



CITY OF PLEASANT HILL

PHONE (925) 671-5209	www.ci.pleasant-hill.ca.us	100 Gregory Lane Pleasant Hill, CA 94523
FAX (925) 682-9327		

ADULT BUSINESS USE PERMIT SUBMITTAL REQUIREMENTS

The submittal information shall be provided to the Planning Division. All submittal information shall be presented along with the Planning Division application form, related fees, and any additional information required by the Planning Division before the application can be accepted as complete.

All submittals shall be on 8.5" x 11" unless noted otherwise below. Please fold all plans into packets with each packet containing one copy of each plan. The packets should not be larger than 9" x 11" in size.

Scale: The scale used on submittal plans shall generally be at a 1/8" = 1'0" for the architectural plans, 1" = 20' for site engineering plans. Include a north arrow, the scale and a bar scale on all plans.

Required <i>(if marked with an "O" submittal is optional, otherwise submittal is required, please check with Planning Division)</i>	Submittal Requirement	Number of Copies
X	<u>Application form</u> - completed and signed.	1
X	<u>Fee/Deposit</u> - check payable to the City of Pleasant Hill.	1
X	<u>Location map</u> - indicating the subject parcel(s) and adjacent streets, this may be on the site plan.	1
X	<p><u>Legal identification</u> - The applicant shall list the legal form of the applicant; e.g., individual, partnership, corporation in a separate document.</p> <p>a. If the applicant is an individual, the applicant shall list his or her legal name, any aliases, address and date of birth.</p> <p>b. If the applicant is a partnership, the applicant shall list the full and complete name and address of the partnership, the legal names of all partners, dates of birth and all aliases used by all of the partners, whether the partnership is general or limited; and</p> <p>c. If the applicant is a corporation, the applicant shall list the full and complete corporate name and address, the date and status of its incorporation, evidence that the corporation is in good standing, the legal names and date of birth, all aliases used by the officers, directors and principal stockholders (i.e., all stockholders with 10 percent or more of all outstanding shares), and the name and address of the registered officers for service of process.</p>	1
X	<p><u>Disclosure Statement</u> - The applicant shall provide a report that lists whether, preceding the date of application, the applicant or any individuals listed pursuant to the <u>Legal identification</u> (submittal requirement 5), has:</p> <p>a. Had a previous permit for an Adult Business revoked, as well as the date of</p>	1

	<p>such revocation.</p> <p>b. Whether the applicant has been a partner in a partnership or an officer, director or principal stockholder of a corporation whose permit for an Adult Business has been revoked, as well as the date of revocation.</p> <p>c. Whether the applicant (if an individual), or any of the officers or general partners (if a corporation or partnership), has been found guilty or pleaded <i>nolo contendere</i> within the past four (4) years of a misdemeanor or a felony classified by the State of California as a sex or sex-related offense.</p>	
X	<u>Written statement</u> - describing the project in detail.	1
X	<u>Adult Development Use Permit Analysis</u> - completed and signed.	1
X	<u>Notification Requirements Certification</u> - completed and signed.	1
O	<u>Environmental Information Form</u> - completed and signed.	1
X	<u>Participant Disclosure Form</u> – Completed and Signed.	1
O	<u>Traffic Report</u> - Projects which generate more than 100 peak hour trips shall provide a traffic study that is consistent with the requirements of the Contra Costa Transit Authority.	1
O	<u>Tree Condition Evaluation Report</u> - an independent report by a certified arborist, licensed landscape architect or other professional approved by the Public Works and Community Development Director. May be subject to peer review.	1
X	<u>Site photographs</u> - to clearly show the views of and from the project, including neighboring development. Include a key map indicating where the pictures were taken from and in what direction they were taken. Label the pictures accordingly.	1
X	<u>Reduction</u> - an 8 1/2" x 11" black and white reduction of each plan.	1
X	<p><u>Site plans</u> - site plans of the project shall be fully dimensioned and accurately drawn. The plans shall contain the following basic information unless the community development department determines that additional information is necessary to properly evaluate the project. Use as many sheets as necessary. You may combine information so long as the plans are easy to read. If details are not reviewed during the site development review process, they will be subject to review and approval prior to issuance of building permits.</p> <p>In most cases, the site plan must be prepared and signed by a licensed civil engineer, surveyor, architect, landscape architect, or building designer whose name, address and phone number must appear on the plan. The boundary and topographic survey information (showing the existing topography) must be prepared by a licensed civil engineer or land surveyor whose name, seal, and signature must appear on the sheet of plan indicating the boundary and topographic survey.</p> <p><u>Site plan shall include the following information:</u></p> <p><i>Legal boundaries</i> - boundary lines, easements (with size and type called out), right-of-ways, trails, paths, utility poles and the like.</p> <p><i>Parking and circulation</i> - off-street parking, and loading areas. This should</p>	<p>16-11"x17" sets & 3-24"x36" sets</p>

	<p>include proposed circulation of vehicles, goods, pedestrians, number of parking spaces, and bicycles. Dimension all parking, roads, and maneuvering areas.</p> <p><i>Topography</i> - topography of the land with one-foot contour lines for land with a slope of 5 percent or less, and two-foot contours for land over 5 percent. This contour interval may be increased for land with over 20 percent slope. Show faults, flood zones, and slide areas.</p> <p><i>Grading</i> - preliminary grading plan clearly showing existing and proposed contours carried a minimum of 50 feet beyond the project boundaries. Show direction and path of existing proposed drainage channels or facilities. Indicate building pad and finished elevations, retaining walls (with height and materials specified).</p> <p><i>Streets and lots</i> - proposed street layouts and lot design, off-street parking, and loading areas. This should include proposed circulation of vehicles, goods, pedestrians, number of parking spaces and bicycles. Dimension all parking, roads and maneuvering areas.</p> <p><i>Land use</i> - proposed, show the type, amount and location. Show also adjacent land use, including their general location and the height of existing structures and trees within 50 feet of the property lines.</p> <p><i>Trees</i> - species, common name, size, condition, location, and drip line of existing trees with a trunk three inches and greater in diameter, at DBH (54 inches above grade. Any trees proposed to be removed shall be so indicated along with the reason why they are proposed to be removed.</p> <p><i>Buildings</i> - all existing and proposed buildings and structures. Include their outside dimensions, height (from ground to top of roof), location and use. Delineate each residential unit or commercial shop, and indicate unit type and size. Show trash enclosures, storage buildings and the like. Indicate setbacks and distance between buildings.</p> <p><i>Features</i> - building appurtenances and features, including balconies, decks, landscaping, stairs, and rooflines to be shown.</p> <p><i>Coverage</i> - tabulation of building, landscaping, open space and paving.</p>	
X	<p><u>Floor plan</u> - floor plans showing exterior doors and windows and design with stairways, mechanical rooms and shared hallways indicated, so that parking and coverage calculations can be made.</p>	<p>16-11"x17" sets & 3-24"x36" sets</p>
X	<p><u>Building elevations</u> - show all elevations of the proposed project with materials, colors, and dimensions specified. The purpose of such drawings is to specify the height, bulk and appearance of proposed buildings and structures.</p> <p><i>Materials list</i> - including a material and color palette board shall accompany the application.</p> <p><i>Lights</i> - show the location, height, size and type of exterior lights.</p> <p><i>Features</i> - indicate the locations of identification signs and features, mailboxes, storage spaces, air conditioning units, transformers, utility meters, and other items that affect the exterior appearance and use of the proposed project and adjacent property.</p>	<p>16-11"x17" sets & 3-24"x36" sets</p>
X	<p><u>Landscape plan</u> - a preliminary landscape plan shall be submitted showing major landscape structures such as fences, walls, walks, pools, and trellises with dimensions, paving material designations, and a proposed planting plan. Approval</p>	<p>16-11"x17" sets & 3-24"x36"</p>

	<p>of a preliminary landscaping plan will be subject to submittal of a final landscaping and automatic irrigation plan to be checked for conformance prior to issuance of a building permit.</p> <p>The preliminary landscape plan should include a legend/table that indicates the general plant pallet that is proposed including the number of specie planting, a description of the type of plants, their rate of growth, size in 3-5 years, mature size, and container size at time of planting. Include both common and botanical names. Show the location of paths, fences and street furniture and the percent of landscape coverage on proposed parcel(s).</p>	sets
X	<p><u>Signs</u> - sign submittal are as follows:</p> <p><i>Site plan</i> - site plan, fully dimensioned showing the location and size of all existing and proposed freestanding signs and building mounted signs. Include the length of building frontage(s) onto a public right of way. (If building has more than one frontage, identify length of each frontage);</p> <p><i>Elevations</i> - fully dimensioned building elevations showing sizes and locations of existing and/or proposed wall signs (minimum scale 1/8" = 1'0");</p> <p><i>Rendered sign elevation</i> - a color version of the sign elevation shall be submitted that accurately represents the final finished appearance of the sign in its installed setting (either building mounted or freestanding).</p> <p><i>Details</i> - detailed drawings of all proposed signs indicating the size of sign cabinet, letter style, color scheme, cabinet colors, material specifications (minimum scale 1/4" - 1' 0"). A side elevation is often helpful in describing the sign;</p> <p><i>Inventory</i> - an inventory of all on-the-property signs must be submitted with the sign application. The inventory shall include the type, description, size, height, and locations of <u>all</u> existing and proposed signs.</p> <p>1) The height above finish grade and dimensions of all signs shall be shown on all of the above drawings.</p> <p>2) The area of each sign (in square feet) shall be shown on all of the above drawings.</p>	16-11"x17" sets & 3-24"x36" sets
X	<p><u>Cost Recovery Agreement</u> – Agreement for payment to the City for application processing and plan checking and inspection services for certain land use and development projects. Signatures to be notarized.</p>	1
X	<p><u>Rendered site development plan</u></p>	1
X	<p><u>Reduction</u> - an 8 1/2" x 11" black and white reduction of each plan.</p>	1
X	<p><u>Security Plan</u> - prepare and provide a security plan that indicates 1) a responsible person at least 18 years of age will be on the premises to act as manager at all times during which the business is open; 2) a security system will be installed to visually record and monitor the exterior premises of the property including all parking areas, or in the alternative, informed secured guards will be on site to patrol and monitor the exterior premises of the property during all business hours.</p>	1
X	<p><u>City Wide Design Guidelines</u> – Applicable to all projects, the document must be reviewed by an applicant for design review. Projects should be designed, and will be reviewed, in relation to the City-Wide Design Guidelines. The document is available online for download or purchase in hard copy.</p>	

O	<u>Other</u> – _____	
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APPLICATION FOR DEVELOPMENT REVIEW CITY OF PLEASANT HILL

100 Gregory Lane
Pleasant Hill, CA 94523
Phone (925) 671-5209
Fax (925) 682-9327

www.ci.pleasant-hill.ca.us

I. CHECK TYPE OF PERMIT(S) REQUESTED

- | | | |
|-------------------------------------------------|-------------------------------------------|-----------------------------------------------|
| <input type="checkbox"/> General Plan Amendment | <input type="checkbox"/> Rezoning | <input type="checkbox"/> Zoning Permit |
| <input type="checkbox"/> Use Permit | <input type="checkbox"/> Minor Use Permit | <input type="checkbox"/> Temporary Use Permit |
| <input type="checkbox"/> Variance | <input type="checkbox"/> Minor Variance | <input type="checkbox"/> Home Occupation |
| <input type="checkbox"/> Minor Exception | <input type="checkbox"/> Development Plan | <input type="checkbox"/> Sign |
| <input type="checkbox"/> Architectural Review | <input type="checkbox"/> Tree Removal | <input type="checkbox"/> Other _____ |

II. GENERAL DATA

- A. Address of Property _____
- B. Assessor's Parcel Number(s) _____
- C. Zoning _____
- D. Existing Use _____
- E. Description of Project or Request _____
- _____
- _____
- _____

III. AUTHORIZATION

In signing this application, I, as owner and/or as applicant, represent to have full legal capacity to, and hereby do authorize the filing of this application. If this application has not been signed by the property owner, attached is separate documentation of full legal authority to file this application. I agree to be bound by the conditions of approval of this application, subject only to the right to object at the hearing or during the appeal period. I further certify that the information and exhibits submitted are true and correct.

A. Property Owner

Name	_____	Phone	_____
Address	_____	Fax	_____
Signature	_____	Email	_____
		Date	_____

B. Applicant other than Property Owner

Name	_____	Phone	_____
Address	_____	Fax	_____
Signature	_____	Email	_____
		Date	_____

C. Authorized Agent

Company	_____	Contact/Title	_____
Address	_____	Phone/Fax	_____
Signature	_____	Email	_____
		Date	_____

TO BE COMPLETED BY STAFF

APPLICATION TITLE	APPLICATION NUMBER	APPLICATION RECEIVED BY



CITY OF PLEASANT HILL

Phone (925) 671-5209	www.pleasanthillca.org	100 Gregory Lane Pleasant Hill, CA 94523
Fax (925) 682-9327		

Participant Disclosure Form

If no contributions made, or in an amount less than \$250, please fill out the top half of this form and check box below, provide signature and date.

Participant's Name _____

Participant's Address _____

Application Title and Number _____

Council or commission member(s) to whom you and/or your Agent made campaign contributions totaling \$250 or more and date(s) of contribution(s):

Name of Member: _____

Name of Contributor (if other than Participant): _____

Date(s): _____

Amount(s): _____

Name of Member: _____

Name of Contributor (if other than Participant): _____

Date(s): _____

Amount(s): _____

Name of Member: _____

Name of Contributor (if other than Participant): _____

Date(s): _____

Amount(s): _____

- No contribution, or less than \$250 contribution made:

Signature of Participant and/or Agent: _____



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100 Gregory Lane
Pleasant Hill, CA 94523

ENVIRONMENTAL INFORMATION FORM

(To be completed by applicant)

Date Filed _____

General Information

1. Name and address of developer or project sponsors _____

Phone _____
2. Address of project _____
Assessor's parcel number _____
3. Name, address and telephone number of person to be contacted concerning this project:

Phone _____
4. List and describe any other related permits and other public approvals required for this project, including those required by city, regional, state and federal agencies:

5. Existing zoning district and use _____
6. Proposed use of site (Project for which this form is filed) _____

Project Description (Attach additional sheets as necessary.)

7. Site size.
8. Square footage.
9. Number of floors of construction.

Environmental Information Form

- 10. Amount and type of off-street parking provided.
- 11. Attach plans drawn to scale (site plans, floor plans, elevations).
- 12. Proposed scheduling.
- 13. Associated project.
- 14. Anticipated incremental development.
- 15. If residential, include the number of units, schedule of unit sizes, range of sales prices or rents, and type of household size expected.
- 16. If commercial, indicate the type, whether neighborhood, city or regionally oriented, square footage of sales area, estimated employment per shift, number of truck trips per day, and number and dimensions of loading facilities.
- 17. If industrial, indicate type, estimated employment per shift, number of truck trips per day, and number and dimensions of loading facilities.
- 18. If institutional, indicate the major function, estimated employment per shift, estimated occupancy, loading facilities, and community benefits to be derived from the project.
- 19. If the project involves a variance, conditional use or rezoning application, state this and indicate clearly why the application is required.
- 20. If the project involves 50,000 sq. ft. or more of office or 50 or more residential units, the application must be accompanied by a fiscal impact analysis.

Are the following items applicable to the project or its effects? Discuss below all items checked yes (attached additional sheets as necessary).

	Yes	No
21. Change in existing features of any watercourses, bodies of water, or hills, or substantial alteration of ground contours.	<input type="checkbox"/>	<input type="checkbox"/>
22. Change in scenic views or vistas from existing development or public lands or roads.	<input type="checkbox"/>	<input type="checkbox"/>
23. Change in pattern, scale or character of general area of project.	<input type="checkbox"/>	<input type="checkbox"/>
24. Significant amounts of solid waste or litter.	<input type="checkbox"/>	<input type="checkbox"/>
25. Change in dust, ash, smoke, fumes or odors in vicinity.	<input type="checkbox"/>	<input type="checkbox"/>
26. Change in ocean, bay, lake, stream or ground water quality or quantity, or alteration of existing drainage patterns.	<input type="checkbox"/>	<input type="checkbox"/>
27. Substantial change in existing noise or vibration levels in the vicinity.	<input type="checkbox"/>	<input type="checkbox"/>
28. Site on filled land or on slope of 10 percent or more.	<input type="checkbox"/>	<input type="checkbox"/>

Environmental Information Form

- 29. Use, generation, storage, transport, treatment, or disposal of potentially hazardous materials, such as toxic substances, flammables, corrosives, reactives, or explosives.
- 30. Substantial change in demand for municipal services (police, fire, water, sewage, etc.).
- 31. Substantial increase in fossil fuel consumption (electricity, oil, natural gas, etc.).
- 32. Relationship to a larger project or series of projects.
- 33. Displacement or relocation of persons or businesses.
- 34. Significant additional traffic generation or increased vehicular problems.

Environmental Setting

- 35. Describe the project site as it exists before the project, including information on topography, soil stability, plants and animals, and any cultural, historical or scenic aspects. Describe any existing structures on the site, and the use of the structures. Attach photographs of the site. Snapshots or Polaroid photos will be accepted.
- 36. Describe the surrounding properties, including information on plants and animals and any cultural, historical or scenic aspects. Indicate the type of land use (residential, commercial, etc.), intensity of land use (single-family, apartment houses, shops, department stores, etc.), and scale of development (height, frontage, setback, rear yard, etc.). Attach photographs of the vicinity. Snapshots or Polaroid photos will be accepted.

Certification

I hereby certify that the statements furnished above and in the attached exhibits present the data and information required for this initial evaluation to the best of my ability, and that the facts, statements, and information presented are true and correct to the best of my knowledge and belief.

Date

Signature

For



CITY OF PLEASANT HILL

PHONE (925) 671-5209
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www.pleasanthill.ca.gov

100 Gregory Lane
Pleasant Hill, CA 94523

ADULT USE DEVELOPMENT PERMIT ANALYSIS

Application Submittal

The following is an analysis of the required findings which must be made in order to ensure that your application is complete and can be reviewed in a timely manner. Please respond as fully as possible. If you need additional space to respond, please feel free to attach supplemental information.

1. The proposed use complies with the development and design standards of the underlying district in which it is located.

Analysis:

2. The proposed use and its projected traffic generation is consistent with achieving or maintaining the established level of service set forth in the City's Circulation and Growth Management Elements. If the City's established Level of Service is already exceeded, then the proposed use and its projected traffic generation will not result in a net increase in the Level of Service.

Analysis:

-
-
-
3. The proposed site is adequately served by other public and private service facilities consistent with the City's established level of services as set forth in the City's Growth Management Element for the requested use.

Analysis:

-
-
-
-
-
-
-
4. The proposed use will not be:
 - a. Within a five hundred (500) foot radius of a Residential Land Use Designation (including a PUD which includes residential development). The distance between a proposed use and a Residential Land Use Designation shall be measured from the nearest exterior wall of the facility housing the adult use or proposed adult use to the nearest property line included within the Residential Land Use Designation, along a straight line extended between two points.
 - b. Within an eight hundred (800) foot radius of a school or Park Land Use Designation. The distance between the proposed use and a school or Park Land Use Designation shall be measured from the nearest exterior wall of the facility housing the adult use or proposed adult use to the property line of the school site or Park Land Use Designation, along a straight line extended between the two points.
 - c. Within an eight hundred (800) foot radius of a religious institution. The distance between the adult use or proposed adult use and a religious institution shall be measured from the nearest exterior wall housing the adult use or proposed adult use along a straight line extended to the nearest exterior wall of the facility housing the religious institution.
 - d. Within a thousand (1000) feet of any other adult use as defined in the Zoning Ordinance, whether it is inside or outside the jurisdiction of the City. The distance between two adult uses shall be measured between the nearest exterior walls housing the adult uses along a straight line extended between the two uses.

NOTE: The above distance limitations shall also apply to residential districts, parks and schools as

designated on the General Plan Land Use Element of adjacent jurisdictions or to religious institutions which are located in adjacent jurisdictions and are the subject of a validly approved land use entitlement.

(Provide maps confirming the distance)

Analysis:

5. Neither the applicant, if an individual, nor any of the officers or general partners, if a corporation or partnership, have been found guilty or pleaded *nolo contendere* within the past four (4) years of a misdemeanor or a felony classified by the State as a sex or sex-related offense.

Analysis:

Summary:

Analysis completed by: _____

Date: _____

City of Pleasant Hill
Public Works and Community Development Department
Cost Recovery Agreement

Notary acknowledgement required

This Agreement is for payment to the City of fees for application processing and plan checking and inspection services for certain land use and development projects, under the authority of the City's Master Fee Schedule. It applies to City fees (i.e. Planning and Engineering Divisions and City Attorney Office) designated in the Master Fee Schedule as hourly fees or actual costs. It does not apply to flat-fee applications nor to the building permit and related inspection fees. The deposit will be retained in a refundable deposit account until it is drawn down based on costs incurred by the City.

Project: _____

Applicant: _____ Owner, if different: _____

Property (address and parcel number): _____

Land use entitlement(s) or permit applied for: _____

City file #: _____

Initial deposit: \$_____ made on _____



This Agreement is entered into on _____, 202__ between the Owner and the City. Owner/Applicant has applied for the land use entitlement or other permit indicated above.

1. Definitions. In this Agreement:

Department means the Public Works and Community Development Department.

Director means the Director of the Public Works and Community Development Department.

Master Fee Schedule means the City-wide Master Fee Schedule adopted by the City Council under Resolution No. 34-07 and subsequent amendments to it.

Owner/Applicant means the Property Owner and the Applicant. If they are different, it refers to both of them who are equally responsible under this Agreement.

Reimbursable costs means the costs associated with review and processing, plan checking and inspections for the application for the land use entitlement, grading or encroachment permit indicated above, and any subsequent applications related to the same project. It includes costs for:

City of Pleasant Hill
Public Works and Community Development Department
Cost Recovery Agreement

- services provided by any City department within the scope of the Master Fee Schedule.
- retaining professional and technical consultant services, and any other services necessary, to perform functions related to the review and processing of the application and inspection of the work (other than building inspection).
- both direct and indirect costs, including State-mandated costs.
- If additional work is required as the result of a claim, action or other legal proceeding, the cost of additional investigation, study, or document amendment (e.g., to EIR, General Plan, zoning).

2. Agreement to pay. Owner/Applicant agrees to pay to the City all reimbursable costs, as defined in Section 1. This agreement applies whether or not the application is approved. If the application is withdrawn, the Owner/Applicant shall pay the reimbursable costs incurred up to the time of withdrawal. If a decision regarding the application is appealed by the Owner/Applicant or by someone else, the Owner/Applicant shall pay for the reimbursable costs incurred.

Owner agrees that delinquent amounts shall constitute a lien on the Property and expressly consents to recordation of a notice of lien (or copy of this Agreement) against the Property regarding any delinquent amount.

3. Deposits and billing.

a. Deposits. The Owner/Applicant shall make an initial deposit in an amount determined by the Director. This amount is indicated on page 1, above.

b. Notices and Invoices. As requested by the Owner/Applicant, the City shall send a summary of the costs incurred to date. The City may also send an invoice for the balance due. Payment is due to the City within 15 days of the date of the invoice. Finance charges for overdue amounts will be assessed at the rate of 1% per month (12% per year), except as to documented disputed amounts.

c. Questions and clarification. The Owner/Applicant is responsible for contacting the City within 15 days of the receipt (or usual receipt) of the notice or invoice regarding (i) questions about the costs or supporting back-up documentation or (ii) clarification about specific charges. The Owner/Applicant's failure to do this in a timely way will result in additional charges for clerical time spent and possible finance charges for late payment.

4. City responsibilities. City agrees to review and process the application in accordance with the California Permit Streamlining Act (Gov't. Code § 65940 and following), and with the City's ordinances, standards and policies. However, City may

City of Pleasant Hill
Public Works and Community Development Department
Cost Recovery Agreement

suspend the review, processing and/or inspections for non-payment as provided in Section 5.

5. Consequences of failure to pay. If the Owner/Applicant fails to pay the City the amounts due, when they are due, the City may, in its discretion, do any or all of the following:

- a. Cease processing of the application or inspection of the work. Owner/Applicant here consents to waive rights under the Permit Streamlining Act if he/she is in default of this Agreement, and thus in violation of Municipal Code section 1.05.050, 11.05.050, 15.10.080, 17.20.070 and/or 18.75.050.
- b. After written notice, terminate or deny the application.
- c. After written notice, issue a stop-work order on any work begun.
- d. Withhold issuance of further plan checks, entitlements, permits, inspections, certificates or occupancy, etc.
- e. File a lien against the Property for the amounts due. (The lien shall be recorded in the same manner as a nuisance abatement lien under GC 38773.1.)
- f. File a civil action for recovery of the amounts due.
- g. Impose a continuing finance charge on the unpaid balance of 1% per month.

6. Refund of deposit. At the Owner/Applicant's request, the City shall refund any amount of deposit still held by it, and not needed for incurred costs, at the conclusion of project review and inspection, after project denial, or after the application is withdrawn.

7. Confirmation of Owner. The Owner represents that he/she is the owner of the Property. Applicant/Owner agrees to promptly notify the City in writing before any change in ownership, or change in the applicant, and to submit a written assumption of the obligations under this Agreement signed by the new owner or applicant, or both.

8. Miscellaneous.

- a. Notices. Invoices or notices shall be sent to the party at the address shown here, unless a change is submitted in writing.

(Owner)	Director of Public Works and Community Development City of Pleasant Hill 100 Gregory Lane Pleasant Hill, CA 94523-3323
(Applicant)	

City of Pleasant Hill
Public Works and Community Development Department
Cost Recovery Agreement

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b. Legal action. In any legal action arising out of the Agreement, the prevailing party is entitled to recover its reasonable litigation expenses, including costs and attorneys fees.

Notary acknowledgement required

<p>Owner</p> <p>Owner: _____ *</p> <p>Date: _____</p> <p>(*Notary acknowledgement required.)</p> <p>Applicant (if different): _____</p> <p>Date: _____</p>	<p>City of Pleasant Hill</p> <hr/> <p>Director of Public Works and Community Development</p> <p>Date: _____</p>
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