



ePlan Submittal Process for Town of Atherton

Planning Department Digital Submission

Where do I find Planning Applications and Fees?

- Initial Review Planning Application:

<https://www.ci.atherton.ca.us/DocumentCenter/View/6000/Planning-Application-2018>

- Planning Commission Application and Fees:

<https://www.ci.atherton.ca.us/DocumentCenter/View/7015/Planning-Commission-Application-November-2019>

- ADU Conversion Application:

<https://www.ci.atherton.ca.us/DocumentCenter/View/6258/Adu-Conversion-App-Final-2262019>

- Planning Application Fees:

<https://www.ci.atherton.ca.us/DocumentCenter/View/7759/November-2019-Plan-Review-Req-Fees>

What types of applications should be submitted to the Planning Department ePlan Submittal Web Page?

- Planning application plan submittal for initial review. (If submitting plans to the building department for simultaneous review, please **only submit plans** to the Building Department ePlan Submittal webpage:

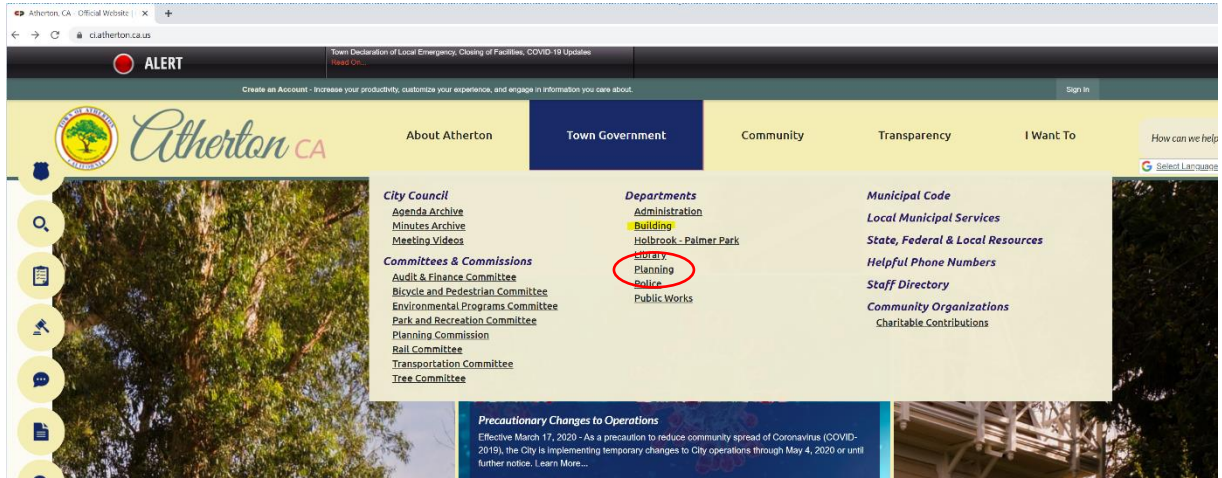
<https://www.ci.atherton.ca.us/543/Building-ePlan-Submittal>.

- Planning Commission Applications
- ADU Conversion Applications
- Wireless Telecommunication Applications on private property

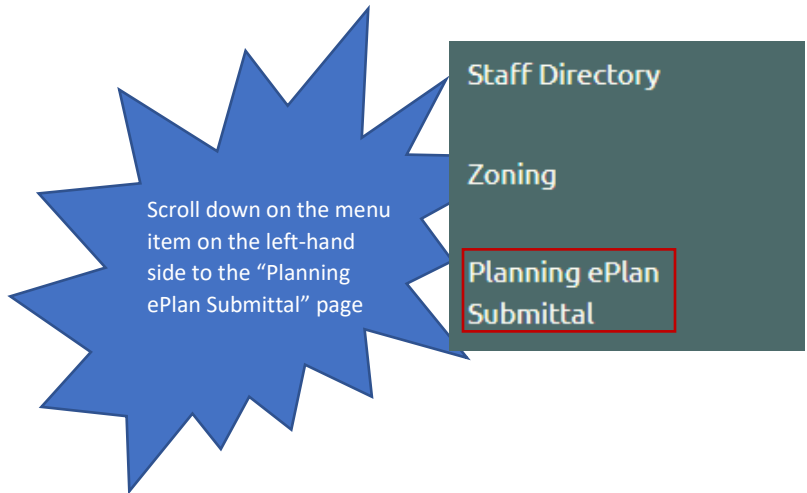
Steps on how to submit a new application to the Town of Atherton Planning Department:

1. Browse to the Town of Atherton website (www.ci.atherton.ca.us)

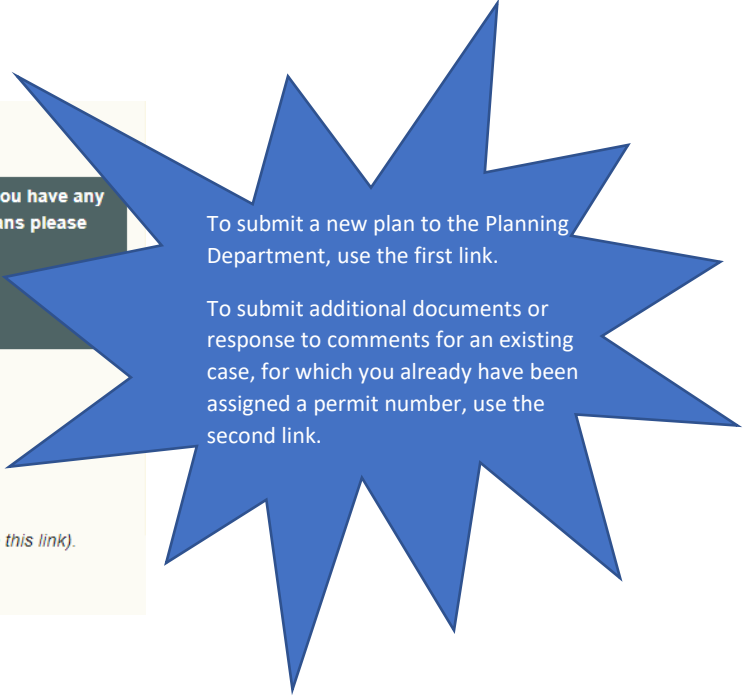
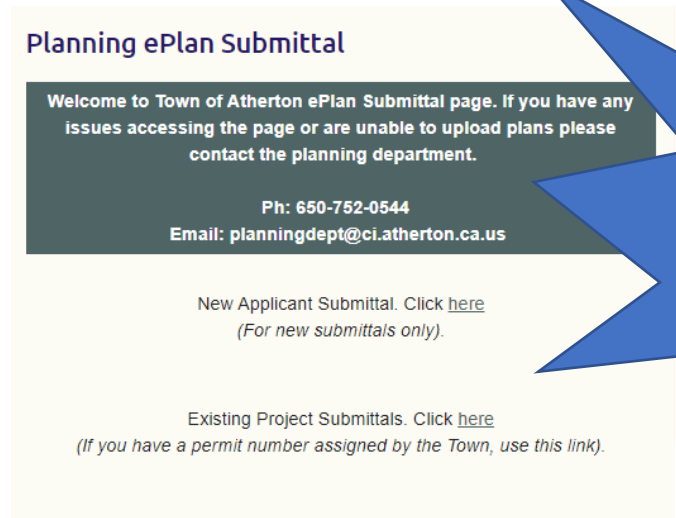
- From the Home page menu's, hover over Town Government (*do not click*) and select **Planning** under **Departments**




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5. Once you click on any of the links above, you will be redirected to a form as per below:

<p>Email <input type="text"/></p> <p>First Name <input type="text"/></p> <p>Last Name <input type="text"/></p> <p>Company <input type="text"/></p> <p>Address <input type="text"/></p> <p>Phone Number <input type="text"/></p> <p>Additional Info (Description of files) <input type="text"/></p>	 <p>Drag files here</p> <p>Browse files</p>
<input type="button" value="Upload"/>	

Points to consider when filling in this form:

- Fill in all relevant details as requested
- For Additional info field, please describe ALL of the documents that you are uploading. For example if you are attaching three (3) documents, ensure to advise what each documents are in the manner below:
 - XYZ.pdf is the plan*
 - Thfg.doc is the response letter to comments*
 - Gjghh.doc is the supplemental information for this case*
- Drag the files into the upload window to the right or browse to the files from the upload window and select upload.

6. All initial review submissions shall include a Planning Application and submittal requirements found at: <https://www.ci.atherton.ca.us/DocumentCenter/View/6000/Planning-Application-2018>
7. When uploading plans please **do not** separate documents by sheet, please upload all plans sets as one PDF document.
8. Please include Project address and type of application in the title of document (i.e. 150Watkins_Plansnew IRB.pdf, 150Watkins_Repsonse_to_comments.doc, 150Watkins_Planning Commission Special Structures Permit, etc).
9. Once the files are uploaded successfully, you will be redirected to the “Thank You” page. At this time, you can close the website or continue to browse. Someone from the Town of Atherton will reach out to you regarding the information submitted.
10. Following the completion of **“Steps on how to submit a new application to the Town of Atherton Planning Department”** as noted, above application payment is required. To pay you may write a check out to the Town of Atherton and deliver by one of three methods:

Payment:

To pay you may write a check out to the Town of Atherton and deliver by one of three methods:

1. By Mail:
Building Department
150 Watkins Ave
Atherton CA, 94027
2. Dropoff payment at town office in the payment drop-off box.
3. Schedule an appointment to drop-off check with Building Department, 650-752-0560

For any method of payment please include a note/cover sheet specifying the project address and type of planning department application submitted that the fees are associated with.

FEES:

For new projects being submitted, fees to be collected for each structure/ building being applied for. A summary listing of the Planning Department fees is provided below. An example fee total is also provided.

Example Fee Total:

Example: Property at 150 Watkin submits a Planning Department IRB application for consideration of a new main residence, a detached garage, a swimming pool, a detached covered patio and a new front entry gate. **One check made out to the Town of Atherton in the amount of \$3,703.78 is required.** See below:

- New Main Residence = \$1519.98
- New Detached Garage = \$1031.93
- New Swimming Pool = \$489.08
- New Detached Covered Patio = \$489.08
- New Front Entry Gate = \$173.71
 - **Total Fee = \$3,703.78**

Planning Department fees**Fence:** \$173.71

Entry gates & columns, posts, walls, retaining walls, wing walls and other similar structures. Review Section 17.46.020 (C) for exempt fences and walls. Single/ minor landscape structures (one retaining wall, bbq, fireplace, artwork, fountain, and/or water feature, etc)

Accessory Structures: \$489.08

Athletic courts, pools, arbors/trellises/ pergolas, in ground spas, pool/spa equipment, generators, new or relocated A/C units (detached), multiple landscape structures (retaining walls, bbqs, outdoor kitchens,

fireplaces, firepits, antennas, artwork, fountains, etc). One fee for the multiple landscape structures if all are on same site.

Accessory Buildings: \$1031.93

Garages, pool houses, second dwelling units (detached), guest houses, greenhouses, sunrooms, workshops, storage sheds, carports, patio covers, gazebos, barns, stables, etc.

Additions: \$1058.82

New Main Residence: \$1519.98

Have any additional questions?

Contact Us:

Planning Department Virtual Counter Hours

Tuesdays and Thursdays 8-11AM and 1-4PM or by appointment

Phone: 650-752-0544

Email: Jake Garcia, Assistant Planner, jgarcia@ci.atherton.ca.us

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