



Planning Review Application

Department of Planning & Development Services 250
Hamilton Avenue, Palo Alto, CA 94301

Appointments are required for all application submittals.
please call (650) 329-2496 (ext. 6, option 2)
or email planningintake@PaloAlto.gov to schedule

For File Number, Date Received, Fees,
and Project Status please see Accela
(City Database)

bit.ly/PaloAltoACA

For general questions, please email
planner@paloalto.gov

1 Application Request

- ☐ Architectural Review
☐ Conditional Use Permit / Amendment
☐ Design Enhancement Exception
☐ Historic Review
☐ Home Improvement Exception

- ☐ Individual Review
☐ Preliminary AR Review
☐ Council Prescreening
☐ Coordinated Development (SOFA 1)
☐ Site and Design Review
☐ Subdivision

- ☐ Temporary Use Permit
☐ Transfer of Development Rights
☐ Variance
☐ Zone Change
☐ Planned Community or Amendment
☐ Other:

2 Property Location

Address of Subject Property: _____

Zone District: _____ Assessor's Parcel Number: _____ Historic Category (if applicable): _____

3 Project Description

Housing Development Project as Defined by the State: Yes No

4 Applicant/Primary Contact/ Entitlement Recipient

Name: _____

Address: _____

City: _____

Zip Code: _____ State: _____

Phone: _____

Email: _____

Architect ☐ Engineer

Name: _____

Address: _____

City: _____

Zip Code: _____ State: _____

Phone: _____

Email: _____

Primary Contact If Different From Applicant

Name: _____

Address: _____

City: _____

Zip Code: _____ State: _____

Phone: _____

Email: _____

5 Property Owner

Name: _____ Email: _____

Address: _____ Phone 1: _____

City: _____ State: _____ Zip: _____ Phone 2: _____

I hereby certify that I am the owner of record of the property described in Box #2 above and that I approve of the requested action herein. If this application(s) is subject to 100% cost recovery of planning costs, I understand that charges for staff time spent processing this application(s) will be based on the Policy and

Procedures document provided to me. I understand that my initial deposit is an estimate of these charges and not a fee, and I agree to abide by the billing policy stated.

Signature of Owner: _____

Date: _____

In accordance with Government Code 65103.5, in addition to architectural drawings, a design professional or the owner of a copyright may submit a site plan or a massing diagram for posting online or for distribution to the public. The City of Palo Alto requires that such site plan or massing diagram be provided as a separate electronic file. If the design professional or the owner of the copyright elects not to provide a separate electronic file containing a site plan or massing diagram upon submission of architectural diagrams, they will be deemed to have granted permission for the City to share architectural drawings online and for distribution to the public.

Planning and Development Services – Deposit-Based Fee & Contracts Application Processing Policy

In accordance with the Municipal Fee Schedule adopted by the City Council, the Planning and Development Services Department administers a deposit-based fee program to ensure full cost recovery for the processing of the following application types:

Appeal Costs Exceeding Appeal Filing Fee Architectural Review – Major Project Comprehensive Plan Change Development Agreement & Development Agreement Annual Review Environmental Documents Major Architectural Review Projects Major Subdivision (Tentative Map and Subdivision Final Map)	Mitigation Monitoring – Environmental Impact Report (EIR) Mitigation Monitoring – Mitigated Negative Declaration (MND) Williamson Act – Establish or Withdraw Historic Resource–Related Reviews Planned Community Site and Design Review Transfer of Development Rights Wireless Applications Zone Changes
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Deposit-Based Fee & Contracts Policy and Procedures

1. **Initial Deposit Requirement** - A deposit, as indicated in the Municipal Fee Schedule, is required at the time of application submittal to cover initial staff time. If a project includes multiple entitlements and at least one of them requires a deposit-based fee, the entire project will be processed under the applicable deposit-based program, including applications that would otherwise be subject to fixed fees.
2. **Accounting and Invoicing** - Applicants and property owners may receive periodic statements detailing staff time and consultant expenses charged against deposits. If the incurred charges exceed initial deposits, an invoice will be issued. The City reserves the right to suspend application processing or delay permit issuance due to non-payment. Applicants and property owners are responsible for all fees, regardless of the project outcome.
3. **Consultant Fees and Contract Administration** - If the City requires the use of outside consultants, a deposit equal to the full cost of the consultant's work plus a 25% contract administration fee will be due prior to commencement. Any subsequent changes to the project resulting in additional consultant services will require an additional deposit.
4. **Final Accounting and Closure** - Upon final decision and file closure, the City will issue a final accounting. If actual processing costs exceed the deposit, the applicant or property owner will be billed for the balance. If the deposit exceeds the costs, a refund will be issued.
5. **Responsibility for Charges** - The applicant or property owner is responsible for all staff and consultant charges associated with the application. A current staff rate is provided on the reverse of this form.

AGREED UPON BY:

Applicant/Owner Name: _____ Signature: _____ Date: _____

Hourly Rates for Deposit-Based Fee & Contracts Program Effective August 18, 2025	
Title	Hourly Rate
Associate Planner	\$339.70
Building / Planning Technician	\$326.10
Code Enforcement Lead	\$297.53
Engineer	\$229.74
Engineering Technician III	\$191.77
Landscape Architect / Park Planner	\$230.74
Planning Manager	\$437.09
Planner	\$343.55
Principal Planner	\$393.83
Senior Engineer	\$274.66
Senior Planner	\$369.55
Building – Inspections and Investigations (Unclassified)	\$297.81
Building – Additional Plan Review	\$351.21
Planning – Miscellaneous Plan Check & Inspection	\$361.66
Public Works – Miscellaneous Plan Check	\$242.86

**POLYCHLORINATED BIPHENYLS (PCBs) IN PRIORITY BUILDING MATERIALS
DECONSTRUCTION PROGRAM PLANNING APPLICABILITY FORM****ALL PROJECTS MUST COMPLETE THIS WORKSHEET****Part 1. PROJECT INFORMATION**

Property Address: _____

APN: _____

Part 2. PCBs PROGRAM SCREENING CRITERIAAll buildings to be deconstructed that meet **BOTH** criteria below must comply with Program requirements:

A. The building to be deconstructed is NOT a wood-framed, single-family residential, or two-family residential (duplex).

B. The building to be deconstructed was constructed or remodeled between January 1, 1950 and December 31, 1980.

☐ **YES** *If the answer to (a) AND (b) are both "YES," then the project must meet Program requirements. CONTINUE TO PART 3.*☐ **NO** *If the answer to either (a) OR (b) is "NO," then the project is exempt from PCB requirements. STOP HERE and sign the certification statement (Part 4) and submit this form with planning application materials.***Part 3. PCBs PROGRAM COMPLIANCE**

The response is "YES" to both 2(a) AND to 2(b). The project must meet Program requirements.

A. Sign and date the certification statement in Part 4 before submitting this application form.

B. **The PCBs Applicant Package must be submitted with the Deconstruction Building Permit Application. Details may be found at cityofpaloalto.org/pcbdeconprogram.****NOTE:** *Program requirements are considerable, and the required coordination with the Environmental Protection Agency and other agencies may take several months. It is recommended that projects conduct this step as early as possible prior to deconstruction (during the project planning process) to minimize delays.***Part 4. CERTIFICATION STATEMENT**

I certify that the information provided in this form is, to the best of my knowledge and belief, true, accurate, and complete. I further certify that I understand my responsibility for knowing and complying with all relevant laws and regulations related to reporting, abating, handling, and disposing of PCBs material and waste. I understand there are significant penalties for submitting false information. I will retain a copy of this form and the supporting documentation for at least 5 years.

Signature: _____ Date: _____
(Property Owner/Agent/Legal Representative)Print/Type: _____
(Property Owner/Agent/Legal Representative Name)Signature: _____ Date: _____
(Consultant Completing Application Form)Print/Type: _____
(Consultant Completing Application Form)**Questions?**

Contact the City's Watershed Protection Group

Email: cleanbay@cityofpaloalto.org

Phone: (650) 329-2122