

# ALBANY CALIFORNIA

## PLANNING APPLICATION FORM RESIDENTIAL

Please complete the following application to initiate City review of your project. Be aware that staff may have additional application requirements. For projects requiring Planning and Zoning Commission review, a pre-application meeting with planning staff is required *prior* to submittal.

**Submit all applications and supporting documents via email or file share to [planning@albanyca.org](mailto:planning@albanyca.org)**

### Fee Schedule (FY 2021-2022)

<input checked="" type="checkbox"/> Design Review*	\$3,165 / Admin. \$1,385
<input type="checkbox"/> Parking Exception	\$1,385 / \$692.50
<input type="checkbox"/> Parking Reduction	\$1,385 / \$692.50
<input type="checkbox"/> Conditional Use Permit (major)*	\$2,571 / \$1,285.50
**Existing Non-Conforming Wall setback is _____ **	
<input checked="" type="checkbox"/> Accessory Dwelling Unit*	\$1,123
<input type="checkbox"/> Variance/Planned Unit Development*	\$4,747
<input type="checkbox"/> Lot Line Adjustment	\$Actual Cost/Min \$2,373
<input type="checkbox"/> Parcel/Subdivision Map	\$2,373
<input type="checkbox"/> Condo Conversion	\$3,956
<input type="checkbox"/> Minor Plan Changes within 2 years of original approval	\$1,187
<input type="checkbox"/> Other(s): _____	\$ _____

\*When obtaining more than one planning approval, the full amount for the highest fee will apply and 1/2 fee will be charged for any other ones.

**Planning fees will be invoiced and sent to the property owner once application has been reviewed by staff.**

Job Site Address:	625 1/2 Evelyn Avenue	Zoning District:	R1
Property Owner(s) Name:	Sheri Leung Liem Truong	Phone:	510-685-7344
		Fax:	
Email:	sherileu@gmail.com		
Mailing Address:	101 Janie Court	City:	El Cerrito
		State/Zip:	CA 94530
Applicant(s) Name (contact person):	Michael Hartigan	Phone:	510-865-4213
		Fax:	
Email:	mh@michaelhartigan.com		
Mailing Address:	1528 Versailles Avenue	City:	Alameda
		State/Zip:	CA 94501

### PROJECT DESCRIPTION

The subject lot is 5,000 sq. ft. with a 1 bedroom, 1 bathroom, 511 sq. ft. house built in (year) 1921. The scope includes an addition of 62 sq. ft. at (insert location on property) South side of the rear house and convert garage on the North side to living space This includes (description of interior space addition) New bedroom and bathroom, relocated kitchen and bathroom. This will result in a 2 bedroom, 2 bathroom 771 sq. ft. home with a maximum height of 12'-1". Parking is provided in the driveway with tandem parking spaces.

**The architectural style/appearance of the home is:** Cottage

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?	2,607 SF	2,454 SF
What is the narrowest width of your driveway?	11'-2"	11'-2"

**SITE REGULATIONS BY DISTRICT**

	Existing	Proposed Construction	Requirement
Setbacks			
Front (15'-0")	67'-4"	No Change	
Side ( 5'-0" )	2'-3"	No Change	
Side ( 5'-0" )	22'-1"	No Change	
Rear ( 20'-0" )	1'-6"	No Change	
Area			
Lot Size	5,000 SF	5,000 SF	--
Lot Coverage (In Percentage)	30.9%	32.1%	50%
Maximum Height	11'-3"	12'-1"	28' max.

**\*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
Floor Area			
Garage <sup>1</sup>	162 SF	0 SF	
Covered Porch <sup>2</sup>	36 SF	0 SF	
Interior Stairs <sup>3</sup>	0 SF	0 SF	
Lower Level/Basement	0 SF	0 SF	
Main Level	831 SF	831 SF	
Second-floor <sup>4</sup>	0 SF	0 SF	
Accessory Structure Accessory Dwelling Unit	511 SF	771 SF	
Total Area (total of all above listed measurements)	1,540 SF	1,602 SF	
Deductions (if applicable) <sup>5</sup>			
Total Counted (subtract Deductions from Total Area)	1,540 SF	1,602 SF	--
Lot Size	5,000 SF		
Floor Area Ratio <sup>6</sup>	30.8%	32.0%	55% (_____max sq. ft.)

1. Total floor area of attached or detached garage
2. Porch area containing two walls and a roof. Exterior uncovered porch and uncovered deck are excluded from FAR.
3. Total Staircase area for all interior stairways
4. Include stair area in floor area calculation
5. Deductions of up to 220 sq. ft. for covered parking and 60 sq. ft. for stairs can be taken as permitted by AMC 20.24.050
6. Total Counted/Lot Size

**PARKING**

- The subject property has 2 existing legal-sized off-street parking spaces which measure 8'-6" wide x 18'-0" long. 1 substandard, enclosed space of 8'-5" x 17'-7" to be removed.
- 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.)

**TERMS AND CONDITIONS OF APPLICATION**

I, the undersigned owner (or authorized agent) of the property herein described, hereby make application for approval of the plans submitted and made part of this application in accordance with the provisions of the City's ordinances, and I hereby certify that the information given is true and correct to the best of my knowledge and belief.

I 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, and that action is challenged by a third party, I will be responsible for defending against this challenge. I therefore agree to accept this responsibility for defense at the request of the City and also agree to defend, indemnify and hold the City harmless from any costs, claims, penalties, fines, judgments, or liabilities arising from the approval, including without limitation, any award or attorney's fees that might result from the third-party challenge.

For the purposes of this indemnity, the term "City" shall include the City of Albany, its officers, officials, employees, agents and representatives. For purposes of this indemnity, the term "challenge" means any legal or administrative action to dispute, contest, attack, set aside, limit, or modify the approval, project conditions, or any act upon which the approval is based, including any action alleging a failure to comply with the California Environmental Quality Act or other laws.

The signature of the property owner is required for all projects. By executing this form, you are affirming that you are the property owner.


2/28/2022  
 \_\_\_\_\_  
 Signature of Property Owner Date

  
 \_\_\_\_\_  
 Signature of Applicant (if different) Date

**PROJECT ADDRESS:** 625 1/2 Evelyn Avenue \_\_\_\_\_

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

**SELF-CERTIFICATION CHECKLIST**

**All projects requiring Planning and Zoning Commission review require a pre-application meeting with Planning staff. Such projects include: all 2<sup>nd</sup> story additions and projects requiring Conditional Use Permits, Variances, or Parking Exceptions.** Please reach out to the Planning Division in advance of application submittal at [planning@albanyca.org](mailto:planning@albanyca.org) or 510-528-5761.

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

Project plans include the following for a complete submittal:

- Site Survey for All Projects**-prepared and stamped by a licensed surveyor
- Cover sheet** including:
  - Detailed project description
  - FAR and lot coverage information
  - Drawing index
  - Photos of the existing home and proposed location of new development
- Site Plan Sheet:**
  - Dimensioned existing proposed site plan including proposed parking layout, curb cuts
  - Indicate proposed driveway materials on the site plan
- Existing Elevations Sheet** with building heights (separate page)
- Proposed Elevations Sheet** with building heights (separate page)
- Existing Floor Plan Sheet** (separate page)
- Proposed Floor Plan Sheet** (separate page)
- Roof Plan /Building Sections Sheet** (separate page)
- Window Schedule/details Sheet** (separate page)
- Street elevation showing neighboring properties**
- Landscape Plan for projects which exceed a .45 FAR**

Projects including second story additions will require the installation of story poles to show the proposed building height. Hearing dates will not be scheduled until story poles are installed and verified by staff. More information on story pole requirements can be found in the Story Pole Handout under the Planning Division page of the city website.

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

Sign:  Date: 2/28/2022

Print Name: Michael Hartigan

**BASIC RESIDENTIAL SITE REGULATIONS**

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

# Units	3	4	5
Min Lot Area (sq.ft.)	3,750	4,500	5,000
- (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)

<b>Table 6. 20.28.050 Residential Parking Dimensions.</b>			
<b>Type of Parking</b>	<b>Width</b>	<b>Length</b>	<b>Height</b>
<b>Enclosed Parking:</b>			
Single space	8'6"	19'	7'
Side-by-side spaces	16'	19'	7'
<b>Covered Parking:</b>			
Single space	8'6"	18'	7'
Side-by-side spaces	16'	18'	7'
<b>Open Parking:</b>			
Single space	8'6"	18'	N/A
Side-by-side spaces	16'	18'	N/A
<b>Driveways</b>			
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 D<sup>1</sup> 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.