



**Planning & Building Department**  
 3675 Mt. Diablo Boulevard, Suite 210  
 Lafayette, CA 94549  
 Tel. (925) 284-1976  
[www.lovelafayette.org](http://www.lovelafayette.org)

## SB 684 SUBDIVISION/HOUSING DEVELOPMENT APPLICATION REQUIREMENTS

[Senate Bill 684 \(SB 684\)](#), as amended by Senate Bill 1123, is California law that took effect on July 1, 2024. It allows a streamlined ministerial approval process for a parcel map or a tentative and final map for a subdivision resulting in 10 or fewer parcels and corresponding housing development projects of 10 or fewer units. No public hearings will be required for projects eligible for SB 684 streamlining and the California Environmental Quality Act (CEQA) will also not apply.

**Instructions:** Check the appropriate boxes below to ensure a complete submittal package. The following forms, in addition to the applicable fee<sup>1</sup>, are required when applying for an SB 684 subdivision or housing development. See “Submittal Requirements” for a comprehensive submittal checklist.

Provided	Not Provided	N/A	Description & Comment
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Eligibility Checklist and Objective Standards Checklist, completed & signed
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Standard Application Form, completed & signed
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Agreement to Pay for City Services Form, completed & signed <sup>2</sup>
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Application Fee Form
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Narrative and brief description of existing/proposed conditions
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Submittal checklist, completed and signed
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<b>For Subdivision:</b>
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Tentative Parcel Map: Electronic copy
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Form & Content Requirements checklist, completed & signed
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Response to State Map Act §66474 Findings
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<b>For Housing Development:</b>
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Plans (site plan, floor plan, elevations, grading/drainage, etc.)
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Noncomplying structures: Provide evidence of legal construction

<sup>1</sup> A schedule of Planning & Development fees is available at [www.lovelafayette.org](http://www.lovelafayette.org) > City Hall > City Departments > Planning & Building > [Fees](#)

<sup>2</sup> The ACS is for services and fees that are in addition to the application fee(s). The signee agrees to pay for services of consultants retained by the City in connection with the development application at the hourly rate charged by each consultant. These services include but are not limited to review of legal, landscape, engineering, technical reports, site analysis, and environmental services.

## SB 684 SUBDIVISION/HOUSING DEVELOPMENT ELIGIBILITY CHECKLIST

Lots proposed to be subdivided pursuant to SB 684 must be less than 5 acres and zoned for multi-family residential development or no less than 1.5 acres is vacant and zoned for single-family residential development. Several other site eligibility requirements as well as demolition protections and exclusions for environmentally sensitive areas apply.

**Instructions:** Check the appropriate box for each item to determine eligibility and respond to additional requested information, if noted. Hyperlinks are provided to determine preliminary eligibility against the [SB 684 criteria](#). However, the final determination of eligibility will be conducted and verified by staff.

PARCEL MAP QUALIFYING CRITERIA	Applicant Response
<b>66499.41 (a)(1)</b> The proposed subdivision will result in 10 or fewer parcels.	<input type="checkbox"/> True <input type="checkbox"/> False <i># of proposed parcels: _____</i>
<b>66499.41 (a)(2)</b> The lot proposed to be subdivided meets ALL of the following: (A) The parcel is zoned for multi-family residential development per <a href="#">LMC Ch. 6-8</a> or is vacant <sup>3</sup> and zoned for single-family residential development ( <a href="#">Community View Map</a> ). (B) The lot is no larger than five acres if zoned to allow multifamily residential development, or no larger than 1.5 acres if zoned for single-family residential development. In either case, the lot is substantially surrounded by qualified urban uses. (C) The lot is a legal parcel. (D) The lot was not established pursuant to Section 66499.41 (small lot subdivision) or an urban lot split pursuant to Government Code Section 66411.7 (SB 9).	<input type="checkbox"/> True <input type="checkbox"/> False <i>Zoning District: _____</i> <i>Existing Parcel Area (sq. ft.): _____</i>
<b>66499.41 (a)(3)</b> The newly created parcels are no smaller than 600 square feet for parcels allowing multi-family development. The newly created parcels are no smaller than 1,200 square feet for vacant parcels zoned for single-family residential development.	<input type="checkbox"/> True <input type="checkbox"/> False <i>Proposed Parcel Area(s): _____</i>
<b>66499.41 (a)(4)</b> The housing units on the lot proposed to be subdivided are one of the following: (A) Constructed on fee simple ownership lots; (B) Part of a common interest development; (C) Part of a housing cooperative, as defined in Civil Code Section 817; (D) Owned by a community land trust meeting the requirements of Government Code Section 66499.41; or (E) Part of a tenancy in common, as described in Civil Code Section 685	<input type="checkbox"/> True <input type="checkbox"/> False

<sup>3</sup> "Vacant" is defined as "having no permanent structure, unless the permanent structure is abandoned and uninhabitable." In addition, the following types of housing do not qualify as vacant:

- Housing that is subject to a recorded covenant, ordinance, or law that restricts rent or sales price to levels affordable to persons and families of low, very low, or extremely low income.
- Housing that is subject to any form of rent or sales price control through a local public entity's valid exercise of its police power.
- Housing occupied by tenants within the five years preceding the date of the application, including housing that has been demolished or that tenants have vacated prior to the submission of the application for a development permit.

PARCEL MAP QUALIFYING CRITERIA	Applicant Response
<p><b>66499.41 (a)(5)</b> The proposed development must meet one of the following<sup>4</sup>:</p> <p>(A) If the parcel is identified in the Housing Element for the current planning period, the development must result in at least as many units as projected for the parcel in the Housing Element. If the parcel is identified to accommodate low- or very low-income households, the development must result in at least as many low- or very-low-income units as projected in the Housing Element. These units shall be subject to a recorded affordability restriction of at least 45 years.</p> <p>(B) If the parcel is not identified in the Housing Element for the current planning period, the development must result in at least 66 percent of the maximum allowable residential density as specified by local zoning or 66 percent of the applicable default density as specified in Government Code Section 65583.2(c)(3)(B), whichever is greater.</p>	<input type="checkbox"/> True <input type="checkbox"/> False
<p><b>66499.41 (a)(10)</b> The proposed subdivision conforms to all applicable objective requirements of the Subdivision Map Act (commencing with Government Code Section 66410), except as otherwise expressly provided in Government Code Section 66499.41.</p>	<input type="checkbox"/> True <input type="checkbox"/> False
<p><b>66499.41 (a)(11)</b> The proposed subdivision complies with all applicable standards established in Section Government Code Section 65852.28, in below checklist.</p>	<input type="checkbox"/> True <input type="checkbox"/> False
<p><b>66499.41 (a)(12)</b> The parcels created pursuant to Government Code Section 66499.41 are served by a public water system and a municipal sewer system.</p>	<input type="checkbox"/> True <input type="checkbox"/> False

*In addition, the project and project site must meet the following criteria:*

PROJECT AND PARCEL QUALIFYING CRITERIA CHECKLIST	Applicant Response
<p><b>66499.41 (a)(8)(A) Rental Restrictions for Lower Incomes.</b> Does not require demolition or alteration of housing that is subject to a recorded covenant, ordinance, or law that restricts rents to levels affordable to persons and families of low-, very low-, or extremely low-income.</p>	<input type="checkbox"/> True <input type="checkbox"/> False
<p><b>66499.41 (a)(8)(B) Subject to Rent Control.</b> Does not require demolition or alteration of any of the following types of housing that is subject to any form of rent or price control through a public entity's valid exercise of its police power.</p>	<input type="checkbox"/> True <input type="checkbox"/> False
<p><b>66499.41 (a)(8)(C) Occupied by Tenants.</b> Does not require demolition or alteration of housing occupied by tenants within the five years preceding the date of the application, including housing that has been demolished or that tenants have vacated prior to the submission of the application for a development permit.</p>	<input type="checkbox"/> True <input type="checkbox"/> False

<sup>4</sup> Note that the statute requires the Housing Element to be in substantial compliance with Housing Element law.

PROJECT AND PARCEL QUALIFYING CRITERIA CHECKLIST	Applicant Response
<b>66499.41 (a)(8)(D) Owner's Rights.</b> Does not require demolition or alteration of a parcel on which an owner of residential real property has exercised the owner's rights under Chapter 12.75 (commencing with Section 7060) of Division 7 of Title 1 of the Government Code to withdraw accommodations from rent or lease within 15 years before the date that the development proponent submits an application.	<input type="checkbox"/> True <input type="checkbox"/> False
<b>66499.41 (a)(9)(A) Farmland.</b> The parcel is not located on prime farmland or farmland of statewide importance pursuant to USDA or zoned/designated for agricultural protection/preservation ( <a href="#">CA Important Farmland Finder Map</a> )	<input type="checkbox"/> True <input type="checkbox"/> False
<b>66499.41 (a)(9)(B) Wetlands.</b> The parcel is not located on wetlands ( <a href="#">National Wetlands Mapper</a> )	<input type="checkbox"/> True <input type="checkbox"/> False
<b>66499.41 (a)(9)(C) Fire Hazard.</b> The parcel is not located within a <a href="#">Very High Fire Hazard Severity Zone</a> (VHFHSZ) adopted pursuant to CA Public Resource Code (PRC) §4202 ( <a href="#">Community View Map</a> ); Exception: Sites excluded pursuant to Gov't Code §51179 or those that have adopted fire hazard or state fire mitigation measures	<input type="checkbox"/> True <input type="checkbox"/> False <i>If false and proposing development, provide evidence that the site is eligible with site exclusion or approved mitigation measures.</i>
<b>66499.41 (a)(9)(D) Hazardous Waste.</b> The parcel is not located within a hazardous waste site ( <a href="#">DTSC EnviroStor Map</a> )	<input type="checkbox"/> True <input type="checkbox"/> False
<b>66499.41 (a)(9)(E) Earthquake Zone.</b> The parcel is not located within a delineated earthquake fault zone ( <a href="#">CGS Earthquake Zones Map</a> )	<input type="checkbox"/> True <input type="checkbox"/> False
<b>66499.41 (a)(9)(F) Flood Hazard Zone.</b> The parcel is not located within a special flood hazard area ( <a href="#">FEMA Flood Map</a> )	<input type="checkbox"/> True <input type="checkbox"/> False <i>If false, provide verification that the site satisfies all applicable federal qualifying criteria.</i>
<b>66499.41 (a)(9)(G) Regulatory Floodway.</b> The parcel is not located within a regulatory floodway ( <a href="#">FEMA Flood Map</a> )	<input type="checkbox"/> True <input type="checkbox"/> False <i>If false, provide verification that the site satisfies all applicable federal qualifying criteria.</i>
<b>66499.41 (a)(9)(H) Natural Community Conservation Plan.</b> The parcel is not located within lands identified for conservation in an adopted natural community conservation plan pursuant to the Natural Community Conservation Planning Act ( <a href="#">NCCP Conservation Plan List and Map</a> )	<input type="checkbox"/> True <input type="checkbox"/> False
<b>66499.41 (a)(9)(J) Conservation Easement.</b> The parcel is not subject to a conservation easement on any portion of the parcel.	<input type="checkbox"/> True <input type="checkbox"/> False

PROJECT AND PARCEL QUALIFYING CRITERIA CHECKLIST	Applicant Response
<p><b>66499.41 (a)(9)(I) Habitat for Protected Species.</b> The parcel is not located on lands with habitat for protected species identified as candidate, sensitive, or species of special status by state or federal agencies, fully protected species, or species protected by the Federal Endangered Species Act of 1973 (16 U.S.C. Sec. 1531 et seq.), the California Endangered Species Act (CA Fish and Game Code (FGC), Div. 3, Ch. 1.5, commencing with §2050), or the Native Plant Protection Act (CA FGC, Div. 2, Ch. 10, commencing with §1900). (<a href="#">Flood Risk and Endangered Species Habitat (FRESH) Map</a>)</p>	<p><input type="checkbox"/> True <input type="checkbox"/> False  <i>If located within 100' of wetland/non-channeled creek or ½ mile of critical habitat, provide biological assessment.</i></p>
<p><b>66499.41 (a)(13) Separate Title.</b> The proposed subdivision will not result in an existing dwelling unit being sold separately from any other existing dwelling unit on the lot.</p>	

*If proposing a housing development, the following eligibility criteria must be met:*

HOUSING DEVELOPMENT QUALIFYING CRITERIA	Applicant Response
<p><b>665852.28 (a)</b> The proposed housing development is on a lot created in accordance with Government Code Section 66499.41.</p>	<p><input type="checkbox"/> True <input type="checkbox"/> False</p>
<p><b>66499.41 (a)(1)</b> The housing development project on the lot proposed to be subdivided will contain 10 or fewer residential units.</p>	<p><input type="checkbox"/> True <input type="checkbox"/> False  <i>Number of units:</i>  <hr/></p>
<p><b>66499.41 (a) (6)</b> The average total area of floor space for the proposed housing units on the lot proposed to be subdivided does not exceed 1,750 net habitable square feet<sup>5</sup>.</p>	<p><input type="checkbox"/> True <input type="checkbox"/> False</p>
<p><b>66300.6 (b) Replacement Housing.</b> If any existing dwelling unit is proposed to be demolished, the development project complies with the replacement housing provisions of Government Code Section 66300.6(b).</p>	<p><input type="checkbox"/> True <input type="checkbox"/> False</p>

<sup>5</sup> "Net habitable square feet" means the finished and heated floor area fully enclosed by the inside surface of walls, windows, doors, and partitions, and having a headroom of at least six and one-half feet, including working, living, eating, cooking, sleeping, stair, hall, service, and storage areas, but excluding garages, carports, parking spaces, cellars, half-stories, and unfinished attics and basements.



**SB 684 SUBDIVISION/HOUSING DEVELOPMENT  
OBJECTIVE STANDARDS**

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SB 684 includes development and subdivision standards that apply to all eligible projects and would supersede any conflicting local standards. It also specifies the local objective subdivision, zoning, and design standards that may be applied to subdivisions of land. However, SB 684 requires that housing development projects on newly created lots comply with all applicable objective zoning, subdivision, and design standards which aren't explicitly precluded by the law.

DEVELOPMENT AND OBJECTIVE STANDARDS	Applicant Response
<p><b>65852.28 (b)(1) and 66499.41 (d) Objective Zoning Standards.</b> The proposed housing development complies with all objective zoning standards, objective subdivision standards, and objective design review standards applicable to the parcel as provided in the zoning district in which the parcel is located that do not conflict with Government Code Sections 65852.28 and 66499.41.</p>	<input type="checkbox"/> True <input type="checkbox"/> False
<p><b>65852.28 (b)(2)(E) Setbacks.</b></p> <p>(A) No setback between the units is required, except as provided in the California Building Code (Title 24 of the California Code of Regulations).</p> <p>(B) Required rear and side yard setbacks from the original lot line shall equal four feet, except that no setback shall be required for an existing legally created structure or a structure constructed in the same location and to the same dimensions as an existing legally created structure.</p>	<input type="checkbox"/> True <input type="checkbox"/> False
<p><b>65852.28 (b)(2)(D),(F) Parking.</b> One parking space, which may be uncovered or not enclosed, shall be required per unit constructed on a parcel created pursuant to the procedures in this section, except that no parking may be required where the parcel is located within one-half mile walking distance of either a stop located in a high-quality transit corridor, as defined in Public Resources Code Section 21155(b), or a major transit stop, as defined in Public Resources Code Section 21064.3.</p>	<input type="checkbox"/> True <input type="checkbox"/> False
<p><b>65852.28 (b)(2)(G) Floor Area Ratio Standards.</b> The following floor area ratios shall apply:</p> <ul style="list-style-type: none"> <li>• For a housing development project consisting of three to seven units, inclusive, the FAR is 1.0.</li> <li>• For a housing development project consisting of eight to ten units, inclusive, the FAR is 1.25.</li> </ul>	<input type="checkbox"/> True <input type="checkbox"/> False

**PLEASE NOTE:** *There may be additional requirements after initial review.*

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SIGNATURE OF PREPARER: \_\_\_\_\_ DATE: \_\_\_\_\_

PRINT FULL NAME: \_\_\_\_\_

**SB 684 SUBDIVISION/HOUSING DEVELOPMENT  
APPLICATION FEE FORM**

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Payment of fees is required for all applications prior to application review or processing.

Fees Payment via cash, check, or credit card is required before application review or processing. Once the application is submitted, City staff will follow up electronically with an invoice for the total fee amount. Fees may be paid online via City's secure payment system or mailed for processing.

**Mark your preferred payment method:**

Cash       Check       Credit Card (in-person)       Online Credit Card (via Square)<sup>6</sup>

Please provide the name, email address and contact details of the person who will remit the fee payment below.

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Name

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Address

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Email

The Planning & Building Department collects two types of fees - application processing fees and development impact fees. Please refer to the [Planning & Development Fee Schedule](#) for a complete list of fees, as adopted by the City Council.

*\*The City of Lafayette will never request payment by wire transfer, cryptocurrency, or gift cards. Please verify all official communications and contact the City directly before responding or sending any payment. For more information and general scam awareness tips, please visit the [City's scam alert news release](#) on the City website.*

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<sup>6</sup> 2.9% fee applies to all online payments



## SB 684 Application – Narrative

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## SB 684 SUBDIVISION/HOUSING DEVELOPMENT SUBMITTAL CHECKLIST

This checklist is intended to cover all SB 684 development. Not all items may be applicable for the scope of your development, in which case check the N/A box. Please check all applicable items and indicate the sheet number(s) where prompted. An applicant may obtain preliminary review from a planner during Planning Counter Hours.<sup>7</sup> The Planning & Building Department will ultimately determine the level of detail needed to process your application once it has been submitted and is being processed. Hyperlinks are provided for the applicable handouts referenced in this document and are also available on the City's website, [www.lovelafayette.org](http://www.lovelafayette.org).

### GENERAL SUBMITTAL REQUIREMENTS

YES   N/A

- |                          |                          |  |
|--------------------------|--------------------------|--|
| <input type="checkbox"/> | <input type="checkbox"/> | <b>1. APPLICATION MATERIALS</b>  |
|                          |                          | <ul style="list-style-type: none"><li>a. SB 684 Eligibility checklist</li><li>b. Standard Application Form</li><li>c. Agreement to Pay for City Services (ACS) form</li><li>d. Project description</li><li>e. Submittal checklist completed and signed by the preparer with each box checked acknowledging submittal of the required item(s) and listing the corresponding sheet number(s)</li><li>f. Fee Form and applicable processing fee</li><li>g. Response to State Map Act findings</li></ul>   |
| <hr/>                    |                          |  |
| <input type="checkbox"/> | <input type="checkbox"/> | <b>2. PRELIMINARY TITLE REPORT</b> - One (1) electronic (PDF) copy of report   |
|                          |                          | <ul style="list-style-type: none"><li>a. Not more than 6 months old</li><li>b. Listing all recorded easements and restrictions</li><li>c. Providing legal description of the property</li></ul>  |
| <hr/>                    |                          |  |
| <input type="checkbox"/> | <input type="checkbox"/> | <b>3. PRELIMINARY SOILS REPORT</b> prepared by a registered geotechnical engineer  |
|                          |                          | One (1) electronic (PDF) copy of report with colored attachments and/or exhibits   |
| <hr/>                    |                          |  |
| <input type="checkbox"/> | <input type="checkbox"/> | <b>4. ARBORIST REPORT</b> prepared by a certified or consulting arborist <sup>8</sup>  |
|                          |                          | One (1) electronic (PDF) copy of report (which may include colored attachments and/or exhibits), including:  |
|                          |                          | <ul style="list-style-type: none"><li>a. Tree location, genus, species, diameter, dripline, and elevation at trunk base.</li><li>b. Health and condition of the tree, including existing hazards to the tree.</li><li>c. Potential impact of development on the tree or existing tree condition.</li><li>d. Evaluation of preservation potential based on the tree's existing condition and in relation to any potential development.</li><li>e. Recommendations for protection, preservation, and requirements to maintain and improve tree health and assure survival.</li><li>f. Tree inventory table listing the tree number (as numerically tagged in the field), species, trunk diameter, health of tree, potential impact of proposal, and indicate whether tree is to be saved or removed.</li><li>g. Site plan showing numbered trees, accurate driplines, and proposed location of tree protection.</li><li>h. Photos as applicable.</li><li>i. Post-construction recommendations as applicable.</li></ul> |

<sup>7</sup> By appointment only for in-person, Tuesdays and Thursdays between 9 a.m. and 11 a.m. or 1 p.m. and 3 p.m.

<sup>8</sup> Required if the proposal entails development within the dripline of an existing protected tree  $\geq 4''$  in diameter



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**5. PHOTO AND VISUAL ANALYSIS**

- a. Site and neighborhood photos as a sheet in the architectural drawings or compiled as one (1) electronic (PDF)
  - i. If possible, provide field markers identifying the following: Green ribbon tied around all trees to be maintained, red ribbon tied around all trees to be removed, and yellow ribbon outlining property lines and proposed building footprint.
- b. Story pole or ground staking
  - i. Submit a story pole or ground staking plan (certified by a California Licensed Surveyor or a California Licensed Civil Engineer, showing its layout, height and location)<sup>9</sup>
- c. Photo montage<sup>5</sup>
  - i. Outline the project or graphically set it into the photos
  - ii. Submit photos from most prominent public vantage points and existing surrounding residences



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**6. BIOTIC RESOURCES ANALYSIS/BIOTIC ASSESSMENT**

If located within 100' of wetland/non-channeled creek, provide a wetland delineation map\*. If located within ½ mile of critical habitat, provide biotic resource analysis/biological assessment\*\*. Provide a report that includes:

- a. Type and location of threatened and endangered plant and animal species.
- b. Riparian vegetation on and within 100' of subject property.
- c. Oak woodland and other plant communities providing habitat.
- d. Location of watercourses, springs, drainage swales, wetlands, wildlife corridors, other natural features that may provide habitat or be subject to DFW<sup>10</sup> or ACE<sup>11</sup> jurisdiction.
- e. Area and location of undeveloped land on the subject property required to protect and enhance the continued viability of significant biotic resources, where applicable.
- f. Mitigation measures for impacts on significant biotic resources.

*\*Wetland delineation maps must be created by a licensed wetland delineation expert and/or be on the US Army Corps of Engineer Wetland Consultant list.*

*\*\*Biotic resource analysis/biological assessments must be created by a qualified California Department of Fish and Wildlife and US Fish and Wildlife Service biologist.*



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**7. CONTRA COSTA COUNTY FIRE PROTECTION DISTRICT APPROVAL**

- a. Demonstrate legal access meeting current fire district standards.
  - b. Construction drawings shall have the fire protection district stamp and signature prior to submitting to the Lafayette Planning & Building Department.
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<sup>9</sup> Story poles do not need to be erected until requested by the project planner, typically at least 14 days before the scheduled hearing date. Once installed, submit photos from public vantage points and neighboring residences. See separate handout entitled "[Ground Staking & Story Poles](#)"

<sup>10</sup> Department of Fish and Wildlife

<sup>11</sup> Army Core of Engineers

## PLAN SET SUBMITAL REQUIREMENTS<sup>12</sup>

YES N/A

### 1. LAYOUT

All sheets shall be the same size, oriented in the same direction, and include the following:

- a. North arrow
- b. Scale
- c. Graphic (bar) scale
- d. Date of preparation
- e. Revision date(s)
- f. Changes or modifications clearly identified
- g. Title block including:
  - i. Site address
  - ii. Assessor's parcel number (APN) or name of subdivision and lot number

### 2. COVER SHEET with the following:

- a. Sheet index
- b. Contact information for the following:
  - i. Owner
  - ii. Architect/Landscape Architect
  - iii. Arborist
  - iv. Engineer

### 3. MAPS

Sheet Number(s) \_\_\_\_\_

- a. Vicinity map (minimum 1" = 600') showing the approximate location of the subject property within the vicinity of Lafayette.
- b. Context map (minimum 1" = 50') showing the location of the subject property within the context of the neighborhood.<sup>13</sup>
  - i. Show and label the following:<sup>14</sup>
    1. All parcels immediately adjacent to and around the site
    2. Approximate distance of the proposed addition (upper & lower story) to structures on adjacent lots
    3. Footprints of all structures
    4. Vacant parcels or open space
    5. Property ownership
    6. Property address
    7. Finished floor elevations
    8. Number of stories
    9. Approximate square footage
    10. Significant landscaping
    11. Significant topographic or man-made landforms and features

<sup>12</sup> [Example Submittals](#) are available online

<sup>13</sup> An aerial can be used to create the context map; however, it does not replace the context map.

<sup>14</sup> Show buildings outlined in black, background in white, and vegetation/trees in gray.

**4. SURVEY** – wet stamped and signed <sup>15</sup>

Sheet Number(s) \_\_\_\_\_

- a. All property lines
- b. Building footprint of all structures with dimensions to property line
- c. Easements, fully dimensioned, as reflected on a current title report including:
  - i. All public and private roads (labeled accordingly)
  - ii. Rights-of-way
  - iii. Easements, within and to the parcel
- d. Street improvements - (curb, gutter, sidewalk, edge of paving)
- e. Topography – (2' contour intervals in area to be developed)
- f. Drainage features including:
  - i. Swales
  - ii. Creeks (with required creek setbacks shown in both plan and sectional view) <sup>16</sup>
  - iii. Wetlands
  - iv. Riparian habitat
- g. Trees - show all trees > 4" in diameter at 4.5' above grade within 100' of proposed development, with the following labeled:
  - i. Tree species
  - ii. Diameter of trunk
  - iii. Elevation at trunk base
  - iv. Field surveyed accurate driplines (generic symbols are not accepted)
  - v. Tree identification number, provided by the arborist
  - vi. Trees proposed to be removed with a prominent "X"

**5. SITE PLAN** – based on the aforementioned survey

Sheet Number(s) \_\_\_\_\_

- a. Property and zoning information, including:
  - i. Property lines, dimensioned.
  - ii. Setbacks (front, side, and rear), dashed.
  - iii. Sewage disposal and public utilities.
  - iv. Recorded easements (utility, drainage, access, etc.), labeled.
  - v. Total and net <sup>17</sup> parcel square footage.
- b. Building site(s) and footprint(s)
  - i. Existing and proposed structures with dimensions to property lines.
  - ii. Changes or additions to existing structures shown as hatched, shaded or otherwise highlighted.
- c. Parking and circulation
  - i. Location, dimensions, and quantity of existing and proposed covered and uncovered parking facilities. <sup>18</sup>
  - ii. Circulation plans for each vehicular and pedestrian way.
  - iii. Fire District turnarounds (i.e. shunt, t-turn, or circle), road width, slope, and vertical clearance shall be overlaid or highlighted on the circulation plans.
- d. Impervious surface, existing and proposed
  - i. Include a table calculating the square footage, including building footprint, driveway, patios, walkways, pools, etc.
  - ii. Shade or hatch changes and additions
- e. Structures - existing and proposed fences and retaining walls

<sup>15</sup> Required if proposal encroaches within 5' of required setbacks, or if the property is within a ridgeline setback

<sup>16</sup> See separate handout entitled "[Creek Setback Determination Guide](#)"

<sup>17</sup> Excludes the area within vehicular rights-of-way and vehicular easements

<sup>18</sup> Parking space minimum dimensions are 10' x 20' per space

- i. Label top-of-wall (TW) and bottom of wall (BW) spot elevations
- ii. Shade or hatch changes and additions
- f. Existing trees - show all trees  $\geq 4''$  in diameter at 4.5' above grade within 100' of proposed development and label:
  - i. Tree species
  - ii. Diameter of trunk
  - iii. Elevation at base of trunk
  - iv. Field surveyed accurate driplines (generic symbols are not accepted)
  - v. Tree identification number, provided by the arborist
  - vi. Trees proposed to be removed with a prominent "X"
- g. Trails - general location of each hiking, riding and bicycle trail and recreational facility
- h. Open space that will remain upon completion of development
  - i. Designate a development boundary line that limits the area of development
- i. Ridgelines
  - i. Class I, Class II, or Class III ridgelines located within the project boundaries or within 100' beyond the project boundaries
  - ii. Setback areas (measured in plan view from the centerline of the ridge)
    - 1. Class I ridgeline setback is 400'
    - 2. Class II ridgeline setback is 250'

 

## 6. SITE-SECTIONS

Sheet Number(s) \_\_\_\_\_

- a. For all sites:
  - i. Provide cross-section(s) across the full extent of the property. Be sure to show the relationship of the proposal with the neighboring properties to demonstrate massing, neighborhood context, and privacy impacts.
- b. For sites with Class I and Class II ridges:
  - i. Provide an adequate number of cross-sections through the project site to show ridgeline declination.
    - 1. No portion of a structure may be erected adjacent to a Class I or Class II ridge that is higher than a plane sloping downward at a declination of  $15^\circ$  from the horizontal intercept of the ridge.
    - 2. The measurement shall be made at the nearest point of the development to the ridgeline and measured perpendicular to the ridgeline or as a radius from the endpoint of the ridgeline.
    - 3. The declination line terminates at the boundary line of the hillside overlay district.
- c. For sites with Class III ridges:
  - i. Provide an adequate number of cross-sections through the project site to show horizontal planes intercepting the ridge.
    - 3. No portion of a structure may be erected higher than the horizontal plane.
    - 4. The horizontal plane shall be at the nearest point of the development to the ridgeline and perpendicular to the ridgeline or have an arc of  $90^\circ$  from the endpoint of the ridgeline.

 

## 7. FLOOR PLANS

Sheet Number(s) \_\_\_\_\_

- a. Scale – drawn at the largest architectural scale that can fill the sheet ( $1/8'' = 1'$  or larger)
- b. Gross floor area – Table calculating existing and proposed <sup>19</sup>
  - i. Include all existing and proposed structures having three walls and a roof, such as attached/detached accessory structures, garage, carport, basement, second stories,

<sup>19</sup> Total horizontal area in sq. ft. of each floor level within the exterior walls of all buildings on a parcel, as measured at the exterior face of the enclosing walls

- area capable of being developed as habitable space.
- c. Rooms - label all existing and proposed rooms for each floor level including:
  - i. All usable or potentially usable areas or spaces (including basements, attics, crawl spaces with significant headroom, lofts, accessory buildings, etc.)
  - ii. All decks, balconies, porches, garages/carports, etc.
  - iii. Exterior and interior building dimensions.
  - iv. Existing and proposed square footage of all usable or potentially usable areas.
  - v. Doors, windows, bay windows, chimneys, stairways, other architectural features.
- d. Demolitions, changes, and additions shown as dashed, highlighted, or otherwise called out
- e. Existing and proposed floor plans shown with (2) two separate plan view drawings, done at the same scale and shown on the same sheet.
  - i. For example, on one sheet, side-by-side or one-above-the-other, show existing and proposed conditions for the same floor plan, labeled accordingly
- f. Lighting (exterior residential):
  - i. List and label existing and proposed lighting
  - ii. Provide a legend and indicate quantity of each lighting type

 

**8. ELEVATIONS**

Sheet Number(s) \_\_\_\_\_

- a. Scale – drawn at the largest architectural scale that can fill a sheet (1/8" = 1' or larger)
- b. Dimensions
- c. Building height as defined by the Lafayette Municipal Code Section 6-313<sup>20</sup>
- d. Finished grade indicating existing and proposed
- e. Demolitions, changes, and additions shown as dashed, highlighted, or otherwise called out
- f. Existing elevations with dashed lines over proposed elevations
- g. Existing and proposed elevations shown with two separate plan view drawings, done at the same scale and shown on the same sheet.
  - i. For example, on one sheet, side-by-side or one-above-the-other, show existing and proposed conditions for the same elevation, labeled accordingly
- h. Indicate roof, doors, windows, trim, down spouts, and all other architectural features
  - i. Call out manufacturers' specifications for exterior walls, trim, and roofing materials.
- i. Retaining wall and fence elevations/profiles indicating heights, colors, and materials
- j. Perspective, colored elevations to indicate shadow and visual relief. Renderings shall reflect accurate site and context conditions, topography, and vegetation.

 

**9. COLORS AND MATERIALS BOARD** (for housing development)

One (1) electronic (PDF) copy with a colored elevation of the proposal and referencing the color chips and manufacturers' specifications of the following:

- a. Body/Siding
- b. Trim
- c. Windows
- d. Roof
- e. Exterior light fixtures, residential and landscaping
- f. Fences
- g. Walls and retaining walls
- h. Hardscape

<sup>20</sup> See separate handout entitled "[Building Height](#)"

**10. GRADING AND DRAINAGE PLANS**<sup>21</sup>

Sheet Number(s) \_\_\_\_\_

- a. Contours, existing and proposed
  - i. 2' contour intervals in the area to be developed
  - ii. Extend contours a minimum of 50' beyond property lines
- b. Calculate the amount of cut, fill, import or export in cubic yards
- c. Drainage facilities<sup>22</sup> - existing and proposed drainage facilities within and adjacent to the site, including but not limited to:
  - i. Swales
  - ii. Creeks
  - iii. Drainage ditches
  - iv. Discharge facilities
  - v. Catch basins
  - vi. Subsurface drainage pipes (closed and open)
- d. Sanitary sewers and storm drain facilities, existing and proposed
- e. Incorporate appropriate pollutant source control and design measures,<sup>23</sup> to treat runoff
- f. Existing trees - show all trees > 4" in diameter at 4.5' above grade within 100' of proposed development and label:
  - i. Tree species
  - ii. Diameter of trunk
  - iii. Elevation at trunk base
  - iv. Field surveyed accurate driplines (generic symbols are not accepted)
  - v. Tree identification number, provided by the arborist
  - vi. Trees proposed to be removed with a prominent "X"
- g. Open space - areas of natural open space that will remain upon completion of development
  - i. Designate a development boundary line that limits the area of development
- h. Roof plan – elevation of each roof ridge above established datum shall be noted.
  - i. Changes or additions to existing structures shall be hatched, shaded, or otherwise highlighted.

**11. LANDSCAPE AND IRRIGATION PLANS**

Sheet Number(s) \_\_\_\_\_

- a. Topography - show existing topography with a light line weight and proposed topography with a darker or heavier line weight
- b. Existing trees - show all trees  $\geq 4''$  in diameter at 4.5' above grade within 100' of proposed development and label:
  - i. Tree species
  - ii. Diameter of trunk
  - iii. Elevation at trunk base
  - iv. Field surveyed accurate driplines (generic symbols are not accepted)
  - v. Tree identification number, provided by the arborist
  - vi. Trees proposed to be removed with a prominent "X"
- c. Plant list table – list proposed planting as follows:
  - i. Trees – species (common and botanical name), quantity, size to be planted, and whether species is native.
  - ii. Shrubs - species, quantity, size to be planted, and whether species is native.
  - iii. Groundcover - species, size and spacing, and whether species is native.
  - iv. All other plants may be shown and referred to in general terms.

<sup>21</sup> Required if project involves  $\geq 500$  sq. ft. of new or replacement impervious surface or  $\geq 50$  cubic yards of grading.

<sup>22</sup> See separate handout entitled "[Drainage Plan Guidelines](#)"

<sup>23</sup> See separate handout entitled "[Stormwater Quality Control Guidelines](#)"

- v. Only list those plants shown in the plan.
- d. Irrigation - submit a preliminary plan showing:
  - i. Watering zones (drip/spray) with corresponding legend and table
  - ii. No spray irrigation or lawn shall be within 15' of oak trees (existing or proposed)
- e. Lighting (landscape):
  - i. List and label existing and proposed lighting.
  - ii. Provide a legend and indicate quantity of each lighting type.
- f. Water Efficient Landscape Ordinance (WELO) <sup>24</sup>:
  - i. Total landscaped area (sq. ft.) – all planting areas, turf, and water features
  - ii. Note that “all proposed planting and irrigation shall be WELO compliant” <sup>25</sup>

**PLEASE NOTE:** *There may be additional requirements after initial review.*

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SIGNATURE OF PREPARER: \_\_\_\_\_ DATE: \_\_\_\_\_

PRINT FULL NAME: \_\_\_\_\_

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<sup>24</sup> Refer to Lafayette’s WELO [website](#) for a complete list of triggers

<sup>25</sup> Required if landscaped area  $\geq$  500 sq. ft.

**SB 684 SUBDIVISION**  
**FORM & CONTENT CHECKLIST FOR TENTATIVE PARCEL MAP**

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The following is a Form & Content list of information that should be reflected on the Parcel Map (per Contra Costa County Code and City Requirements). Submit one (1) electronic (PDF) copy of tentative map not to exceed 30" x 42" and one (1) electronic reduction, clearly and legibly drawn and containing the following information:

**1. The Title, which shall contain the type of subdivision (SB 684 Subdivision).**

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**2. Names and address for:**

- a.  Legal owner of property
  - b.  Subdivider, and
  - c.  Person or persons who prepared the map (including registration number)
- 

**3. A topographical contour map** showing accurately (within one foot) the existing terrain within the subdivision, and, a minimum of 100' beyond the perimeter of the project boundary, including existing drainage channels, roads, culverts, overhead and underground utility lines which affect the design of the subdivision, wells and springs, major structures, irrigation ditches, utility poles, and other improvements in their correct location. Topography and other site details under trees or heavy vegetation shall be field verified if located within 100 ft. of any proposed house location, driveway or grading. Elevations shall be in accord with the U.S. Geological Survey (1929 Sea Level Datum). The map shall be drawn to an engineer's scale large enough to show all information clearly, but not smaller than thirty feet to the inch. Contour interval shall not be greater than 2' feet if the ground slope is less than ten percent nor larger than five feet for ground slopes greater than ten percent; and at such intervals that the contour lines will not be spread more than one hundred-fifty feet (ground distance) apart.

The surveyor or civil engineer shall provide a certification on the map that he/she performed the field verifications and the information on the map represents field conditions as of a certain date.

The map shall show:

- a. Per the standards outlined in the Hillside & Ridgeline Preservation Ordinance, a building site may not exceed 30% slope; therefore, all construction on each building site shall take place within the designated 30% slope area with certain exceptions related to access and ancillary structures.
- b. The outline of existing slides, slips, slump areas, and areas subject to inundation or ponding,
- c. The edges of pavement on both sides of existing paved roads, driveways, and the edges of existing traveled ways within the public rights-of-way and easements or within private common rights-of-way,
- d. Location of existing property lines and approximate boundaries of existing easements within the subdivision, with the names of the owners of record, of easements, exclusions, and the properties abutting the subdivision,

- e. The proposed lot and street layout with scaled dimensions and sizes of each lot. Engineering data must show the approximate finished grading of each lot, the preliminary design of all grading, the elevation of proposed building pads, the top and toe of cut and fill slopes to scale, and the identifying Parcel Letter of each lot,
- f. Preliminary grading for streets, house sites, driveways, lots and drainage,
- g. The location of all proposed easements for drainage and access,
- h. Street names, width of streets and easements, approximate grade, and radius of curves along property lines of each street,
- i. Typical geometric sections for streets showing pavement width, curbs, sidewalks, grading in marginal strips, slopes of cuts and fills, and other construction proposed or applicable,
- j. Areas to be used for public purposes,
- k. Location, approximate grade, direction of flow and type of facility of existing drainage channels and storm drains. If there are any creeks on the property, the map shall show the creek centerline, top of bank and creek setback line required by Lafayette Code Article 4, Section 6-1841 Creek Setback Requirements.
- l. A vicinity map showing roads, adjoining subdivisions, towns, creeks, railroad, and other data sufficient to locate the proposed subdivision and show its relation to community development,
- m. North arrow and scales for maps and contour interval. A temporary benchmark is required on-site or nearby and it shall be identified on the map and staked.
- n. Boundary lines of existing land use zones shall be delineated,
- o. Type of trees, field verified location of all trees over 4" in diameter as measured 4 ft. above grade, and spot elevation at the base and driplines for trees within 100' of house footprint, driveway or any grading or within 20' of any street right-of-way. Tree canopies shall be filled with a medium gray tone on the Parcel Map. Any trees proposed to be removed shall be identified with a prominent "X".
- p. A conceptual drainage plan prepared by a registered civil engineer, showing the proposed alignment and layout for the collection of drainage originating within the subdivision, as well as drainage entering the subdivision, and the means of conveying drainage downstream, drainage easements or erosion control shall be indicated on the plan.
- q. Small scale drawing showing the watershed drainage basin in which the subdivision is located including approximate acreage.

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**4. Off-site Easements**

To accomplish your subdivision, will you need any easements across the property of a third party? These might be easements for access, utilities or drainage. If so, you need to investigate securing these easements in advance of submitting your application.

If you are unsuccessful in securing the necessary easement(s), you will need to provide evidence of a good faith effort to acquire the easement. At a minimum this evidence should consist of a written description of the easement in question, the property owner(s) involved, and a record of the contacts made in attempting to secure the easement.

**FORM AND CONTENT - DATA TO ACCOMPANY TENTATIVE PARCEL MAP**

The Parcel Map shall be accompanied by one (1) electronic (PDF) copy of the following data, to be submitted at the time the map is filed with the Planning Department:

- 1. A written statement of general information containing the following information.**
  - a.  Existing use or uses of property.
  - b.  A description of the proposed lot split, their average and minimum size, and nature of development.
  - c.  A preliminary title report prepared within three months prior to filing the Parcel Map.
  - d.  Source of water supply.
  - e.  Calculations for each lot size, depth, width, and slope of each lot.
  - f.  The method of sewage disposal proposed.
  - g.  Other improvements proposed.
  - h.  Certification in writing from all utilities that the proposed subdivision can be adequately served.

**2. Stormwater Control Plan<sup>26</sup>**

You must prepare a Stormwater Control Plan if your project meets either of the following:

- Single-family residence creating or replacing > 10,000 sq. ft. of impervious surface.
- All other projects creating or replacing between 5,000 sq. ft. and one acre of impermeable surface.

*Additional information may be required by the Planning and Building Dept. manager or imposed by the city's zoning, subdivision, building and grading regulations, and environmental review procedures.*

I acknowledge that I have read the Tentative Parcel Map Form & Content requirements for a SB 684 subdivision, and have submitted at least the minimum submittal requirements to the Planning & Building Department. I agree to submit more materials regarding my application, if requested to do so.

APPLICANT SIGNATURE: \_\_\_\_\_ DATE: \_\_\_\_\_

PRINT FULL NAME: \_\_\_\_\_

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<sup>26</sup> See separate handout entitled "[Stormwater Control Plan Submittal Requirements](#)" (PDF pg. 11)

## **SB 684 SUBDIVISION REQUIRED STATE MAP ACT §66474 FINDINGS**

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**Response to Findings** – The applicant assumes the burden of producing evidence that the listed standards and that the intent of the objectives of the General Plan will be satisfied. The applicant is responsible for responding to the findings required by the State Map Act, Section 66474 for tentative map or parcel map approval. On the following page, respond to all of the findings listed below by describing how the project will prove satisfy each finding.

1. That the proposed map is consistent with applicable general and specific plans as specified in Section 65451.
2. That the design or improvement of the proposed subdivision is consistent with applicable general and specific plans.
3. That the site is physically suitable for the type of development.
4. That the site is physically suitable for the proposed density of development.
5. That the design of the subdivision and/or the proposed improvements are not likely to cause substantial environmental damage or substantially and avoidably injure fish or wildlife or their habitat.
6. That the design of the subdivision or type of improvements is not likely to cause serious public health problems.
7. That the design of the subdivision or the type of improvements will not conflict with easements, acquired by the public at large, for access through or use of, property within the proposed subdivision. In this connection, the governing body may approve a map if it finds that alternate easements, for access or for use, will be provided, and that these will be substantially equivalent to ones previously acquired by the public. This subsection shall apply only to easements of record or to easements established by judgment of a court of competent jurisdiction and no authority is hereby granted to a legislative body to determine that the public at large has acquired easements for access through or use of property within the proposed subdivision.

**Additional Comments** – Use the following sheets to provide a response to findings and provide any additional comments.







**STANDARD APPLICATION FORM**

**PROJECT INFORMATION**

Project Address / Location		Assessor's Parcel Number (APN)	Zoning District	Flood Zone
General Plan Designation	Parcel Size (sq.ft.)	Grading: Cut (cu.yds.)	Grading: Fill (cu.yds.)	
Existing Gross Floor Area (sq.ft.)	Existing Building Footprint (sq.ft.)	Existing Impervious Surface (sq.ft.)	Existing # Parking Spaces (sq.ft.)	
Proposed Gross Floor Area (sq.ft.)	Proposed Building Footprint (sq.ft.)	Proposed Impervious Surface (sq.ft.)	Proposed # Parking Spaces (sq.ft.)	

Existing Land Use  
 Single-Family Residential  Multi-Family Residential  Commercial  Office  Vacant  Other (specify) \_\_\_\_\_

Proposed Land Use  
 Single-Family Residential  Multi-Family Residential  Commercial  Office  Vacant  Other (specify) \_\_\_\_\_

**APPLICANT INFORMATION**

**OWNER INFORMATION**

Applicant Name:			Owner Name:		
Applicant Address			Owner Address		
City	State	Zip	City	State	Zip
Phone ( ) -	Cell ( ) -		Phone ( ) -	Cell ( ) -	
Email (for official use only):			Email (for official use only):		
Party Responsible for Fee Payment: <input type="checkbox"/> Owner <input type="checkbox"/> Applicant			Payment Method: <input type="checkbox"/> Check <input type="checkbox"/> Cash <input type="checkbox"/> Credit Card* * Online payment includes a 2.9% convenience fee		

**CHECK ALL APPLICABLE REQUESTS**

- |   |   |  |
|---|---|--|
| <input type="checkbox"/> 15-Degree Declination Exception          | <input type="checkbox"/> Land Use Permit                      | <input type="checkbox"/> Sign Permit                               |
| <input type="checkbox"/> Accessory Dwelling Unit Permit (Class C) | <input type="checkbox"/> Lot Line Revision                    | <input type="checkbox"/> Study Session                             |
| <input type="checkbox"/> Address Assignment / Change              | <input type="checkbox"/> Major Subdivision / Tract (≥ 5 lots) | <input type="checkbox"/> Temporary Land Use Permit                 |
| <input type="checkbox"/> Appeal (App. # _____)                    | <input type="checkbox"/> Minor Subdivision (4 lots or fewer)  | <input type="checkbox"/> Tree Removal Permit                       |
| <input type="checkbox"/> Certificate of Compliance                | <input type="checkbox"/> Preapproved ADU (vendor only)        | <input type="checkbox"/> Variance / Exception                      |
| <input type="checkbox"/> Change of Conditions                     | <input type="checkbox"/> Public Art Permit                    | <input type="checkbox"/> Wireless Communications Facilities Permit |
| <input type="checkbox"/> Design Review                            | <input type="checkbox"/> Reasonable Accommodation             | <input type="checkbox"/> Zoning Text Amendment                     |
| <input type="checkbox"/> Family Day Care                          | <input type="checkbox"/> Reconsideration (App. # _____)       | <input type="checkbox"/> Other _____                               |
| <input type="checkbox"/> General Plan Amendment                   | <input type="checkbox"/> Re-Zone Property                     | <b>SB 9 Application</b>  |
| <input type="checkbox"/> Grading Permit (≥ 50 cu. yds.)           | <input type="checkbox"/> Ridgeline Setback Exception          | <input type="checkbox"/> SB 9 Housing Development                  |
| <input type="checkbox"/> Hillside Development Permit              | <input type="checkbox"/> Right-of-Way Abandonment             | <input type="checkbox"/> SB 9 Urban Lot Split                      |

**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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**City of Lafayette  
Planning & Building Department**

**AGREEMENT TO PAY FOR CITY SERVICES**

**Complete and submit this form with the development application.**

In consideration for the City providing the services described in this Agreement, the undersigned agrees as follows:

1. The City services requested relate to development application number \_\_\_\_\_, property in the City of Lafayette located at \_\_\_\_\_, assessor's parcel number \_\_\_\_\_.
2. This Agreement is for services and fees that are in addition to the planning fees paid upon the filing of the referenced development application. I agree to pay for the additional charges imposed by the City for staff time spent processing the application based upon an hourly rate established by resolution of the City Council. These services include but are not limited to City staff time spent for engineering and other City administrative services regarding the application. In addition, I agree to pay for services of consultants retained by the City and required by it in connection with the development application at the hourly rate charged by each consultant to the City. These services include but are not limited to legal, landscaping, traffic engineering and environmental services and may also include the costs associated with such services such as mileage and photographic copies.
3. The City will bill for the services performed under this Agreement upon a monthly or other periodic basis. If at any time the balance due exceeds \$500.00, the City may cease processing the application, prepare a recommendation for taking action on the application and present the application to the appropriate hearing body for final action.
4. The development application account will remain open until it is paid in full. Final payment in full is due as follows:
  - a. In the case of a subdivision, upon release of the final improvement bond or when conditions of approval are satisfied, which ever is later in time;
  - b. In the case of all other applications, when the City authorizes Contra Costa County to issue final building inspection clearance or when work for which a permit is issued is completed;
  - c. If an application is denied, upon expiration of the appeal period or upon a final decision on appeal;
  - d. If an application is withdrawn, when all remaining staff work on the application is completed;
  - e. Upon the expiration of 12 consecutive months during which there was no activity on the application.
5. The undersigned is responsible for the payment of the costs and charges involved with the application even though the property or project is sold or assigned to another party. If the undersigned desires to transfer payment responsibility to another, it is the undersigned's responsibility to have this Agreement replaced by a new agreement with the responsible party. Any outstanding balance must be paid before the City will accept a replacement agreement.
6. The undersigned agrees to advise the City in writing of any change to their billing address and represents that (s)he is the party responsible for payment of the costs or any other obligations incurred under this Agreement.
7. The undersigned agrees 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 or Agreement. In the event the City becomes aware of any such Actions, the City shall promptly notify the undersigned 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 the undersigned 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.

PROPERTY OWNER NAME (Print): \_\_\_\_\_ MAILING ADDRESS: \_\_\_\_\_

PROPERTY OWNER SIGNATURE: \_\_\_\_\_ CITY, STATE, ZIP: \_\_\_\_\_

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

NOTE: THIS DOCUMENT IS NOT TRANSFERABLE • ORIGINAL TO FINANCE •  COPY TO APPLICANT •  COPY TO APPLICATION FILE

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

FOR OFFICIAL USE ONLY

ACCOUNT NO. \_\_\_\_\_

# Agreement for City Services

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