



CITY OF HERCULES

App. No. _____

Basic Application for Development Review

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

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"/>	Supporting Statements and Required Findings	Justification statement describing how the proposal adheres to the applicable criteria and required findings.
✓	<input type="checkbox"/>	Environmental Info Form	A completed Environmental Information Form and a written statement which outlines the proposed mitigation measures for potential site development impacts.
✓	<input type="checkbox"/>	Site Plan	See Site Plan below
✓	<input type="checkbox"/>	Building Floor Plan	See Floor Plan below
✓	<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

- 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 and "wet signature" 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 CERTIFICATIONS

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 or Owner or Authorized Agent

Date



City of Hercules COPYRIGHT RELEASE FORM

Building Department/Permit Services, 111 Civic Drive, Hercules CA 94547

Telephone: (510) 799-8244 Fax: (510) 799-8244

Web: www.ci.hercules.ca.us/government/building/

I certify by signing below that I own the copyright on or have a license (or other express legal authority) to use all text, drawings, photographs, graphics, plans, or other copyrightable material (the "Project Plans") submitted to the City of Hercules by me, my agents, or representatives in connection with:

PROJECT INFORMATION

PROJECT NAME:

STREET ADDRESS/LOCATION:

ASSESSOR'S PARCEL NUMBER(S):

COPYRIGHT AUTHORIZATION

I hereby grant permission to the City of Hercules to use, modify, or reproduce, in whole or in part, Project Plans and all other materials submitted by me, my agents, or representatives. This grant of permission extends to all copies needed for administration of the City's regulatory, administrative and legal functions, including sharing of information with other governmental entities; copies for the general public shall be subject to California Public Records laws and any applicable exemptions in state or federal law.

COPYRIGHT OWNER/ AUTHORIZED AGENT SIGNATURE :

DATE:

COPYRIGHT OWNER/AGENT NAME:

STREET ADDRESS:

CITY / STATE / ZIP:

COPYRIGHT OWNER/AGENT TITLE:

BUSINESS PHONE:

EMAIL:

()

FOR CITY USE ONLY

RECEIVED BY:

DATE RECEIVED:

ASSOCIATED PROJECT NOS.

PLANNER ASSIGNED:



City of Hercules COPYRIGHT RELEASE FORM (CONT.) FREQUENTLY ASK QUESTIONS

The City of Hercules maintains a record of approved architectural drawings as a reference. The architectural drawings are available for review; however, copyright law protects the duplication of these drawings without the owner's consent.

Q: What is a copyright?

A: Copyright is a form of protection provided by federal law to the authors of "original works of authorship," including literary, dramatic, musical, artistic, and certain other intellectual works; including architectural works. This protection is available to both published and unpublished works. Copyright protection affords the creator the right to control the display, publication, reproduction and creation of derivative works.

Q: Why is the City treating architectural works (plans and drawings) differently than other types of documentation?

A: While many types of work may be eligible for copyright protection, architectural works are given specific protection under U.S. Copyright law. (An architectural work is "the design of a building as embodied in any tangible medium of expression, including a building, architectural plans or drawings. The work includes the overall form as well as the arrangement and composition of spaces and elements in the design, but does not include individual standard features.")

Q: Why is the City saying architectural plans are copyrighted if I don't see the © symbol on it?

A: There are a few reasons. Federal law no longer requires copyright holders to place the symbol on a work for it to have copyright protection. Also, architectural works are given specific protection under U.S. Copyright law.

Q: Doesn't California Public Records Law mean the City has to give copies to the public?

A: No. Federal copyright law supersedes California Public Records law. Requestors still do have the right to view copyrighted material under the Public Records law, but may not make copies of the material without the copyright owner's consent.

Q: Who is the "owner" of a copyright?

A: The "owner" is the party that holds the copyright and has the exclusive right to allow copies of the work. For architectural works such as plans and drawings, this may be either the architectural firm that drew the plans, or the party that hired the architectural firm as "work for hire," such as a builder or individual homeowner.

Q: How can a customer determine who holds the copyright on plans or drawings?

A: The customer should view the plans/drawings and investigate who owns the plans/drawings by contacting the architect or owner represented on the plans. The City accepts that the customer has done their due diligence in investigating ownership and obtaining the proper release or making a determination that their use qualifies as "fair use." (See, e.g. Title 17 U.S.C. Section 107.)

Q: How do I know if I'm qualified to copy under fair use?

A: This is not an easy question to answer, but in general, it is acceptable to copy if it is for purposes such as criticism, comment, news reporting, teaching, scholarship, or research. It is also generally acceptable to copy small portions of a plan for limited, non-commercial use, such as a copy of a particular section in order to locate electrical or a support wall, etc. It is not acceptable to copy a full set of plans or drawings to avoid having to pay the owner for copies of those plans. It is not fair use if the purpose is to gain commercial advantage. IF THERE IS ANY DOUBT, IT IS ADVISEABLE TO CONSULT AN ATTORNEY. OUR STAFF CAN NEITHER DETERMINE NOR ADVISE YOU ON IF A CERTAIN USE MAY BE CONSIDERED FAIR USE.