

TOWN OF ATHERTON PLANNING COMMISSION APPLICATION



	TYPE OF APPLICATION	FEE*
	Appeal	\$872.32
	Special Structures Permit	\$3,025.12
	Heritage Tree Removal Permit	\$2,325.82
X	Tree Protection Zone Exception	\$2,325.82
	Variance	\$3,025.12
	Conditional Use Permit	\$3,025.12
	General Plan Amendment	\$5,817.15
	Initial Review/Negative Declaration	\$2,325.82
	Lot Line Redesignation	\$3,025.12
	School Master Plan	\$872.32
	Tentative Parcel Map	\$3,025.12
	Final Parcel Map	\$3,025.12
	Zoning Ordinance Amendment	\$5,817.15
	Environmental Impact Report	Actual cost

*All Fees Include 3.6% Technology Surcharge

SITE ADDRESS: 244 PARK LANE APN: 070-320-200

Provide a brief description of the proposed project: TPZ exceptions as shown
on sheet TPZ-1

PROPERTY OWNER:

Name: BLUE SKIES TRUST, LLC - TRUSTEE: NICOLE WEBB
Mailing Address: TWO EMBARCADERO CENTER, SUITE 2510, SAN FRANCISCO CA 94111
Phone: (415) 903-3200
Email: nwebb@blue-sky-trust.com
Signature: Nicole Webb

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APPLICANT:

Name: LAURAMAE SARUSI FOR PACIFIC PENINSULA ARCHITECTURE
Mailing Address: 718 OAK GROVE AVE, MENLO PARK CA 94025
Phone: (650) 323-7900 x109
Email: LSarusi@pacificpeninsula.com
Signature: [Signature]

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.



Town of Atherton
Planning Department
80 Fair Oaks Lane
Atherton, California 94027
Phone: (650) 752-0544
Fax: (650) 614-1224

2023 Planning Commission Meeting Schedule

Meeting Date: 6 PM	Public Notice Deadline:	Submittal Deadline: 4 PM*
January 25, 2023	January 12, 2023	December 23, 2022
February 22, 2023	February 9, 2023	January 20, 2023
March 22, 2023	March 9, 2023	February 17, 2023
April 26, 2023	April 13, 2023	March 24, 2023
May 24, 2023	May 11, 2023	April 21, 2023
June 28, 2023	June 15, 2023	May 26, 2023
July 26, 2023	July 13, 2023	June 23, 2023
August 23, 2023	August 10, 2023	July 21, 2023
September 27, 2023	September 14, 2023	August 25, 2023
October 25, 2023	October 12, 2023	September 22, 2023
November: No meeting		
December 13, 2023	November 30, 2023	November 3, 2023

The Planning Commission typically meets on the fourth Wednesday of the month at 6:00PM. Meetings are currently being held virtually until further notice.

PC application form – [link here](#)

Applications may be submitted online through the [Planning Department's ePlan Submittal page](#).

Applications and fees may also be submitted to the Building Department during regularly scheduled counter hours: Monday- Friday, 8 AM-11AM and 1PM-4 PM.

*Submittal of an application by the Submittal Deadline does not guarantee scheduling for the corresponding Planning Commission meeting. Applications need to be deemed complete at least 1 week before the notice deadline to be scheduled for a hearing. Item incompleteness or a full agenda may result in being scheduled for a later meeting.