

TOWN OF ATHERTON
 PLANNING COMMISSION APPLICATION



	TYPE OF APPLICATION	FEE*
	Appeal	\$872.32
	Special Structures Permit	\$3,025.12
	Heritage Tree Removal Permit	\$2,325.82
	Tree Protection Zone Exception	\$2,325.82
	Variance	\$3,025.12
	Conditional Use Permit	\$3,025.12
	General Plan Amendment	\$5,817.15
	Initial Review/Negative Declaration	\$2,325.82
	Lot Line Redesignation	\$3,025.12
	School Master Plan	\$872.32
	Tentative Parcel Map	\$3,025.12
	Final Parcel Map	\$3,025.12
	Zoning Ordinance Amendment	\$5,817.15
	Environmental Impact Report	Actual cost
*All Fees Include 3.6% Technology Surcharge		

SITE ADDRESS: _____ APN: _____

Provide a brief description of the proposed project: _____

PROPERTY OWNER:

Name: _____
 Mailing Address: _____
 Phone: _____
 Email: _____
Signature: _____

APPLICANT:

Name: _____
 Mailing Address: _____
 Phone: _____
 Email: _____
Signature: _____

 FOR COMPLETION BY TOWN OF ATHERTON:

Amount Paid: _____ Received by: _____ Date Submitted: _____

Project #: _____

APPLICATION PROCEDURE:

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

Once staff deems the application complete, the request will be placed for public hearing on the agenda of the next available Planning Commission meeting. The Planning Commission meets on the fourth Wednesday of each month at 6:00 pm in the Town Hall. The Planning Commission may 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. The permit will be considered void if not used within one year.

Once staff deems the application complete, the public hearing date will be determined. 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.