



# Planning Application

OFFICE USE ONLY

FILE NUMBER: \_\_\_\_\_

Project Address: \_\_\_\_\_ Assessor Parcel #: \_\_\_\_\_

Zoning: \_\_\_\_\_ Present or Previous Use of Property: \_\_\_\_\_ Year Built: \_\_\_\_\_

Prior Residential Uses (within the last 5 years) – permitted or unpermitted:  YES – # of Units: \_\_\_\_\_  NO

**Description of Proposal** – Describe scope of work, including existing and proposed uses/ building types (ex. demolish existing one-story residence and construct a new two-story residence with detached garage). For non-residential, specify the proposed use of the building and/or operations of the business; include hours of operation and number of employees. Indicate if the site has had any existing housing unit(s), permitted or unpermitted, within 5 years prior to submitting of this application, and is proposed to be demolished or has been demolished. If so, complete the [Unit Replacement and Relocation Form](#).

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**

- Sign Permit / Exception (SP)
- Zoning Verification Letter (ZP)
- Mills Act Request (MA)
- Other: \_\_\_\_\_

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Fees: \_\_\_\_\_

Date Accepted: \_\_\_\_\_

Planner Intake: \_\_\_\_\_

Cost Recovery: \_\_\_\_\_

Date Complete: \_\_\_\_\_

I \_\_\_\_\_ (“Applicant”) submit this Planning Application for \_\_\_\_\_ (“Property”), 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 and 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 Planning Application constitutes my acknowledgement that all materials submitted as part of this Planning 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 Planning Application and authorize representatives of the City and Advisory Agencies to enter the 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 Applicant 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 Applicant

\_\_\_\_\_  
Date

Owner Consent

I hereby certify that I am the owner of record of the Property, which is the subject of this Planning Application, or am authorized to sign as the owner on behalf of a partnership, corporation, LLC, or trust as evidenced by the attached documents.

I hereby consent to the filing of this Planning Application for the Property for review and/or processing by the City and by signing below I certify that the foregoing statements are true and correct.

\_\_\_\_\_  
Signature of Legal Property Owner or Agent

\_\_\_\_\_  
Date