



CITY OF HERCULES

Basic Application for Development Review

App. No. _____

111 Civic Drive, Hercules, CA 94547
Phone: 510-799-8200 Fax: 510-245-6530
www.ci.hercules.ca.us

A completed Basic Application for Development Review is required for all City of Hercules Zoning and Subdivision Permit applications. This application requests general information about your project and submittal requirements. Supplemental information, statements and/or forms may be required for your specific project as determined by staff.

TYPE OF APPLICATION

- | | |
|---|--|
| <input type="checkbox"/> Conditional Use Permit | <input type="checkbox"/> Lot Merger/Lot Line Adjustment |
| <input type="checkbox"/> Variance | <input type="checkbox"/> Tentative Parcel Map (1-4 lots) |
| <input type="checkbox"/> Design Review | <input type="checkbox"/> Tentative Tract Map (5 or more lots) |
| <input type="checkbox"/> General Plan Amendment | <input type="checkbox"/> Conceptual/Initial/Final Planned Development Plan |
| <input type="checkbox"/> Other | |

GENERAL DATA REQUIRED

Property Address or Location: _____

Applicant Name: _____

Applicant Address: _____

Applicant Phone: _____

Email Address: _____

Description of Proposed Work: _____

Assessor's Parcel Number: _____

Site Area (Acers/SQ.FT.): _____

General Plan Land Use: _____

Zoning District: _____

Existing Use of Property: _____

Description of Surrounding Uses: _____

SUPPLEMENTAL PROJECT & LOT INFORMATION

Area Calculations	Existing (E)	New (N)	Total	% Change (N/E)
Footprint Area				
Floor Area – Residential				
Floor Area - Garage				
Floor Area – Accessory Structure (s)				

ZONING COMPLIANCE

	Required by Zoning	Existing	Proposed
Total Lot Area (in square feet)			
Front Yard Setback			
Side Yard Setback			
Rear Yard Setback			
Maximum Building			
Parking Spaces			
Open Space			

RESIDENTIAL PAVING & LANDSCAPE REQUIREMENTS [\(MUNICIPAL CODE SEC. 13-30.750\)](#)

	Total Area	Existing Landscape	Existing Hardscape	Proposed Landscape	Proposed Hardscape
Front Yard					
Side/Back Yard					
House Garage					
Total					

SUBMITTAL REQUIREMENTS

Required Submitted

✓	<input type="checkbox"/>	Basic Application for Development Review	This application and all information required in the Submitted column.
<input type="checkbox"/>	<input type="checkbox"/>	Supporting Statements and Required Findings	Justification statement describing how the proposal adheres to the applicable criteria and required findings.
<input type="checkbox"/>	<input type="checkbox"/>	Site Plan	See Site Plan below
<input type="checkbox"/>	<input type="checkbox"/>	Building Floor Plan	See Floor Plan below
<input type="checkbox"/>	<input type="checkbox"/>	Elevations and Cross Sections	See Elevations below
<input type="checkbox"/>	<input type="checkbox"/>	Site Survey	Required for all new construction projects.
<input type="checkbox"/>	<input type="checkbox"/>	Preliminary Title Report not more than 60 days old	Legal lot description, easements, deed restrictions, and all conditions, covenants and restrictions are required for all lot line adjustments.
<input type="checkbox"/>	<input type="checkbox"/>	Landscape/Irrigation Plan	See Landscape Plan below
<input type="checkbox"/>	<input type="checkbox"/>	Grading Plan and Calculations	Required if the project proposes any site grading
<input type="checkbox"/>	<input type="checkbox"/>	Material and Color Board	Please submit samples of colors and materials
✓	<input type="checkbox"/>	Filling Fee	See Planning Fee Schedule

DETAILED SUBMITTAL REQUIREMENTS

Plans submitted for review shall include the following details, as applicable. Planning staff reserves the right to require additional information plans as needed.

ALL PLANS

- Digital Portable Document Format (PDF) Plan Set
- **Include north arrow, date prepared and scale. Acceptable scales are: 1" = 10', 1" = 20', 1/4" = 1', 1/8" = 1". Other scales may be appropriate but should be discussed with Planning staff before filing.**
- Name and phone number of person preparing the plan. Stamp of licensed architect, landscape architect and/or civil engineer required on final plans as appropriate or required.

SITE PLAN (required) Include:

- Summary Table showing:
 - Square footage of the lot
 - Square footage of the existing and proposed structures
 - Lot coverage

- Lot slope indicated by contours at regular intervals, or site survey if required
- Location of proposed development. Illustrate the property lines.
- Location and dimensions of all existing and proposed buildings
- Dimensions of required and proposed front, side, and rear yards
- Location and dimensions of existing and proposed driveways, garages, carports, parking spaces and maneuvering aisles
- Location and dimension of existing and proposed private and public open space
- Location of all existing trees, and indication of any trees to be removed
- Location of existing and proposed height of walls and fences, indicating top and bottom wall and fence elevations with spot elevations or contours shown at regular intervals
- Building footprints and approximate height of structures on adjacent lots
- Location of drainage ways, creeks, or wetlands
- Vicinity map indicating site in relationship to major streets

FLOOR PLAN (if applicable): Show all existing and proposed construction and/or alterations, fully dimensioned and prepared to appropriate scale.

ELEVATIONS (if applicable): Show all structure elevations fully dimensioned and prepared to appropriate scale:

- Existing and proposed new construction and/or alterations, including all mechanical, duct work, utility boxes (front, side and rear). All elevations of each building to be constructed.
- Details for fascia trim, windows, doors, trim, sills, railing and fencing and final height of building.

LANDSCAPE AND IRRIGATION PLAN (if applicable): All landscape design shall be prepared per Stormwater C.3 Guidebook. Development shall show Post Construction Best Management Practices (BMPs). *Copies of the Stormwater C.3 Guidebook is available in the Engineering Division.* Development shall show planting areas and proposed plant palette. Indicates type, size and location of new landscaping to be installed and any existing landscaping that is to be removed. Include landscape lighting locations and cutsheet/details of the type of lighting fixtures.

GRADING PLAN (if required) Show existing and proposed grading plan and/or map showing regular interval existing and proposed contours of new construction and/or alterations or additions on sloped property. Also show cut and fill amounts in cubic yards. Developers are required to submit an Erosion Control Plan/Storm Water Pollution Prevention Plan (SWPP) if grading activity is anticipated between October 15 to April 1 of each year.

EXTERIOR LIGHTING PLAN (if applicable) Show location and type of lighting fixtures proposed, including manufacturer's sheet and details.

ROOF PLAN (if applicable): Show direction of slope and location of mechanical equipment ducts and vents.

PROPERTY OWNER OR AUTHORIZED AGENT

Name of Business: _____

Address: _____

Phone Number: _____

Property Owner or Authorized Agent Name: _____

Property Owner or Authorized Agent Signature: _____

APPLICANT CERTIFICATION

I understand that submission of this application does not constitute approval for any administrative review, conditional use, variance, map approval or exception for any other City regulations, which are not specifically the subject of this application. I understand further that I remain responsible for satisfying requirements of any private restrictions or covenants appurtenant to the property.

I certify that I am the applicant and that the information submitted with this application is true and accurate to the best of my knowledge and belief. I understand that the City is not responsible for inaccuracies in information presented, and that inaccuracies may result in the revocation of planning permits as determined by the Community Development Director. I further certify that I am the owner or purchaser (or option holder) of the property involved in this application, or the lessee or agent fully authorized by the owner to make this submission.

I certify that statements made to me about the time it takes to review and process this application are general. The City has attempted to request everything necessary for an accurate and complete review of your proposal; however, after the City has taken in your application and reviewed it further, it may be necessary to request additional information and clarification.

Signature of Owner or Authorized Agent

Date