



## 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

### SIGN PERMIT 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> - describing the project in detail and what the reasons are for the project including the city's potential benefits and costs. For appeals, the written statement should contain the reasons for the appeal and the exact decision or conditions that are being appealed.	1
X	<u>Participant Disclosure Form</u> – Completed and Signed.	1
O	<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.	
X	<u>Reduction</u> - an 8 1/2" x 11" black and white reduction of each plan.	1

X	<u>Site plan</u> - site plan, fully dimensioned showing the location and size of all existing and proposed freestanding signs and building mounted signs. Include the length of building frontage(s) onto a public right of way. (If building has more than one frontage, identify length of each frontage).	7-24"x36" sets										
X	<u>Elevations</u> - fully dimensioned building elevations showing sizes and locations of existing and/or proposed wall signs (minimum scale 1/8" = 1'0").	7-24"x36" sets										
X	<u>Rendered sign elevation</u> - a color version of the sign elevation shall be submitted that accurately represents the final finished appearance of the sign in its installed setting (either building mounted or freestanding);	7-24"x36" sets										
X	<u>Details</u> - detailed drawings of all proposed signs indicating the size of sign cabinet, letter style, color scheme, cabinet colors, material specifications (minimum scale 1/4" - 1' 0") and samples. A side elevation is often helpful in describing the sign;	7-24"x36" sets										
X	<p><u>Inventory</u> - an inventory of all on-the-property signs must be submitted with the sign application. The inventory shall include the type, description, size, height and locations of <u>all</u> existing and proposed signs.</p> <p>1) The height above finish grade and dimensions of all signs shall be shown on all of the above drawings.</p> <p>2) Area of each sign (in square feet) shall be shown on all of the above drawings.</p> <p><u>Example:</u></p> <table border="1"> <thead> <tr> <th><u>SIGN #1</u></th> <th><u>TYPE</u></th> <th><u>SIGN COPY</u></th> <th><u>SIZE</u></th> <th><u>HEIGHT</u></th> </tr> </thead> <tbody> <tr> <td>1</td> <td>Wall sign</td> <td>"Antiques"</td> <td>4' x 6'</td> <td>10'</td> </tr> </tbody> </table> <p><u>Sign Colors and Materials:</u></p> <p>Canister Anodized Bronze Returns N/A Background Opaque White (include manufacturer no's.) Letters Red # _____ (include manufacturer no's.)</p>	<u>SIGN #1</u>	<u>TYPE</u>	<u>SIGN COPY</u>	<u>SIZE</u>	<u>HEIGHT</u>	1	Wall sign	"Antiques"	4' x 6'	10'	7
<u>SIGN #1</u>	<u>TYPE</u>	<u>SIGN COPY</u>	<u>SIZE</u>	<u>HEIGHT</u>								
1	Wall sign	"Antiques"	4' x 6'	10'								
O	<u>Landscape plan</u> - a preliminary landscape plan around proposed monument signs. 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.	7-24"x36" sets										
O	<u>Lights</u> - show the location, height, size and type of exterior lights.	7-24"x36" sets										
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 to be notarized.	1										

X	<u>City Wide Design Guidelines Checklist</u> – Applicable to all projects, the checklist must be completed and 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 Submittal Items –</u> <hr/>	



# 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 _____
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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# CITY OF PLEASANT HILL

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

## 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: \_\_\_\_\_

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**

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