



## Planning & Building Department

3675 Mt. Diablo Boulevard, Suite 210

Lafayette, CA 94549

Tel. (925) 284-1976

<http://www.ci.lafayette.ca.us>

### Study Session Information Sheet

#### What Is A Study Session?

A study session is an opportunity to receive feedback from the Design Review Commission on a preliminary design that can ultimately speed the review of the final project. Applicants are encouraged to schedule a study session with the Design Review Commission early on in the design process to identify issues and receive preliminary feedback that can inform the design of the project.

#### When Is A Study Session Appropriate?

In order to get the most out of a study session the design should be 30 – 40% complete. Input at this point in the design process allows an applicant to incorporate recommendations into the final design. If the design is significantly further along, staff may recommend against having a study session since the project is developed to the point of submittal and full-fledged consideration.

#### What Can I Expect From A Study Session?

You should not expect a decision from the Commission. Rather, you should expect feedback on whether you are headed down the right path for your project. The Commission will identify issues needing further exploration, detail or resolution in the final submittal.

#### What Do I Need To Submit?

There are no prescribed submittal requirements for a study session with the Design Review Commission. However, schematic drawings including a site plan, floor plan and building elevations are encouraged to facilitate discussion on the project. Topography and existing trees on site (including location & diameter of trunk and accurate drip lines) should be shown to illustrate existing site conditions. You may submit materials to Planning staff for distribution to the Commission prior to the study session. Please submit one full size, one reduced set of drawings (11" by 17") one digital set via email or on a CD. Photographs of the project site are also encouraged.

#### How Do I Request A Study Session?

To request a study session with the Design Review Commission, please submit a completed [Standard Application Form](#) along with your narrative of the project scope to the Planning & Building Department at the address listed above during Planning Counter hours, Monday through Friday, between 12:00 and 5:00 p.m. Please enclose a check for \$700.00, made payable to the "City of Lafayette."\* Planning staff will schedule the study session on the next available Design Review Commission agenda, typically within 2-4 weeks. A letter will be sent to you informing you of the date and time of the study session.

\* 50% of the fee for a Design Review Commission Study Session will be credited toward the application fee(s) if a formal application for the same project is submitted to the Planning & Building Department within 90 days of the study session.

# Study Session Information Sheet

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## STANDARD APPLICATION FORM

### PROJECT INFORMATION

<b>Project Address / Location</b>		<b>Assessor's Parcel Number (APN)</b>	<b>Zoning District</b>	<b>Flood Zone</b>
<b>General Plan Designation</b>	<b>Parcel Size (sq.ft.)</b>	<b>Grading: Cut (cu.yds.)</b>	<b>Grading: Fill (cu.yds.)</b>	
<b>Existing Gross Floor Area (sq.ft.)</b>	<b>Existing Building Footprint (sq.ft.)</b>	<b>Existing Impervious Surface (sq.ft.)</b>	<b>Existing # Parking Spaces (sq.ft.)</b>	
<b>Proposed Gross Floor Area (sq.ft.)</b>	<b>Proposed Building Footprint (sq.ft.)</b>	<b>Proposed Impervious Surface (sq.ft.)</b>	<b>Proposed # Parking Spaces (sq.ft.)</b>	
<b>Existing Land Use</b>				
<input type="checkbox"/> Single-Family Residential <input type="checkbox"/> Multi-Family Residential <input type="checkbox"/> Commercial <input type="checkbox"/> Office <input type="checkbox"/> Vacant <input type="checkbox"/> Other (specify) _____				
<b>Proposed Land Use</b>				
<input type="checkbox"/> Single-Family Residential <input type="checkbox"/> Multi-Family Residential <input type="checkbox"/> Commercial <input type="checkbox"/> Office <input type="checkbox"/> Vacant <input type="checkbox"/> Other (specify) _____				

### APPLICANT INFORMATION

### OWNER INFORMATION

<b>Applicant Name</b>			<b>Owner Name</b>		
<b>Applicant Address</b>			<b>Owner Address</b>		
<b>City</b>	<b>State</b>	<b>Zip</b>	<b>City</b>	<b>State</b>	<b>Zip</b>
<b>Phone</b> ( ) -	<b>Cell</b> ( ) -		<b>Phone</b> ( ) -	<b>Cell</b> ( ) -	
<b>Email (for official use only)</b>			<b>Email (for official use only)</b>		

### CHECK ALL APPLICABLE REQUESTS

<input type="checkbox"/> 15-Degree Declination Exception	<input type="checkbox"/> Land Use Permit	<input type="checkbox"/> Second Unit Permit
<input type="checkbox"/> Address Assignment / Change	<input type="checkbox"/> Lot Line Revision	<input type="checkbox"/> Senior Housing Permit
<input type="checkbox"/> Appeal (App. # _____)	<input type="checkbox"/> Major Subdivision / Tract (≥ 5 lots)	<input type="checkbox"/> Sign Permit
<input type="checkbox"/> Certificate of Compliance	<input type="checkbox"/> Minor Subdivision (4 lots or fewer)	<input type="checkbox"/> Study Session
<input type="checkbox"/> Change of Conditions	<input type="checkbox"/> Public Art Permit	<input type="checkbox"/> Temporary Land Use Permit
<input type="checkbox"/> Design Review	<input type="checkbox"/> Reasonable Accommodation	<input type="checkbox"/> Tree Removal Permit
<input type="checkbox"/> Family Day Care	<input type="checkbox"/> Reconsideration (App. # _____)	<input type="checkbox"/> Variance / Exception
<input type="checkbox"/> General Plan Amendment	<input type="checkbox"/> Re-Zone Property	<input type="checkbox"/> Wireless Communications Facilities Permit
<input type="checkbox"/> Grading Permit (≥ 50 cu. yds.)	<input type="checkbox"/> Ridgeline Setback Exception	<input type="checkbox"/> Zoning Text Amendment
<input type="checkbox"/> Hillside Development Permit	<input type="checkbox"/> Right-of-Way Abandonment	<input type="checkbox"/> Other _____

### OWNER / AGENT STATEMENT

**Property Owner Consent** – I am the legal owner of record of the land specified in this application or am authorized and empowered to act as an agent on behalf of the owner of record on all matters relating to this application. I declare that the foregoing is true and correct and accept that false or inaccurate owner authorization may invalidate or delay action on this application. I hereby grant permission to access the property to individuals involved in the processing of the subject application(s). I agree to defend, indemnify and hold harmless the City, its agents, officers, officials, and employees from all claims, demands, lawsuits, writs of mandamus, and other actions or proceedings (collectively "Actions") brought against the City or its departments, commissions, agents, officers, officials, or employees to challenge, attack seek to modify, set aside, void or annul any City decision made in connection with this application. In the event the City becomes aware of any such Actions, the City shall promptly notify me and shall cooperate fully in the defense. It is expressly agreed that the City shall have the right to approve, which approval shall not be unreasonably withheld, the legal counsel providing the City's defense, and I shall reimburse City for any attorney's fees, costs and expenses, including any plaintiff's or other third party's attorneys' fees, costs and expenses, directly and necessarily incurred by the City in the course of the defense.

\_\_\_\_\_  
**Print Name**

\_\_\_\_\_  
**Signature**

\_\_\_\_\_  
**Date**

# Standard Application Form

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