

Planning Application #: _____

Date Received: _____

Fee Paid: _____

Receipt #: _____

City of Albany

PLANNING APPLICATION FORM RESIDENTIAL

Please complete the following application to initiate City review of your application. Please be aware that staff may have additional application requirements. For projects requiring Planning and Zoning Commission review, please schedule an appointment with Planning Division staff. The Community Development Department office is open to accept applications Monday, 8:30 AM to 7:00 PM, Tuesday through Thursday 8:30 AM to 5:00 PM, and Friday 8:30 AM to 12:30 PM (closed Noon – 1:15 PM, Mon. – Thu.) at 1000 San Pablo Avenue, Albany, CA 94706 (510) 528-5760.

Fee Schedule (FY 2016-2017)

| | |
|--|---------------------------|
| <input type="checkbox"/> Design Review* | \$2,625/ Admin. \$1,556 |
| <input type="checkbox"/> Parking Exceptions/Reductions - see separate handout* | \$Actual Cost/Min \$2,625 |
| <input type="checkbox"/> Conditional Use Permit (major)* **Existing Non-Conforming Wall setback is _____ ** | \$Actual Cost/Min \$2,625 |
| <input type="checkbox"/> Secondary Residential Unit* | \$1,054 |
| <input type="checkbox"/> Variance* | \$2,625 |
| <input type="checkbox"/> Lot Line Adjustment | \$Actual Cost/Min \$1,101 |
| <input type="checkbox"/> Parcel/Subdivision Map; Planned Unit Development; Condo Conversion | \$3,357 |
| <input type="checkbox"/> Other(s): _____ | \$ _____ |

**When obtaining more than one planning approval, the full amount for the highest fee will apply and ½ fee will be charged for any other ones.*

General Plan Update Fee \$45 included in the fees above. This fee only needs to be paid once for each separately submitted application.

| | | |
|-------------------------------------|----------------|------------------|
| Job Site Address: | | Zoning District: |
| Property Owner(s) Name: | Phone: Fax: | Email: |
| Mailing Address: | City: | State/Zip: |
| Applicant(s) Name (contact person): | Phone: Fax: | Email: |
| Mailing Address: | City: | State/Zip: |

PROJECT DESCRIPTION

The subject lot is _____ sq. ft. lot with a ___ bedroom, ___ bathroom house built in (year) _____. The scope includes an addition of _____ sq. ft. at (insert location on property)_____. This includes (description of interior space addition)_____. This will result in a ___ bedroom, ___ bathroom _____ sq. ft. home with a maximum height of _____. Parking is provided in _____.

The architectural style/appearance of the home is: _____.

Please fill out the following information correctly. If you have any additional questions, please contact staff for details.

****Failure to fill out the information adequately or incompletely will result in your application to not be processed.****

GENERAL INFORMATION

| Item | Existing | Proposed |
|--|----------|----------|
| What is the amount of impervious surface on the lot? | | |
| What is the narrowest width of your driveway? | | |

PARKING

- The subject property has ____ existing legal-sized off-street parking spaces which measure ____ wide x ____ long.
- An Exception is required for _____ (location in front yard setback and/or size reduction).
- A Reduction is required for _____.

(2 off-street parking spaces are required for additions >than 240 sq. ft.)
 (1 additional off-street parking space is required for new secondary dwelling units)

SITE REGULATIONS BY DISTRICT

| | Existing | Proposed Construction | Requirement |
|------------------------------|----------|-----------------------|-------------|
| Setbacks | | | |
| Front () | | | |
| Side () | | | |
| Side () | | | |
| Rear () | | | |
| Area | | | |
| Lot Size | | | -- |
| Lot Coverage (In Percentage) | | | 50% |
| Maximum Height | | | 28' max. |

*In parentheses, please note the elevation (i.e. north, east, west, south)

Please refer to the attached Basic Site Regulations handout attached to this application for setback information.

FLOOR AREA RATIO

| | Existing | Proposed | Requirement |
|-------------------|----------|----------|-------------|
| Lot Size | | | -- |
| Floor Area | | | |
| Garage | | | |
| Covered Porch | | | |
| Stairs | | | |
| Main Level | | | -- |
| Second-floor | | | |
| Total | | | -- |
| Total Counted* | | | -- |
| Floor Area Ratio* | | | 55% |

* 220 sq. ft. may be exempted from "total counted" for covered parking and 60 sq. ft. may be exempted for stairs as permitted by MC 20.24.050.

PROJECT ADDRESS: _____

**SUBMITTAL REQUIREMENTS FOR PLANNING AND ZONING APPLICATIONS
REQUIREMENTS MAY VARY WITH INDIVIDUAL PROJECTS – CONTACT STAFF FOR DETAILS**

SELF-CERTIFICATION CHECKLIST

As part of the application, the following requirements must be included and each box checked by the applicant certifying that requirements have been satisfied.

- One (1) complete pdf version of plans (one document containing all pages)
- One (1) full-size set of plans
- Green Building Checklist
- Site survey prepared by a licensed surveyor for projects where construction is proposed less than 4 ft. from the property lines
- Installation of story poles ten days before the public hearing (second story additions only)

Project plans include the following for a complete submittal:

- Cover page including project description with FAR and lot coverage information
- Dimensioned site plan including proposed parking layout and curb cuts
- Existing elevations with building heights
- Proposed elevations with building heights
- Building sections
- Floor plans (existing and new)
- Roof plan
- Window schedule/details
- Street elevation showing neighboring properties
- Detailed photos of the existing home and proposed location of new development

Please check each box indicating you have sign below indicating that you have included all of the above information and understand that your applicant will not be processed until all of the information is included.

I have included the above information and understand that if there any incomplete information, my application will not be processed.

x_____ Date: _____

Print Name: _____

Please contact the Community Development Department if you have any additional questions. We are open with the following hours:

Monday, 8:30 AM-7:00 PM
Tuesday-Thursday 8:30 AM-5:00 PM
Friday 8:30 AM-12:30 PM
Closed for lunch from 12pm-1:15 pm daily
Albany City Hall
1000 San Pablo Avenue, Albany, CA 94706
TEL: (510) 528-5760

BASIC RESIDENTIAL SITE REGULATIONS

| ZONING | USE | MINIMUM SETBACKS | | SIDE - INTERIOR (1) | SIDE - CORNER LOT | MAX. HEIGHT | MAX. LOT OVERAGE | X. FLOOR AREA RATIO (AR) (2) | NEW SITES/ DEVELOPMENTS | LOT AREA PER UNIT | MIN. LOT WIDTH |
|--------|--------------------------------|------------------|--------|---------------------|-------------------|--------------|------------------|------------------------------|-------------------------|-------------------|----------------|
| | | FRONT | REAR | | | | | | MIN. LOT AREA | | |
| R-1 | Single-Family Dwelling | 15 ft. | 20 ft. | 10% | 7.5 ft. | 28 ft. | 50% | 0.55 | 3,750 sq.ft. | N/A | 35 ft. |
| | Public & Quasi-Public | (3) | (3) | (3) | (3) | 35 ft. | (3) | N/A | 10,000 sq.ft. | N/A | 75 ft. |
| R-2 | Single-Family Dwelling | 15 ft. | 15 ft. | 10% | 7.5ft. (4) | 28 ft. | 50% | 0.55 | 3,750 sq.ft. | N/A | 35 ft. |
| | Two- & Multi-Family Dwellings | 15 ft. | 15ft. | 10% | 7.5 ft. (4) | 35/28 ft.(8) | 50% | N/A | 3,750 sq.ft. | 1,250 sq.ft. | 37.5 ft. |
| | Public & Quasi-Public | (3) | (3) | (3) | (3) | 35 ft. | (3) | N/A | 10,000 sq.ft. | N/A | 75 ft. |
| R-3 | Single- & Two-Family Dwellings | 15 ft. | 15 ft. | 10% | 7.5 ft. (4) | 35/28 ft.(8) | 50% | 0.55 | 3,750 sq.ft. | 1,250 sq.ft. | 50 ft. |
| | Multi-Fam. Dwel. & Board. Hse. | 15 ft. | 15 ft. | 5 ft. | 7.5 ft. (4) | 35/28 ft.(8) | 70% | 1.5 | 5,000 sq.ft. | (5) | 50 ft. |
| | Public & Quasi-Public | (3) | (3) | (3) | (3) | 35 ft. | (3) | N/A | 10,000 sq.ft. | N/A | 75 ft. |
| All R | Accessory Buildings (6) | N/A | 0 ft. | 0 ft. | 7.5 ft. | 12 ft. | 30% (7) | N/A | N/A | N/A | N/A |

NOTES

- (1) Ten percent (10%) of lot width, with a maximum of five feet (5') and a minimum of three feet (3').
- (2) The Planning and Zoning Commission may approve an FAR of up to .60 under certain conditions. (see Zoning Ordinance § 20.24.050(B)2)
- (3) As determined by the Planning and Zoning Commission on a design review/use permit basis.
- (4) One foot (1') shall be added for each twelve feet (12') of height above the lowest fifteen feet (15') of building height.
- (5) Minimum lot area per dwelling unit:

| | | | | | | |
|--|----------------|------------------------------|----------------|------------------------------|----------------|------------------------------|
| | <u># Units</u> | <u>Min Lot Area (sq.ft.)</u> | <u># Units</u> | <u>Min Lot Area (sq.ft.)</u> | <u># Units</u> | <u>Min Lot Area (sq.ft.)</u> |
| | 3 | 3,750 | 6 | 5,828 | 9 | 7,965 |
| (For 12 or more units, refer to Zoning Ordinance § 20.24.020, Table 2.A, note 9) | 4 | 4,500 | 7 | 6,598 | 10 | 8,563 |
| | 5 | 5,000 | 8 | 7,310 | 11 | 9,103 |
- (6) Accessory buildings must be located in the rear or side yard, and may not be closer than six feet (6') to the main building(s) or to other buildings.
- (7) Accessory buildings may not cover more than thirty percent (30%) of the rear yard. (*complete accessory building regulations at Zoning Ordinance § 20.24.130*)
- (8) Maximum building height is three stories, or 35 feet, above grade, except that the maximum height allowed at the front setback line shall be 28 feet plus a 45-degree daylight plane (see Zoning Ordinance § 20.24.070.B)

| Table 6. 20.28.050 Residential Parking Dimensions. | | | |
|---|--------------|---------------|---------------|
| <i>Type of Parking</i> | <i>Width</i> | <i>Length</i> | <i>Height</i> |
| Enclosed Parking: | | | |
| Single space | 8'6" | 19' | 7' |
| Side-by-side spaces | 16' | 19' | 7' |
| Covered Parking: | | | |
| Single space | 8'6" | 18' | 7' |
| Side-by-side spaces | 16' | 18' | 7' |
| Open Parking: | | | |
| Single space | 8'6" | 18' | N/A |
| Side-by-side spaces | 16' | 18' | N/A |
| Driveways | | | |
| Single | 7' | N/A | N/A |
| Double | 15' | N/A | N/A |

20.28.050 Parking Area Standards.

A. Dimensional Standards

1. Single-Family Residential Uses:

d. Open or Covered Parking (Pre-1978). Where warranted by spatial limitations related to construction approved prior to the enactment of Measure D¹ in November 1978, the Planning and Zoning Commission may permit an open or covered parking space measuring no less than seven (7) feet six (6) inches wide, by sixteen (16) feet long, to meet off-street parking requirements. The Commission may permit a minimum width dimension for a double-car open or covered parking space to be fourteen (14) feet. All minimum width dimensions shall be increased by one (1) foot of width adjacent to each wall, fence, property line or other fixed obstruction that restricts access abutting the long dimension of the parking space.