

Planning Application

567 El Camino Real, San Bruno CA 94066



A Planning Application must be submitted for any project that requires Planning Division approval, such as a Conditional Use Permit or Architectural Review Permit. Speak with a Planner prior to submittal. For questions, please contact the Community Development Department at (650) 616-7074 or email planning@sanbruno.ca.gov and a planner can assist you.

PROPERTY INFORMATION

Site Address:

APN: Zoning:

OWNER INFORMATION

Name: Company Name:

Address: Phone: Email:

Signature: Date: **Provide proof of ownership or ability to sign on behalf of ownership entity.**

APPLICANT INFORMATION

Name: Company Name:

Address: Phone: Email:

Signature: Date:

OTHER CONTACT INFORMATION

Name: Company Name:

Address: Phone: Email:

Signature: Date:

Please select primary contact for project: Owner Applicant Other:

PROJECT INFORMATION

Please provide a project description that describes the project uses and its purpose. Include required approvals, entitlements, or changes to the Zoning Ordinance if applicable.

Please select all that apply for this project:

- Change of Use
- New Building
- Demolition
- Tree Removal
- Zoning Change
- Lot Line Adjustment
- Subdivision
- Façade Alterations/Additions
- Other:



Submittal Guidelines

Submittals must be provided in digital format and emailed to planning@sanbruno.ca.gov. Additional comments may arise following receipt of plans and materials. Please note that not all of the items below may be required.

COVER SHEET

| | | | |
|---|--------------------------|---|--------------------------|
| Project Address, Parcel Number, Location Map | <input type="checkbox"/> | Detailed project scope | <input type="checkbox"/> |
| Square footage of existing, proposed structures | <input type="checkbox"/> | Sheet index | <input type="checkbox"/> |
| Note on plan: "Project to comply with the City of San Bruno Municipal Code" | <input type="checkbox"/> | Name and contact information of applicant, designer, and property owner | <input type="checkbox"/> |

PROJECT DATA CHART

| | | | |
|---|--------------------------|--|--------------------------|
| Lot size in square feet (S.F.) | <input type="checkbox"/> | Existing and proposed floor area (SF) | <input type="checkbox"/> |
| Maximum permitted floor area, average slope | <input type="checkbox"/> | Existing and proposed lot coverage (SF) | <input type="checkbox"/> |
| Number of covered/uncovered Parking Spaces | <input type="checkbox"/> | Existing and proposed impervious surfaces (SF) | <input type="checkbox"/> |
| Existing and proposed unit breakdown | <input type="checkbox"/> | | |

SITE PLAN

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|---|--------------------------|--|--------------------------|
| Lot dimensions with property lines, setbacks | <input type="checkbox"/> | Grades and elevation of site and building | <input type="checkbox"/> |
| Sidewalk, curb, and gutter | <input type="checkbox"/> | Dimensions from all structures to property lines | <input type="checkbox"/> |
| Rights-of-way and easements | <input type="checkbox"/> | Roof plan showing roof slopes and width of eaves | <input type="checkbox"/> |
| Show all site utilities (water/gas/sewer/power) | <input type="checkbox"/> | Significant trees and landscaping features | <input type="checkbox"/> |
| For two-story projects, include approximate locations and setbacks of neighboring buildings | <input type="checkbox"/> | Driveways, parking areas, paths, walkways, and all other impervious surfaces | <input type="checkbox"/> |

ELEVATIONS

| | | | |
|---|--------------------------|---|--------------------------|
| Existing and proposed elevations | <input type="checkbox"/> | Label all elevations by its orientation (N/E/S/W) | <input type="checkbox"/> |
| Label and accurately depict siding, roof materials, trim, windows, doors, gutters, downspouts, stairs, balconies, chimneys, and all significant decorative elements on all sides. | <input type="checkbox"/> | For multi-story residential projects, show how the upper floor conforms to either daylight plane or façade articulation options and explains the relevant treatment | <input type="checkbox"/> |

LANDSCAPE PLAN

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|--|--------------------------|---|--------------------------|
| Existing and proposed trees, shrubs, ground cover, including street trees | <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. | <input type="checkbox"/> |
| Planters, paved areas, water features, etc. | <input type="checkbox"/> | | |
| Plan schedule with (a) Latin and common names; (b) size; (c) quantity; and (d) characteristics | <input type="checkbox"/> | Explain how proposed landscaping conforms to Model Water Efficient Landscape Ordinance. | <input type="checkbox"/> |

ADDITIONAL INFORMATION

Depending on the project, the following plans and materials may also be required.

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|---|--------------------------|--|--------------------------|
| Color/material samples or brochures (Digital) | <input type="checkbox"/> | Encroachment permit for work in right-of-way | <input type="checkbox"/> |
| Cross-sections of buildings and/or site | <input type="checkbox"/> | Automatic fire sprinklers and fire alarms | <input type="checkbox"/> |
| Property line survey | <input type="checkbox"/> | Stormwater treatment checklist: flowstobay.org | <input type="checkbox"/> |



Fee Schedule Checklist

ARCHITECTURAL REVIEW PERMIT (ARP)

| Site/Architectural/Landscaping - Admin | | |
|---|------------|--------------------------|
| Minor <i>Under 0.25 acres and other wireless, solar, outdoor dining structures</i> | \$1,201.00 | <input type="checkbox"/> |
| Moderate - 0.25 to 1 acre | \$2,413.00 | <input type="checkbox"/> |
| Major - 1+ acre | \$3,794.00 | <input type="checkbox"/> |
| De minimis | \$186.00 | <input type="checkbox"/> |
| Minor Modification | \$406.00 | <input type="checkbox"/> |

| New Construction - PC | | |
|------------------------|---------|--------------------------|
| Large new construction | Deposit | <input type="checkbox"/> |

| New Construction - Admin | | |
|--|------------|--------------------------|
| Minor <i>Under 0.25 acres and other wireless pole, height variation</i> | \$3,088.00 | <input type="checkbox"/> |
| Moderate - 0.25 to 1 acre | \$5,073.00 | <input type="checkbox"/> |
| Major - 1+ acre | \$6,035.00 | <input type="checkbox"/> |

Ministerial multi-family reviews cover all associated planning entitlements except for subdivision maps.

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|---------------------------|-------------|--------------------------|----------------------|-------------|--------------------------|
| Projects up to 0.5 acres | \$24,455.00 | <input type="checkbox"/> | Projects on 1+ acres | \$40,704.00 | <input type="checkbox"/> |
| Projects on 0.5 to 1 acre | \$32,580.00 | <input type="checkbox"/> | | | |

USE PERMITS, MODIFICATIONS, AND VARIANCES

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|--|------------|--------------------------|
| Use Permit (DIR HEARING) | \$4,176.00 | <input type="checkbox"/> |
| Use Permit <i>Change to legal nonconformity that increases nonconformity or restores 50% + damage</i> | \$4,176.00 | <input type="checkbox"/> |

| | | |
|---------------------------|--------------|--------------------------|
| Use Permit - PC, also PCN | Deposit | <input type="checkbox"/> |
| Major Modification (DIR) | see ARP Fees | <input type="checkbox"/> |
| Major Modification (PC) | Deposit | <input type="checkbox"/> |
| Variance | Deposit | <input type="checkbox"/> |

MISCELLANEOUS

| | | |
|-------------------------------|---------------|--------------------------|
| Certificate of Use Compliance | | <input type="checkbox"/> |
| Buildable Lot Determination | | <input type="checkbox"/> |
| Zoning Conformance Letter | \$955.00 Each | <input type="checkbox"/> |
| Zoning Clearance Permit | | <input type="checkbox"/> |
| Miscellaneous Permit | | <input type="checkbox"/> |
| Rebuild Letter | | <input type="checkbox"/> |

Affordable Housing Plan

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|--------------------------------|------------|--------------------------|
| Alternative (DIR) | \$2,403.00 | <input type="checkbox"/> |
| Alternative (PC) | Deposit | <input type="checkbox"/> |
| Agreement (Fixed Fee Projects) | \$1,253.00 | <input type="checkbox"/> |

Airport Land Use Commission (ALUC)

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|-----------------------------|------------|--------------------------|
| Review (Fixed Fee Projects) | \$1,283.00 | <input type="checkbox"/> |
| Override | Deposit | <input type="checkbox"/> |

Modifications/Extensions

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|-----------------------------------|---------------|--------------------------|
| Modifications to Map (Tract - PC) | Tract Map Fee | <input type="checkbox"/> |
| Modifications to Map (Admin) | \$3,129.00 | <input type="checkbox"/> |
| Extension (First) | \$1,405.00 | <input type="checkbox"/> |
| Extension (Second - Admin) | \$2,116.00 | <input type="checkbox"/> |
| Extension (Second - PC) | \$3,403.00 | <input type="checkbox"/> |
| Revocation/Reconsideration | \$0.00 | <input type="checkbox"/> |



ZONING AND SUBDIVISIONS

Legislative Applications

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|--|---------|--------------------------|
| Zoning Change or Code Amendment | Deposit | <input type="checkbox"/> |
| General Plan Amendment, Specific Plan, or Specific Plan Amendments | Deposit | <input type="checkbox"/> |
| PD Zoning | Deposit | <input type="checkbox"/> |

Tentative Maps

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|------------------------------|------------|--------------------------|
| Tract Map (PC) | Deposit | <input type="checkbox"/> |
| Tract Map Extension (PC) | \$2,910.00 | <input type="checkbox"/> |
| Tract Map Amendment (PC) | Deposit | <input type="checkbox"/> |
| Parel Map (Admin) | \$8,074.00 | <input type="checkbox"/> |
| Parcel Map Extension (Admin) | \$2,309.00 | <input type="checkbox"/> |
| Parcel Map Amendment (Admin) | \$3,826.00 | <input type="checkbox"/> |

Planned Unit Permit (PUP)

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|-------------------|------------|--------------------------|
| PUP Admin Hearing | \$6,176.00 | <input type="checkbox"/> |
| PUP PC Hearing | Deposit | <input type="checkbox"/> |

Planned Development (PD)

| | | |
|--------------------------------|--------------|--------------------------|
| PD Permit (Admin) | \$6,517.00 | <input type="checkbox"/> |
| PD Permit (PC) | Deposit | <input type="checkbox"/> |
| PD Permit Modification (Admin) | see ARP Fees | <input type="checkbox"/> |
| PD Permit Modification (PC) | Deposit | <input type="checkbox"/> |

Parking

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|---|------------|--------------------------|
| Parking Compliance Application | \$2,895.00 | <input type="checkbox"/> |
| Parking Compliance (AB 2097) | \$0.00 | <input type="checkbox"/> |
| Reductions to Required Parking Spaces for Admin/DIR Project | \$1,398.00 | <input type="checkbox"/> |
| Reductions to Required Parking Spaces for PC Project | \$0.00 | <input type="checkbox"/> |

Other

| | | |
|----------------------|------------|--------------------------|
| Lot Line Adjustment | \$1,234.00 | <input type="checkbox"/> |
| Merger | Deposit | <input type="checkbox"/> |
| Reversion to Acreage | Deposit | <input type="checkbox"/> |

Director's Determination or Interpretation, Letter of Public Convenience or Necessity with no Use Permit, Home Occupation not in enclosed structure, extension of legal nonconformity \$1,479.00

ENVIRONMENTAL REVIEW

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|--|---|--------------------------|
| CEQA - Exemption (Expanded), Negative Declaration, Mitigated Negative Declaration, Environmental Impact Report | Deposit covering Actual Consultant Cost + 15% Admin | <input type="checkbox"/> |
| CEQA - Notice of Determination filing fee | County Fee + 15% Admin | <input type="checkbox"/> |
| CEQA - Exemption (Standard for Fixed Fee Projects) | \$230.00 | <input type="checkbox"/> |
| CEQA - Exemption (Applicable when not with another Planning project) | \$679.00 | <input type="checkbox"/> |
| CEQA - Department of Fish and Wildlife Fee | Deposit covering Actual Consultant Cost + 5% Admin | <input type="checkbox"/> |
| Consultant Technical Studies and/or Peer Review of Technical Studies | Deposit covering Actual Consultant Cost + 15% Admin | <input type="checkbox"/> |

NOTICING REQUIREMENTS

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|----------------------|----------|--------------------------|------------------------|----------|--------------------------|
| Newspaper | \$725.00 | <input type="checkbox"/> | Mailed Notice Adjacent | \$295.00 | <input type="checkbox"/> |
| Mailed Notice 300 ft | \$631.00 | <input type="checkbox"/> | Posted Notice | \$240.00 | <input type="checkbox"/> |