

TOWN OF ATHERTON  
 PLANNING COMMISSION APPLICATION



	TYPE OF APPLICATION	FEE
	Appeal	\$814.79
	Special Structure Permit	\$2,822.82
	Conditional Use Permit	\$2,822.82
	Environmental Impact Report	Actual cost
	Final Parcel Map	\$2,822.82
	General Plan Amendment	\$5,428.50
	Heritage Tree Removal Permit / TPZ Exception	\$2,171.40
	Initial Review/Negative Declaration	\$2,171.40
	Lot Line Adjustment	\$1,628.55
	Lot Line Redesignation	\$2,822.82
	School Master Plan	\$814.79
	Tentative Parcel Map	\$2,822.82
	Variance	\$2,822.82
	Zoning Ordinance Amendment	\$5,428.50

SITE ADDRESS: \_\_\_\_\_ APN: \_\_\_\_\_

Provide a brief description of the proposed project: \_\_\_\_\_

**PROPERTY OWNER:**

Name: \_\_\_\_\_  
 Mailing Address: \_\_\_\_\_  
 Phone: \_\_\_\_\_  
 Email: \_\_\_\_\_  
**Signature:** \_\_\_\_\_

**APPLICANT:**

Name: \_\_\_\_\_  
 Mailing Address: \_\_\_\_\_  
 Phone: \_\_\_\_\_  
 Email: \_\_\_\_\_  
**Signature:** \_\_\_\_\_

.....  
 FOR COMPLETION BY TOWN OF ATHERTON:

Amount Paid: \_\_\_\_\_ Received by: \_\_\_\_\_ Date Submitted: \_\_\_\_\_

Project #: \_\_\_\_\_

## **APPLICATION PROCEDURE:**

### **Submit the following information**

1. This form filled out completely and signed by the property owner.
2. A separate, complete written description of the request addressed to the *Planning Commission*. Please include as much detail as possible.
3. Payment of the required fees and deposit.
4. Three (3) FOLDED (see diagram below) copies of 24" x 36" plans to a measurable scale, clearly drawn which include the following;
  - A. Existing and proposed uses including all buildings, structures, parking areas, driveways and heritage trees, and any other accessory structures.
  - B. Site plan, floor plans and elevations.
  - C. Lot data (lot size, allowed floor area and setbacks) – existing and proposed.
  - D. Building and sidewall heights measured from Average Natural Grade.
5. One (1) set of plans reduced to 8 ½" by 11"
6. Conceptual landscape plan (if required).
7. Arborist Report (if required).
8. The Tree Protection Zone (TPZ) of every on-site heritage tree or heritage tree within 15 feet of a property line.
9. Additional information as deemed necessary by staff to complete an application.
10. One (1) digital version of all information submitted.

### **HEARING DATE**

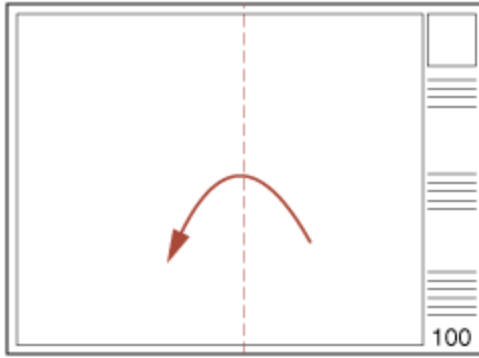
Once staff deems the application complete, the request will be placed for public hearing on the agenda of the next available Planning Commission meeting. The Planning Commission meets on the fourth Wednesday of each month at 6:00 pm in the Town Hall. The Planning Commission may continue any hearing from time to time.

### **EFFECTIVE DATE**

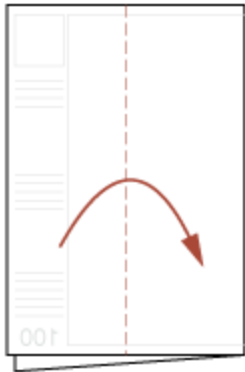
A Planning Commission decision will be effective 10 calendar days following the date of decision, during which time an appeal may be filed. The permit will be considered void if not used within one year.

Once staff deems the application complete, the public hearing date will be determined. Staff will mail notice of the public hearing to all property owners within 500 feet of the subject site, ten (10) calendar days before the hearing.

It is strongly recommended that applicants contact neighboring property owners to discuss the proposed project **prior** to the Town's mailing of notices.



**Step 1:** Fold the drawing in half so that the content is concealed inside the fold.



**Step 2:** Fold the top leaf back over itself, which will be 1/4 of the original width.



**Step 3:** Fold the bottom leaf back under the top leaves. You now have an accordion folded sheet that is 1/4 the width of the full sheet and full height.



**Step 4:** Fold the top half of the sheet under the bottom half.