

APPLICATION REQUIREMENTS

Your completed application requires the following checked items:

REQUIRED	SUBMITTED
<input type="checkbox"/> Application form	í
<input type="checkbox"/> Drainage Plan (downspouts and where the runoff will discharge to)	í
<input type="checkbox"/> Stormwater Control Plan (for C.3 compliance – projects 10,000 sq. ft. or greater)	í
<input type="checkbox"/> Letter of explanation	í
<input type="checkbox"/> Business plan (including hours of operation, # of employees, etc.)	í
<input type="checkbox"/> Letter of authorization from the property owner	í
<input type="checkbox"/> Legal description of your property	í
<input type="checkbox"/> Site plans & floor plans with dimensions	í
<input type="checkbox"/> Building elevations with dimensions	í
<input type="checkbox"/> Color and material board	í
<input type="checkbox"/> Landscaping plans	í
<input type="checkbox"/> Irrigation plans	í
<input type="checkbox"/> Photos of the site	í
<input type="checkbox"/> 8 1/2 " by 11" reduction of the site plans, floor plans & elevations	í
<input type="checkbox"/> Application Fee (non-refundable) payable to the City of San Pablo	í
<input type="checkbox"/> Other _____	í

Once we have received your complete application, we will schedule the item for a Planning Commission hearing. Public notice of the hearing will be given by mail to all property owners within 300ft of the subject property and it will be published in the local newspaper, in accordance with the requirements of Government Code Section 65905. The Commission holds meetings every first and third Tuesday of each month at 6:30 PM in the Council Chambers. You will be placed on the first available meeting agenda, generally thirty (30) days from submittal of a complete application. If you would like staff to conduct a preliminary plan review before you submit the formal application, please contact Planning at (510) 215-3030.

Planning staff is available from 7:40 a.m. to 5:00 p.m. Monday through Friday at 13831 San Pablo Avenue, San Pablo, CA 94806. We appreciate your cooperation. Thank you.