



# Planning Review Application

Department of Planning & Development Services  
250 Hamilton Avenue, Palo Alto, CA 94301  
650-329-2441 x0 planner@cityofpaloalto.org

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

Date Received (Staff Use Only)
File Number (Staff Use Only)

<b>1 Application Request</b> <input type="checkbox"/> Architectural Review <input type="checkbox"/> Conditional Use Permit / Amendment <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"/> Preliminary AR Review <input type="checkbox"/> Council Prescreening	<input type="checkbox"/> Coordinated Development (SOFA 1) <input type="checkbox"/> Site and Design Review <input type="checkbox"/> Subdivision <input type="checkbox"/> Temporary Use Permit <input type="checkbox"/> Transfer of Development Rights <input type="checkbox"/> Variance <input type="checkbox"/> Zone Change <input type="checkbox"/> Planned Community or Amendment <input checked="" type="checkbox"/> Other:	<b>Fees (Staff Use Only)</b> Fee Collected _____ Cost Recovery Yes / No Cost Recovery # _____ Receipt # _____
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**2 Property Location**

Address of Subject Property: 3373 Middlefield Road, Palo Alto, CA 94306

Zone District: \_\_\_\_\_ Assessor's Parcel Number: \_\_\_\_\_ Historic Category (if applicable): \_\_\_\_\_

**3 Project Description** Qualifying Housing Project Under SB-35:  Yes  No

Tier 1 Safe Parking Program for Religious Institutions

<b>4 Applicant/Primary Contact/Entitlement Recipient</b> Name: <u>John Dustman</u> Address: <u>201 Castro St, 3rd Floor</u> City: <u>Mountain View</u> Zip Code: <u>94041</u> State: <u>CA</u> Phone: <u>(650) 968-4200</u> Email: <u>dustman@highway.org</u>	<b>SAFE Parking Program Provider</b> <input type="checkbox"/> Architect <input type="checkbox"/> Engineer Name: <u>MOVE Mountain View</u> Address: <u>2680 Bayshore Parkway #401</u> City: <u>Mountain View, California 94043</u> Zip Code: _____ State: _____ Phone: <u>(650) 861-0181</u> Email: <u>contact@movemv.org</u>	<b>Primary Contact If Different From Applicant</b> Name: <u>David Haley</u> Address: <u>201 Castro St, 3rd Floor</u> City: <u>Mountain View</u> Zip Code: <u>94041</u> State: <u>CA</u> Phone: <u>(650) 968-4200</u> Email: <u>david@highway.org</u>
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**5 Property Owner**

Name: Highway Community Email: dean@highway.org

Address: 3373 Middlefield Road Phone 1: (650) 968 - 4200

City: Palo Alto State: CA Zip: 94306 Phone 2: n/a

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: Dean Smith Dean N. Smith, president Date: 10/30/2020

<b>Action (Staff Use Only)</b> <input type="checkbox"/> Approved <input type="checkbox"/> Denied	Signature: _____ Date: _____
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**DEPARTMENT OF PLANNING & DEVELOPMENT SERVICES  
POLICY AND PROCEDURES FOR  
APPLICATIONS SUBJECT TO COST RECOVERY**

**EFFECTIVE JULY 1, 2019**

Planning and Development Services, 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 may 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:

Appeal Costs Exceeding Appeals Filing Fee	Mitigation Monitoring- EIR
Architectural Review, Major Project	Mitigation Monitoring – MND
Administrative Extensions and Zoning Letters	Mills Act or Williamson Act – Establish or Withdraw
Comprehensive Plan change	Planned Community
Development Agreement and Development Agreement Annual Review	Pre-Screening
Environmental Documents	Site and Design
Legal Review for Additional Hearings	Transfers of Development Rights
Major Architectural Review Projects	Williamson Act – Establish or Withdraw
Major Subdivision	Wireless Applications
– Tentative Map and Subdivision Final Map	Zone Change

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.
- An accounting of staff time charged towards the deposit will be sent to the applicant or property owner. If the amount incurred exceeds the amount of the deposit, an invoice will be generated. **The bill will be sent by the City's Administrative Services Department 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 applicant and property owner are 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 plus 25% for contract administration costs. In the event changes to 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 applicant or property owner applicant will be billed for all time charged to the application. A current table of rates and explanation of charges is printed on the back of this form.

AGREED UPON BY: .

Applicant/Owner Name: John Dustman Signature:  Date: 10-13-20

## Hourly cost recovery billing rates

<b>Staff Rates</b>	<b>Effective 7/1/20</b>	
Administrative Assistant	\$	165.62
Administrative Associate I	\$	141.98
Administrative Associate II	\$	156.44
Administrative Associate III	\$	167.68
Arborist	\$	191.61
Assistant Director Planning and Development Services	\$	370.23
Associate Engineer	\$	224.72
Associate Planner	\$	204.79
Building/Planning Technician	\$	164.67
Business Analyst	\$	238.90
Chief Planning Official	\$	329.22
Chief Transportation Official	\$	287.47
City Legal Counsel	\$	346.29
Code Enforcement Officer	\$	200.62
Code Enforcement Lead	\$	222.18
Coordinator Transit Management Systems	\$	202.96
Director of Planning and Development Services	\$	401.10
Engineer	\$	182.87
Engineering Tech III	\$	134.73
Landscape Architect/Park Planner	\$	203.15
Management Analyst	\$	213.22
Planning Manager	\$	260.58
Planner	\$	214.65
Principal Planner	\$	254.06
Project Engineer	\$	263.49
Senior Engineer	\$	217.07
Senior Management Analyst	\$	247.35
Senior Planner	\$	247.55
Urban Forestry Manager	\$	227.54

**POLYCHLORINATED BIPHENYLS (PCBs) IN PRIORITY BUILDING MATERIALS  
DEMOLITION PROGRAM PLANNING APPLICABILITY FORM****COMPLETE THIS WORKSHEET IF THE PROJECT INCLUDES  
A BUILDING/STRUCTURE DEMOLITION****Part 1. PROJECT INFORMATION**

Property Address: \_\_\_\_\_

APN: \_\_\_\_\_

**Part 2. PCBs PROGRAM SCREENING CRITERIA**All buildings to be demolished that meet **BOTH** of these criteria must meet Program requirements:

- A. The building to be demolished is NOT a wood-framed, single-family residential, or two-family residential (duplex).
- B. The building to be demolished was constructed or remodeled between January 1, 1950 and December 31, 1980.

YES If the answer to (a) AND (b) are both "yes," then the project **must meet program requirements. CONTINUE TO PART 3.**

NO If the answer to either (a) OR (b) is "no," then the project is exempt from PCB requirements. **STOP HERE and sign the certification statement (Part 4) and submit this form with planning application materials.**

**Part 3. PCBs PROGRAM COMPLIANCE**

The response is "Yes" to both 2(a) AND to 2(b). The project must meet Program requirements.

- A. Sign and date the certification statement in Part 4 before submitting this application form.
- B. **The PCBs Applicant Package must be submitted with the Demolition Building Permit Application. Details may be found at [cityofpaloalto.org/pcbdemoprogram](http://cityofpaloalto.org/pcbdemoprogram).**

**NOTE:** Program requirements are considerable, and the required coordination with the Environmental Protection Agency and other agencies may take several months. It is recommended that projects conduct this step as early as possible prior to demolition (during the project planning process) to minimize delays.

**Part 4. CERTIFICATION STATEMENT**

I certify that the information provided in this form is, to the best of my knowledge and belief, true, accurate, and complete. I further certify that I understand my responsibility for knowing and complying with all relevant laws and regulations related to reporting, abating, and handling and disposing of PCBs materials and wastes. I understand there are significant penalties for submitting false information. I will retain a copy of this form and the supporting documentation for at least 5 years.

Signature: \_\_\_\_\_ Date: \_\_\_\_\_  
(Property Owner/Agent/Legal Representative)Print/Type: \_\_\_\_\_  
(Property Owner/Agent/Legal Representative Name)Signature: \_\_\_\_\_ Date: \_\_\_\_\_  
(Consultant Completing Application Form)Print/Type: \_\_\_\_\_  
(Consultant Completing Application Form)**Questions?**

Contact the City's Watershed Protection Group

Email: [cleanbay@cityofpaloalto.org](mailto:cleanbay@cityofpaloalto.org)

Phone: (650) 329-2122

## Certificate Of Completion

Envelope Id: 3A7A39317415451D805439CC772BDC72	Status: Completed
Subject: Planning Review Application.pdf	
Source Envelope:	
Document Pages: 4	Signatures: 1
Certificate Pages: 1	Initials: 0
AutoNav: Enabled	Envelope Originator:
Envelopeld Stamping: Disabled	Dean Smith
Time Zone: (UTC-08:00) Pacific Time (US & Canada)	dean@highway.org
	IP Address: 10.102.101.12

## Record Tracking

Status: Original	Holder: Dean Smith	Location: DocuSign
10/30/2020 3:23:07 PM	dean@highway.org	

## Signer Events

Dean Smith  
dean@highway.org  
Security Level: Email, Account Authentication (None)

## Signature

*Dean Smith*

Signature Adoption: Pre-selected Style  
Using IP Address: 76.127.81.71

## Timestamp

Sent: 10/30/2020 3:23:08 PM  
Viewed: 10/30/2020 3:23:12 PM  
Signed: 10/30/2020 3:24:20 PM  
Freeform Signing

**Electronic Record and Signature Disclosure:**  
Not Offered via DocuSign

## In Person Signer Events

## Signature

## Timestamp

## Editor Delivery Events

## Status

## Timestamp

## Agent Delivery Events

## Status

## Timestamp

## Intermediary Delivery Events

## Status

## Timestamp

## Certified Delivery Events

## Status

## Timestamp

## Carbon Copy Events

## Status

## Timestamp

## Witness Events

## Signature

## Timestamp

## Notary Events

## Signature

## Timestamp

## Envelope Summary Events

## Status

## Timestamps

Envelope Sent	Hashed/Encrypted	10/30/2020 3:23:08 PM
Certified Delivered	Security Checked	10/30/2020 3:23:12 PM
Signing Complete	Security Checked	10/30/2020 3:24:20 PM
Completed	Security Checked	10/30/2020 3:24:20 PM

## Payment Events

## Status

## Timestamps