



# CITY OF PLEASANT HILL

PHONE (925) 671-5209  
FAX (925) 682-9327

www.ci.pleasant-hill.ca.us

100 Gregory Lane  
Pleasant Hill, CA 94523

## MINOR & MAJOR SUBDIVISION PERMIT SUBMITTAL REQUIREMENTS (Tentative and Vesting Tentative Maps)

The submittal information shall be provided to the Planning Division. All submittal information shall be presented along with the Planning Division application form, related fees, and any additional information required by the Planning Division before the application can be accepted as complete.

All submittals shall be on 8.5" x 11" unless noted otherwise below. Please fold all plans into packets with each packet containing one copy of each plan. The packets should not be larger than 9" x 11" in size.

**Scale:** Use an engineering scale for submittal plans (generally 1" = 20'). Include a north arrow, the scale and a bar scale on all plans.

Required <i>(if marked with an "O" please check with Planning Division)</i>	Submittal Requirement	Number of Copies
X	<u>Application form</u> - completed and signed.	1
X	<u>Deposit</u> – a deposit of \$5,000 shall be submitted to the City of Pleasant Hill.	1
X	<u>Location map</u> - indicating the subject parcel(s) and adjacent streets, this may be on the site plan.	1
X	<u>Aerial map</u> – Legibly showing a direct overview view of the proposed project and 300 feet beyond the project boundary showing sufficient topographic data to indicate clearly the character of the terrain, the type, location and condition of mature trees and other natural vegetation and the location of the existing development. The aerial photo shall not be more than one year old.	1
X	<u>Title report</u> - a preliminary title report, prepared within three months prior to filing the application.	1
X	<u>Written statement</u> - Written statement. Describing the project in detail, including: a) A statement of present zoning and of existing and proposed uses of the property, and any proposed zoning changes, whether immediate or future; b) A description of the proposed subdivision, including the number of lots, their average size, and nature of the proposed development; c) If the proposal is for a residential subdivision of 10 lots or more, a description of how the subdivider will comply with PHMC § 18.20.060, Inclusionary housing; d) A description of landscaping, fences, bridges, gates or other proposed	1

	<p>improvements which may not be fully shown on the map;</p> <p>e) Proposed changes in topography; and</p> <p>f) Proposed tract or deed restrictions, if any.</p>	
X	<u>Environmental Information Form</u> - completed and signed.	1
O	<u>Traffic Report</u> - Projects which generate more than 20 peak hour trips shall provide a traffic study that is consistent with the requirements of the Contra Costa Transportation Authority. The study shall also include an alternative transportation plan – an evaluation addressing the feasibility of accommodation for alternative transportation for pedestrians and bicyclists	1
X	<u>Soils and Geologic Report</u> – A preliminary Soils and Geologic Report, prepared by a State of California licensed Civil Engineer specializing in soils engineering, based upon adequate test borings. The report shall indicate the presence of any critically expansive soils or any other soils problems, which, if not corrected, may lead to structural defects. The report shall contain a geologic map and description of geologic formations and structures significant to the safety and performance of improvements; including faults, existing active or inactive landslides, and areas subject to earthquake ground failure because of liquefaction. (See PHMC Section 17.25.050 for additional information)	1
X	<u>Tree Condition Evaluation Report</u> - an independent report by a certified arborist, licensed landscape architect or other professional approved by the Public Works and Community Development Director. May be subject to peer review.	1
X	<u>Site photographs</u> - to clearly show the views of and from the project, including neighboring development. Include a key map indicating where the pictures were taken from and in what direction they were taken. Label the pictures accordingly.	1
X	<u>Preliminary drainage study.</u> Per Engineering Division standards.	2
X	<u>Preliminary stormwater pollution prevention plan.</u> Per Engineering Division standards.	2
X	<u>Hazardous waste and substances statement.</u> A signed statement of compliance under Government Code section 65962.5(f) indicating whether the proposed project is located on a hazardous waste and substance site as defined in that section. Under Government Code section 65962.5, the California Secretary for Environmental Protection is required to consolidate information regarding land where certain hazardous wastes or contaminants are present, and to distribute a list to each city and county in which sites on the list are located. An applicant for any development project must consult the list sent to the city and submit a signed statement to the city indicating whether the project and any alternatives are located on the list. (Govt. Code § 65940)	1
X	<u>For vesting tentative maps.</u> The subdivider shall also submit all of the following information, unless a requirement is waived by the zoning administrator after consultation with the city engineer: (Govt. Code § 66498.8)	15-24”x36” sets

	<p>a) The height, size and location of buildings, including elevations; and</p> <p>b) Information on the uses to which the buildings will be put.</p>	
X	<p><u>Tentative Map</u> – Show proposed improvements, including:</p> <p>a) The location, grade, centerline radius, arc length of curves, pavement, and right-of-way width of all streets. Typical sections of all streets shall be shown including pavement widths, curbs, gutters, sidewalks, medians, and slopes of cuts and fills. Proposed private streets shall be clearly indicated. Include a proposal for placing all utilities underground (see PHMC § 17.35.020.G).</p> <p>b) The location and radius of all curb returns and cul-de-sacs.</p> <p>c) The location, width, and purpose of all easements.</p> <p>d) The angle of intersecting streets if such angle deviates from a right angle by more than four degrees.</p> <p>e) Engineering plan and data showing the approximate finished grading of each lot, the preliminary design of all grading, the elevation of proposed building pads, and the top and toe of cut and fill slopes to scale. Cut and fill areas shall be highlighted.</p> <p>f) Areas to be used for public purposes or facilities.</p> <p>g) Proposed recreation sites, trails, and parks for private or public use. If park dedication is proposed, the tentative map application is not complete unless accompanied by Pleasant Hill Recreation and Park District’s written comments on the proposed location.</p> <p>h) Proposed common areas and areas to be dedicated to public open space, including a proposal for the long-term maintenance of private common areas.</p> <p>i) The location and size of sanitary sewers, fire hydrants, water mains, and storm drains, including all necessary provisions for handling water supply, stormwater and sewage. Proposed slopes, approximate elevation, direction of flow and type of facility for sanitary sewers, storm drains, and overland drainage releases shall be indicated.</p> <p>j) A planting plan for slopes, erosion control, street trees, other landscaping and fencing.</p>	15-24”x36” sets
X	<p><u>Phasing</u> – If the project is to be developed in phases, the proposed phases and their sequence shall be described and shown in graphic form on the map.</p>	15-24”x36” sets
X	<p><u>Rendered subdivision map</u></p>	1-24”x36” set
X	<p><u>Phase 1</u> – Historical architectural review of any structures and cultural resource survey/analysis of the site.</p>	1
X	<p><u>Cost Recovery Agreement</u> – Agreement for payment to the City for application processing and plan checking and inspection services for certain land use and development projects. Signatures to be notarized.</p>	1
X	<p><u>Participant Disclosure Form</u> – Completed and Signed.</p>	1
X	<p><u>Reduction</u> –black and white reductions of each plan.</p>	10-11”x17” &

		1-8.5"x11"
	<u>Other</u> - _____	

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# APPLICATION FOR SUBDIVISION & LOT LINE ADJUSTMENT CITY OF PLEASANT HILL

100 Gregory Lane  
Pleasant Hill, CA 94523  
Phone (925) 671-5209  
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## I. CHECK TYPE OF PERMIT(S) REQUESTED

- |   |  |
|---|--|
| <input type="checkbox"/> Minor Subdivision      | <input type="checkbox"/> Major Subdivision |
| <input type="checkbox"/> Condominium Conversion | <input type="checkbox"/> Vesting Map       |
| <input type="checkbox"/> Lot Line Adjustment    | <input type="checkbox"/> Minor Variance    |
| <input type="checkbox"/> Other (Specify) _____  |  |

## II. GENERAL DATA

- A. Address and/or Location of Property \_\_\_\_\_
- B. Assessor's Parcel Number(s) \_\_\_\_\_
- C. Zoning \_\_\_\_\_
- D. Subdivision Name \_\_\_\_\_
- E. Subdivision Number \_\_\_\_\_
- F. Total Parcel Acreage \_\_\_\_\_
- G. Number of Lots \_\_\_\_\_
- H. Average Lot Size \_\_\_\_\_
- I. Minimum Lot Size \_\_\_\_\_
- J. Existing Use \_\_\_\_\_

## III. AUTHORIZATION

In signing this application, I, as owner and/or as applicant, represent to have full legal capacity to, and hereby do authorize the filing of this application. If this application has not been signed by the property owner, attached is separate documentation of full legal authority to file this application. I agree to be bound by the conditions of approval of this application, subject only to the right to object at the hearing or during the appeal period. I further certify that the information and exhibits submitted are true and correct.

### A. Property Owner

Name _____	Phone _____
Address _____	Fax _____
Signature _____	Email _____
	Date _____

### B. Applicant other than Property Owner

Name _____	Phone _____
Address _____	Fax _____
Signature _____	Email _____
	Date _____

### C. Authorized Agent

Company _____	Contact/Title _____
Address _____	Phone/Fax _____
Signature _____	Email _____
	Date _____

TO BE COMPLETED BY STAFF

APPLICATION TITLE	APPLICATION NUMBER	APPLICATION RECEIVED BY
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## Participant Disclosure Form

To be completed only if contributions totaling \$250 or more have been made.

Participant's Name \_\_\_\_\_

Participant's Address \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Application Title and Number \_\_\_\_\_

Council or commission member(s) to whom you and/or your Agent made campaign contributions totaling \$250 or more and date(s) of contribution(s):

Name of Member: \_\_\_\_\_

Name of Contributor (if other than Participant): \_\_\_\_\_

Date(s): \_\_\_\_\_

Amount(s): \_\_\_\_\_

Name of Member: \_\_\_\_\_

Name of Contributor (if other than Participant): \_\_\_\_\_

Date(s): \_\_\_\_\_

Amount(s): \_\_\_\_\_

Name of Member: \_\_\_\_\_

Name of Contributor (if other than Participant): \_\_\_\_\_

Date(s): \_\_\_\_\_

Amount(s): \_\_\_\_\_

Signature of Participant and/or Agent: \_\_\_\_\_



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### ENVIRONMENTAL INFORMATION FORM

(To be completed by applicant)

Date Filed \_\_\_\_\_

#### General Information

1. Name and address of developer or project sponsors \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_ Phone \_\_\_\_\_
2. Address of project \_\_\_\_\_  
Assessor's parcel number \_\_\_\_\_
3. Name, address and telephone number of person to be contacted concerning this project:  
\_\_\_\_\_  
\_\_\_\_\_ Phone \_\_\_\_\_
4. List and describe any other related permits and other public approvals required for this project, including those required by city, regional, state and federal agencies:  
\_\_\_\_\_  
\_\_\_\_\_
5. Existing zoning district and use \_\_\_\_\_
6. Proposed use of site (Project for which this form is filed) \_\_\_\_\_  
\_\_\_\_\_

#### Project Description (Attach additional sheets as necessary.)

7. Site size.
8. Square footage.
9. Number of floors of construction.

Environmental Information Form

10. Amount and type of off-street parking provided.
11. Attach plans drawn to scale (site plans, floor plans, elevations).
12. Proposed scheduling.
13. Associated project.
14. Anticipated incremental development.
15. If residential, include the number of units, schedule of unit sizes, range of sales prices or rents, and type of household size expected.
16. If commercial, indicate the type, whether neighborhood, city or regionally oriented, square footage of sales area, estimated employment per shift, number of truck trips per day, and number and dimensions of loading facilities.
17. If industrial, indicate type, estimated employment per shift, number of truck trips per day, and number and dimensions of loading facilities.
18. If institutional, indicate the major function, estimated employment per shift, estimated occupancy, loading facilities, and community benefits to be derived from the project.
19. If the project involves a variance, conditional use or rezoning application, state this and indicate clearly why the application is required.
20. If the project involves 50,000 sq. ft. or more of office or 50 or more residential units, the application must be accompanied by a fiscal impact analysis.

Are the following items applicable to the project or its effects? Discuss below all items checked yes (attached additional sheets as necessary).

	Yes	No
21. Change in existing features of any watercourses, bodies of water, or hills, or substantial alteration of ground contours.	<input type="checkbox"/>	<input type="checkbox"/>
22. Change in scenic views or vistas from existing development or public lands or roads.	<input type="checkbox"/>	<input type="checkbox"/>
23. Change in pattern, scale or character of general area of project.	<input type="checkbox"/>	<input type="checkbox"/>
24. Significant amounts of solid waste or litter.	<input type="checkbox"/>	<input type="checkbox"/>
25. Change in dust, ash, smoke, fumes or odors in vicinity.	<input type="checkbox"/>	<input type="checkbox"/>
26. Change in ocean, bay, lake, stream or ground water quality or quantity, or alteration of existing drainage patterns.	<input type="checkbox"/>	<input type="checkbox"/>
27. Substantial change in existing noise or vibration levels in the vicinity.	<input type="checkbox"/>	<input type="checkbox"/>
28. Site on filled land or on slope of 10 percent or more.	<input type="checkbox"/>	<input type="checkbox"/>



Environmental Information Form

- 29. Use, generation, storage, transport, treatment, or disposal of potentially hazardous materials, such as toxic substances, flammables, corrosives, reactives, or explosives.
- 30. Substantial change in demand for municipal services (police, fire, water, sewage, etc.).
- 31. Substantial increase in fossil fuel consumption (electricity, oil, natural gas, etc.).
- 32. Relationship to a larger project or series of projects.
- 33. Displacement or relocation of persons or businesses.
- 34. Significant additional traffic generation or increased vehicular problems.

Environmental Setting

- 35. Describe the project site as it exists before the project, including information on topography, soil stability, plants and animals, and any cultural, historical or scenic aspects. Describe any existing structures on the site, and the use of the structures. Attach photographs of the site. Snapshots or Polaroid photos will be accepted.
- 36. Describe the surrounding properties, including information on plants and animals and any cultural, historical or scenic aspects. Indicate the type of land use (residential, commercial, etc.), intensity of land use (single-family, apartment houses, shops, department stores, etc.), and scale of development (height, frontage, setback, rear yard, etc.). Attach photographs of the vicinity. Snapshots or Polaroid photos will be accepted.

**Certification**

I hereby certify that the statements furnished above and in the attached exhibits present the data and information required for this initial evaluation to the best of my ability, and that the facts, statements, and information presented are true and correct to the best of my knowledge and belief.

\_\_\_\_\_  
Date

\_\_\_\_\_  
Signature

\_\_\_\_\_  
For

City of Pleasant Hill  
Public Works and Community Development Department  
**Cost Recovery Agreement**

This Agreement is for payment to the City of fees for application processing and plan checking and inspection services for certain land use and development projects, under the authority of the City's Master Fee Schedule. It applies to City fees (i.e. Planning and Engineering Divisions and City Attorney Office) designated in the Master Fee Schedule as hourly fees or actual costs. It does not apply to flat-fee applications nor to the building permit and related inspection fees. The deposit will be retained in a refundable deposit account until it is drawn down based on costs incurred by the City.

Project: \_\_\_\_\_

Applicant: \_\_\_\_\_ Owner, if different: \_\_\_\_\_

Property (address and parcel number): \_\_\_\_\_

Land use entitlement(s) or permit applied for: \_\_\_\_\_

City file #: \_\_\_\_\_

Initial deposit: \$\_\_\_\_\_ made on \_\_\_\_\_

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This Agreement is entered into on \_\_\_\_\_, 201\_\_ between the Owner/Applicant and the City. Owner/Applicant has applied for the land use entitlement or other permit indicated above.

**1. Definitions.** In this Agreement:

*Department* means the Public Works and Community Development Department.

*Director* means the Director of the Public Works and Community Development Department.

*Master Fee Schedule* means the City-wide Master Fee Schedule adopted by the City Council under Resolution No. 34-07 and subsequent amendments to it.

*Owner/Applicant* means the Property Owner and the Applicant. If they are different, it refers to both of them who are equally responsible under this Agreement.

*Reimbursable costs* means the costs associated with review and processing, plan checking and inspections for the application for the land use entitlement, grading or encroachment permit indicated above, and any subsequent applications related to the same project. It includes costs for:

City of Pleasant Hill  
Public Works and Community Development Department  
Cost Recovery Agreement

- services provided by any City department within the scope of the Master Fee Schedule.
- retaining professional and technical consultant services, and any other services necessary, to perform functions related to the review and processing of the application and inspection of the work (other than building inspection).
- both direct and indirect costs, including State-mandated costs.
- If additional work is required as the result of a claim, action or other legal proceeding, the cost of additional investigation, study, or document amendment (e.g., to EIR, General Plan, zoning).

**2. Agreement to pay.** Owner/Applicant agrees to pay to the City all reimbursable costs, as defined in Section 1. This agreement applies whether or not the application is approved. If the application is withdrawn, the Owner/Applicant shall pay the reimbursable costs incurred up to the time of withdrawal. If a decision regarding the application is appealed by the Owner/Applicant or by someone else, the Owner/Applicant shall pay for the reimbursable costs incurred.

Owner agrees that delinquent amounts shall constitute a lien on the Property and expressly consents to recordation of a notice of lien (or copy of this Agreement) against the Property regarding any delinquent amount.

**3. Deposits and billing.**

a. Deposits. The Owner/Applicant shall make an initial deposit in an amount determined by the Director. This amount is indicated on page 1, above.

b. Notices and Invoices. As requested by the Owner/Applicant, the City shall send a summary of the costs incurred to date. The City may also send an invoice for the balance due. Payment is due to the City within 15 days of the date of the invoice. Finance charges for overdue amounts will be assessed at the rate of 1% per month (12% per year), except as to documented disputed amounts.

c. Questions and clarification. The Owner/Applicant is responsible for contacting the City within 15 days of the receipt (or usual receipt) of the notice or invoice regarding (i) questions about the costs or supporting back-up documentation or (ii) clarification about specific charges. The Owner/Applicant's failure to do this in a timely way will result in additional charges for clerical time spent and possible finance charges for late payment.

**4. City responsibilities.** City agrees to review and process the application in accordance with the California Permit Streamlining Act (Gov't. Code § 65940 and following), and with the City's ordinances, standards and policies. However, City may suspend the review, processing and/or inspections for non-payment as provided in Section 5 .

City of Pleasant Hill  
Public Works and Community Development Department  
Cost Recovery Agreement

**5. Consequences of failure to pay.** If the Owner/Applicant fails to pay the City the amounts due, when they are due, the City may, in its discretion, do any or all of the following:

- a. Cease processing of the application or inspection of the work. Owner/Applicant here consents to waive rights under the Permit Streamlining Act if he/she is in default of this Agreement, and thus in violation of Municipal Code section 1.05.050, 11.05.050, 15.10.080, 17.20.070 and/or 18.75.050.
- b. After written notice, terminate or deny the application.
- c. After written notice, issue a stop-work order on any work begun.
- d. Withhold issuance of further plan checks, entitlements, permits, inspections, certificates or occupancy, etc.
- e. File a lien against the Property for the amounts due. (The lien shall be recorded in the same manner as a nuisance abatement lien under GC 38773.1.)
- f. File a civil action for recovery of the amounts due.
- g. Impose a continuing finance charge on the unpaid balance of 1% per month.

**6. Refund of deposit.** At the Owner/Applicant's request, the City shall refund any amount of deposit still held by it, and not needed for incurred costs, at the conclusion of project review and inspection, after project denial, or after the application is withdrawn.

**7. Confirmation of Owner.** The Owner represents that he/she is the owner of the Property. Applicant/Owner agrees to promptly notify the City in writing before any change in ownership, or change in the applicant, and to submit a written assumption of the obligations under this Agreement signed by the new owner or applicant, or both.

**8. Miscellaneous.**

- a. Notices. Invoices or notices shall be sent to the party at the address shown here, unless a change is submitted in writing.

(Owner)	Director of Public Works and Community Development City of Pleasant Hill
(Applicant)	100 Gregory Lane Pleasant Hill, CA 94523-3323

City of Pleasant Hill  
Public Works and Community Development Department  
Cost Recovery Agreement

b. Legal action. In any legal action arising out of the Agreement, the prevailing party is entitled to recover its reasonable litigation expenses' including costs and attorneys fees.

Owner/Applicant	City of Pleasant Hill
Owner: _____ *	_____ Director of Public Works and Community Development
Date: _____	Date: _____
(*Notary acknowledgement required.)	
Applicant (if different): _____	
Date: _____	

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