

TOWN OF ATHERTON PLANNING COMMISSION APPLICATION



	TYPE OF APPLICATION	FEE*
<input type="checkbox"/>	Appeal	\$872.32
<input type="checkbox"/>	Special Structures Permit	\$3,025.12
<input type="checkbox"/>	Heritage Tree Removal Permit	\$2,325.82
<input type="checkbox"/>	Tree Protection Zone Exception	\$2,325.82
<input type="checkbox"/>	Variance	\$3,025.12
<input type="checkbox"/>	Conditional Use Permit	\$3,025.12
<input type="checkbox"/>	General Plan Amendment	\$5,817.15
<input type="checkbox"/>	Initial Review/Negative Declaration	\$2,325.82
<input checked="" type="checkbox"/>	Lot Line Redesignation	\$3,025.12
<input type="checkbox"/>	School Master Plan	\$872.32
<input type="checkbox"/>	Tentative Parcel Map	\$3,025.12
<input type="checkbox"/>	Final Parcel Map	\$3,025.12
<input type="checkbox"/>	Zoning Ordinance Amendment	\$5,817.15
<input type="checkbox"/>	Environmental Impact Report	Actual cost
*All Fees Include 3.6% Technology Surcharge		

SITE ADDRESS: 95 San Benito Ave, Atherton, CA 94027 APN: 060192010

Provide a brief description of the proposed project: 1. Designate the front lot line from Oak Dr to San Benito Ave.

2. Single-family house remodel and addition.

PROPERTY OWNER:

Name: Hongxia Wei
Mailing Address: 95 San Benito Ave, Atherton, CA 94027
Phone: 650 432 9631
Email: wingypl4321@gmail.com
Signature: *Hongxia Wei*
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APPLICANT:

Name: Hui Mi
Mailing Address: 750 Charcot Ave, San Jose, CA 95131
Phone: 929 215 9729
Email: hui.mi@teammetricinc.com
Signature: *Hui Mi*

FOR COMPLETION BY TOWN OF ATHERTON:

Amount Paid: _____ Received by: _____ Date Submitted: _____

Project #: _____

APPLICATION PROCEDURE:

Submit the following information. All application materials are to be submitted digitally through the [Planning Department's ePlan Submittal Page](#).

1. This form filled out completely and signed by the property owner.
2. A separate, complete written description of the request addressed to the *Planning Commission*. Please include as much detail as possible.
3. Payment of the required fees and deposit.
4. Digital plans to a measurable scale, clearly drawn which include the following;
 - A. Existing and proposed uses including all buildings, structures, parking areas, driveways and heritage trees, and any other accessory structures.
 - B. Site plan, floor plans and elevations.
 - C. Lot data (lot size, allowed floor area and setbacks) – existing and proposed.
 - D. Building and sidewall heights measured from Average Natural Grade.
5. Conceptual Landscape plan (if required).
6. Arborist Report (if required).
7. Additional information as deemed necessary by staff to complete an application.

HEARING DATE

Once staff deems the application complete, the request will be placed for public hearing on the agenda of the next available Planning Commission meeting. The Planning Commission meets on the fourth Wednesday of each month at 6:00 pm in the Town Hall. The Planning Commission may continue any hearing from time to time.

EFFECTIVE DATE

A Planning Commission decision will be effective 10 calendar days following the date of decision, during which time an appeal may be filed. The permit will be considered void if not used within one year.

Once staff deems the application complete, the public hearing date will be determined. Staff will mail notice of the public hearing to all property owners within 500 feet of the subject site, ten (10) calendar days before the hearing.

It is strongly recommended that applicants contact neighboring property owners to discuss the proposed project **prior** to the Town's mailing of notices.