

THIS PAGE FOR STAFF USE ONLY

PROJECT FEES

ADMINISTRATION		FINDINGS		OTHER	
<input type="checkbox"/> Preliminary Review Procedure	\$10,000	<input type="checkbox"/> Modifications of Zoning Standards	\$7,500	<input type="checkbox"/> Easement Abandonment	\$5,000
<input type="checkbox"/> HCA Preliminary Application	\$10,000	<input type="checkbox"/> Land Use Finding	\$5,000	<input type="checkbox"/> Street Abandonment	\$5,000
<input type="checkbox"/> Pre-Application	\$2,000				
DESIGN REVIEW		VAR		APPEALS	
Discretionary		<input type="checkbox"/> Variance	\$4,000	<input type="checkbox"/> To City Council	\$3,000
<input type="checkbox"/> Zoning Administrator	\$20,000			<input type="checkbox"/> To Planning Commission	\$1,800
<input type="checkbox"/> Planning Commission	\$20,000				
Ministerial		ENVIRONMENTAL		MASTER SIGN PROGRAM	
<input type="checkbox"/> Standard	\$20,000	<input type="checkbox"/> EIA	\$5,400	<input type="checkbox"/> New	\$400 flat
<input type="checkbox"/> Minor	\$4,000	<input type="checkbox"/> EIR	\$ _____	<input type="checkbox"/> Amend	\$400 flat
<input type="checkbox"/> Limited	\$3,120	<input type="checkbox"/> Consultant Services	\$ _____		
<input type="checkbox"/> Wireless	\$500	PLANNED UNIT DEV.		TRANSPORTATION DEMAND MANAGEMENT	
<input type="checkbox"/> Second Story	\$1,400	<input type="checkbox"/> New	\$3,840	<input type="checkbox"/> Transportation Demand Management	\$2,500
<input type="checkbox"/> HARB	\$7,500	<input type="checkbox"/> Amend	\$1,560		
<input type="checkbox"/> Conformance Review	\$8,000	GENERAL PLAN		Cost for Research	\$29 per 15 min.
USE		<input type="checkbox"/> General Plan Amendment	\$16,000	Over the Counter Plan Check	\$29 per 15 min.
Conditional Use Permit		<input type="checkbox"/> General Plan Amendment Screening Request	\$16,000		
<input type="checkbox"/> New	\$7,000	DEV. AGREEMENT		PLN DEPOSIT FEES	\$ _____
<input type="checkbox"/> Amend/Extension	\$6,000	<input type="checkbox"/> New	\$6,480	FLAT FEES	\$ _____
Zoning Administrator Permit		<input type="checkbox"/> Annual Review	\$3,240	RECORD RETENTION FEE (ALL APPLICATIONS)	\$ 225
<input type="checkbox"/> New	\$4,600	AGRICULTURAL PRESERVE			
<input type="checkbox"/> Amend/Extension	\$2,100	<input type="checkbox"/> Establish, Amend, or Cancel	\$2,520		
REZONING		SUBDIVISION		TOTAL DEPOSITS AND/OR FLAT FEES	
Planned District		<input type="checkbox"/> Certificate of Compliance	\$1,320	\$ _____	
<input type="checkbox"/> Preliminary or Precise	\$12,500	<input type="checkbox"/> Private Street	\$6,240		
<input type="checkbox"/> Preliminary and Precise	\$25,000	<input type="checkbox"/> Lot Line Adjustment	\$4,300		
<input type="checkbox"/> Amendment	\$9,360	<input type="checkbox"/> Tentative Parcel Map	\$10,000		
<input type="checkbox"/> Rezoning	\$10,000	<input type="checkbox"/> Tentative Tract Map	\$20,000		
SPECIAL PLANNING AREAS		<input type="checkbox"/> Map Extension	\$5,000		
Warm Springs Innovation District					
<input type="checkbox"/> Master Plan, 5-15 Acres	\$12,500				
<input type="checkbox"/> Master Plan, >15 Acres	\$25,000				

PROJECT TIMELINE

Prelim. App. Complete:	_____	180 days:	_____	
Submittal Date:	_____	30 days:	_____	
1 st Cycle Comments Sent:	_____	90 days:	_____	Complete? <input type="checkbox"/> Y <input type="checkbox"/> N
2 nd Cycle Resubmittal:	_____	30 days:	_____	
2 nd Cycle Comments Sent:	_____	90 days:	_____	Complete? <input type="checkbox"/> Y <input type="checkbox"/> N
3 rd Cycle Resubmittal:	_____	30 days:	_____	
3 rd Cycle Comments Sent:	_____	90 days:	_____	Complete? <input type="checkbox"/> Y <input type="checkbox"/> N
4 th Cycle Resubmittal:	_____	30 days:	_____	
4 th Cycle Comments Sent:	_____	90 days:	_____	Complete? <input type="checkbox"/> Y <input type="checkbox"/> N
CEQA Certification, Adoption, or Determination:	_____	60/90 days:	_____	
Approval Date:	_____			
Appeal Period Ends:	_____			
Final Certificate Issued:	_____			

PART II: REIMBURSEMENT AGREEMENT

I, _____, the undersigned billing party, am depositing \$ _____ to cover staff review, coordination, and processing costs based on real time expended. I understand and agree to the following conditions of this agreement:

1. Staff time from some City of Fremont departments spent processing my request will be billed against the deposit fee. "Staff time" includes, but is not limited to, time spent reviewing application materials, site visits, responding by phone or in writing to inquiries from the applicant, the applicant's representatives, neighbors, and interested parties, attendance and participation at meetings and public hearings, preparation of staff reports and other correspondence, and engineering, landscape, and planning construction inspections for compliance with approved plans. Staff time includes both an allocation of overhead expenses, in addition to the actual salary and benefits paid to individual staff members.
2. This deposit typically covers only a portion of the total processing costs. Actual costs for staff time are based on individual hourly rates and service/material costs, such as public hearing notice publication and postage related to mailing public hearing notices. These costs apply even if the application is withdrawn or not approved. In the likely event that costs exceed the deposit, I understand I need to replenish the deposit and will be prompted to do so by City staff. I also understand I will receive periodic invoices payable upon receipt during the period when the deposit has been exhausted and the deposit has not yet been replenished. Unpaid invoices will be considered late after 30 days.
3. I may, in writing, request a breakdown of billed charges, but such a request is independent of the payment time frames. Non-payment of billed charges may result in any of the following actions until outstanding charges are paid in full:
 - a. Temporary cessation of processing my application;
 - b. Withholding final action on my application;
 - c. Cessation of work on all project-related applications and actions including any engineering, landscape or planning inspection of the work;
 - d. A determination that my application has been withdrawn without prejudice and closure of my file;
 - e. Outstanding invoices being sent to a City-designated collection agency;
 - f. Withholding of any approval documentation/subsequent processing of entitlements until full payment is received.
4. I authorize the City to offset any shortages in another account(s) on the same application or in any other accounts I might have with the City with excess funds from this account.
5. When the project has been completed and the final balance is more than \$15.00, a final invoice will be sent **and I will pay the difference**. Final costs at or under \$15.00 will not be invoiced. If any portion of the deposited monies is unused when the project is closed, the unused monies will be refunded to me.
6. I agree to pay the City of Fremont the cost of placing a legal advertisement (if required) in a newspaper of general circulation as required by State law and local ordinance.
7. The City of Fremont may refer my application to outside consultants for the completion of site specific environmental or technical analyses/studies and/or may submit any study submitted with my application to an outside consultant for peer review. Should this type of work be necessary, I will be notified of the scope and cost of the work. I understand that the City of Fremont will set up a separate trust account to pay for this work. Consultant fees are separate from, and in addition to, City deposit fees paid for project processing, and shall be paid prior to the commencement of work by the consultant. Selection of the consultant is at the sole discretion of the City, but is typically based upon completeness of the proposal, followed by lowest price and/or expedient timeframe for completion of work.
8. I agree to pay all staff costs related to condition compliance/mitigation monitoring as specified in any conditions of approval for my permit/entitlement.

9. *California Fish and Game Fees*: Under the California Environmental Quality Act (CEQA), the City must conduct environmental review for all projects. Projects that result in adoption of a Negative Declaration or Mitigated Negative Declaration (a statement of no significant effect on the environment) or an Environmental Impact Report requires payment of applicable Department of Fish and Game fees per California State Assembly Bill 3158. Failure to make payment of required fees will prevent your project from being operative, vested or final. No building permits may be issued for the project without payment of the fees. Your project planner will prepare the required documentation and calculate the required fee at the of project approval. If the applicant has obtained a written waiver from the state Department of Fish and Game prior to project approval, please provide a copy to you project planner and discuss the filing requirements for a waiver. Within Alameda County, the Alameda County Clerk is charged with the responsibility for collecting applicable fees. As such, your filing fee/check should be made out to the "Alameda County Clerk" and forwarded to your project planner for filing and payment. I agree to remit a cashier's check or money order in the required amount, payable to the Alameda County Clerk, to the Planning Division prior to any legal notifications regarding public hearings before the decision making body on my application.

10. I agree to the following standard contract terms and conditions:

- a. This Reimbursement Agreement is severable. "Severable" means that if any provision of this Reimbursement Agreement is found by a court to be unenforceable, the rest of the Reimbursement Agreement will still be enforced so long as enforcing the remaining provisions of the Agreement would not frustrate the parties' intent in entering into the Agreement.
- b. This Reimbursement Agreement will be interpreted according to California law, and any lawsuit brought under it shall be filed in a court of competent jurisdiction located in Alameda County.
- c. Any agreement to change the terms of this Reimbursement Agreement will not be enforceable unless it is in writing.
- d. The fact that either party waives (i.e., disregards) a breach under this Reimbursement Agreement does not mean that a future breach of the same or a different provision of the Agreement will also be waived.
- e. This Reimbursement Agreement contains the entire agreement between the parties regarding the subject matter of the Agreement. If there is a conflict between the text of the Reimbursement Agreement and anything that was said or understood between either party when the Reimbursement Agreement was executed, then the printed text of the Reimbursement Agreement controls.
- f. The person(s) signing this Reimbursement Agreement warrant(s) that he/she/they has/have legal authority to sign on behalf of anyone that he/she/they represent(s). In other words, if this Reimbursement Agreement is signed on behalf of other landowners or of an entity or organization, a person signing has authority to bind those other landowners or that entity or organization.
- g. The rights and obligations under this Reimbursement Agreement bind the successors and assigns of the respective parties.

Name of Billing Party (print)

Phone Number

Name of Company or Corporation (if applicable)

If a corporation, please attach a list of corporate officers authorized to act on behalf of the corporation.

Mailing Address

City, State, and ZIP Code

Signature of Billing Party

Date

ATTENTION: The billing party (or Corporation principal) will be held responsible for all charges.

PART III: CONSULTANT LIST

Have consultants been identified to assist with this project?

- No
- Yes (if yes, please list below)

Completed by: _____
Name of person completing this form
Capacity
Date

Consultants include, but are not limited to, architects, designers, contractors, landscape architects, engineers, planners, real estate agents, and environmental consultants. It is important to fill out this form completely. It enables members of the City Council, Planning Commission, and staff to avoid potential conflicts of interest, which could otherwise invalidate your project's approval.

Name: _____ Capacity: _____

Company: _____ Phone Number: _____

Address: _____ Fremont Business Tax ID#: _____

Name: _____ Capacity: _____

Company: _____ Phone Number: _____

Address: _____ Fremont Business Tax ID#: _____

Name: _____ Capacity: _____

Company: _____ Phone Number: _____

Address: _____ Fremont Business Tax ID#: _____

Name: _____ Capacity: _____

Company: _____ Phone Number: _____

Address: _____ Fremont Business Tax ID#: _____

Name: _____ Capacity: _____

Company: _____ Phone Number: _____

Address: _____ Fremont Business Tax ID#: _____

If more room is necessary, you may complete and attached additional copies of this form.

The City of Fremont Municipal Code Title 5 requires everyone, including consultants, who render services in or from the City of Fremont to have a valid business tax/license. Please contact the Revenue Division at (510) 494-4790 for instructions on how to obtain a Fremont Business Tax ID number.

PART IV: HAZARDOUS WASTE AND SUBSTANCES STATEMENT

Pursuant to California Government Code Section 65962.5 (AB 3750 – Cortese): Government Code Section 65962.5 requires that “before a lead agency accepts as complete an application for any development project, the applicant shall consult the [Cortese] list and shall submit a signed statement...indicating whether the project and any alternatives are located on a site that is included on [the list].” This form is provided for that purpose. Please certify:

I have consulted the current Hazardous Waste and Substances Sites List, consolidated by the California Environmental Protection Agency, pursuant to Government Code 65962.5, at www.calepa.ca.gov/sitecleanup/CorteseList, and yearly printed by the City of Fremont at www.fremont.gov/permit or available at the Development Services Center, regarding the development project application herewith submitted.

Based on my consultation, the location of the project, shown below: IS IS NOT on a site which is included on the most recent Hazardous Waste and Substances Sites List.

Project location: _____

If located on such a site, please print the sources of that information, as shown on the list:

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

Signature of Project Applicant

Date

Printed applicant name, with title if any

PART V: WITHDRAWAL POLICY

The City's objective is to move Planning applications through the review process in a timely manner. For this reason, the City wishes to discourage applications from becoming inactive for an extended period of time. If an application becomes inactive for more than 60 days due to an applicant's lack of responsiveness to comments received from the City or inability to make any progress, the Planning Manager may withdraw the application in the manner prescribed below:

1. When the City has reason to believe an applicant is not making reasonable progress in either submitting the necessary information to deem a Planning application complete or responding to comments in order to move the application toward final action, the City may initiate the withdrawal of the application by providing notice in writing (e.g., by e-mail or letter) to the applicant. Such notice shall state the intent of the City to withdraw the application due to inaction, the reason why the application is at risk of being withdrawn, and what actions the applicant must take to avoid withdrawal. The applicant has 60 days from the date of the notice to respond and make reasonable progress, as determined by the Planning Manager.
2. If the applicant has not completed or made reasonable progress towards completing the action(s) requested in the notice within 60 days of the date of the notice, the City may withdraw an application for inactivity by sending a *Notice of Withdrawal* to the applicant.
3. For applications withdrawn prior to consideration at a public hearing where an application fee deposit was submitted, the applicant shall receive a refund of the balance of funds in the project account. If there is a balance due to the City, the applicant must provide payment.
4. If an applicant wishes to resubmit an application that has been withdrawn, the applicant must start at the beginning of the review process, including the submission of a new application and associated fees.

I understand and agree to the City of Fremont withdrawal policy.

Signature of Project Applicant

Date

PART VI: REQUIRED PLANS

A. Plan Set Elements

The following table indicates which elements of the Project Description/Justification, Standard Plan Set, and Map Set are required for various applications. If you have questions about whether an item is required for your application, please contact the Planning Division at planinfo@fremont.gov or (510) 494-4455 to clarify.

● = Always required. ○ = Sometimes required, based on scope of work. - = Not required.

	Project Description or Justification				Standard Plan Set															Map Set
	Design Statement	Operation Description	Project Justification	Variance Justification	Title Sheet	Context Map	Site Plan	Floor Plan	Elevations	Sections	Boundary Survey	Prelim. Grading Plan	Prelim. Utility plan	Improvement Plans	Tree Survey	Landscape Plan	Misc. Details	Context Survey	Clean Bay Blueprint	
Agricultural Preserve Changes	-	-	●	-	●	●	●	-	-	-	-	-	-	-	-	-	-	-	●	-
Appeal	-	-	●	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
Certificate of Compliance	●	-	-	-	-	-	-	-	-	-	○	○	○	○	-	-	-	-	●	●
Conditional Use Permit	-	●	-	-	●	●	●	○	-	-	-	-	-	○	○	○	-	-	●	-
Discretionary Design Review	●	-	-	-	●	●	●	●	●	●	●	●	●	●	●	●	●	-	●	-
Easement or Street Vacation	●	-	-	-	-	-	-	-	-	-	○	○	○	○	-	-	-	-	●	●
General Plan Amendment	-	-	●	-	●	●	○	○	-	-	-	-	-	○	○	○	-	-	●	-
General Plan Amendment Screening	-	-	●	-	●	●	○	○	-	-	-	-	-	○	○	○	-	-	●	-
Historic Architectural Review	●	-	-	-	●	●	●	●	○	○	○	-	-	●	●	●	-	-	●	-
Land Use Finding	-	-	●	-	●	●	-	-	-	-	-	-	-	-	-	-	-	-	●	-
Lot Combination	●	-	-	-	-	-	-	-	-	-	○	○	○	○	-	-	-	-	●	●
Lot Line Adjustment	●	-	-	-	-	-	-	-	-	-	○	○	○	○	-	-	-	-	●	●
Ministerial Design Review	●	-	-	-	●	●	●	●	●	○	○	●	●	●	●	●	○	-	●	-
Modifications of Zoning Standards	-	-	●	-	●	●	○	○	-	-	-	-	-	○	○	○	-	-	●	-
Planned District	-	-	●	-	●	●	●	●	●	●	●	●	●	●	●	●	-	-	●	-
Planned Unit Development	-	-	●	-	●	●	●	●	●	●	●	●	●	●	●	●	-	-	●	-
Preliminary Review Procedure	-	-	-	-	●	●	●	●	-	-	○	-	-	●	●	●	-	-	●	-
Private Street	●	-	-	-	-	-	-	-	-	-	○	○	○	○	-	-	-	-	●	●
Rezoning	-	-	●	-	●	●	-	-	-	-	-	-	-	●	●	-	-	-	●	-
Tentative Parcel Map	●	-	-	-	-	-	-	-	-	-	○	○	○	○	-	-	-	-	●	●
Tentative Tract Map	●	-	-	-	-	-	-	-	-	-	○	○	○	○	-	-	-	-	●	●
Variance	-	-	●	●	●	●	●	●	●	-	○	-	-	●	●	●	-	-	●	-
Warm Springs Master Plan	-	-	●	-	●	●	●	●	●	●	●	●	●	●	●	●	-	-	●	-
Zoning Administrator Permit	-	●	-	-	●	●	●	●	○	-	-	-	-	○	○	○	-	-	●	-

NON-STANDARD APPLICATIONS

The following applications have their own submittal requirements. Please see the links below or visit www.fremont.gov/planningpermits for the submittal requirements for the following application types:

- [Housing Crisis Act Preliminary Application*](#)
- [Environmental Impact Assessment**](#)
- [Development Agreement](#)
- [Master Sign Program](#)
- [Transportation Demand Management](#)
- [Extension of Time](#)

* Application requirements are set by state law; please complete stand-alone application to verify submittal requirements are met.
 ** This application does not have any submittal requirements other than the Universal Planning Application.

B. Required Number of Submittal Items

	Universal Application	Electronic Submittal (on USB or CD)*	Project Description or Justification	24" by 36" Standard Plan Set	11" by 17" Standard Plan Set	Map Set	Determination of Historic Significance	Address/Street Name Information	Preliminary Title Report	Legal Description(s)	Environmental Impact Questionnaire	Affordable Housing Plan	Supplemental Materials Checklist
Agricultural Preserve Changes	1	1	8	8	1	-	1	-	2	-	1	-	-
Appeal	1	1	3	-	-	-	-	-	-	-	-	-	-
Certificate of Compliance	1	1	3	-	3	3	1	-	2	2	-	-	-
Conditional Use Permit	1	1	8	8	1	-	1	-	2	-	1	-	-
Discretionary Design Review	1	1	8	8	8	-	1	-	2	-	1	1	-
Easement or Street Vacation	1	1	9	9	-	9	1	-	2	2	-	-	-
General Plan Amendment	1	1	8	8	8	-	1	-	2	-	-	1	-
General Plan Amendment Screening	1	1	8	8	10	-	1	-	2	-	-	1	-
Historic Architectural Review	1	1	8	8	8	-	1	-	2	-	1	-	1
Land Use Finding	1	1	8	5	8	-	1	-	2	-	-	-	-
Lot Combination	1	1	9	-	9	9	1	-	2	2	-	-	-
Lot Line Adjustment	1	1	3	-	3	3	1	-	2	2	-	-	1
Ministerial Design Review	1	1	3	3	1	-	1	-	2	-	-	-	-
Modifications of Zoning Standards	1	1	8	5	8	-	1	-	2	-	-	-	-
Planned District	1	1	10	10	10	-	1	2	2	-	1	1	1
Planned Unit Development	1	1	9	9	9	-	1	2	2	-	1	1	1
Preliminary Review Procedure	1	1	9	9	9	-	1	-	2	-	1	1	-
Private Street	1	1	9	9	-	9	1	2	2	2	-	-	-
Rezoning	1	1	8	8	8	-	1	-	2	-	1	-	-
Tentative Parcel Map	1	1	9	9	-	9	1	2	2	2	1	-	-
Tentative Tract Map	1	1	9	9	-	9	1	2	2	2	1	-	-
Variance	1	1	5	1	5	-	1	-	2	-	-	-	-
Warm Springs Area Master Plan	1	1	10	10	10	-	1	2	2	-	1	1	1
Zoning Administrator Permit	1	1	5	1	5	-	1	-	2	-	-	-	-

***Electronic Submittal Instructions:** Please provide **ALL REQUIRED ITEMS** in PDF file(s) used for review, distribution, and reproduction:

- (a) PDF file(s) suitable for onscreen viewing or posting on the City of Fremont’s website. Use compression, downsampling, and a relatively low resolution to create an Adobe PDF file that is as small as possible; convert all colors to RGB, or to Monitor RGB (if color management is enabled); embed subsets of all fonts used in the file, except for the Base 14 fonts; maintain compatibility with Acrobat 9.0 and later; and optimize files for byte serving **[NOT TO EXCEED 10MB]**
- (b) PDF file(s) suitable for press output from the City of Fremont’s print service provider. The objective is to maintain all of the information in an Adobe PDF file that a commercial printer or service provider will need to print the document correctly. This set of options leaves color unchanged; embeds all fonts used in the file; prints at a higher resolution; and uses other settings to preserve the maximum amount of information contained in the original document.
- (c) **All files are to remain unsecured** to allow subsequent modification as necessary.

I understand that my project review may be delayed if required materials are missing from the submittal package.

Project Applicant Signature

Date

PART VII: UNIVERSAL SUBMITTAL REQUIREMENTS

The Universal Submittal Requirements are a centralized list of all application components required by the City of Fremont Planning Division. To determine which submittal requirements are applicable to a specific project, please see Part VI, Required Plans. An application is considered to be incomplete if any of the items required per Part VI, and listed this sheet, have not been included. Processing of the application may be delayed until the submittal is deemed complete.

The Universal Submittal Requirements are provided here for information only, and there is no signature or action required to complete this component of the application.

Universal Planning Application.

A completed and signed Universal Planning Application form.

Project Description or Justification.

All Project Descriptions or Justifications shall be submitted as a separate document from the proposed plan set. Please refer to Part VI to determine which type of Project Description or Justification is required for a specific project.

Type A: Architectural Design Statement

The architectural design statement shall state the purpose of the project, discuss compatibility with surrounding structures, and reference specific design influences.

Type B: Business Operation Description

The business operation description shall include a detailed description of the activities proposed under the project, the proposed hours and days of operation, and the proposed occupancy at different times of day. If the project includes regularly scheduled events or classes, a specific schedule shall be provided. If there are specific management plans proposed as part of the project (e.g. security plans, noise mitigation plans, overflow parking plans, etc.) those plans should be included in the business operations description.

Type C: Project Justification

The project justification shall explain how the proposed project would implement established City goals, as stated in the General Plan (see especially Chapter 2 of the General Plan). The justification shall explain the benefits of the proposed project in terms of land use pattern, social environment, community appearance, traffic circulation, and economic considerations. Where applicable, the justification shall address how the proposed project will affect public services and other qualities of the local environment.

Type D: Variance Justification

For this type of project justification, the applicant must respond to these specific prompts:

- Describe the special circumstances applicable to your property (e.g., size, shape, topography, location or surroundings) wherein the strict application of the Planning and Zoning regulations would deprive your property of privileges enjoyed by other properties in the vicinity and under the identical zoning classification.
- Identify any project design features or other conditions/limitations that will assure that the requested variance will not constitute a grant of special privilege inconsistent with the limitations upon other properties in the vicinity and identical zoning classification.

Standard Plan Set.

Sheet 1: Title Sheet

- Name of project, location of project (street address and existing APN), and description of proposed scope of work
- Project number(s) for any prior development permits issued for the subject site
- Existing and proposed Zoning and General Plan designation of the subject property
- Vicinity map showing an aerial view of a half-mile radius from the project site
- Table of contents listing all plan set sheets, their content, and page number
- A preliminary Building Code analysis, including occupancy classification and type of construction
- For single-family residential projects: Project Statistics, including lot coverage, first story area, second story area, and second story area as a percentage of first story area
- For multi-family residential projects: density (dwelling units per net acre), unit breakdown (percentage studio, one-bedroom, two bedroom, etc.), common open space, private open space, storage,

- For all projects: Required Statistics, as indicated in the tables below:

Development Statistics	Allowed	Proposed
Gross Lot Area		
Net Lot Area		
Total Floor Area		
Additional Floor Area (if adding area)		
Floor Area Ratio		
Lot Coverage		
Height		
Number of Stories		
Front Setback		
Rear Setback		
Side Yard Setback(s)		
Solar Setback (See FMC Section 18.186)		

Parking Statistics	Required	Proposed
Standard Spaces		
Compact Spaces		
Percent Compact		
Covered Spaces		
Uncovered Spaces		
Guest Spaces		
Handicapped Car Spaces		
Handicapped Van Spaces		
Motorcycle Spaces		
Car Share Spaces		
EV Spaces		
EV Handicapped Spaces		
Short Term Bicycle Parking		
Long Term Bicycle Parking		

Sheet 2: Context Map

- A map indicating all adjacent land uses, structures, driveways, parking areas, trees, and drainage courses on the site and within 200 feet of the perimeter of the site.
- If the site has multiple tenants, provide an inventory of all tenant spaces on the property, listing the address, type of business (or other use of the space), and floor area for each tenant space.

Sheet 3: Site Plan

- Property lines, including dimensions of the subject property and dimensions of all existing lot lines
- Use of all adjacent properties, including locations of any buildings and roads within 50 feet of the proposed project
- Location, configuration, and setbacks of all existing and proposed buildings. The proposed removal of any buildings should be clearly delineated on the site plan.
- Proposed off-street parking, loading, and circulation areas; and driveways
- Proposed and existing pedestrian ways and recreation areas
- All existing and proposed easements on the property, and all existing and proposed easements on surrounding properties benefiting the subject property
- Site constraints including known earthquake faults, riparian corridors, the Toe-of-the-Hill Line, and Ridgeline
- Adjacent street rights-of-way and proposed street improvements
- Signing and striping of street frontage
- Location of existing and proposed on-site lighting features
- Existing trees with trunk locations and accurate canopy outline shown.
- The proposed removal of any trees. Trees proposed for removal must be clearly delineated.
- All fire hydrants within 300 feet of the project site

Sheet 4: Building Floor Plans

- Floor plan(s) showing the intended use of each area
- Location and dimension of exterior doors and windows
- Floor area statistics: total gross floor area of the building and total gross floor area of each story

Sheet 5: Building Elevations

- Dimensioned elevations of all exterior walls
- Total height, finished floor height, and floor to ceiling height indicated on all elevations
- Colors and materials for roof, wall, and trim materials. Include the manufacturer's or supplier's names along with the color code and model numbers for each material or color shall be included. For Discretionary Design Review and Historic Architectural Review applications, provide a separate color and material sample board.

Sheet 6: Building Sections

- Two sections through the site and building, including at least one section showing the street frontage
- Total height, finished floor height, and floor to ceiling height indicated on all sections

Sheet 7: Existing Conditions Plan or Boundary Survey

- A boundary survey is required for all projects that propose building outside of the established building lines and within 24" of a minimum setback.

Sheet 8: Preliminary Grading and Drainage Plan

A preliminary grading and drainage plan is required if the project involves over 100 cubic yards of earth movement or requires modifications to an existing drainage.

- Existing and proposed grades from existing City benchmark
- Cross sections at the project boundaries
- Estimated grading quantities (cut and fill calculation)
- Finish floor and pad elevation
- Stormwater treatment devices and site design measures
- The location, pipe sizes, slope, invert and grate elevations of any proposed underground storm drain system
- Hydraulic drainage calculations

Sheet 9: Preliminary Utility Plan

- Location of all on-site existing and proposed water, sanitary sewer, gas, electric, cable and phone lines

Sheet 10: Street Improvement Plans

- Fully dimensioned public right-of-way improvements for both sides of adjacent streets showing locations for existing and proposed facilities such as streets, curbs, sidewalks, sidewalk planters, street trees, utility poles, electroliers, traffic signs and signals, storm sewers, sanitary sewers, fire hydrants, median island and median island openings, driveways, driveways on opposite street frontages, bus stops, drainage inlets and manholes
- Fully dimensioned cross-sections of the full right of way for all existing and proposed streets and driveways

Sheet 11: Tree Survey Plan

- Existing and proposed site features, including buildings, walls, paving, grading, etc.
- Tree trunk(s) six-inch diameter at Breast Height (DBH) and larger located on plan by a licensed surveyor, and with accurate canopy outline
- Trees labeled by number and tagged on-site per ISA standards
- Summary table identifying botanical designation, DBH, and elevation of trees at ground level
- Proposed disposition of all existing trees on the site
- If no trees exist on the site, then include a note on the landscape plan that "no trees exist on this site"

Sheet 12: Landscape Plan

- Location, spacing, size, quantities, and botanical designations of all existing and proposed on-site landscaping
- Required right-of-way planting, identified as such
- All trees, as indicated on the tree survey plan
- Landscape planting with botanical designations provided in list form and grouped by type, symbol, and water use
- Design details and section drawings for all landscape architectural features such as wall fences, lighting, paving types and patterns, arbors, benches, fountains and other like features accurately showing size, scale, form, materials, and colors

Sheet 13: Miscellaneous Details

- Details for proposed trash enclosures and mechanical/utility equipment screening
- Details for proposed exterior lighting, with specifications for color and brightness

Sheet 14: Neighborhood Context & Privacy Plans

- A Neighborhood Context Survey map identifying the existing home, two homes to either side of the home, three to four homes directly across the street and two to three homes directly to the rear. Photos of each home must be keyed to the vicinity map.
- Identification of Privacy Sensitive Areas on the Neighborhood Context Survey map. Common privacy sensitive areas include adjacent rear yards and adjacent first or second story windows. For each privacy sensitive area identified, include a note indicating how privacy in that area is maintained by the proposed plan.
- A Summary Table describing each of the homes shown on the vicinity map. The summary table must identify the number of stories, overall building height, finished floor height, setbacks for the main entry and garage, building/siding materials, roof form(s) and materials, window types and prevailing orientations, and architectural style. Please refer to the [Neighborhood Context Survey Worksheet](#), found at www.fremont.gov/planningpermits.

Sheet 15: Clean Bay Blueprint

The Clean Bay Blueprint can be found at <http://fremont.gov/CleanBayBluePrint>.

Map Set.

- The tract or parcel map number, obtained from the Alameda County Recorder
- The engineer's or surveyor's name and license number, on each sheet of the map
- The name and address of the record owner(s), of the applicant, and of the civil engineer or land surveyor preparing the tentative map
- The date, north point, and a written and graphic scale
- A vicinity map at a scale of one thousand feet to the inch, either drawn on or accompanying the tentative map, showing all streets and properties within a half-mile of the proposed subdivision
- Dimensioned boundaries of the proposed subdivision
- The locations, names, and existing widths of adjacent streets, highways and ways
- The names and numbers of adjacent tracts and owner names of adjacent unplatted land
- Contours at five-foot intervals where the ground slopes exceed five percent and contours at one-foot intervals where the ground slopes are less than five percent. The Toe-of-the-Hill line and Ridgeline shall be shown, where applicable
- The approximate boundaries of areas subject to inundation or storm water overflows, and the location, width, and direction of flow of all watercourses, flood control channels, and intermittent streams. If the project is within or adjacent to a flood zone, the flood zone designation, panel number, and outline of the floodplain, as determined from the current FEMA National Flood Insurance Program Flood Insurance Rate Map, shall be shown.
- The existing uses of the property and, to scale, the outline of existing buildings.
- The setbacks between existing buildings and existing or proposed lot lines, and buildings on adjacent properties.
- Areas proposed for offer or dedication to the public (if any)
- The location of historical sites or landmark or primary historic resource trees, as identified by council adopted resolutions or in the general plan
- The approximate widths, locations, and uses of all existing or proposed easements within the subdivision, including easements for drainage, sewerage, and public utilities. The location of any access restrictions and/or any existing waiver of access rights
- The approximate radius of each curve
- The approximate lot layout and dimensions of each lot and street within the subdivision
- All existing fire hydrant locations within three hundred feet of the subdivision
- Major storm drain facilities within three hundred feet of the subdivision
- The locations, names, widths, approximate proposed grades and gradients, and a typical cross-section of all streets, trails, and access easements. Typical cross-sections shall be dimensioned and include: pavement, curbs, gutters, sidewalks, and locations of underground utilities. Utility clearances shall be dimensioned on the cross section.
- For a subdivision that includes private streets or non-standard public streets, provide a separate preliminary master utility plan, which shows proposed joint trench (electrical, gas, communication) and utility mains (sewer, storm, water) including pipe sizes and utility separation distances.
- A map summary description, either drawn on or accompanying the tentative map, with the following information:
 - The estimated area (in square feet or acres) of the total project area
 - The estimated area of each new or modified lot
 - The estimated square footage of any existing structures within the project area
 - The existing and proposed floor area ratio (FAR) for each new or modified lot
 - The present general plan land use designations, including residential density where applicable
 - The present zoning and use(s) of the property, as well as proposed changes to the zoning and use(s) of the property, whether immediate or future
 - A statement of the water source
 - A statement of provisions for sewerage and sewage disposal
 - A statement as to the gross acreage within the boundaries of the tract and the number of dwelling units as expressed in dwelling units per net acre

Determination of Historic Significance

A conclusive determination of historic significance for any and all structures on the property must be submitted with your application. The following determinations of historic significance are acceptable:

- Indication that a structure is less than 50 years old (ineligible for historic evaluation); or
- Indication that the structure is a single-family home built after 1945 in a numbered tract (exempt from evaluation); or
- An [evaluation for potential historic significance](#) completed by the City of Fremont Planning Division, indicating that the property does not possess historic significance (also found at www.fremont.gov/planningpermits); or
- A DPR 523 form evaluating the property for eligibility for the National, California, and Local historic registers

Address and/or Street Name Information.

If new private or public streets are proposed, provide a list of proposed street names. Street names should be consistent, concise, and follow an overall theme. Avoid conflicts between proposed and existing street names. View the Street Naming Guidelines at www.fremont.gov/597/street-naming-guidelines.

If new addresses are proposed, complete an address and street name request for each new address proposed. The application for a new address can be found at www.fremont.gov/GIS.

Preliminary Title Report.

A preliminary title report, prepared within the last six months and bearing the name of the current owner, is required for any application that proposes new floor area or a change to the General Plan or zoning of a parcel.

Legal Description(s).

For all applications proposing new or modified lots, submit the legal description(s) for both the original parcel(s) and the parcel(s) as modified.

Stormwater Control Plan Survey.

All applicants must complete the two-question online Stormwater Control Plan Survey at www.fremont.gov/SCPsurvey prior to application submittal. Based on the survey answers entered, applicants will receive a specified Stormwater Control Plan Checklist that indicates the components of the Stormwater Control Plan required for submittal.

Environmental Impact Questionnaire.

Large projects require the completion of the Environmental Impact Questionnaire, which assists planners in determining whether any supplemental environmental studies are required for a proposed project. The required questionnaire can be found at www.fremont.gov/planningpermits.

Affordable Housing Plan.

Residential projects containing two or more net new living units or residential lots, or a combination of living units and residential lots, are required to submit an Affordable Housing Plan proposal. The required document can be found at www.fremont.gov/planningpermits.

Supplemental Materials Checklist.

Supplemental Materials are required for the following applications:

- | | |
|--|---|
| <input type="checkbox"/> Lot Line Adjustments | <input type="checkbox"/> Planned Unit Developments |
| <input type="checkbox"/> Planned District – Preliminary and/or Precise | <input type="checkbox"/> Warm Springs Innovation District Master Plan |
| <input type="checkbox"/> Historic Architectural Review | |

Please follow the link above, or visit www.fremont.gov/planningpermits to find the applicable checklist.

NON-STANDARD APPLICATIONS

The following applications have their own submittal requirements. Please see the links below or visit www.fremont.gov/planningpermits for the submittal requirements for the following application types:

- [Housing Crisis Act Preliminary Application*](#)
- [Environmental Impact Assessment**](#)
- [Development Agreement](#)
- [Master Sign Program](#)
- [Transportation Demand Management](#)
- [Extension of Time](#)

* Application requirements are set by state law; please complete stand-alone application to verify submittal requirements are met.

** This application does not have any submittal requirements other than the Universal Planning Application.