



SUBMITTAL REQUIREMENTS FOR PROJECTS ABOVE THE TOE OF THE HILL

Purpose: The purpose of these submittal requirements is to assure 1) new structures, 2) additions and modifications that would cause the primary structure to exceed 7,500 square feet in area or 3) accessory structures greater than 600 square feet – conform with the development criteria and performance standards set forth in the Fremont Municipal Code.

Application Meeting: Applications for projects above the toe of the hill shall be submitted by appointment. Call a Principal Planner or Senior Planner directly or call the Planning Division at 510-494-4440 to schedule.

Code/Policy Reference: Fremont Municipal Chapter 18.55 (O-S Open Space District); Chapter 18.110 (P Planned District); Chapter 18.130 (H-I Hillside Combining District); Chapter 18.205 (Grading).

Background: The Hill Area Initiative (Measure T), approved by voters in November of 2002, restricted development in the Hill Area. In addition, performance standards relating to visual and other environmental safeguards were added to the Open Space District and Hill Combining District regulations. You are proposing to develop a structure(s) in the Hill Area. It is important for you to familiarize yourself with those standards and use those standards in developing your project. This application submittal stresses the need to design projects to minimize the building mass, height, and grading, as well as utilize design tools to reduce the visual and environmental impacts of development. Your written statement explaining your proposal should detail how it complies with each of the hillside development criteria and performance standards. A copy of the Open Space (O-S) District and Hillside Combining (H-I) District, other pertinent regulations including definitions of relevant terms and the Hillside Street Policy should be given to you when you make an application. If these are not offered to you, please ask for them.

To help staff and approval bodies evaluate projects, professional visual analysis will be required. The visual analyses and story pole procedure information sheet is attached.

I understand that my plan review may be delayed if required materials are missing from the submittal package.	
_____	_____
Project Applicant	Date

Submittal Requirements:

NOTE:

- Indicates an item which is always required.
- Indicates an item which may be required, depending on the project. The staff person who provides you this sheet will check (✓) the box if the item is required for your application.

- 1. A completed application form including:

Part I: Project information and the current property owner(s) signature authorizing the project proposal.

Part II Reimbursement Agreement with signature of the billing party acknowledging responsibility for charges.

Part III: A list of all consultants proposed to be involved with the project, or a statement that none are proposed to be involved.

Part IV: A statement signed by the applicant indicating whether the project site is found on the Hazardous Waste and Substances Sites List pursuant to California Government Code Section 65962.5.

Part V: Development Statistics

- 2. Nine (9) copies of a detailed statement explaining the proposal and how it complies with hillside development criteria and performance standards.

- 3. Plans including the following items:

- a. Vicinity map showing a one-half mile radius of the site.

- b. Accurately dimensioned site plan showing:

- (1) Property lines.

- (2) Location, configuration and setbacks of all existing and proposed buildings (including accessory buildings) and intended uses for the buildings and site, including occupancy classification and type of construction as defined in the Building Code.
 - (3) Parking, vehicle circulation areas and driveways, existing and proposed.
 - (4) Pedestrian ways and recreation areas, existing and proposed.
 - (5) Elevation contours at one-foot intervals for predominant ground slopes within the project site between level and five percent, and five-foot contours for predominant ground slopes within the project site over five percent. In addition, the City Council- approved Toe-of-the-Hill line (as well as any variations to this Toe-of-the-Hill line which you propose), Ridgeline and 30% slope envelope shall be shown where applicable.
 - (6) Fencing.
 - (7) Easements on the property.
 - (8) Wells and water tanks, existing and proposed.
 - (9) Riparian corridors (a riparian corridor is a perennial or intermittent stream or watercourse comprised of vegetation and natural habitat) and the area within 200 feet of the centerline of any such riparian corridor.
 - (10) Wetlands. (A wetland is an area permanently or periodically covered by water, where hydrophytic vegetation is present, or that have soils primarily hydric in nature.)
 - (11) Critical Wildlife Habitat as designated by the United States Fish & Wildlife Service.
 - (12) All fire hydrants within 300 feet of the project site.
 - (13) All land uses surrounding the project site.
- c. Landscape plan. (See Landscape Development Requirement & Policies handout for requirements)
- d. Grading plan for projects that will require a grading permit. The following are typical activities requiring a grading permit:
- Grading involving one hundred cubic yards or more;
 - Cut or fill exceeding three feet on land with a natural slope of 4% or less;

- Cut of fill exceeding two feet on land with a natural slope greater than 4%;
- Grading within one hundred feet of the top of bank of a watercourse.

Projects with more than 1,000 cubic yards of grading require a Preliminary Grading Plan application. (See Preliminary Grading Plan Application handout.)

- e. Elevations showing:
 - (1) Each side of all proposed buildings and/or existing buildings, with building heights noted.
 - (2) Materials and colors to be used on each elevation.
 - (3) Existing and proposed ground elevations.
- f. Building cross section(s) including reference to existing and proposed contours.
- g. Floor plans, indicating intended uses of each area.
- h. Tree Survey Plan showing the following:
 - (1) Existing and proposed site features, including but not limited to buildings, walls, paving, grading, etc.
 - (2) Tree(s) trunk six-inch DBH (trunk diameter at 4.5-feet above ground level) and larger located on plan by a licensed surveyor, and with accurate canopy outline.
 - (3) Trees labeled by number and tagged on-site per ISA standards.
 - (4) Summary table identifying botanical designation, DBH, and elevation of tree at ground level.

NOTE: Additional analysis by a certified arborist may be required pending review of tree survey and other required project plans. If no trees exist on site, provide a statement by the civil engineer or surveyor indicating this, as an alternative to the required tree survey.

- 4. The number of plans to be submitted with the application are:
 - a. Nine (9) sets of full-sized plans, collated and folded to a size NO LARGER THAN 8" x 13". Full-size plans submitted should be no larger than 30" x 42".

- b. One (1) copy of the plans reduced to 11" x 17", collated and folded to 8 1/2" x 11".

After initial review of your project has been completed, your project planner will request you submit the following materials 21 days before your public hearing or action date.

- c. Two (2) sets of full size plans, collated and folded to a size NO LARGER THAN 8" x 13". Full-size plans submitted should be no larger than 30" x 42".
 - d. One (1) set of full size plan set rolled.
 - e. Fifteen (15) sets of plans reduced to 11" x 17", collated and folded to 8 1/2" x 11".
- 5. Statistics checked below may be given on the site plan or on a separate sheet:
 - a. Building coverage (measured from the exterior faces of the walls expressed as percentage of lot area.)
 - b. Impervious surface area coverage. (See attachment – Impervious Surface and Stormwater Treatment Measures Worksheet)
 - c. Floor Area Ratio (FAR) calculations. (See attachment – FAR Calculations Worksheet)
 - d. Usable open space. (Decks, balconies, terraces, roof gardens, and yard areas less than 10% slope.)
 - e. Number of covered and uncovered parking spaces.
 - 6. Two copies of a current preliminary title report for projects that involve construction of a new building or expansion of an existing building footprint and/or new site improvements such as landscaping, special paving, utilities and accessory structures.
 - 7. A material and color sample board with an overall size no larger than 11" x 17". The sample board shall include exterior finish material and colors for all visible surfaces including ground paving, walls, roofs, glazing systems, etc. The manufacturer's or supplier's names along with the color code and model numbers for each material or color shall be included on the material and color board. Any additional information needed to clearly identify the specific materials proposed to be used shall also be included. Both finish and color shall be labeled and keyed to the elevations.
 - 8. Photos of the property should be taken from public places such as streets, trails and parks; keyed to a map identifying the location from which the photos were taken.

- 9. A photo simulation or 3-dimensional model may be required. (See attachment for guidelines.) *NOTE: The submittal of the photos and map required by No. 9, above, should precede any preparation of photo simulations, as City staff will provide direction about whether photo simulations are needed only after staff's review of such photos and map.*
- 10. Story poles may be required for a proposed residence and/or addition that is subject to a public hearing. (See attachment for guidelines.)
- 11. Environmental Impact Assessment (EIA) Questionnaire.

Hearing Notification: The City will notify all property owners, as well as business and residential tenants within the appropriate radius of your project site. Most projects require a 300-foot radius, while some require 1,000-foot radius based on the sensitivity of the project and the level of community input anticipated or required.

As with all other costs, you will be billed for staff time to research, create and label the required postcards. If the public hearing is delayed for an extended period of time after notices for your project have been mailed, you will be charged the cost to re-mail postcards.

Materials: The remainder of the noticing costs are for the price of materials, including cardstock, labels and postage. We estimate materials to cost **46 cents per postcard**.

Example: If there were 85 notices mailed for your project (the average number of notices for planning projects), your cost will be:

1/2 hour of staff time	\$28.00
85 postcards @ 46 cents each	\$39.10
TOTAL COST	\$67.10

Schedule Time Line: City staff will review your application and meet with you within 30 days of application submittal to indicate if any additional information is needed and will also provide an analysis of the project identifying any issues which require resolution prior to public hearing. Once issues have been resolved and complete / revised plans have been reviewed, the project will be scheduled for public hearing before the Planning Commission. The date of the public hearing is generally 21 days after staff has deemed the application complete.

Incomplete Applications: An application is considered to be incomplete if any of the items checked on this information sheet have not been included. Processing of the application will be delayed until the submittal is determined to be complete.

Appeals of Planning Commission Action: Appeals of Planning Commission action are considered by the City Council. Appeals to the City Council must be submitted in writing to the City Clerk within 10 calendar days of the Planning Commission action. Please consult the Appeal Application available at www.fremont.gov/permit for further details.

Development Impact Fees:

New residential dwellings (single family and multi-family projects) always trigger payment of Development Impact Fees. New residential construction also requires the payment of Park Facilities fees and may require Park Dedication In-Lieu fees unless previously paid at time of subdivision.

For further information on Development Impact Fees, please refer to the Development Impact Fee schedule available in the Development Services Center or speak with a Development Services staff member.

Fees: The minimum deposit for your application is \$ _____ and is due at the time of submittal. The actual charge will be based on staff time required to process the application. Progress billings will be invoiced during the review of the project if charges exceed the minimum deposit. A refund will be invoiced at the completion of the project review if excess funds have been paid.

Requirements described on this sheet are subject to change. If you need additional information or clarification to prepare your submittal please contact the staff person who furnished you this sheet for further assistance.

Information sheet furnished by: _____ Phone: (510) 494- _____

for proposal: _____

_____ Date: _____