



COMMUNITY DEVELOPMENT DEPARTMENT PLANNING DIVISION

701 Laurel Street
Menlo Park, CA 94025
phone: (650) 330-6702
fax: (650) 327-1653
planning@menlopark.org
<http://www.menlopark.org>

GROSS FLOOR AREA EXEMPTION CERTIFICATE APPLICATION

Please type or clearly print information in ink.

FEE: \$400 flat fee per property. (If the property has multiple buildings, contact Planning staff to discuss submittal of information.)			
PROPERTY ADDRESS		APN (ASSESSOR'S PARCEL NUMBER)	
ZONING DISTRICT		EXISTING USE(S)	
Lot Area		SUPPORTING MATERIALS In addition to the application form and required fee, each submittal shall include the following: <ul style="list-style-type: none"> Site plan showing the location of all buildings on the property; Floor plans of each level of each building; Square footage calculation plans showing all square footage for each level of a building and which portions were included or excluded from the approved gross floor area calculation; Elevations of each building; Cross Sections of each building. Please refer to the Development Permit Application Submittal Guidelines handout for further guidance related to the preparation of these plans. Submit one copy of each plan set at the following sizes: full size (typically 24 inches by 36 inches or larger), reductions at 11 inches by 17 inches, and reductions at 8.5 inches by 11 inches.	
Maximum Floor Area Ratio (FAR) per zoning district requirements			
Approved Floor Area Ratio (FAR), based on staff report and/or plans			
Approved Gross Floor Area, based on staff report and/or plans			
Planning Approval Date, if applicable			
Building Permit Issuance Date, if applicable			
Notes:			
APPLICANT LEGAL NAME		MAILING ADDRESS	
EMAIL	PHONE	FAX	
Check one. <input type="checkbox"/> Property Owner <input type="checkbox"/> Lessee <input type="checkbox"/> Agent of Owner <input type="checkbox"/> Other:			
I (We) hereby certify that the information stated on forms, plans, and other materials submitted herewith in support of the application is true and correct to the best of my (our) knowledge.			
Date: _____ Signature*: _____ Printed Name: _____ <small>*Photocopies or facsimiles not acceptable</small>			
PROPERTY OWNER LEGAL NAME		MAILING ADDRESS	
EMAIL	PHONE	FAX	
I (We) have read this application form and hereby consent to the submittal of the subject application.			
Date: _____ Signature*: _____ Printed Name: _____ <small>*Photocopies or facsimiles not acceptable</small>			
FOR STAFF USE ONLY			City Date Stamp
Accepted By		Tidemark No.	
Staff Comments			