

# R-1/R-2 Residential Planning Application

567 El Camino Real, San Bruno CA 94066



An R-1/R-2 Residential Planning Permit Application must be submitted for any project applying for a Conditional Use Permit or an 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](mailto: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 addition or new construction.

**Please select all that apply for this project:**

New Building  Demolition  Addition to Existing Home  Other:



# Submittal Guidelines

Submittals must be provided in digital format and emailed to [planning@sanbruno.ca.gov](mailto:planning@sanbruno.ca.gov). Additional comments may arise following receipt of plans and materials. Please note that not all 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"/>

## SITE PLAN

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 slope 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, windows, trim, 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 (see the <i>San Bruno Residential Design Guidelines</i> ).	<input type="checkbox"/>

## LANDSCAPE PLAN

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.

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"/>
*Boundary survey - applicable to new homes, additions, and Accessory Dwelling Units within 3 inches of the required setback	<input type="checkbox"/>	Stormwater treatment information	<input type="checkbox"/>



# Fee Schedule Checklist

Site Address:

Date Applied:

## ARCHITECTURAL REVIEW PERMITS (ARP)

Admin. (minor) - R-1, R-2 Zones	\$2,610.00	<input type="checkbox"/>
PC (major) - R-1, R-2 Zones	\$5,072.00	<input type="checkbox"/>

## New Construction - PC

Large new construction	Deposit	<input type="checkbox"/>
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## 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"/>

## Site/Architectural/Landscaping (S/A/L)

Under 0.25 acres and other wireless, solar, outdoor dining	\$1,201.00	<input type="checkbox"/>
Minor - 0.25 to 1 acre	\$2,413.00	<input type="checkbox"/>
Minor - 1+ acre	\$3,794.00	<input type="checkbox"/>

## USE PERMITS, MODIFICATIONS, AND OTHERS

UP - Admin	\$4,176.00	<input type="checkbox"/>
UP - change of legal nonconformity that increases nonconformity or restores damage over 50 percent	\$4,176.00	<input type="checkbox"/>

Use Permit - PC, also Letter of Public Convenience and Necessity	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"/>

## Parking

Parking Compliance	\$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	Deposit	<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"/>

## MISCELLANEOUS

Certificate of Use Compliance	\$955.00	<input type="checkbox"/>
Buildable Lot Determination	\$955.00	<input type="checkbox"/>
Zoning Conformance Letter	\$955.00	<input type="checkbox"/>

Zoning Clearance Permit	\$955.00	<input type="checkbox"/>
Miscellaneous Permit	\$955.00	<input type="checkbox"/>
Rebuild Letter	\$955.00	<input type="checkbox"/>

## NOTICING REQUIREMENTS

Newspaper	\$725.00	<input type="checkbox"/>
Mailed Notice 300 ft	\$631.00	<input type="checkbox"/>

Mailed Notice Adjacent	\$295.00	<input type="checkbox"/>
Posted Notice	\$240.00	<input type="checkbox"/>