects, I (We) hereby agree to pay all costs associated with the review and processing of the requested application(s). Deposits paid at the time of application are estimates. Should the deposit not be sufficient, the City will request additional funds to cover projected costs. No interest shall accrue on deposits. Any unexpended funds will be returned to the applicant.

I (We) agree to comply with all City ordinances and State laws relating to building construction or any and all aspects of the project proposed in this application and authorize representatives of the City and Advisory Agencies to enter the above mentioned property at reasonable times for inspection purposes related to the project for which this application is submitted.

I declare under penalty that I am the owner or authorized agent for this property and that the foregoing statements and answers and all data information, documents and evidence herewith submitted are to the best of my knowledge and belief, true and correct.

Signature of Legal Property Owner or Agent

Date



SUBMITTAL REQUIREMENTS

Planning Applications

Submit **one electronic copy** (in a pdf format) and **one hard copy** of all materials and plan sets (full size and reduced). Full size plans sets shall be a maximum size of 24" x 36". Reduced sized plan sets shall be a maximum size of 11" x 17". Fold all sets to 8 1/2" x 11". All plans shall be drawn to scale and completely dimensioned. The following are the minimum items needed for any planning application.

MATERIALS

- [Application](#) Signed by Property Owner or Authorized Agent
- [Application Fees or Deposit](#)
- [Project Data Sheet](#)
- Project Narrative including how the project contributes to the community
- [Response to Findings](#)
- Colors and Materials Board (11" x 17" max)

PLANS

- EXISTING SITE PLAN and PROPOSED SITE PLAN** (Reference Page: _____)
 - Existing and proposed structures (footprint and setbacks)
 - Structures on Adjacent Properties
 - Vehicle parking, bike parking and drive aisles
 - Landscaped areas and pedestrian pathways
 - All existing on-site trees and street trees (location, size, and species)
 - Location & size of backflow preventers
 - Lighting, fencing, signage
- FLOOR PLANS** (Reference Page: _____)
- BUILDING ELEVATIONS** (Reference Page: _____)
 - Maximum building heights as measured from nearest finished grade with roof pitch
 - Material details, including roof, wall, trim and window materials
- BUILDING SECTIONS** (Reference Page: _____)
 - Elevations & sections for rooftop equipment
- ROOF PLAN** (Reference Page: _____)
- PROJECT DATA** (Reference Page: _____)
 - Include proposed density, height, parking, open space, rentable area, total area, and setbacks
 - List maximums/minimums per zoning standards

PLANS (continued)

- TOPOGRAPHIC SURVEY** (Reference Page: _____)
 - Existing topography with contour lines
- PARKING AND CIRCULATION PLANS** (Reference Page: _____)
 - Parking spaces must be numbered for ease of reference
 - Vehicle turning radii for parking stalls, drive aisles, turnarounds and loading bays
 - Emergency access plan showing turnouts per [Attachment P](#)
- COLORED ELEVATIONS OR RENDERINGS** (Reference Page: _____)

SITE STUDIES

- Title Report
- Tree Survey / Arborist Report
- Phase I/II Environmental Site Assessment
- Soils Report

HOUSING INFORMATION

- [Affordable Housing Plan](#) (if producing onsite affordable units)
- [SB35 Eligibility Checklist](#) (if requested)
- Letter of intent for [State Density Bonus](#) (SDB), incentive, concession, waiver, or parking modification (if requested)
 - See Article 32.19 for details on submittal requirements.



SUBMITTAL REQUIREMENTS

Planning Application

ENVIRONMENTAL REPORTS

- Air Quality
- Biology
- Hazardous Materials
- Noise Assessment

Reports authorized by the City at the applicant's expense, as applicable:

- Traffic Impact Analysis
- [Historic Resources Report](#)

UTILITIES REPORTS

- Water Analysis based on [Attachment Q](#).
 - Proposed net domestic water demand
 - Recycled water demand
 - Fire Water demand based on available fire flow data provided by Engineering and Fire Dept. Requirements
- Sewer Demand based on [Attachment L](#).
 - Proposed net sewer demand
 - Comparison to existing pipe capacity serving the parcel and downstream of the site as directed by City staff.
- Stormwater Management Plan, including:
 - Compliance with Provision C.3 of the Municipal Regional Permit
 - Compliance with Drainage Guidelines for [Residential](#) or [Commercial Development](#),
 - NPDES Checklists per Attachment [R1](#) and [R2](#)



SUBMITTAL REQUIREMENTS

Tentative Map

Submit **one electronic copy** (in a pdf format) and **one hard copy** of all materials and plan sets (full size and reduced). Full size plans sets shall be a maximum size of 24" x 36". Reduced sized plan sets shall be a maximum size of 11" x 17". Fold all sets to 8 ½" x 11". All plans shall be drawn to scale and completely dimensioned.

MATERIALS	
<input type="checkbox"/>	Application Signed by Property Owner or Authorized Agent
<input type="checkbox"/>	Application Fees or Deposit
<input type="checkbox"/>	Title Report
<input type="checkbox"/>	Soils Report
<input type="checkbox"/>	CC&Rs (Draft)
<input type="checkbox"/>	Designation of subdivision units (if any)
ENVIRONMENTAL REPORTS	
<input type="checkbox"/>	Report of Engineering Geologist
<input type="checkbox"/>	Biology
<input type="checkbox"/>	Hazardous Materials
<input type="checkbox"/>	Noise Assessment
<input type="checkbox"/>	Historic Resources Report
UTILITIES REPORTS	
<input type="checkbox"/>	Water Analysis based on Attachment Q .
	<ul style="list-style-type: none"> • Proposed net domestic water demand • Recycled water demand • Fire water demand based on available fire flow data provided by Engineering and Fire Dept. Requirements
<input type="checkbox"/>	Sewer Demand based on Attachment L
	<ul style="list-style-type: none"> • Proposed net sewer demand • Comparison to existing pipe capacity serving the parcel and downstream of the site as directed by City staff.
<input type="checkbox"/>	Stormwater Management Plan, including:
	<ul style="list-style-type: none"> • Compliance with Provision C.3 of the Municipal Regional Permit • Compliance with Drainage Guidelines for Residential or Commercial Development

TENTATIVE MAP	
<input type="checkbox"/>	LOT & PARCEL INFORMATION
	<ul style="list-style-type: none"> • Subdivision boundaries & lot dimensions • Lot area (sq. ft. & acreage) • Lot & block numbers • Name, telephone number & addresses of owner(s) of record • Subdivider's/preparer's license number & signature • Vicinity map showing location relative to major streets • Location, name & width of adjacent streets • Parcel number & document number of adjacent properties
<input type="checkbox"/>	EXISTING TOPOGRAPHIC INFORMATION
	Reference Page: _____
	<ul style="list-style-type: none"> • Existing topography with contour lines • All trees and size and species • Plantings in right-of-way • Location of watercourses and flood-prone areas • All existing improvements within project area and street frontage • Sufficient detail of adjoining properties to identify drainage patterns • Location, width and use of public areas & easements
<input type="checkbox"/>	PROPOSED STREET IMPROVEMENTS
	Reference Page on Plans: _____
	<ul style="list-style-type: none"> • Locations, names & widths of proposed streets or ways • Finished grade elevations, contours & cross sections • Radii of curves • Profiles street centerlines if required

(CONTINUED ON FOLLOWING PAGE)



SUBMITTAL REQUIREMENTS

Tentative Map

<input type="checkbox"/> PROPOSED UTILITY IMPROVEMENTS Reference Page: _____
<ul style="list-style-type: none">• Typical cross section for curbs, gutters, walks, trails, etc.
<ul style="list-style-type: none">• Location & size of storm drains, sanitary sewers, gas, water, fire hydrants, power, communication lines and other public utilities
<ul style="list-style-type: none">• Statement of sewer disposal method
<ul style="list-style-type: none">• Location, size, slope and elevations of sanitary sewers, storm drains and other drainage/flood structures
<ul style="list-style-type: none">• Water supply source
<input type="checkbox"/> PROPOSED GRADING AND STORMWATER TREATMENT Reference Page: _____
<ul style="list-style-type: none">• Drainage, flood control & stormwater treatment features & location
<ul style="list-style-type: none">• Existing/proposed land use(s) & proportion each of total area
<ul style="list-style-type: none">• Finished grade elevations, contours & cross sections
<input type="checkbox"/> OTHER PROPOSED IMPROVEMENTS Reference Page: _____
<ul style="list-style-type: none">• Location of trees, street lighting & other ROW frontage improvements

