ALBANY CALIFORNIA

PLANNING APPLICATION FORM
NON-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 – 1PM, Mon. – Thu.) at 1000 San Pablo Avenue, Albany, CA 94706 (510) 528-5760.

Fee Schedule (FY 2019-2020)

- Design Review* $2,796/ Admin. $1,657
- Parking Exceptions/Reductions - see separate handout* $Actual Cost/Min $2,796
- Sign Permit $2,796/$1,123 Admin.
- Conditional Use Permit (major)* $Actual Cost/Min $2,796
- Conditional Use Permit (minor)* $1,657
- Temporary/Seasonal Conditional Use Permit* $1,123
- Lot Line Adjustment* $Actual Cost/Min $1,173
- Parcel/Subdivision Map; Planned Unit Development; Condo Conversion* $4,224
- Variance* $2,796
- Zoning Clearance Wireless $1,657
- Minor Changes to Project with 2 Years of original approval $1,173
- 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.

**If applying for a Conditional Use Permit, please complete the Supplemental Questionnaire**

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 (Please attach plans)

________________________________________________________________________________________________________________________________________________
________________________________________________________________________________________________________________________________________________

________________________________________________________________________________________________________________________________________________

Urban Village by the Bay

Planning Application #: ____________________________ Date Received: ____________________________
Munis # ____________________________ Fee Paid: ____________________________
Receipt #: ____________________________
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 this 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.

_____________________________________________________________________________________
Signature of Property Owner                                                       Date
_____________________________________________________________________________________
Signature of Applicant (if different)                                                     Date