

Planning Application #: \_\_\_\_\_

Date Received: \_\_\_\_\_

*Urban Village by the Bay*

# ALBANY CALIFORNIA

## 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, a pre-application meeting is required prior to submittal.**

### Fee Schedule (FY 2022-2023)

<input checked="" type="checkbox"/> Design Review*	\$3,323.12 / Admin. \$1,454.19
<input type="checkbox"/> Parking Exception	\$1,454.19 / \$727.10
<input checked="" type="checkbox"/> Parking Reduction	\$1,454.19 / \$727.10
<input type="checkbox"/> Conditional Use Permit (major)*	\$2699.45 / \$1349.73
**Existing Non-Conforming Wall setback is _____ **	
<input type="checkbox"/> Secondary Residential Unit*	\$1179.11
<input type="checkbox"/> Variance/Planned Unit Development*	\$4984.16
<input type="checkbox"/> Lot Line Adjustment	\$Actual Cost/Min \$2491.56
<input type="checkbox"/> Parcel/Subdivision Map	\$2491.56
<input type="checkbox"/> Condo Conversion	\$4153.64
<input type="checkbox"/> Minor Plan Changes within 2 years of original approval	\$1246.30
<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.

Job Site Address: 648 Cornell Ave., Albany CA		Zoning District: R1
Property Owner(s) Name: Barbara & Zach Sanders	Phone: (510)459-5271 Fax:	Email: ZSSanders@gmail.com
Mailing Address: 648 Cornell Ave.	City: Albany	State/Zip: CA/94706
Applicant(s) Name (contact person): Katie Levy	Phone: (949)294-2274 Fax:	Email: katiesails@hotmail.com
Mailing Address: 1622 Corsica Place	City: Costa Mesa	State/Zip: CA/92626

### PROJECT DESCRIPTION

The subject lot is 2,500 sq. ft. with a 2 bedroom, 2 bathroom, 876 sq. ft. house built in (year) 1949. The scope includes an addition of 395 sq. ft. at (insert location on property) Front/East. This includes (description of interior space addition) New Second Floor. This will result in a 3 bedroom, 3 bathroom 1,271 sq. ft. home with a maximum height of 21'-7". Parking is provided in The Garage.

The architectural style/appearance of the home is: Traditional

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?	1,745 sf	1,839 sf
What is the narrowest width of your driveway?	9'-3"	14'-6"

**SITE REGULATIONS BY DISTRICT**

	Existing	Proposed Construction	Requirement
Setbacks			
Front ( East )	15'-6"	15'-0"	15'-0"
Side (South )	3'-0"	no change	3'-0"
Side ( North )	3'-0"	no change	3'-0"
Rear (West )	16'-3"	no change	20'-0"
Area			
Lot Size	2,500 sf	no change	--
Lot Coverage (In Percentage)	1,143/2,500 = 47%	1,268/2,500=50.7%	50%
Maximum Height	10'-6"	21'-7"	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>	220 sf	256 sf	
Covered Porch <sup>2</sup>	36 sf	27 sf	
Interior Stairs <sup>3</sup>	N/A	39 sf	
Lower Level/Basement	N/A	N/A	
Main Level	876 sf	946 sf	
Second-floor <sup>4</sup>	N/A	286 sf	
Accessory Structure Accessory Dwelling Unit	N/A	N/A	
Total Area (total of all above listed measurements)	1,132 sf	1,554 sf	
Deductions (if applicable) <sup>5</sup>	220 sf	280 sf	
Total Counted (subtract Deductions from Total Area)	912 sf	1,274 sf	--
Lot Size	2,500 sf	2,500 sf	
Floor Area Ratio <sup>6</sup>	36%	51%	(1,375 <sup>55%</sup> 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



PROJECT ADDRESS: 648 Cornell Ave., Albany CA

**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.

**\*\*A typical submittal includes at least nine (9) sheets in the plan set.\*\***

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**

For the complete application submittal, the following contents must be submitted with the application:

- One (1) complete pdf version of plans (one document containing all pages)
- One (1) full-size set of plans
- Installation of story poles ten days before the public hearing (second story additions only)  
Once we get initial approval to proceed, we will install story poles

Please check each box indicating 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 Katie Levy

Date: 12/1/2022

Print Name: Katie Levy

**BASIC RESIDENTIAL SITE REGULATIONS**

ZONING	USE	MINIMUM SETBACKS			SIDE - INTERIOR (1)	SIDE - CORNER LOT	MAX. HEIGHT	MAX. LOT COVERAGE	X. FLOOR AREA RATIO (2)	NEW SITES/ DEVELOPMENTS	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	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%	7.5 ft.	28 ft.	50%	0.55	3,750 sq.ft.	N/A	35 ft.	
	Two- & Multi-Family Dwellings	15 ft.	15 ft.	10%	7.5 ft.	35/28 ft.(8)	50%	N/A	3,750 sq.ft.	1,250 sq.ft.	37.5 ft.	
R-3	Public & Quasi-Public	(3)	(3)	(3)	(3)	35 ft.	(3)	N/A	10,000 sq.ft.	N/A	75 ft.	
	Single- & Two-Family Dwellings	15 ft.	15 ft.	10%	7.5 ft.	35/28 ft.(8)	50%	0.55	3,750 sq.ft.	1,250 sq.ft.	50 ft.	
All R	Multi-Fam. Dwel. & Board. Hse.	15 ft.	15 ft.	5 ft.	7.5 ft.	35/28 ft.(8)	70%	1.5	5,000 sq.ft.	(5)	50 ft.	
	Public & Quasi-Public Accessory Buildings	(3)	(3)	(3)	(3)	35 ft.	(3)	N/A	10,000 sq.ft.	N/A	75 ft.	
		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:

# Units	Min Lot Area (sq.ft.)	# Units	Min Lot Area (sq.ft.)
3	3,750	6	5,828
4	4,500	7	6,598
5	5,000	8	7,310
9	7,965	10	8,563
11	9,103		
- (6) For 12 or more units, refer to Zoning Ordinance § 20.24.020, Table 2.A, note 9)
- (7) 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.
- (8) Accessory buildings may not cover more than thirty percent (30%) of the rear yard. (complete accessory building regulations at Zoning Ordinance § 20.24.130)
- (9) 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.**

Type of Parking	Width	Length	Height
<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.

## **“648 Cornell Ave.”**

*Albany, California*

Response to Comments received from Christopher Tan on 9/19/2022

### **Planning Comments:**

1. An outdated planning application has been included with the project submittal. Please complete the current planning application (attached with correct fees).  
Completed new application.
2. The site survey has not been prepared by a licensed surveyor. This is strict requirement as this has legal ramifications should construction not take place precisely as designed with relation to property lines. Please obtain a site survey from a licensed surveyor. (Also the structural engineer's stamp is expired)  
New Survey included, see page 14.
3. There is no applicant listed on the application, but it seems as though I am conversing with Katie Levy as the main contact. If this is to continue, Katie should be listed as the applicant of record.  
Yes this is correct, and I've fixed on the application.
4. The project as proposed exceeds a .45 floor-area-ratio (FAR) and thus, is subject to the exceptional design requirements as prescribed in the City's Residential Design Guidelines. A landscape plan that encompasses landscaping throughout the entirety of the subject property is required and should include a plant list and the usage of drought-tolerant plants.  
Can we include this landscape plan in the next submittal?  
We have a generic landscape plan for now, see page 7.
5. The project, as designed does not comply with our site regulations. This is due to the fact that there is a carport and second story addition proposed in the required, front setback area. No built structures are permitted in the first 15 feet of any parcel located in an R-1 Zoning District. All new portions of the building are required to comply with the underlying zoning's site regulations and must remain clear from the front (and all) setback areas.  
We revised our plans to not impede within the required front yard setback.
6. Additionally, the proposed project triggers a second off-street parking space as the addition exceeds 240 sq. ft. in area. Due to the existing site conditions, a second off-street parking space does not appear to be feasible to accommodate without substantial reconstruction of the home. Therefore, the other option you have is to apply for a **Parking Reduction**. This is an entitlement that the Planning & Zoning Commission can review and possibly approve. Chances are likely for this request given the project scope. You will need to check the box for the Parking Reduction on the application and pay the associated fees.  
Yes, a parking reduction will be needed.

Please be sure to address these comments and submit revised documents to me at your earliest convenience. Once I received the revised submittal package, I will review the project once again and provide feedback and next steps. If you have any questions regarding any of the comments please feel free to reach out to me again directly.

Thank you. Much Appreciated!

**Katie Levy**

(949)294-2274

katiesails@hotmail.com