



# RESIDENTIAL PLANNING REVIEW PERMIT APPLICATION & CHECKLIST

COMMUNITY & ECONOMIC DEVELOPMENT DEPARTMENT

567 EL CAMINO REAL, SAN BRUNO, CA 94066  
TEL: 650. 616. 7074

General Information			
Project Location (Address):	Lot Size:	Area of Existing House (living area + attached garage):	
Applicant Name (Print):	Phone Number:	Email:	
Applicant Address:	City:	State:	Zip Code:
			Applicant Signature:
Property Owner Name (Print):	Phone Number:	Email:	
Property Owner Address:	City:	State:	Zip Code:
			Property Owner Signature:

**Detailed Project Description/Scope** (Add additional sheets if necessary)

**Which Planning Permit(s) Do I Need?** (If AR and UP are both needed, only the UP fee will be charged)

<p><b><u>ARCHITECTURAL REVIEW PERMIT (AR):</u></b> <i>(see SBMC, Section 12.200.70)</i></p> <p>My project will result in a(n):</p> <p><input type="checkbox"/> Increase by more than 1,000 square feet</p> <p><input checked="" type="checkbox"/> Floor area which will be greater than 3,000 square feet</p> <p><b>Application Fee: \$2,594</b></p> <hr/> <p><b><u>MINOR MODIFICATION:</u></b> <i>(see SBMC, Section 12.200.70)</i></p> <p>My project will result in a:</p> <p><input type="checkbox"/> Failure to meet the minimum side or rear yard setbacks by not more than two (2) feet</p> <p><b>Application Fee: \$1,287.50</b></p>	<p><b><u>USE PERMIT (UP):</u></b> <i>(see SBMC, Section 12.200.040)</i></p> <p>My project will result in a(n):</p> <p><input type="checkbox"/> Increase in gross floor area by greater than 50%</p> <p><input type="checkbox"/> Floor area that exceeds permitted floor area standards</p> <p><input type="checkbox"/> Lot coverage that exceeds lot coverage restrictions</p> <p><input type="checkbox"/> Height that exceeds height restrictions</p> <p><input type="checkbox"/> Second story deck/window not meeting relevant restrictions</p> <p><input type="checkbox"/> New construction on an infill lot</p> <p><b>Application Fee: \$2,992</b></p>
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Applicant check off	<p style="margin: 0;"><b>Planning Application Submittal Checklist</b></p> <p style="margin: 0;"><b>Note:</b> Applicant shall check off and reference corresponding Sheet number</p>
<input type="checkbox"/>	<b>Completed Application &amp; Checklist</b>
<input type="checkbox"/>	<b>Architectural plans prepared in accordance with Plan Checklist, attached</b>
<input type="checkbox"/>	<b>Payment of application fee + \$1,678 mailing notification fee</b>
<input type="checkbox"/>	<b>Color &amp; material sample board</b> (in PDF format)
<input type="checkbox"/>	<b>Colored elevations and/or renderings</b>
<input type="checkbox"/>	<b>Photographs and/or photo simulations</b>

**OWNER / APPLICANT INDEMNIFICATION AGREEMENT**

**I hereby certify that the responses in this application are true to the best of my knowledge.** I hereby guarantee, as authorized agent for the applicant, owner, and project sponsors, that they individually and jointly assume full responsibility for all costs incurred by the City in processing this application. By signing below, the property owner consents that all information is true and accurate and to the processing of the application by the applicant and authorizes the applicant to comply with the requirements placed on the application by the City. A letter of authorization from the owner may be submitted in lieu of the property owner's signature.

As part of the application, the applicant and/or property owner agree to defend, indemnify, and hold harmless the City of San Bruno its agents, officers, council members, employees, boards, commissions, and Council from any and all claims, actions or proceedings brought against any of the foregoing individuals or entities, seeking to attack, set aside, void or annul any approval of the application or related decision, or the processing or adoption of any environmental documents or negative declarations which relate to the approval. This indemnification shall include, but is not limited to, all damages, costs, expenses, attorney fees or expert witness fees that may be awarded to the prevailing party arising out of or in connection with the approval of the application or related decision, whether or not there is concurrent, passive or active negligence on the part of the City, its agents, officers, council members, employees, boards, commissions, and Council. If for any reason any portion of this indemnification agreement is held to be void or unenforceable by a court of competent jurisdiction, the remainder of the agreement shall remain in full force and effect.

The City of San Bruno shall have the right to appear and defend its interest in any litigation arising from the approval of the application or any related decision through its City Attorney or outside counsel selected by the City Attorney. The applicant shall be required to reimburse the City for attorney's fees incurred by the City in connection with the litigation.

**I have read and agree with all the above:**

_____	x _____	_____
<b>Owner's Name (Print)</b>	<b>Owner's Signature</b>	<b>Date</b>
_____	x _____	_____
<b>Applicant's Name (Print)</b>	<b>Applicant's Signature</b>	

**PLAN CHECKLIST**

**Architectural Plan Set (1/8" = 1' scale or similar in PDF format) consists of following:**

**Cover Sheet:**

- |  |   |
|--|---|
| <input type="checkbox"/> Project address, parcel number & location map   | <input type="checkbox"/> Sheet index                            |
| <input type="checkbox"/> Square footage of all existing & proposed structures  | <input type="checkbox"/> Detailed project scope                 |
| <input type="checkbox"/> Names & contact info of applicant, designer & owner   | <input type="checkbox"/> Project Data Chart (see details below) |
| <input type="checkbox"/> Note on plan: "Project to comply with the 2019 CBC 2019 CEC, 2019 CMC, 2019 CPC, 2019 ca Energy Code, 2019 CA Green Building Standards Code and San Bruno Municipal Code" |   |

**Project Data Chart:**

- |   |  |
|---|--|
| <input type="checkbox"/> Lot size in square feet  | <input type="checkbox"/> Existing & proposed floor area in square feet       |
| <input type="checkbox"/> Number of covered and uncovered parking spaces   | <input type="checkbox"/> Existing & proposed lot coverage in square feet     |
| <input type="checkbox"/> Maximum permitted floor area, <b>with average slope of lot</b> , using formula from San Bruno Municipal Code | <input type="checkbox"/> Existing & proposed impervious surfaces in sq. feet |

Sheet No. ____	<p><b>Site Plan:</b> (show the whole lot on one sheet)</p> <ul style="list-style-type: none"> <li><input type="checkbox"/> Lot dimensions with property lines* and setbacks**</li> <li><input type="checkbox"/> Sidewalk, curb, and gutter</li> <li><input type="checkbox"/> Rights-of-way and easements</li> <li><input type="checkbox"/> Size and use of all structures on the lot</li> <li><input type="checkbox"/> Show all site utilities (water/gas/sewer/power poles)</li> <li><input type="checkbox"/> For two-story projects, show approximate locations and setbacks of neighboring buildings</li> <li><input type="checkbox"/> Driveways, parking areas, paths, walkways, and all other impervious surfaces</li> </ul> <p style="font-size: small;">*In San Bruno, property lines generally start 2-6 feet (or more) BEHIND the sidewalk. Consult the Public Works Department for your project site to verify the correct property line location. **House setbacks are measured from the property line, garage setbacks are measured from sidewalk.</p>	<ul style="list-style-type: none"> <li><input type="checkbox"/> Grades and elevation of site and building</li> <li><input type="checkbox"/> Dimensions from all structures to property lines</li> <li><input type="checkbox"/> Roof plan showing slopes and eaves width</li> <li><input type="checkbox"/> Significant trees and landscaping features</li> <li><input type="checkbox"/> Existing and proposed fences and retaining walls</li> </ul>
Sheet No. ____	<p><b>Floor Plans:</b></p> <ul style="list-style-type: none"> <li><input type="checkbox"/> Include existing <u>and</u> proposed floor plans</li> <li><input type="checkbox"/> Identify existing walls to remain, walls to be demolished, and new walls</li> <li><input type="checkbox"/> Identify use of each room</li> </ul>	
Sheet No. ____	<p><b>Elevations:</b> (Required for <u>all</u> sides, including those with no proposed changes)</p> <ul style="list-style-type: none"> <li><input type="checkbox"/> Include existing <u>and</u> proposed elevations</li> <li><input type="checkbox"/> Label each elevation by its orientation (front, rear, side, north, south, east, west)</li> <li><input type="checkbox"/> Indicate maximum building height (see SBMC 12.80.245 for definition)</li> <li><input type="checkbox"/> Label and accurately depict siding, roof materials, trim, windows, doors, gutters, downspouts, stairs, balconies, chimneys, and all significant decorative elements</li> <li><input type="checkbox"/> For multi-story projects, show how the upper floor conforms to either daylight plane or façade articulation options and explains the relevant treatment (see <i>San Bruno Residential Design Guidelines</i> section below)</li> </ul>	
Sheet No. ____	<p><b>Landscape Plan:</b></p> <ul style="list-style-type: none"> <li><input type="checkbox"/> Existing and proposed trees, shrubs, and ground cover, including street trees.</li> <li><input type="checkbox"/> Landscaping features such as planters, paved areas, water features, etc.</li> <li><input type="checkbox"/> Plant schedule with the following: (a) Latin and common names; (b) size; (c) quantity; (d) characteristics</li> <li><input type="checkbox"/> Identify any trees that will be removed and show tree name, trunk diameter, and intention to remove. A permit is required for removal of a heritage tree. For the definition of what constitutes a heritage tree, see SBMC 8.25.020</li> <li><input type="checkbox"/> Explain how proposed landscaping conforms to Model Water Efficient Landscape Ordinance (MWELO)</li> </ul>	
Sheet No. ____	<p><b>Separate Plans &amp; Permits Required for the Following</b></p> <p><b>Types of Work:</b></p> <ul style="list-style-type: none"> <li><input type="checkbox"/> Automatic fire sprinklers and fire alarms</li> <li><input type="checkbox"/> Structure demolition</li> <li><input type="checkbox"/> Encroachment of public right-of-way</li> <li><input type="checkbox"/> Revisions to the approved plan</li> </ul>	

**San Bruno Residential Design Guidelines**

Find at this link: <https://www.sanbruno.ca.gov/civicax/filebank/blobdload.aspx?blobid=24006>

- I have reviewed the San Bruno Residential Design Guidelines. **INITIAL:** \_\_\_\_\_
- Neighborhood Compatibility (SBRDG 3.1):** My project is compatible with the houses of the neighborhood.
- Second Floor Treatment (3.6):** My project conforms to either daylight plane or façade articulation options and explains the relevant treatment in the plan sets (for projects that include more than one story only)
- Entries (3.7):** My project provides a defined entry which is appropriate for its architectural style and neighborhood. (projects that make changes to the entry and front façade)
- Doors and Windows (3.8):** The doors and windows of my project are consistent with and complement the architectural style of the home. Windows have trim and sills which are labeled on elevations. (projects that add/change doors & windows)
- Materials and Colors (3.9):** Materials and colors of my project are consistent with the architectural style.
- Architectural Details (3.10):** My project utilizes decorative elements and details which are clearly labelled on elevations.
- Privacy and Solar Access (3.13):** My project minimizes shadow impacts and privacy intrusions on adjacent properties. (for projects that include more than one story only)

**Note: These are the minimum submittal requirements; additional information may be required after the initial plan review.**

## Additional Information/Notes for the Applicant:

### **PLANNING DIVISION – COMMUNITY & ECONOMIC DEVELOPMENT DEPARTMENT:**

1. Prior to the issuance of the first building permit, applicable development impact fees shall be paid in full on the fee schedule in effect at the time of building permit issuance. Where construction of a project is phased, fees can be paid for each residential unit or building when the applicable building permit issued.

### **BUILDING DIVISION – COMMUNITY & ECONOMIC DEVELOPMENT DEPARTMENT:**

2. Building permit applications/building plans submitted on or after January 1, 2020, will have to be designed to the new 2019 California Building Codes.
3. Please imprint, on the submitted plans, the Construction Best Management Practices. To access the standard plan, please visit: <http://www.flowstobay.org/construction>.
4. Please note on plan: The City of San Bruno Municipal Code Section 6.16.070 the operation of any equipment or performance of any outside construction related to a project shall not exceed the noise level and time indicated below:

Monday through Saturday:

- 7:00 AM to 10:00 PM – 85 Decibels
- 10:00 PM to 7:00 AM – 60 Decibels

Sunday:

- 10:00 AM to 7:00 PM – 85 Decibels
- 7:00 PM to 10:00 AM – 60 Decibels

5. Approval of this Project does not relieve the Applicant from the applicable requirements of subsequent permits and approvals, including but not limited to the following as may be applicable:
  - a. Grading Permit and Improvement Plan
  - b. Fire Permit
  - c. School District Development Impact fee requirements
6. Prior to the issuance of building permits, the applicant/developer shall submit a Construction and Demolition Application to the Building and Safety Division. The link to access application:  
<https://www.sanbruno.ca.gov/civicax/filebank/blobdload.aspx?BlobID=32797>

### **ENGINEERING DIVISION – PUBLIC WORKS DEPARTMENT:**

#### 7. ENCROACHMENT PERMIT:

The contractor shall apply for and obtain an encroachment permit from the Engineering Division prior to performing any work in the public right-of-way and/or public easements and prior to issuance of the associated Building Permit.

#### 8. TRAFFIC/PEDESTRIAN CONTROL PLAN:

Activities that require temporary closures of sidewalks, vehicle and/or bike lanes, or other public paths shall require review and approval by the Engineering Division through an encroachment permit.

#### 9. CONSTRUCTION VEHICLES, EQUIPMENT, AND MATERIALS:

All construction related vehicles, equipment, and materials shall be managed on-site. At no time shall such items be parked or stored in the public right-of-way without an encroachment permit or written approval by the City Engineer.

#### 10. GRADING PERMIT:

The applicant shall obtain a grading permit for any grading over 50 cubic yards (cut + fill), or as required by the San Bruno Municipal Code, Title 12, Article I, Chapter 12.08.

11. STORMWATER DRAINAGE:

The project shall not create any negative impacts to adjacent properties such as cross-lot drainage. The project shall also mitigate any impacts to the public stormwater system through the installation of rain gardens, bubblers or other infiltration devices, swales, increasing of pervious areas, or other methods.

12. FENCES/WALLS:

No new or existing fence and/or wall, including roof eaves, shall be permitted outside of the property boundary lines. No new or existing concrete (or similar) wall, fence, and/or permanent structure of any kind are permitted where there is a public easement. The removal of such existing structures shall be required prior to the issuance of any building permits. These areas are to be open and free of obstructions.

13. SEWER CLEANOUT:

If one does not already exist, the applicant or owner has the option to install a sanitary sewer cleanout within 3 feet of the front property line based on the City's standard, Detail SS-02.

**FIRE DEPARTMENT – SAFETY & EMERGENCY ACCESS:**

14. The Fire Department will review your project for compliance with the California Fire Code (CFC) so that projects are built for safety and ease of access during an emergency. For questions, call the City's Fire Prevention Bureau: 650-616-7093

15. HYDRANT WATER FLOW:

Is a minimum flow of 1,000 GPM at 20 psi available at the closest hydrant? Ask San Bruno Water for this information. Call 650-616-7065 and ask for a "WATER FLOW REQUEST" and present this information:

- Your name
- Street name and address of the project
- Nearest cross street to that location

Submit the letter from San Bruno Water that contains this water flow data with your building permit application.

DON'T WAIT! A top reason for permit issuance delays is not having this letter. The water department will respond, so contact them today. Visit San Bruno Water at [https://www.sanbruno.ca.gov/gov/city\\_departments/public\\_works/default.htm](https://www.sanbruno.ca.gov/gov/city_departments/public_works/default.htm)

If the flow is other than 1,000 GPM at 20 psi, Fire staff will review flow data and will evaluate if additional fire safety measures are required.