



Development Review Application

Department of Planning & Community Environment
250 Hamilton Avenue, Palo Alto, CA 94301
650-329-2441 ~ plandiv.info@cityofpaloalto.org

Date Received
File Number

Appointments are required for all application submittals, please call to schedule.

1 Application Request <input type="checkbox"/> Architectural Review <input type="checkbox"/> Conditional Use Permit <input type="checkbox"/> Design Enhancement Exception <input type="checkbox"/> Historic Review <input type="checkbox"/> Home Improvement Exception <input type="checkbox"/> Individual Review <input type="checkbox"/> Planned Community Zone Change <input type="checkbox"/> Protected Tree Removal <input type="checkbox"/> Site and Design <input type="checkbox"/> Subdivision <input type="checkbox"/> Temporary Use Permit <input type="checkbox"/> Transfer of Development Rights/HRB <input type="checkbox"/> Variance <input type="checkbox"/> Zone Change <input type="checkbox"/> Other: _____	Fees Fee Collected _____ Cost Recovery Yes / No Cost Recovery # _____ Receipt # _____
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2 Property Location
 Address of Subject Property: _____
 Zone District: _____ Assessor's Parcel Number: _____ Historic Category (if applicable): _____

3 Requested Action/Project Description

4 Applicant/Primary Contact
 Name: _____ Email: _____
 Address: _____ Phone 1: _____
 City: _____ State: _____ Zip: _____ Phone 2: _____

5 Property Owner
 Name: _____ Email: _____
 Address: _____ Phone 1: _____
 City: _____ State: _____ Zip: _____ Phone 2: _____

I hereby certify that I am the owner of record of the property described in Box #2 above and that I approve of the requested action herein. If this application(s) is subject to 100% cost recovery of planning costs, I understand that charges for staff time spent processing this application(s) will be based on the Policy and Procedures document provided to me. I understand that my initial deposit is an estimate of these charges and not a fee, and I agree to abide by the billing policy stated.

Signature of Owner: _____ Date: _____

6 Action Taken

	Date	Decision
<input type="checkbox"/> Planning Manager	_____	_____
<input type="checkbox"/> Director of Planning	_____	_____
<input type="checkbox"/> City Council	_____	_____

**DEPARTMENT OF PLANNING AND COMMUNITY ENVIRONMENT
POLICY AND PROCEDURES REGARDING
APPLICATIONS SUBJECT TO COST RECOVERY**

The Department of Planning and Community Environment, in accordance with the Municipal Fee Schedule adopted by the City Council, has instituted a program of full and partial recovery fees for processing of the following types of applications. Each of these types of applications will also require review by the Attorneys' Office as well as the possible preparation of legal documents such as ordinances and/or resolutions, and either a deposit or fee for legal review will be collected:

- Zone Change
- Planned Community District
- Comprehensive Plan Amendment
- Site and Design
- Environmental Impact Report
- Development Agreement
- Development Project Preliminary Review
- Transfers of Development Rights
- Major Architectural Review Projects
- Major Subdivision
- Legal Review and Preparation of Ordinances and Resolutions

Our policy and procedures for recovering processing costs are as follows:

- A deposit in the amount indicated in the Municipal Fee Schedule will be accepted at the time the application is filed. If a project requires multiple entitlements, and any one of those entitlements is subject to cost recovery, as listed above, and the entitlements are being processed concurrently, then the entire processing of the project will be subject to cost recovery. A copy of the receipt and application form shall be submitted to Executive Secretary to open a file and obtain a Job Ledger Number for tracking purposes.
- A monthly accounting of staff time charged towards the deposit will be sent to the applicant or property owner. When the staff time charged exceeds 80% of the amount deposited, the applicant or property owner will begin receiving a bill for each month's costs. **The bill will be sent by the City's Finance Dept. and shall be paid within 30 days, or legal interest will accrue. The City reserves the right to suspend application processing or delay issuance of a building permit due to nonpayment. The property owner is legally responsible for payment of all fees, regardless of whether an entitlement is granted.**
- In the event there are significant anticipated costs for outside consultants in excess of the amount deposited, a deposit for the full cost of the consultant work will be required at the time the consultant agreement is signed. In the event changes in the project result in additional costs, an additional deposit will be required at the time the consultant agreement is amended.
- Following a final decision on the application and project file closure, a final accounting will be sent, along with either a bill if actual processing costs exceeding the amount on deposit, or a refund if the deposit amount exceeds actual processing costs.
- The property owner will be billed for all time charged to the application. *A current table of rates and explanation of charges is available upon request.*

AGREED UPON BY: _____ (Applicant/Property Owner)