

Planning Application #: _____

Date Received: _____

Fee Paid: _____

Urban Village by the Bay

ALBANY CALIFORNIA

PLANNING APPLICATION FORM RESIDENTIAL

Please complete the following application to initiate City review of your project. Be aware that staff may have additional application requirements. For projects requiring Planning and Zoning Commission review, a pre-application meeting with planning staff is required prior to submittal.

Submit all applications and supporting documents via email or file share to planning@albanyca.org

Fee Schedule (FY 2022-2023)

<input checked="" type="checkbox"/> Design Review*	\$3,23.12 / Admin. \$1,454.19
<input type="checkbox"/> Parking Exception	\$1,454.19 / \$727.10
<input type="checkbox"/> Parking Reduction	\$1,454.19 / \$727.10
<input type="checkbox"/> Conditional Use Permit (major)*	\$2699.45/\$1349.73
**Existing Non-Conforming Wall setback is _____ **	
<input type="checkbox"/> Accessory Dwelling Unit*	\$1179.11
<input type="checkbox"/> Variance/Planned Unit Development*	\$4984.16
<input type="checkbox"/> Lot Line Adjustment	\$Actual Cost/Min \$2491.56
<input type="checkbox"/> Parcel/Subdivision Map	\$2491.56
<input type="checkbox"/> Condo Conversion	\$4153.64
<input type="checkbox"/> Minor Plan Changes within 2 years of original approval	\$1246.30
<input type="checkbox"/> Other(s): _____	\$ _____

*When obtaining more than one planning approval, the full amount for the highest fee will apply and 1/2 fee will be charged for any other ones.

Planning fees will be invoiced and sent to the property owner/applicant once application has been reviewed by staff.

Job Site Address: 1251 PORTLAND AVE ALBANY, CA 94706		Zoning District: R1
Property Owner(s) Name: ALIX + ALBERT KOTTKE	Phone: 713.253.1470 Fax:	Email: alixkottke@gmail.com
Mailing Address: 1251 PORTLAND AVE	City: ALBANY	State/Zip: CA 94706
Applicant(s) Name (contact person): EMI SHERMAN	Phone: 510.589.2524 Fax:	Email: emi@shermanarch.com
Mailing Address: 851 RAMONA AVE	City: ALBANY	State/Zip: CA 94706

PROJECT DESCRIPTION

The subject lot is 5,000 sq. ft. with a 2 bedroom, 1 bathroom, 1,977 sq. ft. house built in (year) 1938. The scope includes an addition of 533 sq. ft. at (insert location on property) Second story addition over existing footprint. This includes (description of interior space addition) new main bedroom, closet, bath + study and stair. This will result in a 3 bedroom, 2 bathroom 2,510 sq. ft. home with a maximum height of 26'. Parking is provided in in existing attached garage (14'-9" x 19'-6").

The architectural style/appearance of the home is: MacGregor.

Please fill out the following information correctly. If you have any additional questions, please contact staff for details.

****Failure to fill out the information adequately or incompletely will result in your application to not be processed.****

GENERAL INFORMATION

Item	Existing	Proposed
What is the amount of impervious surface on the lot?	920SF + 1,542SF	915SF + 1,549SF
What is the narrowest width of your driveway?	14'-5"	14'-5"

SITE REGULATIONS BY DISTRICT

	Existing	Proposed Construction	Requirement
Setbacks			
Front (S)	16'-4"	24'-2"	15'-0"
Side (E)	12'-2"	22'-7"	7'-6" + 1'-0"
Side (W)	5'-3"	5'-3"	5'-0" (10%)
Rear (N)	32'-0"	48'-1"	20'-0"
Area			
Lot Size	5,000 SF		--
Lot Coverage (In Percentage)	30.8%	31%	50%
Maximum Height	19'-7"	26'-0"	28' max.

***Parentheses, please note the elevation (i.e. north, east, west, south)**

****Please refer to the attached Basic Site Regulations handout attached to this application for setback information.****

FLOOR AREA RATIO

	Existing	Proposed	Requirement
Floor Area			
Garage ¹	307.5	307.5	
Covered Porch ²	13.8	13.8	
Interior Stairs ³	31.1	56.2	
Lower Level/Basement	178.2	178.2	
Main Level	974.9	974.9(E) + 29.2(N)	
Second-floor ⁴	516.4	516.4(E) + 504.1(N)	
Accessory Structure Accessory Dwelling Unit	N/A	N/A	N/A
Total Area (total of all above listed measurements)	2,021.0	2,580.3	
Deductions (if applicable) ⁵	220 + 31.1	220 + 56.2	
Total Counted (subtract Deductions from Total Area)	1,770.8	2,304.1	--
Lot Size	5,000		
Floor Area Ratio ⁶	35.8%	46.1%	55% (2,750 max sq. ft.)

1. Total floor area of attached or detached garage
2. Porch area containing two walls and a roof. Exterior uncovered porch and uncovered deck are excluded from FAR.
3. Total Staircase area for all interior stairways
4. Include stair area in floor area calculation
5. Deductions of up to 220 sq. ft. for covered parking and 60 sq. ft. for stairs can be taken as permitted by AMC 20.24.050
6. Total Counted/Lot Size

PARKING

- The subject property has 1 existing legal-sized off-street parking spaces which measure 14'-9" wide x 19'-6" long.

For projects outside of a ½ mile radius to a major transit stop:

- An Exception is required for N/A (location in front yard setback and/or size reduction).
- A Reduction is required for _____
(2 off-street parking spaces are required for additions >than 240 sq. ft.)

TERMS AND CONDITIONS OF APPLICATION

I, the undersigned owner (or authorized agent) of the property herein described, hereby make application for approval of the plans submitted and made part of this application in accordance with the provisions of the City's ordinances, and I hereby certify that the information given is true and correct to the best of my knowledge and belief.

I understand that the requested approval is for my benefit (or that of my principal). Therefore, if the City grants the approval with or without conditions, and that action is challenged by a third party, I will be responsible for defending against this challenge. I therefore agree to accept this responsibility for defense at the request of the City and also agree to defend, indemnify and hold the City harmless from any costs, claims, penalties, fines, judgments, or liabilities arising from the approval, including without limitation, any award or attorney's fees that might result from the third-party challenge.

For the purposes of this indemnity, the term "City" shall include the City of Albany, its officers, officials, employees, agents and representatives. For purposes of this indemnity, the term "challenge" means any legal or administrative action to dispute, contest, attack, set aside, limit, or modify the approval, project conditions, or any act upon which the approval is based, including any action alleging a failure to comply with the California Environmental Quality Act or other laws.

The signature of the property owner is required for all projects. By executing this form, you are affirming that you are the property owner.

Mig Kottke 02/23/2023
Signature of Property Owner Date

Enid 2/23/23
Signature of Applicant (if different) Date

PROJECT ADDRESS: 1251 PORTLAND AVE

SUBMITTAL REQUIREMENTS FOR PLANNING AND ZONING APPLICATIONS
REQUIREMENTS MAY VARY WITH INDIVIDUAL PROJECTS – CONTACT STAFF FOR DETAILS

All projects requiring Planning and Zoning Commission review require a pre-application meeting with Planning staff. Such projects include: all 2nd story additions and projects requiring Conditional Use Permits, Variances, or Parking Exceptions. Please reach out to the Planning Division in advance of application submittal at planning@albanyca.org.

As part of the application, the following requirements must be included, and each box checked by the applicant certifying that requirements have been satisfied.

Project plans include the following for a complete submittal:

- ☒ **Site Survey for All Projects**-prepared and stamped by a licensed surveyor
- ☒ **Cover sheet** including:
 - Detailed project description
 - FAR and lot coverage information
 - Drawing index
 - Photos of the existing home and proposed location of new development
- ☒ **Site Plan Sheet:**
 - Dimensioned existing proposed site plan including proposed parking layout, curb cuts
 - Indicate proposed driveway materials on the site plan
- ☒ **Existing Elevations Sheet** with building heights (separate page)
- ☒ **Proposed Elevations Sheet** with building heights (separate page)
- ☒ **Existing Floor Plan Sheet** (separate page)
- ☒ **Proposed Floor Plan Sheet** (separate page)
- ☒ **Roof Plan /Building Sections Sheet** (separate page)
- ☒ **Window Schedule/details Sheet** (separate page)
- ☒ **Street elevation showing neighboring properties**
- ☒ **Landscape Plan for projects which exceed a .45 FAR**

For plans prepared by licensed architects, also include for online posting:

- ☐ Online Posting Consent Form

OR

- ☒ Massing Diagram and Site Plan [as defined in CA Govt. Code 65013.5(f)(1) & CA Govt. Code 65013.5(f)(3)]

Projects including second story additions will require the installation of story poles to show the proposed building height. Hearing dates will not be scheduled until story poles are installed and verified by staff. More information on story pole requirements can be found in the Story Pole Handout under the Planning Division page of the city website.

I have included the above information and understand that if there any incomplete information, my application will not be processed.

Sign: Emi Sherman

Date: 2/23/23

Print Name: Emi Sherman

BASIC RESIDENTIAL SITE REGULATIONS

ZONING	USE	MINIMUM SETBACKS		SIDE - INTERIOR (1)		SIDE - CORNER LOT	MAX. HEIGHT	MAX. LOT COVERAGE	X. FLOOR AREA RATIO (AR) (2)	NEW SITES/ DEVELOPMENTS	LOT AREA PER UNIT	MIN. LOT WIDTH
		FRONT	REAR									
R-1	Single-Family Dwelling	15 ft.	20 ft.	10%	7.5 ft.	28 ft.	50%	0.55	3,750 sq.ft.		N/A	35 ft.
	Public & Quasi-Public	(3)	(3)	(3)	(3)	35 ft.	(3)	N/A	10,000 sq.ft.		N/A	75 ft.
R-2	Single-Family Dwelling	15 ft.	15 ft.	10%	7.5 ft.	28 ft.	50%	0.55	3,750 sq.ft.		N/A	35 ft.
	Two- & Multi-Family Dwellings	15 ft.	15 ft.	10%	7.5 ft.	35/28 ft.(8)	50%	N/A	3,750 sq.ft.		1,250 sq.ft.	37.5 ft.
	Public & Quasi-Public	(3)	(3)	(3)	(3)	35 ft.	(3)	N/A	10,000 sq.ft.		N/A	75 ft.
R-3	Single- & Two-Family Dwellings	15 ft.	15 ft.	10%	7.5 ft.	35/28 ft.(8)	50%	0.55	3,750 sq.ft.		1,250 sq.ft.	50 ft.
	Multi-Fam. Dwel. & Board. Hse.	15 ft.	15 ft.	5 ft.	7.5 ft.	35/28 ft.(8)	70%	1.5	5,000 sq.ft.		(5)	50 ft.
	Public & Quasi-Public	(3)	(3)	(3)	(3)	35 ft.	(3)	N/A	10,000 sq.ft.		N/A	75 ft.
All R	Accessory Buildings (6)	N/A	0 ft.	0 ft.	7.5 ft.	12 ft.	30% (7)	N/A	N/A		N/A	N/A

NOTES

- (1) Ten percent (10%) of lot width, with a maximum of five feet (5') and a minimum of three feet (3').
- (2) The Planning and Zoning Commission may approve an FAR of up to .60 under certain conditions. (see Zoning Ordinance § 20.24.050(B)(2))
- (3) As determined by the Planning and Zoning Commission on a design review/use permit basis.
- (4) One foot (1') shall be added for each twelve feet (12') of height above the lowest fifteen feet (15') of building height.
- (5) Minimum lot area per dwelling unit:

# Units	Min Lot Area (sq.ft.)	# Units	Min Lot Area (sq.ft.)	# Units	Min Lot Area (sq.ft.)
3	3,750	6	5,828	9	7,965
4	4,500	7	6,598	10	8,563
5	5,000	8	7,310	11	9,103
- (6) Accessory buildings must be located in the rear or side yard, and may not be closer than six feet (6') to the main building(s) or to other buildings.
- (7) Accessory buildings may not cover more than thirty percent (30%) of the rear yard. (complete accessory building regulations at Zoning Ordinance § 20.24.130)
- (8) Maximum building height is three stories, or 35 feet, above grade, except that the maximum height allowed at the front setback line shall be 28 feet plus a 45-degree daylight plane (see Zoning Ordinance § 20.24.070.B)

Table 6. 20.28.050 Residential Parking Dimensions.			
Type of Parking	Width	Length	Height
Enclosed Parking:			
Single space	8'6"	19'	7'
Side-by-side spaces	16'	19'	7'
Covered Parking:			
Single space	8'6"	18'	7'
Side-by-side spaces	16'	18'	7'
Open Parking:			
Single space	8'6"	18'	N/A
Side-by-side spaces	16'	18'	N/A
Driveways			
Single	7'	N/A	N/A
Double	15'	N/A	N/A

20.28.050 Parking Area Standards.

A. Dimensional Standards

1. Single-Family Residential Uses:

d. Open or Covered Parking (Pre-1978). Where warranted by spatial limitations related to construction approved prior to the enactment of Measure D¹ in November 1978, the Planning and Zoning Commission may permit an open or covered parking space measuring no less than seven (7) feet six (6) inches wide, by sixteen (16) feet long, to meet off-street parking requirements. The Commission may permit a minimum width dimension for a double-car open or covered parking space to be fourteen (14) feet. All minimum width dimensions shall be increased by one (1) foot of width adjacent to each wall, fence, property line or other fixed obstruction that restricts access abutting the long dimension of the parking space.