

## **Additional Information for Minor Exception Analysis**

**Please note: A complete submittal for a Minor Exception does not constitute approval of the project. Staff will review the submittal based on the following analysis. Additional information may be required after further review of the project. The project may be reviewed by the Planning Commission which will require an additional fee.**

**Approval of a Minor Exception for a neighboring property is not justification for a similar application. Each Minor Exception is reviewed on an individual basis.**

- 1. Explain why there are no practical alternatives to the proposed exception.**
  - a. Show all other possible alternatives and explain why each one of them is not practical.**
  - b. If there are structural conditions that are requested to be considered in determining whether any proposed alternative may be impractical (i.e. bearing wall, roof configuration, foundation issues, location of plumbing or utilities, existing permitted structures/improvements, etc.), indicate and explain why their existence would make alternatives to the proposed minor exception impractical.**
  
- 2. Explain why the proposed exception will not substantially compromise the purpose and intent of the subject zoning district.**
  
- 3. Explain why the proposed exception will not have a detrimental impact to the site, adjacent properties or neighborhood.**
  - a. Will the area of the minor exception stand out or blend in with the surrounding neighborhood?**
  
- 4. Explain how the proposed exception will be in substantial conformance with the Citywide Design Guidelines.**
  - a. Provide a list of Citywide Design Guidelines that the proposed minor exception addresses.**

Note: City staff will study the neighborhood characteristics to determine the compatibility (setbacks, design, height, etc.) of the proposed minor exception with existing properties in the vicinity of the project site as part of the review process for the minor exception.

If approved, Conditions of Approval may address elements, including but not limited to, landscaping, color, design, setbacks, modifications to existing structures.



# CITY OF PLEASANT HILL

PHONE (925) 671-5209	www.ci.pleasant-hill.ca.us	100 Gregory Lane Pleasant Hill, CA 94523
FAX (925) 682-9327		

## MINOR EXCEPTION SUBMITTAL REQUIREMENTS

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: The scale used on submittal plans shall generally be at a 1/8" = 1'0" for the architectural plans, 1" = 20' for site engineering plans. Include a north arrow, the scale and a bar scale on all plans.

<b>Required</b> <i>(if marked with an "O"  submittal is optional,  otherwise submittal is  required, please check with  Planning Division)</i>	<b>Submittal Requirement</b>	<b>Number of Copies</b>
X	<u>Application form</u> - completed and signed.	1
X	<u>Fee/Deposit</u> - check payable 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
O	<u>Title report</u> - a preliminary title report, prepared within three months prior to filing the application.	1
X	<u>Written statement</u> - describe the project in detail and what the reasons are for the project. In addition, please provide a response to the following: <ol style="list-style-type: none"> <li>1. Explain why there are no practical alternatives to the proposed exception. <ol style="list-style-type: none"> <li>a. Show all other possible alternatives and explain why each one of them is not practical.</li> <li>b. If there are structural conditions that are requested to be considered in determining whether any proposed alternative may be impractical (i.e. bearing wall, roof configuration, foundation issues, location of plumbing or utilities, existing permitted structures/improvements, etc.), indicate and explain why their existence would make alternatives to the proposed minor exception impractical.</li> </ol> </li> <li>2. Explain why the proposed exception will not substantially compromise the purpose and intent of the subject zoning district.</li> </ol>	1

	<p>3. Explain why the proposed exception will not have a detrimental impact to the site, adjacent properties or neighborhood.</p> <p>a. Will the area of the minor exception stand out or blend in with the surrounding neighborhood?</p> <p>4. Explain how the proposed exception will be in substantial conformance with the Citywide Design Guidelines.</p> <p>a. Provide a list of Citywide Design Guidelines that the proposed minor exception addresses.</p>	
X	<u>Minor Exception Analysis</u> - completed and signed.	1
O	<u>Environmental Information Form</u> - completed and signed.	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.	
O	<u>Property Line Survey – property line survey completed by a licensed surveyor showing property lines and distance to existing structures. Required to front yard encroachments, optional for all other application types.</u>	1
X	<u>Reduction</u> - an 8 1/2" x 11" black and white reduction of each plan.	1
X	<p><u>Site plans</u> - site plans of the project shall be fully dimensioned and accurately drawn. The plans shall contain the following basic information unless the community development department determines that additional information is necessary to properly evaluate the project. Use as many sheets as necessary. You may combine information so long as the plans are easy to read. If details are not reviewed during the site development review process, they will be subject to review and approval prior to issuance of building permits.</p> <p>In most cases, the site plan must be prepared and signed by a licensed civil engineer, surveyor, architect, landscape architect, or building designer whose name, address and phone number must appear on the plan. The boundary and topographic survey information (showing the existing topography) must be prepared by a licensed civil engineer or land surveyor whose name, seal, and signature must appear on the sheet of plan indicating the boundary and topographic survey.</p> <p><u>Site plan shall include the following information:</u></p> <p><i>Legal boundaries</i> - boundary lines, easements (with size and type called out), right-of-ways, trails, paths, utility poles and the like.</p> <p><i>Topography</i> - topography of the land with one-foot contour lines for land with a slope of 5 percent or less, and two-foot contours for land over 5 percent. This contour interval may be increased for land with over 20 percent slope. Show faults, flood zones, and slide areas.</p> <p><i>Grading</i> - preliminary grading plan clearly showing existing and proposed contours carried a minimum of 50 feet beyond the project boundaries. Show direction and path of existing proposed drainage channels or facilities.</p>	<p>3-24"x36" sets (Optional, see Planning Division: 10-11"x17" sets)</p>

	<p>Indicate building pad and finished elevations, retaining walls (with height and materials specified).</p> <p><i>Streets and lots</i> - proposed street layouts and lot design, off-street parking, and loading areas. This should include proposed circulation of vehicles, goods, pedestrians, number of parking spaces and bicycles. Dimension all parking, roads and maneuvering areas.</p> <p><i>Public areas</i> - areas proposed to be dedicated or reserved for parks, trails, schools, public or quasi-public buildings, and other such uses, if any.</p> <p><i>Land use</i> - proposed, show the type, amount and location. Show also adjacent land use, including their general location and the height of existing structures and trees within 50 feet of the property lines.</p> <p><i>Trees</i> - species, common name, size, condition, location, and drip line of existing trees with a trunk three inches and greater in diameter, at DBH (54 inches above grade. Any trees proposed to be removed shall be so indicated along with the reason why they are proposed to be removed.</p> <p><i>Buildings</i> - all existing and proposed buildings and structures. Include their outside dimensions, height (from ground to top of roof), location and use. Delineate each residential unit or commercial shop, and indicate unit type and size. Show trash enclosures, storage buildings and the like. Indicate setbacks and distance between buildings.</p> <p><i>Features</i> - building appurtenances and features, including balconies, decks, landscaping, stairs, and rooflines to be shown.</p> <p><i>Phasing</i> - potential phasing limits of project should be indicated and a statement provided that sets forth the manner and phasing of the installation and maintenance of parking, lighting, landscaping, private grounds, streets, utilities and open space.</p> <p><i>Coverage</i> - tabulation of building, landscaping, open space and paving.</p>	
X	<p><u>Floor plan</u> - a proposed floor plan of all building/tenant areas for the proposed project.</p>	<p>3-24"x36" sets (Optional, see Planning Division: 10-11"x17" sets)</p>
O	<p><u>Landscape plan</u> - a preliminary landscape plan shall be submitted showing major landscape structures such as fences, walls, walks, pools, and trellises with dimensions, paving material designations, and a proposed planting plan. Approval of a preliminary landscaping plan will be subject to submittal of a final landscaping and automatic irrigation plan to be checked for conformance prior to issuance of a building permit.</p> <p>The preliminary landscape plan should include a legend/table that indicates the general plant pallet that is proposed including the number of specie planting, a description of the type of plants, their rate of growth, size in 3-5 years, mature size, and container size at time of planting. Include both common and botanical names. Show the location of paths, fences and street furniture and the percent of landscape coverage on proposed parcel(s).</p>	<p>3-24"x36" sets (Optional, see Planning Division: 10-11"x17" sets)</p>
O	<p><u>Stormwater Control Plan</u> - each application for a development project which</p>	<p>1</p>

	creates one acre (43,560 square feet) or more of impervious surface shall be accompanied by a Stormwater Control Plan. This Stormwater Control Plan shall be prepared in accordance with the Contra Costa Clean Water Program's <i>Stormwater C.3 Guidebook</i> . For assistance, request a copy of <i>Preparing Your Stormwater Control Plan</i> from Planning Staff.	
O	<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 are to be notarized.	1
X	<u>Participant Disclosure Form</u> – Completed and Signed.	1
X	<u>City Wide Design Guidelines</u> – Applicable to all projects, the document must be reviewed by an applicant for design review. Projects should be designed, and will be reviewed, in relation to the City-Wide Design Guidelines. The document is available online for download or purchase in hard copy.	
O	<u>Other</u> – _____	



# APPLICATION FOR DEVELOPMENT REVIEW

## CITY OF PLEASANT HILL

100 Gregory Lane  
Pleasant Hill, CA 94523  
Phone (925) 671-5209  
Fax (925) 682-9327

[www.ci.pleasant-hill.ca.us](http://www.ci.pleasant-hill.ca.us)

### I. CHECK TYPE OF PERMIT(S) REQUESTED

- |   |   |   |
|---|---|---|
| <input type="checkbox"/> General Plan Amendment | <input type="checkbox"/> Rezoning         | <input type="checkbox"/> Zoning Permit        |
| <input type="checkbox"/> Use Permit             | <input type="checkbox"/> Minor Use Permit | <input type="checkbox"/> Temporary Use Permit |
| <input type="checkbox"/> Variance               | <input type="checkbox"/> Minor Variance   | <input type="checkbox"/> Home Occupation      |
| <input type="checkbox"/> Minor Exception        | <input type="checkbox"/> Development Plan | <input type="checkbox"/> Sign                 |
| <input type="checkbox"/> Architectural Review   | <input type="checkbox"/> Tree Removal     | <input type="checkbox"/> Other _____          |

### II. GENERAL DATA

- A. Address of Property \_\_\_\_\_
- B. Assessor's Parcel Number(s) \_\_\_\_\_
- C. Zoning \_\_\_\_\_
- D. Existing Use \_\_\_\_\_
- E. Description of Project or Request \_\_\_\_\_
- \_\_\_\_\_
- \_\_\_\_\_
- \_\_\_\_\_

### 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 _____
_____	Email _____
Signature _____	Date _____

#### B. Applicant other than Property Owner

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

#### C. Authorized Agent

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

TO BE COMPLETED BY STAFF

APPLICATION TITLE

APPLICATION NUMBER

APPLICATION RECEIVED BY



CITY OF PLEASANT HILL

Phone (925) 671-5209 Fax (925) 682-9327 www.pleasanthillca.org 100 Gregory Lane Pleasant Hill, CA 94523

Participant Disclosure Form

If no contributions made, or in an amount less than \$250, please fill out the top half of this form and check box below, provide signature and date.

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): \_\_\_\_\_

- No contribution, or less than \$250 contribution made:

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



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Pleasant Hill, CA 94523

### 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

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100 Gregory Lane  
Pleasant Hill, CA 94523

### MINOR EXCEPTION ANALYSIS

#### Application Submittal

Please provide the information requested below. Insufficient information may result in processing delays. If you need additional space to respond, please feel free to attach supplemental information.

1. Explain why there are no practical alternatives to the proposed exception.

**Analysis:**

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2. Explain why the proposed exception will not substantially compromise the purpose and intent of the subject zoning district.

**Analysis:**

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3. Explain why the proposed exception will not have a detrimental impact to the site, adjacent properties or neighborhood.

**Analysis:**

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4. Explain how the proposed exception will be in substantial conformance with the Citywide Design Guidelines.

**Analysis:**

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Analysis completed by: \_\_\_\_\_

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

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

**Notary acknowledgement required**

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 \_\_\_\_\_, 202\_\_ between the Owner 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

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

suspend the review, processing and/or inspections for non-payment as provided in Section 5.

**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 100 Gregory Lane Pleasant Hill, CA 94523-3323
(Applicant)	

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

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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.

**Notary acknowledgement required**

<p><b>Owner</b></p> <p>Owner: _____ *</p> <p>Date: _____</p> <p>(*Notary acknowledgement required.)</p> <p>Applicant (if different): _____</p> <p>Date: _____</p>	<p><b>City of Pleasant Hill</b></p> <hr/> <p>Director of Public Works and Community Development</p> <p>Date: _____</p>
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S:\MASTERS & FORMS\FRONT COUNTER FORMS\Word Documents\COST RECOVERY AGREEMENT - Revised to Include City Divisions.doc (REVISED 10-13)