

Planning Application #: 17-003  
 Munis # 20170024

Date Received: 1/9/2017  
 Fee Paid: \$1,054.00  
 Receipt #: 202-0039



# City of Albany

City of Albany  
 JAN 09 2017  
 Community Development

## PLANNING APPLICATION FORM FOR DESIGN REVIEW AND CONDITIONAL USE PERMITS FOR SINGLE-FAMILY RESIDENTIAL PROJECTS

|  |                           |
|--|---------------------------|
| For PLANNING & ZONING COMMISSION action:   | <u>2nd Unit \$1054.00</u> |
| <input checked="" type="checkbox"/> Design Review** - residential additions or exterior modifications. | \$1784* / Admin. \$639*   |
| <input type="checkbox"/> Parking Exceptions/Reductions** - see separate handout                        | \$Actual Cost/Min \$1784* |
| <input type="checkbox"/> Conditional Use Permit** - Non-Conforming Wall(s)                             | \$1784*                   |

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

The City of Albany Municipal Code has certain requirements for approving Design Review of additions to Single Family Residences. Please complete the following application to initiate the process. Please be aware that staff may have additional questions for you based on your responses. You should anticipate that planning staff and/or Planning and Zoning Commissioners will visit your site prior to your Planning and Zoning Commission meeting.

|  |                                    |   |
|--|------------------------------------|---|
| Job Site Address:<br><u>707 Stannage Ave</u>               |                                    | Zone: <u>(R1) R2 R3 R4</u><br>Other overlays: |
| Property Owner(s) Name:<br><u>Patricia Natale</u>          | Phone:<br>Fax:                     | Email:  |
| Mailing Address:<br><u>707 Stannage</u>                    | City:<br><u>Albany</u>             | State/Zip:<br><u>CA 94706</u>                 |
| Applicant(s) Name (contact person):<br><u>Phillip Moss</u> | Phone: <u>510-282-5404</u><br>Fax: | Email: <u>Mossarchitct<br/>912@gmail.com</u>  |
| Mailing Address:<br><u>912 Santa Fe Ave</u>                | City:<br><u>Albany</u>             | State/Zip:<br><u>CA 94706</u>                 |

GENERAL INFORMATION (Please fill out this Chart - existing & proposed; )

| Item   | Required                      | Existing            | Proposed     |
|--|-------------------------------|---------------------|--------------|
| How big is your lot? Express in square feet.   | N/A                           | <u>3750</u>         | <u>3,750</u> |
| What is the floor area of: your existing residence (see additional handout on how to measure this) |                               | <u>1,204</u>        | <u>1,204</u> |
| any detached buildings—garage, sheds, etc.   |                               | <u>180</u>          | <u>264</u>   |
| How many square feet is your addition?   | N/A                           | N/A                 | <u>84</u>    |
| What is the Floor Area Ratio (FAR) <sup>1</sup> (see additional handout on how to measure this)    | 55% maximum allowed           | <u>31</u>           | <u>33.3</u>  |
| What is your lot coverage? <sup>2</sup>  | N/A                           | <u>31</u>           | <u>33.3</u>  |
| What is the amount of impervious surface on the lot?   | N/A                           | <u>1,620</u>        | <u>1,620</u> |
| What is the maximum height of your residence?  | 28 ft. maximum                | <u>19'</u>          | <u>19'</u>   |
| How many dwelling units are on your site?  | 1 (2 with special permit)     | <u>1</u>            | <u>2</u>     |
| How many parking spaces do you have in a garage? <sup>3</sup>                                      | see note 3 below              | <u>1</u>            | <u>1</u>     |
| What are the interior dimensions of your garage?   | 7'6" by 16'                   | <u>10' 6" x 15'</u> | <u>NC</u>    |
| What is the narrowest width of your driveway?  | 6.5' is the narrowest allowed | <u>12'</u>          | <u>NC</u>    |

PROJECT ADDRESS: 707 Stannage

| Item   | Required  | Existing                      | Proposed         |
|--|---|-------------------------------|------------------|
| Setbacks:  |   |                               |                  |
| Front yard: What is the minimum distance between the front wall of your house and the front property line? | 15 feet minimum   | 12'-6 1/2"                    | NC               |
| Side yards: What is the shortest distance between a side wall of your house and a side property line?      | 10% of lot width; min. 3 ft; max. 5 ft. Corner lot 7 ft. 6 in | (N) 17'-10"<br>(S) 7'-11 1/2" | NC<br>7'-11 1/2" |
| Rear Yards: What is the minimum distance between the rear wall of your house and the rear property line?   | 20 feet minimum   | .10'                          | NC               |
| Hillside District only: What is the slope of your lot?   |   | N/A                           | N/A              |

Notes:

- 1 Floor Area Ratio (FAR) applies to single family residential development in all zones. It is defined as the ratio between the gross floor area of a building(s) on a lot compared to gross square feet of lot (see FAR Handout).
- 2 Lot Coverage is defined as the land area covered by all structures except uncovered decks, porches, landings, balconies or stairways that are less than 6 feet above grade as well as eaves, trellises and similar structures that do not have solid roofs.
- 3 The Albany Municipal Code requires that every residential unit must have 2 off-street parking spaces. Some exceptions may apply in your situation. See the parking section of the Zoning Ordinance for a complete list of possible exceptions.

(Please use additional sheets to explain any of your responses to the following).

1. Will the construction of the addition require the removal of any mature trees? no  
If yes, please describe: \_\_\_\_\_
2. Are the architecture, materials and colors of the proposed addition consistent with the existing dwelling?  
Similar colors and materials  
If yes, please describe how: stucco and paint
3. Is the proposed addition sensitive to the size or mass of the surrounding properties?  
If yes, please describe how: (E) enclosure adding a full bath - small accessory unit in rear of property
4. If you have no garage, where do you park vehicles? (E) garage & in front of garage in drive way

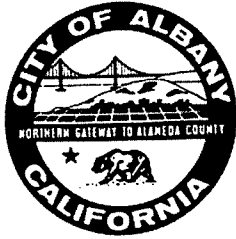
**Story Poles** - For new residential construction and exterior alterations that increase the height, an applicant is required to erect at least two "story poles", a temporary construction for the purpose of visually displaying the outer limits, including the height, of the proposed structural alterations. These poles shall be erected at least ten (10) days prior to the design review meeting, and shall be maintained in place through the date of the meeting.

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

[Signature] \_\_\_\_\_  
Signature of Property Owner Date

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

Community Development Department staff is available 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 at 979 San Pablo Avenue, 2<sup>nd</sup> Floor, Albany, CA 94706 (510) 528-5760.



Applicant Name: Phillip Moss  
 Project Address: 707 Stannop Ave  
 Date Reviewed: \_\_\_\_\_ Planner \_\_\_\_\_

## PLANNING APPLICATION Submittal Requirements/Checklist

Within 30 days of submittal, Community Development Staff will review this application for completeness of required information. All applicable information listed in the checklist below must be included for an application to be deemed complete. A notice of completeness or non-completeness will be mailed to the applicant. Further revisions of completed material may be necessary after the 30-day period.

| SUBMITTAL REQUIREMENTS   | Provided |   |    |
|--|----------|---|----|
|  | Y        | N | NA |
| <ul style="list-style-type: none"> <li>▪ 10 full size sets plus 1 reduced copy (11" X 17") of all drawings.</li> </ul>   |          |   |    |
| <ul style="list-style-type: none"> <li>▪ 1 electronic copy must be included. The preferred format for electronic submissions is Adobe Portable Document Format (.pdf). However, for plans that cannot be converted to pdf format, the submission may be made in Design Web Format (.dwf).</li> </ul> | ✓        |   |    |
| <b>Completed Application Form</b>  |          |   |    |
| <ul style="list-style-type: none"> <li>▪ Include the addresses, contact information and signatures of Property Owner(s) and Applicant(s).</li> </ul>   | ✓        |   |    |
| <b>Project Summary</b>   |          |   |    |
| <ul style="list-style-type: none"> <li>▪ Text description of all work being done on title page.</li> <li>▪ Verify if any excavation will be required as a result of the project. If so, approximately how many cubic yards will need to be removed?</li> </ul>                                       | ✓        |   |    |
| <b>Area Calculations</b>   |          |   |    |
| <ul style="list-style-type: none"> <li>▪ Calculation and diagram of how <i>Floor Area Ratio</i> (FAR) is determined for existing and proposed, including any reductions allowed under the Zoning Ordinance</li> </ul>  | ✓        |   |    |
| <ul style="list-style-type: none"> <li>▪ Total square footage <i>renovated/remodeled</i> and total square footage <i>added</i></li> </ul>  | ✓        |   |    |
| <b>Site Plan must be fully dimensioned, legible and drawn to scale (20' = 1" minimum) and include:</b>   |          |   |    |
| <ul style="list-style-type: none"> <li>▪ North arrow, property boundaries and easements.</li> </ul>  | ✓        |   |    |
| <ul style="list-style-type: none"> <li>▪ Existing visible landmarks (utility poles, street lights, fire hydrants).</li> </ul>  | ✓        |   |    |
| <ul style="list-style-type: none"> <li>▪ Foundation and roof lines of all existing and proposed structures located on the property; differentiate between proposed and existing structures</li> </ul>  | ✓        |   |    |
| <ul style="list-style-type: none"> <li>▪ Foundation lines of all neighboring structures located on adjacent lots.</li> </ul>   | ✓        |   |    |
| <ul style="list-style-type: none"> <li>▪ On-site driveways, parking spaces, landscaped areas, patios, etc.</li> </ul>  | ✓        |   |    |
| <ul style="list-style-type: none"> <li>▪ Street right-of-way lines, curb line or pavement edge, sidewalks, and parkways.</li> </ul>  | ✓        |   |    |
| <ul style="list-style-type: none"> <li>▪ The trunk location, circumference measured 2' above grade, drip line, and species of all trees that are within 20 feet of the area proposed to be modified.</li> </ul>  | ✓        |   |    |
| <ul style="list-style-type: none"> <li>▪ Fences and walls (including retaining walls), showing height and indicating materials</li> </ul>  | ✓        |   |    |
| <ul style="list-style-type: none"> <li>▪ Yards and open space areas.</li> </ul>  | ✓        |   |    |
| <ul style="list-style-type: none"> <li>▪ Storage areas and screening.</li> </ul>   | ✓        |   |    |
| <ul style="list-style-type: none"> <li>▪ Topographic features: streams, drainage channels, ditches, rock outcroppings, etc.</li> </ul>   | ✓        |   |    |

| SUBMITTAL REQUIREMENTS  | Provided |   |    |
|---|----------|---|----|
|   | Y        | N | NA |
| <ul style="list-style-type: none"> <li>▪ Accurate contour lines:               <ul style="list-style-type: none"> <li>a. Slopes between 0 - 15% - contour interval must be two feet.</li> <li>b. Slopes exceeding 15% - contour interval must be five feet.</li> </ul> </li> <li>▪ Provide a conceptual drainage plan, show any new or relocated downspouts, below grade drain lines, etc.)</li> </ul>  |          |   |    |
| <b>Floor Plans</b> must be fully dimensioned, legible and drawn to scale (1' = 1/8" minimum) and must include:  |          |   |    |
| <ul style="list-style-type: none"> <li>▪ <i>Existing, remodeled, demolished and new walls</i>, stairs, windows, doors, etc., clearly delineated.</li> <li>▪ Floor plans must be in context with <i>setbacks from property lines</i> clearly shown.</li> </ul>   |          |   |    |
| <b>Building Elevations and Sections</b> must be fully dimensioned, legible and drawn to scale (1' = 1/8" minimum), and must include:  |          |   |    |
| <ul style="list-style-type: none"> <li>▪ <i>Existing elevations</i>, including ground line, wall height, floor height, and ridge height, roof pitch.</li> <li>▪ <i>Proposed elevations</i> - include above information as well as details such as downspouts, chimneys, exterior lighting, etc.</li> <li>▪ <i>Street elevation</i> - including adjacent residences.</li> <li>▪ <i>Section drawing(s)</i> 1) Through tallest portion of proposed structure showing existing and proposed grade; 2) Typical section showing the street and curb all the way through to the rear property line.</li> <li>▪ <i>Color board and Color rendering</i>, if not matching existing materials on residence. Minimum size of (8 1/2" x 11") to include exterior finish/color, window trim, roof material, siding materials, etc. (one copy).</li> </ul> |          |   |    |
| <b>Other Important Information:</b>   |          |   |    |
| <ul style="list-style-type: none"> <li>▪ <i>Green Building Program Checklist</i> - Contact Staff for appropriate checklist.</li> <li>▪ <i>Property Survey</i> if any part of addition is less than <b>4 feet</b> from a property line.</li> <li>▪ <i>Photographs</i> (electronic or paper) of the existing property and abutting neighbors.</li> <li>▪ <i>Window Details</i> - photograph of existing windows and manufacturers cut sheet of proposed windows, including trim details, showing how new windows will match existing.</li> </ul>  |          |   |    |
| <b>Other Information</b> - submit only if required by Planning staff  |          |   |    |
| <ul style="list-style-type: none"> <li>▪ <i>Environmental Report</i></li> <li>▪ <i>Title Report</i></li> <li>▪ <i>Lighting Plan</i></li> <li>▪ <i>Other</i> _____</li> </ul>  |          |   |    |

**For Office Use:**

\_\_\_\_\_ This Quick Check has determined that the application submittal is incomplete and cannot be accepted.

\_\_\_\_\_ This Quick Check has determined that the application appears to contain the items required by this Submittal Checklist (completeness as defined by Section 65943 will be determined within 30 days of application) and processing will begin.

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