



# PLANNING COMMISSION APPLICATION

Town of Atherton Planning Department

80 Fair Oaks Lane, Atherton, CA 94027

(650) 752-0544 | [planningdept@ci.atherton.ca.us](mailto:planningdept@ci.atherton.ca.us)

Website: [www.ci.atherton.ca.us/199/Planning](http://www.ci.atherton.ca.us/199/Planning)

	TYPE OF APPLICATION	FEE*
<input type="checkbox"/>	Appeal	\$ 6,175
<input type="checkbox"/>	Special Structures Permit	\$ 8,490
<input type="checkbox"/>	Heritage Tree Removal Permit	\$ 7,130
<input type="checkbox"/>	Tree Protection Zone Exception	\$ 2,850
<input type="checkbox"/>	Variance	\$ 10,970
<input type="checkbox"/>	Conditional Use Permit	\$ 8,790
<input type="checkbox"/>	General Plan Amendment	\$ 33,275
<input type="checkbox"/>	Initial Review/ Negative Declaration	\$ 9,860
<input type="checkbox"/>	Lot Line Redesignation	\$ 6,165
<input type="checkbox"/>	School Master Plan	\$ 6,950
<input type="checkbox"/>	Tentative Parcel Map	\$ 11,754
<input type="checkbox"/>	Final Parcel Map	\$ 5,520
<input type="checkbox"/>	Zoning Ordinance Amendment	\$ 14,065
<input type="checkbox"/>	Environmental Impact Report	\$ 2,190 deposit + actual cost
*All Fees Include 3.6% Technology Surcharge		

## APPLICANT INFORMATION Check box if primary contact

Name: \_\_\_\_\_

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

Phone: \_\_\_\_\_ Email: \_\_\_\_\_

Signature: \_\_\_\_\_

## OWNER INFORMATION Check box if primary contact

Name: \_\_\_\_\_

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

Phone: \_\_\_\_\_ Email: \_\_\_\_\_

Signature: \_\_\_\_\_

## PROPERTY INFORMATION

Site Address: \_\_\_\_\_ APN(s): \_\_\_\_\_

Zoning District:  R1-A  R1-B  PFS  POS  Overlay District

## PROJECT DESCRIPTION

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

## STAFF USE ONLY

Received by: \_\_\_\_\_

Amount Paid: \_\_\_\_\_ Date Submitted: \_\_\_\_\_ Project #: \_\_\_\_\_



## PLANNING COMMISSION APPLICATION PROCEDURE

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**Submit the following information. All application materials are to be submitted digitally through the [Planning Department's ePlan Submittal Page](#).**

1. This form filled out completely and signed by the property owner.
2. A separate, complete written description of the request addressed to the *Planning Commission*. Please include as much detail as possible.
3. Payment of the required fees and deposit.
4. Digital plans to a measurable scale, clearly drawn which include the following;
  - a. Existing and proposed uses including all buildings, structures, parking areas, driveways and heritage trees, and any other accessory structures.
  - b. Site plan, floor plans and elevations.
  - c. Lot data (lot size, allowed floor area and setbacks) – existing and proposed.
  - d. Building and sidewall heights measured from Average Natural Grade.
5. Conceptual Landscape plan (if required).
6. Arborist Report (if required).
7. Additional information as deemed necessary by staff to complete an application.

### HEARING DATE

Staff has 30 days to review the submittal for completeness. Once staff deems the application complete, the request will then be placed for public hearing on the agenda of the next available Planning Commission meeting. Incomplete items cannot be placed on the agenda.

Staff will mail notice of the public hearing to all property owners within 500 feet of the subject site, ten (10) calendar days before the hearing. **It is strongly recommended that applicants contact neighboring property owners to discuss the proposed project prior to the Town's mailing of notices.** Outreach to neighbors in advance of public notice can help resolve conflicts and delays at the public hearing.

The Planning Commission meets on the fourth Wednesday of each month at 6:00 pm in the Town Hall. Due to the legal notification requirements, agenda decisions are made the first week of the month. Changes that expand the project description after a notice is public may require re-notification of the project and postponement of the hearing. The Planning Commission may also continue any hearing from time to time.

### EFFECTIVE DATE

A Planning Commission decision will be effective 10 calendar days following the date of decision, during which time an appeal may be filed. Appeals are processed according to Atherton Municipal Code Section 17.06.100.

Approvals will be considered void if not used within one year. Extensions may be sought per Atherton Municipal Code Section 17.06.120(B)(3).