

CITY OF PIEDMONT
120 VISTA AVENUE
PIEDMONT, CA 94611
TEL: (510) 420-3050
FAX: (510) 658-3167

RECEIVED BY _____
DEPOSIT PAID _____
DATE FILED _____
NUMBER _____
PLANNER _____
(For staff use only)

MINOR SUBDIVISION APPLICATION
For zone B non-residential and non-commercial uses
(Pursuant to the exception provisions of Section 19 of the Piedmont Municipal Code)

A minor subdivision application may be processed for the subdivision of land into four or fewer parcels or lots as defined under Section 19.11.34 of the Piedmont Municipal Code (PMC §19.11.34). If your project is not eligible for review under this procedure, please contact Planning staff who will provide you with the appropriate application procedure and forms.

The final application fee will be equal to the cost of processing the application. The following initial deposits will be required at application submittal, and additional deposits may be required to complete the processing of the application (includes a \$56 records management fee). Any unused funds in the deposit will be returned after the application is approved and completed.

- \$7,854 Tentative Parcel Map and Vesting Tentative Parcel Map Initial Deposit
- \$4,411 Parcel Map Initial Deposit

Property Owner/Applicant Information

Address of Property _____
Name of Property Owner/Applicant _____
Mailing Address of Property Owner (if different from above) _____
Telephone # of Applicant _____ FAX # of Applicant _____

Design Professional/Property Owner Agent Information

Name of Design Professional/Agent _____
Address of Design Professional/Agent _____
Telephone # of Design Professional _____ FAX # of Design Professional _____
Professional License Number _____ Expiration Date _____
Piedmont Business License Number _____ Expiration Date _____
(required for all design professionals/contractors/engineers/surveyors/agents)
(Please contact the City Clerk at 510-420-3040 for Piedmont Business License information.)

Surveyor Information

Name of Surveyor _____	
Address of Surveyor _____	
Telephone # of Design Professional _____	FAX # of Design Professional _____
Professional License Number _____	Expiration Date _____
Piedmont Business License Number _____	Expiration Date _____

My signature below signifies that I:

- have reviewed Section I of the Subdivision Manual and have provided all applicable information.
- have reviewed the legal description on my property deed for all recorded easements and deed restrictions and show all existing and proposed easements and deed restrictions on the proposed Tentative or Vesting Tentative Parcel Map (*Please provide a description here of the easements and restrictions that were indicated on your property deed*) _____

- believe the information provided in this application is accurate to the best of my knowledge.
- am aware that my initial deposits of \$7,487 and \$4,345 may not cover the cost to process this application and that additional deposits may be required. I agree to provide additional deposits if they are required. I am aware that the City will deduct the costs to cover the processing of this application from the deposit(s), and that any unused money remaining after action has been taken on the project, will be returned to me.
- am aware that City staff will be on my property to review the proposal. (*Please note any special instructions regarding access to your property such as dogs, gates, alarms, etc.*) _____

SIGNATURE OF PROPERTY OWNER _____ date _____

SIGNATURE OF PROPERTY OWNER _____ date _____

Agent Authorization

This authorization permits City staff to contact your agent if necessary.

I authorize _____ to act as my agent in the processing of all matters pertaining to this application.
SIGNATURE OF PROPERTY OWNER _____ date _____

SIGNATURE OF PROPERTY OWNER _____ date _____

PROJECT INFORMATION

1. Please provide a description of the proposed Subdivision, including the number, sizes and frontages of existing and proposed parcels:

Number of proposed lots _____
Parcel A Lot Size _____; Frontage _____
Parcel B Lot Size _____; Frontage _____
Parcel C Lot Size _____; Frontage _____
Parcel D Lot Size _____; Frontage _____

2. Please indicate what steps you have taken to discuss this project with your neighbors:

3. Please indicate what steps you have taken to discuss this project with City staff prior to submittal:

4. Are there any existing easements on the properties? YES NO
If yes, please explain:

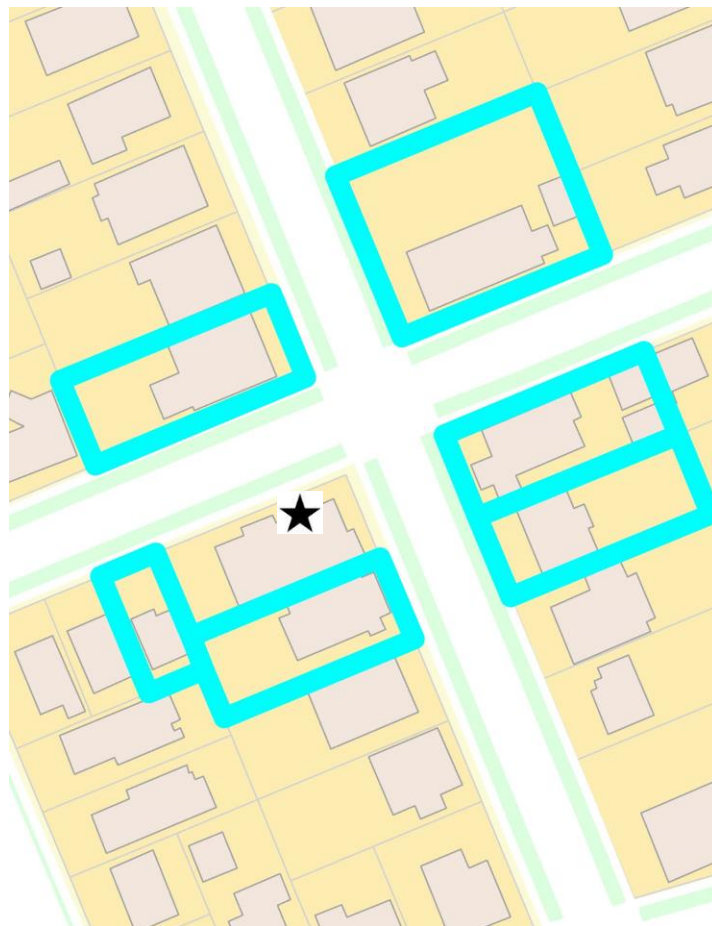
5. Will the resulting parcels interfere with existing utilities, infrastructure or easements? YES NO
If yes, please explain:

INSTRUCTIONS for NOTICE BY APPLICANT (§17.62.030.B)

1. Complete the attached notice and make one photocopy to be provided to each adjacent neighbor, and one photocopy to be submitted with this application.
2. Hand deliver or mail one copy of the notice to each *adjacent* neighbor at least 30 days before the initial hearing. *Adjacent* means next to, or against. For notification purposes it includes a property directly across the street (§17.90.010). You may address the notices to "Property Owner" if you do not know the names of your adjacent neighbors.
3. Complete the attached affidavit of service and return it along with one copy of the notice to the Planning Director at least 30 calendar days before the hearing. Please note the affidavit of service is not required to be notarized.
4. Please call the Planning Department at (510) 420-3050, if you have any questions or would like help in determining the addresses or names of your adjacent neighbors.

Example Map of Neighbor Notices:

If the applicant lives at the “star” property, the applicant shall notify the adjacent affected (highlighted) properties.



NOTICE BY APPLICANT
of
AN APPLICATION SUBMITTED FOR MINOR SUBDIVISION,
Review by PLANNING COMMISSION

Dear Neighbor:

The City has submitted an application for minor subdivision for consideration by the Piedmont Planning Commission and the City Council. The Planning Commission is advisory to the City Council, which is the decision-making body. The application proposes: _____

The purpose of this form is to notify you of the application. The application is expected to be considered by the Planning Commission on or after (date) _____.

This notice will be followed by a notice from the city confirming the dates of the Planning Commission and City Council hearings and inviting you to comment on the application. The Planning Commission regularly meets at 5:30 p.m. on the second Monday of every month in the council chambers at City Hall, 120 Vista Avenue. Please contact the Planning Department at (510) 420-3050, if you have any questions regarding the application.

Signed,

Signature

Public Works Director or the Director's Designee

Address of subdivision (number and street)

Date

AFFIDAVIT OF SERVICE BY APPLICANT/ AGENT

(To be attached to a copy of the notice and returned to the Planning & Building Director.)

_____ being sworn, says that he or she is over 18 years of age
Print affiant (applicant/agent) name

and a resident of _____
County, Country

That affiant's **residence address** is _____.

That affiant served a copy of the attached notice of an application for minor subdivision, review by the Planning Commission and City Council by placing said copy in an envelope addressed to (please list the names and addresses of all the property owners to whom the notice was served):

which envelope was then sealed and postage fully prepaid thereon, and thereafter was on _____,
date
deposited in the United States mail or delivered personally by hand.

I declare under penalty of perjury that the foregoing is true and correct.

Executed on _____ at _____, California.
date address

Signed _____
Affiant's signature

MINOR SUBDIVISION APPLICATION SUBMITTAL CHECKLIST

___ Minor Subdivision Application Fees

Plans must be submitted digitally to ondutyplanner@piedmont.ca.gov. If hard copies of plans are submitted, they must be folded, no larger than 24"x 36", and to scale. For a complete list of submittal requirements please see section 2.06 of the Piedmont Design Guidelines.

Please label all drawings and supporting documents with the property's address.

___ **Tentative or Vesting Tentative Parcel Map**

Tentative or Vesting Tentative Parcel Maps must be in conformance with Article V of City Code Chapter 19, Subdivisions

Prior to Submitting an Application

If you believe that any of the above requirements do not pertain to your project, please call the Planning Department at (510) 420-3050 and make an appointment to meet with a planner. Applicants and their agents (architect, contractor, engineer, etc.) are encouraged to discuss the application with the Planning staff early in the planning process. Planning staff will be happy to review all procedures with you and answer any questions you have. There is no fee charged for any meetings or discussions prior to the submittal of an application fee.