



# Universal Application

Planning Division

Effective: July 1, 2024

Revised: July 1, 2024

<b>Applicant:</b> _____ <b>Contact:</b> _____ <b>Address:</b> _____ _____ <b>Telephone:</b> _____ <b>Email:</b> _____ <b>Site Location:</b> _____ <b>APN(S):</b> _____ _____ _____	<b>For Staff Use Only:</b> <b>File No.:</b> _____ <b>Date Received:</b> _____ <b>Accepted By:</b> _____ <b>Note:</b> _____ _____ <b>Fees Received:</b> <table style="width:100%; border-collapse: collapse;"> <thead> <tr> <th style="text-align: left;"><u>Date</u></th> <th style="text-align: left;"><u>Receipt</u></th> <th style="text-align: left;"><u>Amount</u></th> </tr> </thead> <tbody> <tr> <td> </td> <td> </td> <td> </td> </tr> <tr> <td> </td> <td> </td> <td> </td> </tr> </tbody> </table>	<u>Date</u>	<u>Receipt</u>	<u>Amount</u>						
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<b>Administrative Oil Permit</b>	Actual Cost
<input type="checkbox"/> Deposit	\$2,500.00
<b>Adult Oriented Zoning Review</b>	
<input type="checkbox"/>	\$5,831.00
<b>Affordable Housing</b> (Legal review or consulting)	Actual Cost + 25%
<input type="checkbox"/> Deposit	Actual Cost + 25%
<b>Agricultural Mitigation Fee (per acre)</b>	Acres: _____
<input type="checkbox"/> \$9,183.00 per acre	\$ _____
<b>Amendment</b>	Actual Cost
<input type="checkbox"/> Deposit	\$2,200.00
<b>Annexation</b>	Actual Cost
<input type="checkbox"/> Deposit	\$5,800.00
<b>Appeals</b>	
<input type="checkbox"/>	\$441.00
<b>Archival Fee</b>	
<input type="checkbox"/> No charge if provided in acceptable electronic format	\$220.00
<b>Categorical Exemption</b>	
<input type="checkbox"/>	\$242.00
<b>Conceptual Project Application Review</b>	
<input type="checkbox"/>	No Charge
<b>Consultant Planning Services</b>	Actual Cost + 25%
<input type="checkbox"/>	\$ _____
<b>Contra Costa County Clerk Filing Fees</b>	
<input type="checkbox"/> Notice of Exemption	\$50.00
<input type="checkbox"/> Notice of Determination (ND, MND)	\$2,966.75
<input type="checkbox"/> Notice of Determination (EIR)	\$4,101.25
<p>An Environmental Determination for every application is made by the Community Development Department Staff following the submittal of a complete application. The applicant will be notified of the appropriate fee following this determination. The State Department of Fish &amp; Game and Contra Costa County require the above filing Fee (AB 3258) at the time of project approval. Fees are to be included with the Application fees to the City of Brentwood.</p>	
<b>Design Review</b>	Actual Cost
<input type="checkbox"/> Residential – Less than 5 Units	# Units _____
Deposit	\$500 / per unit up to \$2,000.00
<input type="checkbox"/> Residential (5 or More Units)	\$ _____
<input type="checkbox"/> Non Residential *	\$6,600.00
<input type="checkbox"/> Deposit	\$6,600.00
*Plus Engineering fees of \$2,795.00 + \$1,000.00 per acre for commercial projects ≥ 1 acre;	# ac. _____
\$1,326.00 for commercial projects < 1 acre	\$ _____

<b>Development Agreement</b>		Actual Cost
<input type="checkbox"/>	Deposit	\$4,200.00
<b>Environmental Review</b>		
<input type="checkbox"/>	Environmental Impact Report	Deposit for Consultant cost + 25% \$
<input type="checkbox"/>	Negative Declaration	Actual Cost
	Negative Declaration – Deposit	\$3,500.00
<input type="checkbox"/>	Mitigated Declaration (prepared by staff)	Actual Cost
	Deposit	\$4,900.00
<input type="checkbox"/>	Mitigated Negative Declaration (prepared by consultant)	Deposit for Consultant cost + 25% \$
<b>General Plan Maintenance Fee</b>		\$409.00
<input type="checkbox"/>		# units or s.f.
	Per dwelling unit or non residential per 2,500 s.f.	\$
<b>General Plan / Specific Plan Amendment</b>		Actual Cost
<input type="checkbox"/>	Deposit	\$5,800.00
<b>Habitat Conservation Plan - HCP</b>		
<input type="checkbox"/>	Administration Fee	\$1,844.67
<input type="checkbox"/>	Complex HCP / NCCP - Deposit	\$3,000.00
<b>Landscape Plan Check &amp; Inspection Fee (by Consultant)</b>		Actual Cost + 25%
<input type="checkbox"/>	Deposit	\$ 3,000.00
<b>Landscape Plan Check &amp; Inspection Fee (by Staff)</b>		Actual Cost
<input type="checkbox"/>	Deposit	\$3,000.00
<b>Outdoor Dining/Merchandise Display Review</b>		No Charge
<input type="checkbox"/>		
<b>Parking In-Lieu</b>		\$
<input type="checkbox"/>		Number of spaces.
	Fee is \$4,986.00 per space for Retail/Office/Commercial, or any required additional off-site Residential parking	
<b>Peer Review</b>		Actual Cost + 25%
<input type="checkbox"/>	Deposit (Legal, Consultant)	\$3,000.00
<b>Residential Condominium Conversion</b>		Actual Cost
<input type="checkbox"/>	Deposit	\$2,200.00
<b>Residential Growth Management Program (RGMP)</b>		
<input type="checkbox"/>	RGMP Allocation Fee, Per Application	\$4,027.00
<b>Residential Street Addressing</b>		
<input type="checkbox"/>	Subdivisions	\$242.00
<b>Rezone</b>		Actual Cost
<input type="checkbox"/>	Deposit	\$4,900.00
<b>Sign Permit Review</b>		
<input type="checkbox"/>	Master Sign Program	Actual Cost
	Deposit	\$2,600.00
<input type="checkbox"/>	Planning Commission Approval Permit	Actual Cost
	Deposit	\$900.00
<input type="checkbox"/>	Temporary Permit – Signs and Banners	No Charge
<b>Special Studies</b> (Traffic, Environmental, etc.)		Actual Cost + 25%
<input type="checkbox"/>	Deposit	\$
<b>Tentative Maps</b>		Actual Cost
		Number of Lots
<input type="checkbox"/>	Deposit	\$6,000.00
<input type="checkbox"/>	Parcel Map Waiver	\$3,546.00
<input type="checkbox"/>	Tentative Subdivision Map Review	
	\$4,101.00 + \$10.00 per lot	\$
<input type="checkbox"/>	Tentative Parcel Map Review	
	\$2,378.00 + \$10.00 per lot	\$
<input type="checkbox"/>	Tentative Parcel Map Waiver	\$1,045.00
<b>Time Extension</b>		
<input type="checkbox"/>		\$1,668.00
<b>Use Permit</b>		
Residential		Actual Cost \$

<input type="checkbox"/> Deposit	\$500 / per unit up to \$2,000.00
Non - Residential	Actual Cost \$
<input type="checkbox"/> Deposit	\$2,200.00
<input type="checkbox"/> Temporary Use Permit	\$1,019.00
<input type="checkbox"/> Minor Temporary Use Permit	\$76.00
<input type="checkbox"/> Administrative (large family daycare)	\$292.00
<b>Variance</b>	
<input type="checkbox"/> Deposit	Actual Cost \$1,700.00
<input type="checkbox"/> Administrative Variance	\$1,143.00

**Proposed Project Name:** \_\_\_\_\_  
Detailed Project Request/Description: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**Applicant's/Developer's Name:** \_\_\_\_\_  
Address: \_\_\_\_\_ Telephone No.: \_\_\_\_\_  
City: \_\_\_\_\_ State: \_\_\_\_\_ Zip Code: \_\_\_\_\_  
Fax No: \_\_\_\_\_ Email Address: \_\_\_\_\_

**Architect's Name:** \_\_\_\_\_  
Address: \_\_\_\_\_ Telephone No.: \_\_\_\_\_  
City: \_\_\_\_\_ State: \_\_\_\_\_ Zip Code: \_\_\_\_\_  
Fax No: \_\_\_\_\_ Email Address: \_\_\_\_\_

**Engineer's Name:** \_\_\_\_\_  
Address: \_\_\_\_\_ Telephone No.: \_\_\_\_\_  
City: \_\_\_\_\_ State: \_\_\_\_\_ Zip Code: \_\_\_\_\_  
Fax No.: \_\_\_\_\_ Email Address: \_\_\_\_\_

**Property Owner of Record's Name:** \_\_\_\_\_  
Address: \_\_\_\_\_ Telephone No.: \_\_\_\_\_  
City: \_\_\_\_\_ State: \_\_\_\_\_ Zip Code: \_\_\_\_\_  
Fax No.: \_\_\_\_\_ Email Address: \_\_\_\_\_

**Landscape Architect's Name:** \_\_\_\_\_  
Address: \_\_\_\_\_ Telephone No.: \_\_\_\_\_  
City: \_\_\_\_\_ State: \_\_\_\_\_ Zip Code: \_\_\_\_\_  
Fax No: \_\_\_\_\_ Email Address: \_\_\_\_\_

**CERTIFICATION:**  
I hereby certify that the statements furnished above, and in the attached exhibits, present the data and information required for this initial evaluation to the best of my ability, and that the facts, statements, and information presented are true and correct to the best of my knowledge.

\_\_\_\_\_  
Applicant's Signature Date  
\_\_\_\_\_  
Applicant's Name Company Name

*NOTE:* If the Applicant is not the Property Owner, then the Property Owner must sign below to authorize the Applicant as his/her official representative.

I, \_\_\_\_\_ property owner, do hereby authorize the Applicant,  
\_\_\_\_\_ as my official representative in all matters relating to this Application.

\_\_\_\_\_  
Owner's Name

\_\_\_\_\_  
Owner's Signature

\_\_\_\_\_  
Date

Disclaimer:

This Universal Application is a standard form. The City Council periodically amends the fee schedule shown on this application. Notwithstanding the fee stated on this application, the fees shall be those approved by the City Council and shall be effective on the applicable date for those actions. Therefore, this form may not be the current version and may not contain current information, as fee schedule information contained herein may have changed and/or has been updated. The City of Brentwood makes no warranty, representation or guaranty as to the content, sequence, accuracy, timeliness or completeness of any of the information provided herein. The City of Brentwood shall assume no liability for: 1) Any errors, Omissions, or Inaccuracies in the information provided regardless of how caused; or 2) Any missing or incomplete information. A current copy of this form may be obtained at the City of Brentwood, Community Development Department at 150 City Park Way, Brentwood, CA 94513.



**Statement of Understanding**

Planning Division

Revised: January 12, 2023

**Please sign and return with your application**

In signing this Statement of Understanding in conjunction with the attached application to the City of Brentwood, Department of Community Development for Project:

I understand that charges for materials and staff time spent processing this application will be billed semi-monthly and is based on an hourly rate as identified in the current fiscal year fee schedule. Application processing includes but is not limited to plan checking and processing, meetings, phone calls, research, email, and staff report preparation. Further, I understand that my initial deposit is not a fee and actual charges may be in excess of the deposit. If there are any funds in the deposit account upon conclusion of the process, it will be returned to me after all invoices have been paid. Failure to pay invoices on a semi-monthly basis may also result in an application being deemed incomplete; postponement of hearings or meetings; and/or inability to obtain a building permit.

I assume full responsibility for all costs incurred by the City in processing this application.

Further, I understand that approval of my project is NOT guaranteed and may be denied. In the case of a denial, I understand that I am still responsible for all costs incurred by the City in processing this application.

DATE: \_\_\_\_\_

NAME: \_\_\_\_\_

SIGNATURE: \_\_\_\_\_



## SB-1214 Acknowledgement

Planning Division

Revised: January 12, 2023

### **Please sign and return with your application**

The City is committed to ensuring that architectural drawings containing “protected” information, as defined in Senate Bill 1214, are made available to the public in a manner that does not facilitate copyright infringement. When official copies of architectural drawings containing “protected” information are submitted to the City, the City will not allow a member of the public to copy the drawings and the City will not post the drawings on the internet without permission from the copyright owner. However, the City may display an official copy containing “protected” information on the internet and a physical copy on premise during a public hearing when the project is being considered by the decision-making body.

When submitting an official copy of architectural drawings to the City, it is the responsibility of the applicant/design professional to ensure the drawings are protected by the federal Copyright Act of 1976 (as amended by the federal Architectural Works Copyright Protection Act of 1990) and that the drawings contain a copyright annotation indicating it is protected by the federal Copyright Act of 1976. In addition, upon submission of an official copy of architectural drawings to the City, the applicant/design professional may submit a site plan or massing diagram for the purposes of posting online or for distribution to the public. If a site plan or massing diagram is not submitted upon submission of an official copy of architectural drawings, then permission is deemed granted to post the official drawings online and to distribute the drawings, upon request, to members of the public.

Indicate below if you, as owner of the copyright, are providing consent to the City to publish an official copy of the architectural drawings on the internet and to distribute the drawings, upon request, to members of the public. Note that consent is not required for application submission and consent can be withdrawn at any point. However, if you are not providing consent, then indicate below that a Massing Diagram and/or Site Plan will be submitted for the purposes of publishing on the City’s website and for distribution, upon request, to members of the public.

#### **(Fill in one that applies)**

I, \_\_\_\_\_, as the copyright owner of architectural drawings for project, \_\_\_\_\_, dated, \_\_\_\_\_, hereby give consent to the City of Brentwood to publish said plans, and all submittals hereafter, on the City’s web page for the purposes of public viewing and to provide copies, upon request, to members of the public.

OR

I, \_\_\_\_\_, as the copyright owner of architectural drawings for project, \_\_\_\_\_, dated, \_\_\_\_\_, do not give consent to the City of Brentwood to publish said plans on the City’s web page for the purposes of public viewing and to provide copies, upon request, to members of the public. Instead I have provided either/both:

- A massing Diagram that displays the three-dimensional form of a building and describes the general profile, bulk, setbacks, and size of the building, but does not contain specific architectural detail.
- A site plan, drawn to scale and displays all of the following:
  - a) Property lines.



**SB-1214 Acknowledgement**

Planning Division

Revised: January 12, 2023

- b) Setback lines.
- c) Topographic lines.
- d) Easements.
- e) Drainage.
- f) Utilities.
- g) Lighting.
- h) Driveways.
- i) Surrounding streets and traffic flow.
- j) Parking lots and parking spaces.
- k) Landscaped areas.
- l) Setback distance between buildings and property lines.
- m) Outline of existing and proposed buildings and structures.
- n) Distance between buildings.
- o) Ground sign location.

DATE: \_\_\_\_\_

NAME: \_\_\_\_\_

SIGNATURE: \_\_\_\_\_

TITLE: \_\_\_\_\_



# INITIAL ENVIRONMENTAL QUESTIONNAIRE

Planning Division

Effective: January 10, 2023

Revised: January 10, 2023

(To be completed by applicant)

APPLICATION NO.: \_\_\_\_\_

DATE FILED: \_\_\_\_\_

## I. GENERAL INFORMATION:

1. Name and address of developer or project sponsor: \_\_\_\_\_  
\_\_\_\_\_
2. Name and address of project: \_\_\_\_\_  
Assessor's Parcel Number(s): \_\_\_\_\_
3. Name, address, and telephone number of person(s) to be contacted concerning this project: \_\_\_\_\_  
\_\_\_\_\_
4. List and describe any other related permits and other public approvals required for this project, including those required by City, regional, state, and federal agencies: \_\_\_\_\_  
\_\_\_\_\_
5. Existing land use and zoning district: \_\_\_\_\_  
\_\_\_\_\_
6. Proposed use of site (project for which this form is filed): \_\_\_\_\_  
\_\_\_\_\_

## II. PROJECT DESCRIPTION (address each item where applicable; attach additional sheets as necessary):

- |                                     |  |
|-------------------------------------|--|
| 7. Site Size                        | 12. Proposed scheduling/timing of development Attach plans |
| 8. Square Footage                   | 13. Associated projects                                    |
| 9. Number of floors of construction | 14. Anticipated phasing/incremental development            |
| 10. Amount of off-street parking    | 15. Amount of impervious surface created                   |
| 11. Attach plans                    |  |



**II. PROJECT DESCRIPTION** (continued):

- 16. If residential, include the number of units, schedule of unit sizes, range of sale prices or rents, and type of household size expected.
- 17. If commercial, indicate the type, whether neighborhood-, city-, or regionally-oriented, square footage of sales area, and loading facilities.
- 18. If industrial, indicate type, estimated employment per shift, and loading facilities.
- 19. If institutional, indicate the major function, estimated employment per shift, estimated occupancy, loading facilities, and community benefits to be derived from the project.
- 20. If the project involves a variance, conditional use or rezoning application, state this and indicate clearly why the application is required.

**III. ARE THE FOLLOWING ITEMS APPLICABLE TO THE PROJECT OR ITS EFFECTS?**  
(discuss all items checked "yes"; attach extra sheets as needed)

YES   NO

- 21. Change in existing features of any bays, tidelands, beaches, lakes or hills, or substantial alteration of ground contours.
- 22. Change in scenic views or vistas from existing residential areas or public lands or roads.
- 23. Change in pattern, scale, or character of the general area of the project.
- 24. Significant amounts of solid waste or litter.
- 25. Change in dust, ash, smoke, fumes or odors in vicinity.
- 26. Change in ocean, bay, lake, stream or ground water quality or quantity, or alteration of existing drainage patterns.
- 27. Substantial change in existing noise or vibration levels in the vicinity.
- 28. Site on filled land or on slope of 10 percent or more.
- 29. Disposal of potential hazardous materials, such as toxic substances, flammables, or explosives.
- 30. Substantial change in demand for municipal services (police, fire, water, sewer, etc.).
- 31. Substantially increased fossil fuel consumption (electricity, oil, natural gas, etc.).
- 32. Relationship to a larger project or series of projects.
- 33. Site previously used for agricultural purposes.

I hereby certify that the statements furnished are true and correct to the best of my knowledge.

\_\_\_\_\_  
(APPLICANT SIGNATURE)

\_\_\_\_\_  
(DATE)