



# THE PLANNING APPLICATION GUIDE

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**This application guide contains information about the City of San Mateo planning application process. This guide is to be used for all types of planning applications except large project preliminary planning applications and Single Family Planning Applications.**

The City of San Mateo Planning Division views the planning application process as a cooperative effort among you, city staff, and members of the public.

We have found that delays often occur due to submittal of an incomplete application package and the time taken by applicants to submit revised plans or additional information. A complete application is one that includes all necessary plans, applications, information and fees. To speed the processing of your application we suggest the following:

- Review your proposed project at a very early stage with a planner at the planning counter in city hall. We can answer questions about zoning requirements, the application process, and required plans and documents. We can also refer you to other City divisions or departments for information.
- Review the application submittal requirements section starting on page 9 in this guide to ensure that you are submitting all required plans and documents.
- Respond quickly to requests for additional information and be willing to work with the project planner to modify the proposal if necessary to ensure full compliance with all applicable City Codes, Plans and Guidelines.

## Planning Application Procedures

There are three different decision making bodies for Planning Applications in the City of San Mateo consisting of the Zoning Administrator, Planning Commission and City Council. The approval body is determined based on the application type and size of the project. To determine the approval body for each project, please consult with a planner or review the City of San Mateo Municipal Code Chapter 27.06 Administration.

### Summary of Zoning Administrator (ZA) Decision Process for Planning Applications

1. Applicant purchases neighborhood informational meeting mailing labels from the City of San Mateo Planning Division and obtains City approval of meeting notice and meeting date and time.
2. Applicant mails neighborhood informational meeting notice and holds meeting.
3. Applicant submits the planning application to the city no later than 60 calendar days of meeting. Submittals can be made online at [www.cityofsanmateo.org/onlinepermitcenter](http://www.cityofsanmateo.org/onlinepermitcenter) or in-person at City Hall.
4. Project review by City Development Review Board for code compliance and CEQA<sup>1</sup> exemption status and preparation of Incomplete Letter within 30 calendar days of submittal. If application is deemed incomplete, an incomplete letter is sent to the applicant with detailed comments from all reviewing City departments/divisions. 120 calendar days are provided for applicant response before the planning application is closed out due to inactivity.
5. If incomplete, applicant resubmits revised plans/additional information and there is a subsequent review by City staff; preparation of revised Incomplete Letter within 30 calendar days of re-submittal. *Multiple rounds of resubmittals may be required before planning application is complete. Each round may take up to 30 calendar days.*
6. When application is deemed complete, planner prepares Planning Application Conditions of Approval and Public notice of “Pending Zoning Administrator Decision” that is mailed by the City at least 10 calendar days prior to a ZA decision, allowing for public comment on the planning application. Applicant is required to post the public notice placard on the project site during these 10 days.
7. Zoning Administrator takes action on the project through a ZA Decision document (*decision is made to approve or deny the planning application*); Decision Date begins a 10 calendar day appeal period.
8. At the end of the 10 calendar day appeal period the ZA Decision is final, unless:
  - a. An appeal is filed for Planning Commission review (\$500 appeal fee); or
  - b. Planning Application is “called up” for review by a Planning Commissioner.

*Please refer to the Planning Commission Process for additional information if Planning Commission review is required.*

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<sup>1</sup> CEQA: The California Environmental Quality Act (CEQA) outlines categories of projects which are exempt from further environmental review. Project which are not categorically exempt require an Initial Study which leads to either a Negative Declaration or an Environmental Impact Report (EIR). For process and timing information on projects with Initial Studies and EIR’s, please consult with Planning Division staff. The City will typically contract the preparation of the required environmental assessment document to a City-hired CEQA consultant.

## Summary of Planning Commission Decision Process

1. Applicant completes the large project preliminary planning application process OR the applicant purchases neighborhood informational meeting mailing labels from the City of San Mateo Planning Division and obtains City approval of meeting notice and meeting date and time.
2. Applicant mails neighborhood informational meeting notice and holds meeting.
3. Applicant submits the planning application to the city no later than 60 calendar days of neighborhood informational meeting or after completion of formal pre-application process (no deadline for submittal of formal application after large project preliminary planning application process concludes.) Submittals can be made online at [www.cityofsanmateo.org/onlinepermitcenter](http://www.cityofsanmateo.org/onlinepermitcenter) or in-person at City Hall.
4. Project review by City Development Review Board for code compliance and CEQA<sup>1</sup> exemption status and preparation of Incomplete Letter within 30 calendar days of submittal. If application is deemed incomplete, an incomplete letter is sent to the applicant with detailed comments from all reviewing City departments/divisions. 120 calendar days are provided for applicant response before the planning application is closed out due to inactivity.
5. If incomplete, applicant resubmits revised plans/additional information and there is a subsequent review by City staff; preparation of revised Incomplete Letter within 30 calendar days of re-submittal. *Multiple rounds of resubmittals may be required before planning application is complete. Each round may take up to 30 calendar days.*
6. When application is deemed complete, planner prepares Planning Application Conditions of Approval, Planning Commission public notices and administrative report. Applicant is required to post the public notice placard on the project site during the public notice period. If an Initial Study/Negative Declaration are required for the project pursuant to CEQA, additional processing time is required for the preparation and public review of these environmental documents. Unless an Environmental Impact Report (EIR) is required, the Initial Study/Negative Declaration are prepared by the planner and the public Notice of Availability and Intent to Adopt the Negative Declaration is mailed by the City. The public review period for the environmental document is 20 – 30 calendar days.
7. Planning Commission public hearing is held and decision is made; OR the Planning Commission continues the application to a future meeting. Decision Date begins a 10 calendar day appeal period.  
The Planning Commission typically meets the 2nd and 4th Tuesday of each month at 7:00 p.m.
9. At the end of the 10 calendar day appeal period the Planning Commission Decision is final, unless an appeal is filed for City Council review (\$500 appeal fee).

*Please refer to the City Council Process for additional information if City Council review is required.*

## Summary of City Council Decision Making Process

1. Applicant completes the large project preliminary planning application process OR the applicant purchases neighborhood informational meeting mailing labels from the City of San Mateo Planning Division and obtains City approval of meeting notice and meeting date and time.
2. Applicant mails neighborhood informational meeting notice and holds meeting.
3. Applicant submits the planning application to the city no later than 60 calendar days of neighborhood informational meeting or after completion of formal pre-application process (no deadline for submittal of formal application after large project preliminary planning application process concludes.)  
Submittals can be made online at [www.cityofsanmateo.org/onlinepermitcenter](http://www.cityofsanmateo.org/onlinepermitcenter) or in-person at City Hall.
4. Project review by City Development Review Board for code compliance and CEQA<sup>1</sup> exemption status and preparation of Incomplete Letter within 30 calendar days of submittal. If application is deemed incomplete, an incomplete letter is sent to the applicant with detailed comments from all reviewing City departments/divisions. 120 calendar days are provided for applicant response before the planning application is closed out due to inactivity.
5. If incomplete, applicant resubmits revised plans/additional information and there is a subsequent review by City staff; preparation of revised Incomplete Letter within 30 calendar days of re-submittal. *Multiple rounds of resubmittals may be required before planning application is complete. Each round may take up to 30 calendar days.*
6. When application is deemed complete, planner prepares Planning Application Conditions of Approval, Planning Commission public notices and administrative report. Applicant is required to post the public notice placard on the project site during the public notice period.  
If an Initial Study/Negative Declaration are required for the project pursuant to CEQA, additional processing time is required for the preparation and public review of these environmental documents. Unless an Environmental Impact Report (EIR) is required, the Initial Study/Negative Declaration are prepared by the planner and the public Notice of Availability and Intent to Adopt the Negative Declaration is mailed by the City. The public review period for the environmental document is 20 – 30 calendar days.
7. Planning Commission public hearing is held and the Commission makes a recommendation to the City Council; OR the Planning Commission continues the application to a future meeting. The Planning Commission typically meets the 2nd and 4th Tuesday of each month at 7:00 p.m.
8. City Council public hearing is held and decision is made; OR the City Council continues the application to a future meeting. There is no appeal period.  
The City Council typically meets the 1st and 3rd Monday of each month at 7:00 p.m.; however, meetings may not be held on the typical day due to holidays or in months like July, August and December when only one meeting is held during the month.

## Planning Application Neighborhood Notification Process

The San Mateo City Council and Planning Commission have established a preliminary planning application neighborhood notification and review process to ensure that there is resident involvement early in the land development process. The process is intended to familiarize the surrounding property owners and residents, business owners, neighborhood associations and interested persons with the details of the proposed project. It also serves to obtain input from interested groups and the City Planning Commission early in the development process.

All planning applications require either a “formal” or an “informal” pre-application process, with some exceptions noted below.

- The *formal* pre-application process starts with the official submittal of a formal preliminary planning application, staff review of the plans and a neighborhood meeting and a study session with the Planning Commission. If the proposed project qualifies as a project listed below, the large project pre-application neighborhood meeting and Planning Commission Study Session process is required pursuant to City Council Resolution # 98 (2008) “Adoption of a Pre-Application Planning Process.”
  - ❑ New residential projects over 20 units in size.
  - ❑ New non-residential buildings of 10,000 square feet or more.
  - ❑ Additions of 10,000 square feet or more to existing non-residential buildings.
  - ❑ Projects involving a Zoning Reclassification, Planned Development application or a General Plan Amendment, or subject to a Negative Declaration or an Environmental Impact Report under the California Environmental Quality Act.
  - ❑ Projects where the applicant has requested the formal pre-application process.

For projects listed above, please refer to the Planning Division application packet titled “The Large Project Preliminary Planning Application Guide” for more information.

- The *informal* pre-application process involves only a neighborhood informational meeting, typically held at the project site, and does *not* include a Planning Commission study session. The informal process is required for all projects that do not trigger the formal process. Exceptions only include cellular antenna applications and Certificates of Public Convenience applications, unless otherwise required by the Zoning Administrator due to the potential environmental impacts.

## NEIGHBORHOOD NOTIFICATION & MEETING PROCESS

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*The San Mateo City Council and Planning Commission have established a planning application neighborhood notification and review process to ensure that there is resident involvement early in the land development process. The process is intended to familiarize the surrounding property owners and residents, business owners, neighborhood associations and interested persons with the details of the proposed project.*

1. **Purchase mailing addresses:** Purchase the neighborhood informational meeting mailing addresses from the City of San Mateo Planning Division through the Online Permit Center:  
[www.cityofsanmateo.org/onlinepermitcenter](http://www.cityofsanmateo.org/onlinepermitcenter)
  - Click on *Citizen Self-Service (CSS) Online Permit Center*, then *Apply*, then *Informational Neighborhood Meeting Labels* under *Planning Applications*.
  - The fee is \$479 from 7/1/2021 through 6/30/2022.
  - Mailing addresses must be purchased from the City within 3 months of the neighborhood meeting date. If addresses are purchased and not used, the applicant must re-purchase the mailing addresses to ensure they are up-to-date.
  
2. **Virtual neighborhood meeting date & time:** Select the meeting date and time.
  - Meetings must be a minimum of one (1) hour
  - Meetings must be held between the hours of 6-8 pm on a weeknight or 12-6pm on a weekend
  - Meetings cannot be held on the following dates:
    - Evenings of City public meetings (City Council, Public Works Commission, or Planning Commission meetings only). Typical meeting dates include:
      - City Council – First and third Monday of each month
      - Planning Commission – Second and fourth Tuesday of each month
      - Sustainability & Infrastructure Commission – Second Wednesday of each monthPlease check the city's website at [www.cityofsanmateo.org/60/Commissions-Boards](http://www.cityofsanmateo.org/60/Commissions-Boards) and [www.cityofsanmateo.org/55/City-Council](http://www.cityofsanmateo.org/55/City-Council) for an up-to-date calendar.
    - Legal holidays, common religious holidays, or during the week of Thanksgiving and December 15<sup>th</sup>-January 1<sup>st</sup>, or local, State and Federal Election days
  
3. **Virtual Meeting Platform, Link, and Dial-in Phone Number:**
  - Meeting should be held via Zoom. Please check with the project planner if you wish to use another platform.
  - Create the following, which will be printed on the neighborhood notice postcards and placard(s).
    - A web link/URL to a publicly-accessible virtual conference meeting room. The City recommends providing an email for members of the public to request the URL in an email or calendar invitation.
    - A dial-in phone number with access code if applicable.
  
4. **Draft meeting notice:** Prepare the draft meeting notice that includes the following information:
  - A factual description of the proposed planning application. See attached sample notice and please be as detailed as possible in describing the scope of the project.
  - Reduced legible copies (8.5" x 11" or 11" x 17") of both the proposed site plan and existing and proposed building elevations for all four building sides. A website link to the full plan

set may be included in the notice in lieu of the plan sheets where the mailing list exceeds 1,000 individuals.

- Applicant and/or property owner’s name and contact information, including a phone number and/or email address.
- Virtual meeting information as described above

**5. Planning Division approval of meeting notice:**

- Email the draft meeting notice and plans to [Planning@cityofsanmateo.org](mailto:Planning@cityofsanmateo.org) to obtain staff approval of the draft notice and meeting date/time.
- The City must provide a written confirmation stating the draft notice is approved.

Note: Staff approval must be completed before making copies of the proposed notice/plans. Please allow time for revisions and additional review if necessary. If you do not obtain an approval before making copies, it will be the applicant’s responsibility to redo the notice at the applicant’s own expense.

**6. Prepare meeting notice:** Make copies of the approved meeting notice and plans, and complete the following:

1. Apply all the mailing addresses on envelopes
2. Place stamps on the envelopes
3. Place the applicant’s return address on the envelopes.
4. Insert the copies of the notice and plans in envelopes. (Please do not copy the stamped draft notice - use a clean unstamped original)
5. Seal the envelopes.

**7. Deliver notices:** Mail the envelopes at the Post Office or a USPS mailbox to ensure that all envelopes comply with the requirement to be postmarked at least 10 calendar days before the Neighborhood Informational Meeting.

<b>What to do at the Virtual Neighborhood Informational Meeting</b> *City staff will not be present	
1	The proposed site plan, building elevations, and landscaping concept plans shall be presented at the meeting. Detailed structural, framing, and plumbing plans are not necessary.
2	Record a list of who attends the meeting and their address and contact information. Submit with your Planning Application.
3	Record a list of the comments made at the meeting, and any written correspondence submitted at or before/after the meeting related to the proposed project. Submit with your Planning Application.
<i>Note</i>	<i>All neighborhood informational meetings must comply with the requirements listed above. Any deviations from these criteria may require that the meeting notices be mailed a second time and a second meeting be held in accordance with the above.</i>

*Upon completion of the pre-application neighborhood meeting, the applicant must submit a planning application no later than 60 calendar days after the meeting.*

## Sample Meeting Notice

NOTICE OF VIRTUAL INFORMATIONAL NEIGHBORHOOD MEETING  
RELATED TO A PROPOSED SINGLE-FAMILY RESIDENTIAL PROJECT AT  
ADDRESS

You are invited to attend a virtual neighborhood meeting with (insert name of property owners) to discuss a proposal for (insert detailed description of the proposed project, including the required planning application types (ex: SFDDR, SPAR, etc.)) at (insert property address(es)). Reduced copies of the proposed site plan and building elevations have been included for your reference.

The virtual meeting will be held on (day, date, time) at  
(URL for meeting web address).

Meeting ID: ### ##### Passcode: #####

Dial-in Phone Number: (###) ###-#### Access Code: #####

*To attend the virtual meeting, please type the link into your internet browser.*

*Please note that you are not required to be visible to others to participate in the meeting.*

*Please be sure that the mute button is not on should you want to participate.*

The purpose of this meeting is to get preliminary comments from the neighborhood regarding the proposed project. All property owners and residential and commercial tenants within 500 feet of the project site have been mailed this notice. After this meeting, the applicant will submit a planning application with the City of San Mateo. Once the planning application has been submitted to the City, you will receive another notice from the City requesting final comments on the proposed project prior to the final action on the planning application.

Prior to the formal submittal of a planning application, all comments should be directed to the applicant. Please contact (insert name of primary application contact, either the property owners or applicant) at (insert contact email and phone number) if you have any questions or comments or wish to arrange for an alternative meeting time or location to discuss the project.



## Planning Application Submittal Requirements

### Forms and Planning Application Deposit/Fees

- Property ownership:** Verification of property ownership in the form of two (2) copies of a current (less than one-year old) preliminary title report that lists the current owners of the property.
- Plans:** A digital submittal is preferred through a single PDF of the plans with a file size no larger than 10 MB. If a hard copy submittal is made, provide 6-8 bound and folded sets of full-size project plans, including CD or flash drive (will not be returned) with a single PDF file of the plans no larger than 10 MB.
- Written Description:** Written description of the Proposed Project, which may be included on the cover sheet of the plan set. If hard copy submittal, please provide 5-8 copies. For multi-family residential projects, please indicate whether the applicant wants to subdivide the property, including the creation of condominium units, at this time.
- Photos of the property:** Please provide digital photos of the project site along with photos of the adjacent properties on a 11" by 17" PDF/sheet, or within the project plans.
- Neighborhood Informational Meeting Documentation:**
  - List of all meeting attendees and their address and contact information.
  - List of all the comments made at the meeting, and any written correspondence submitted at or before/after the meeting related to the proposed project.
- Materials Board** showing proposed color, roofing material, other exterior materials (clear photos or manufacturer's brochures may suffice.)
- Arborist Report** See Page 19 below for applicability and submittal requirements. If an Arborist Report is required, please provide a copy in PDF and reproduce the Arborist Report within the project plans. For more information, please visit: [www.cityofsanmateo.org/562/Trees](http://www.cityofsanmateo.org/562/Trees)
- Residential Project Density Bonus Request Letter** including requested affordability level(s), waiver(s), and incentive(s)/concession(s) with justification for cost reduction.
- Full Site Survey** - Required for any New Residence, Fence Exception or SPAR Wall Extension application; Required for all other application types depending on lot/building specifics or if there is a discrepancy in a lot size with City records. The site survey is required to be stamped and signed by a Land Surveyor licensed by the State of California.
- Renderings and Photo Simulations:** High-quality building renderings and photo simulations are required as needed.
- Public Hearing Materials.** If your project will be reviewed by the Planning Commission or City Council, once your application is deemed complete the project planner will request additional items as needed, including 12 Half Size (11" by 17" or 12" by 18") high resolution plan sets.
- Payment** of the applicable fees in the Planning Application Deposits & Fee Schedule (pg. 20). Payments can be made online for applications submitted online.

### Completed Forms (Attached to this Guide):

- Planning Application Deposits and Processing Costs Form (pg. 21-22)
- Planning Application Form (pg. 23)
- Property Owner Authorization Form (pg. 24)
- Applicant Certification Form (pg. 26)
- Hazardous Materials & Air Quality Checklist (Non-residential projects only) (pg. 27)

- Statement of Completion of Required Neighborhood Informational Meeting Notice and Meeting Process (page 31)

Completed Forms (Please Print Separately):

- Stormwater Treatment Forms – if required- print from <http://www.flowstobay.org/newdevelopment>
  - Project Applicant Checklist for NPDES Permit Requirements
  - NPDES Permit Impervious Surface Data Collection Worksheet (if required)
  - Operation and Maintenance Information for Stormwater Treatment Measures (if required)
- City of San Mateo Climate Action Plan Consistency Checklist – print Appendix C from <https://www.cityofsanmateo.org/DocumentCenter/View/80652/2020-Climate-Action-Plan?bidId=>
- Address Plan – required if new/change of addresses are proposed for the new development – print Address Assignment Application from <https://www.cityofsanmateo.org/1072/Permit-Application-Center>
- Completed Environmental Assessment Form. Planning staff will advise you which form is needed and provide the form separately.

Additional items may be determined necessary by the planning during the Planning Application review.

## Planning Application Plan Submittal Requirements

If hardcopy plans are submitted, the number of full-sized plans sets required depends upon the type of project and number of City Departments/Divisions that review the application. Typically for most projects 6 sets are required, up to 8 are required for larger projects.

The project plans must be complete, dimensioned, drawn to scale, and include a North arrow. The scale of each plan sheet must be identified and must be large enough to be easily read. All plans must be signed by the person who prepared the plans, and if a licensed architect prepared them, they must provide evidence of their acceptance of responsibility, which is typically a signed license stamp. The following items must be provided on the plans.

<input type="checkbox"/> <b>COVER SHEET.</b> Please include the following Data Information on the first plan sheet:		
<b>DEVELOPMENT PROJECT DATA INFORMATION</b>		
Site Address:		
APN:		
Zoning Classification:		
Lot Size (Sq. Ft.):		
Permitted Floor Area Ratio:		
Maximum Permitted Floor Area (Sq. Ft.):		
	<i>Existing:</i>	<i>Proposed:</i>
<i>Floor Area (Sq. Ft.):<sup>1</sup></i>		
Main Structure(s):		
Detached Accessory Structures:		
Exemptions: <sup>2</sup>		
<b>Total Floor Area:</b>		
Existing Interior Floor Area to be Remodeled:		
Total Floor Area for Parking Requirements: <sup>3</sup>		
Total Covered Parking Stalls:		
Total Uncovered Parking Stalls:		
List of All Heritage Trees on Site including Species and Size		
Cubic Yards of Soil Disturbance: <i>(required in order to determine if a Stormwater Pollution Prevention Construction Permit is required)</i>		
<ol style="list-style-type: none"> <li>1. See Zoning Code Section 27.04.200 (b) (1) for full Floor Area definition.</li> <li>2. See Zoning Code Section 27.04.200 (b) (2) for full list of Floor Area exclusions.</li> <li>3. See Zoning Code Section 27.04.200 (d) for full list of Parking Floor Area exclusions (does not apply to general office, retail stores, food stores, drug stores, and shopping center uses)</li> </ol>		

**SITE PLAN.** (No smaller than 1/8" scale or 10' scale). Drawn to scale and showing the following:

- All dimensioned property lines consistent with County Assessor's Parcel Map or Site Survey.
- North arrow and scale.
- Adjacent streets drawn and dimensioned to the centerline of the street, showing sidewalks or curb line. Label the distance between the back of the sidewalk or curb and the property line.
- Location and identification of items of obstruction on sidewalks and curbs, such as fire hydrants, utility meters, utility poles and street lights.
- Existing and/or proposed driveways and walkways with width of all paved areas.
- Footprint and overhangs or projections (eaves/bay windows) for all structures located on the site. Include all accessory structures, covered patios, covered porches, carports, outdoor mechanical equipment, and any structures with walls and/or a roof on the property.
- Transformers, underground vaults, PG&E gas meters, Fire BFDs, and other above-ground and below ground utility equipment.
- All required covered and uncovered parking stalls (see Zoning Code § 27.18.110).
- Location, dimension and type of easements.
- Outline of structures on adjacent properties.
- Topographic elevation of the first floor level and spot elevations of existing and finished grade around property to determine daylight plane compliance and adjacent to building footprint for height measurement.
- All existing, proposed and required yard setbacks measured to the first and second floors and all detached structures (see Zoning Code § 27.18.070-27.18.100).
- Distance between structures.
- Existing and proposed transformers, underground vaults, PG&E gas meters, Fire BFDs, and other above-ground and below ground utility equipment. It is the City's policy that all utility equipment, including vaults and meters be located on private property and must be screened with a fence/wall or landscaping.
- All existing and proposed fencing or retaining walls including height and location (see Zoning Code § 27.84.010). Elevations and sections are required for some fencing.
- Landscaped areas showing areas of existing and/or new turf, shrubs, groundcover and trees. A separate full landscape/hardscape/furnishings plan is required for all projects with over 1,000 square feet of new or modified planting areas. For more information, see Zoning Code Chapter 27.71 Landscaping.
- Location, species and size (diameter when measured at 48" above grade) of all existing trees and note whether they are to be removed.
- Creeks, steep slopes or other special environmental features.
- Location of staging area for trash/recycling (staging on public streets is not permitted)
- Location and dimensions of on-site loading zones, if required.
- Location of short term and long term bicycle parking, with a detail showing dimensions of bicycle parking spaces, distance between racks and distance to other obstructions, including walls, curbs and landscaping
- Preliminary location of proposed public art as required by San Mateo Municipal Code Section 23.60.080.

☐	<b>FLOOR PLANS</b> (1/4" scale preferred). Drawn to scale and showing the following:
	<ul style="list-style-type: none"> <li>• Overall exterior dimensions and individual room dimensions for all levels and stories.</li> <li>• Location of all doors and windows, including window sizes.</li> <li>• Label or shade all walls and structures proposed to be demolished.</li> </ul>
☐	<b>ELEVATIONS</b> (1/4" scale preferred). Drawn to scale and showing the following:
	<ul style="list-style-type: none"> <li>• The existing structure(s)</li> <li>• The proposed structure(s)</li> <li>• Detached accessory structures, if new or any addition is proposed to an existing structure.</li> <li>• Grade elevation where the height is measured and finished floor elevations. For hillside properties, show existing and proposed grades.</li> <li>• Building plate height measured from existing grade to top of building plate line. This height is measured from existing grade at any point along the perimeter of a building, to the highest plate line of the structure directly above that point, regardless of whether that point is on the same plane as the building where it touches the ground (see Zoning Code § 27.04.080).</li> <li>• Building total height measured from existing grade to top of building roof peak.</li> <li>• Types and colors of exterior materials for siding, roof, trim, railings, eaves, other architectural detailing, and windows for both existing and new. Show window grid patterns, window operation types, and any obscured glazing. Note roof pitch(es).</li> </ul>
☐	<b>BUILDING SECTIONS</b> (1/4" scale preferred). Drawn to scale and showing the following:
	<ul style="list-style-type: none"> <li>• The proposed structure, including any proposed additions.</li> <li>• Grade elevation where the height is measured and finished floor elevations. For hillside properties, show existing and proposed grades.</li> <li>• Building plate height measured from existing grade to top of building plate line. This height is measured from existing grade at any point along the perimeter of a building, to the highest plate line of the structure directly above that point, regardless of whether that point is on the same plane as the building where it touches the ground</li> <li>• Building total height measured from existing grade to top of building roof peak.</li> <li>• Finished floors and interior heights for all levels.</li> </ul>
☐	<b>PARKING LOT OR GARAGE PLANS</b> (1/4" scale preferred). Drawn to scale and showing the following:
	<ul style="list-style-type: none"> <li>• Summary calculations of parking required versus proposed and breakdown of type of spaces (standard, compact, accessible) per Zoning Code requirements.</li> <li>• Dimensions of all parking spaces, aisles, driveways, and turning radii of all driveways.</li> <li>• Existing and proposed curb cuts and driveway locations.</li> <li>• Designation of all parking spaces (compact, standard, accessible, visitor, tenant).</li> <li>• All structural elements (curbs, columns, walls, or structures) which confine sides of parking stalls.</li> <li>• Dimensions of structural elements.</li> <li>• Slope and provide cross-section of driveway, for sloped lots or garage ramp.</li> </ul>

❑	<p><b>PARKING LOT OR GARAGE PLANS</b> (1/4" scale preferred). Drawn to scale and showing the following:</p> <ul style="list-style-type: none"> <li>• For residential uses, indicate location of security fence separating visitor from tenant parking.</li> <li>• Direction of traffic flow, width and location of roadways, and turning radii, if applicable.</li> <li>• Parking lot landscaping if required</li> <li>• Location and dimensions of loading zones, if required.</li> </ul>
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❑	<p><b>LANDSCAPE- LIGHTING- SITE FURNISHING PLANS.</b> (No smaller than 1/8" scale or 10' scale). Drawn to scale and showing the following:  <i>The landscaping plans and accompanying documents for projects with over 1,000 square feet of new or modified planting areas must be prepared or reviewed and signed by a licensed landscape architect registered with the State of California.</i></p>
	<ul style="list-style-type: none"> <li>• Name, address, and telephone number of the person or firm responsible for the preparation of the plans and other required information.</li> <li>• All existing and proposed buildings and other structures including fences, paved areas, and planted areas.</li> <li>• All existing plant material to remain and to be removed.</li> <li>• Species, sizes, and location of all proposed plant material.</li> <li>• Contour lines, if the slopes are in excess of 10%.</li> <li>• Existing and proposed topographic elevations at sufficient locations to clearly show the drainage pattern unless this information is provided on a separate grading plan or other document in the planning application.</li> <li>• Square footage of all planted areas.</li> <li>• Lighting plan showing fixture locations and styles, including a fixture schedule with a fixture photograph, manufacturer, color, and size. Photometric levels are required to be shown both on the site and on adjacent properties in compliance with the City Building Security Code "Exterior Security Lighting" (San Mateo Municipal Code Section 23.54.060).</li> <li>• Site furnishings and hardscape plan with locations and styles, including a schedule with furnishings/hardscape photograph, manufacturer, color, and size. Furnishings include but are not limited to bike racks, benches, planters, and other outdoor amenities. The City-required short term bike racks are the Bike Parking Welle Circular Racks, In ground, Stainless Steel Finish.</li> <li>• Details for fencing- elevations and sections with colors (including manufacturer&amp; color name) and finishes.</li> <li>• For all projects that include exterior work, a Completed Water Conservation in Landscaping Screening Form must be included with landscape plan; if the screening form indicates the project is subject to the Water Conservation in Landscaping Ordinance (SMMC 23.72.030), additional documentation prescribed by the screening form should also be included with the landscape plan.</li> </ul>

❑	<p><b>GRADING PLANS.</b> Grading plans are required for multi-family or commercial projects on slopes over 10%.</p>
	<p>Plans must be prepared by a licensed Civil Engineer and must indicate existing and proposed contours and highlight all areas over 15% slope.</p>

<input type="checkbox"/>	<p><b>FLOOR AREA CALCULATIONS OVERLAID ON PROPOSED FLOOR PLANS.</b> (scale same as floorplan.)</p>
	<p>Provide a single plan sheet showing the floor area calculations with blocked-out areas and calculations for each block to the tenth decimal point</p>
<input type="checkbox"/>	<p><b>FULL SITE SURVEY.</b></p>
	<p>Required for any New Residential Unit(s) or Non-residential buildings or Fence Exception; Required for all other application types depending on lot/building specifics or if there is a discrepancy in a lot size with City records. The site survey is required to be stamped and signed by a Land Surveyor licensed by the State of California.</p> <p>The survey is required to illustrate the legal boundaries, dimensions of all property lines, easements, right-of-way, creeks, public utilities and utility poles, location of all existing improvements/structures, setback of existing improvements/ structures, tree trunks, tree species (if possible) and accurate depiction of tree canopies/drip line along with spot elevations across the site, including designated spot elevations from where the building height and daylight planes will be measured.</p> <p>If located within a Special Flood Hazard Area, the survey must show the Base Flood Elevation (BFE) and the elevation of the lowest floor of the proposed structure.</p> <p>If the project is located adjacent to a creek or waterway, the survey must illustrate the top of bank, centerline of the creek and easement line (if any).</p>
<input type="checkbox"/>	<p><b>STORMWATER TREATMENT MEASURES.</b> Plans, calculations, and evidence as required</p>
	<p>by the Public Works Department to demonstrate compliance with the City of San Mateo’s Stormwater Pollution Prevention Program and NPDES Provision C.3 Requirements. If the project is 10,000 square feet or larger, please include NPDES Impervious Surface Data Collection worksheet and the Operation and Maintenance Information for Stormwater Treatment Measures worksheet or other applicable forms as directed by Public Works. All applicable forms are available at <a href="http://www.flowstobay.org">www.flowstobay.org</a>.</p>
<input type="checkbox"/>	<p><b>SOME SELECTED APPLICATIONS WILL REQUIRE ONE OR MORE OF THE FOLLOWING:</b></p>
	<ul style="list-style-type: none"> <li>• Vacant Lot or Building Maintenance Plan. For development sites that include a vacant lot or a property that is developed with a building or structure and is abandoned, vacant, or unoccupied by the property owner, tenant, or subtenant for more than 180 consecutive days, a detailed written Maintenance Plan must be submitted for review and approval consistent with City of San Mateo Municipal Code Chapter 7.48 Vacant Lot Maintenance. Vacant lots must be maintained free of litter, weeds, graffiti, debris, storage units, and the stockpiling of any material at all times. The property owner, or designee, must inspect the property at reasonable intervals and take other steps to reasonably ensure that no litter, weeds, graffiti, debris, storage units, or materials are stockpiled, collect, or are maintained on the lot. Any dead or dying vegetation, as well as any broken, malfunctioning irrigation components on the</li> </ul>



	<p>lot must be replaced by the property owner, or designee, within 72 hours of discovery or notification by the city.</p> <ul style="list-style-type: none"> <li>• Sign Information. On the site plan and elevation drawings include location, dimensions, colors, and materials of all proposed signs and dimensions and locations of all existing signs to remain.</li> <li>• Full-sized Color Elevations and Perspective Drawings &amp; Model. Required for residential projects of six or more units and for non-residential projects of 10,000 square feet or more.</li> <li>• List of all residential tenants occupying existing residences and monthly rental rates at the time of the planning application submittal. For Projects Requesting to Utilize State Density Bonus Law: Written Request for a State Density Bonus pursuant to Government Code Section 65915 and San Mateo Municipal Code. The Planning Application submittal shall include a detailed written request that identifies all requested “incentive(s) or concession(s),” “waivers or modifications to development standards,” and/or use of State Density Bonus law parking standards, and provides all the required items pursuant to San Mateo Municipal Code “Application Procedure.” State Law Section 65915(k) defines an “incentive or concession” as a reduction in site development standards or a modification of zoning code requirements or architectural design requirements that ... results in identifiable and actual cost reductions, to provide for affordable housing costs.” The City requires the submittal of documentation that there will be a “cost reduction” as a result of the requested incentive or concession in order to make the required finding that the requested incentive/concession results in a cost reduction (see State Code Section 65915(d)(1)).</li> </ul>
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<input type="checkbox"/>	<p><b>VARIANCE</b></p> <p>Variance request form: please submit the special variance request form that describes the special circumstances of the subject property which enable the Variance Findings to be made.</p>
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<input type="checkbox"/>	<p><b>SPECIAL USE PERMIT</b></p> <p>A detailed written description of the proposed use, major activities, hours of operation, number of employees or clients and other information pertinent to the application.</p>
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<input type="checkbox"/>	<p><b>PARCEL &amp; TENTATIVE SUBDIVISION MAPS</b></p> <p>Proposed parcel or tentative subdivision map, indicating all information required by Sections 26.48, 26.52, and 26.56 of the Municipal Code. (Same number of copies as plan sets, please include in stapled plan set.)</p>
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<input type="checkbox"/>	<p><b>SITE DEVELOPMENT PLANNING APPLICATION (for grading)</b></p> <p>This planning application is primarily required for grading (over 500 cubic yards or 5,000 square feet) on sites with slopes at or greater than 15%. Applications must include all information required by Chapter 23.40 of the Municipal Code.</p>
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<input type="checkbox"/>	<b>ARBORIST REPORT, TREE PROTECTION PLAN, TREE EVALUATION SCHEDULE, AND SITE DEVELOPMENT PLANNING APPLICATION (for tree removal)</b>
	<ul style="list-style-type: none"> <li>• Arborist Report by a certified arborist for any work near and/or removal of a Heritage Tree as defined by SMMC 27.71.040 and Major Vegetation as defined by SMMC 23.40.020. If an Arborist Report is required, please provide a copy in PDF and reproduce the Arborist Report within the project plans.</li> <li>• Tree Protection Plan by a certified arborist consistent with SMMC 27.71.150 “Preservation of Existing Trees.”</li> <li>• Tree Evaluation Schedule with Landscape Unit Values is required for all trees with a diameter of 6 inches or more proposed for removal. This Inventory must be prepared by an Arborist consistent with SMMC 27.71.150 “Preservation of Existing Trees.” See pages 33 and 34 for required forms.</li> <li>• Any major pruning requires submittal of a Protected Tree Work Application to the City’s Parks and Recreation Department and a copy of the approved permit shall be submitted to the Planning Division prior to decision on the Planning Application.</li> <li>• If the removal of any Heritage Tree or Major Vegetation is proposed, then a Site Development Planning Application is required. See SMMC 23.40.</li> </ul>
<input type="checkbox"/>	<b>CONDOMINIUM CONVERSIONS</b>
	<ul style="list-style-type: none"> <li>• Proposed tentative map, indicating all information required by Sections 26.48, 26.52, and 26.56 of the Municipal Code.</li> <li>• All items listed in Section 26.65.040 of the City’s Municipal Code, including a full building and zoning history report, a detailed property report with all the required information including a structural pest report and current zoning, building and fire code compliance report.</li> <li>• Evidence of completion of all required current residential tenant notification and a list of all residential tenants occupying existing residences and monthly rental rates at the time of the planning application submittal.</li> </ul>
<input type="checkbox"/>	<b>HILLSIDE PARCELS</b> Those parcels with any portion of the site with slopes over 15% may require the following submittals:
	<ul style="list-style-type: none"> <li>• Topographic map with contour intervals of 5 feet and the area of the site with greater than 15% slope indicated.</li> <li>• Structural Calculations.</li> <li>• Geotechnical Report.</li> <li>• Hydraulic Report.</li> <li>• Grading and Drainage Plan.</li> </ul>
<input type="checkbox"/>	<b>SPECIAL STUDIES.</b> The following items may be required by staff. If required, they must be submitted at the time of the initial Planning Application Submittal. Please submit two copies of all reports and a high-resolution PDF on a CD.
	<i>Prepared by Applicant-Hired Consultants:</i>

□	<p><b>SPECIAL STUDIES.</b> The following items may be required by staff. If required, they must be submitted at the time of the initial Planning Application Submittal. Please submit two copies of all reports and a high-resolution PDF on a CD.</p>
	<ul style="list-style-type: none"> <li>• Arborist Report</li> <li>• Geotechnical Study/Soils Report- with Mitigation Measures</li> <li>• Phase I &amp; II Report- with Mitigation Measures if hazardous materials present</li> <li>• Lead Survey &amp; Asbestos Survey Report- with Mitigation Measures if present</li> <li>• Shadow Study</li> <li>• Sewage Study</li> </ul> <p><i>Prepared by City-Hired and Managed Consultants:</i></p> <ul style="list-style-type: none"> <li>• Traffic Impact Analysis [Prepared by Hexagon Transportation Consultants] <i>Additional Studies Required in the Downtown Area, Rail Corridor TOD Plan Area and Hillsdale Station Area Plan:</i> <ul style="list-style-type: none"> <li>– Transportation Demand Management Plan with a Trip Reduction Program and Trip Generation Threshold</li> <li>– Parking Management Plan</li> </ul> </li> <li>• Noise Report- with Construction Related Noise Mitigation Measures [see General Plan Noise Element]</li> <li>• Historic Resource Evaluation and/or Evaluation of Compliance with Secretary of the Interior Standards for the Treatment of Historic Properties</li> <li>• Greenhouse Gas Emissions Analysis</li> <li>• Independent Design Review</li> <li>• Air Quality Technical Report/Community Health Risk Assessment</li> <li>• Archaeological Report (if a project with subterranean excavation in the High Sensitivity Area of the City Archaeological Map)</li> </ul> <p>Note other reports may be required for the environmental review document preparation. The City will typically contract the preparation of the required environmental assessment document to a City-hired CEQA consultant.</p>

## Planning Application Deposits & Fee Schedule

Effective July 1, 2021 to June 30, 2022. A full list of all City fees is included in the City's Comprehensive Fee Schedule (<https://www.cityofsanmateo.org/1030/Comprehensive-Fee-Schedule>)

PLANNING APPLICATION DEPOSIT/FEE TYPE	REQUIRED DEPOSIT <sup>1</sup> OR FLAT FEE AMOUNT
PLANNING APPLICATION(S)- ZONING ADMINISTRATOR DECISION (SINGLE FAMILY ONLY OR CERTIFICATE OF PUBLIC CONVENIENCE AND NECESSITY - ALCOHOLIC BEVERAGES)	\$4,000
FENCE EXCEPTION SPAR PLANNING APPLICATION	\$2,000
PLANNING APPLICATION(S)- ZONING ADMINISTRATOR DECISION (OTHER THAN SINGLE FAMILY, PCNs, OR SPAR FENCE EXCEPTIONS)	\$6,000
PRELIMINARY APPLICATION(S) (PRE-APPLICATION) FOR LARGE PROJECTS	\$25,000
PLANNING APPLICATION(S)- PLANNING COMMISSION DECISION – IF NO FORMAL PRE-APPLICATION WAS REQUIRED	\$10,000
PLANNING APPLICATION(S) – PLANNING COMMISSION DECISION – IF A FORMAL PRE-APPLICATION WAS REQUIRED	\$50,000
PLANNING APPLICATION(S)- PLANNING COMMISSION & CITY COUNCIL DECISION	\$100,000
MODIFICATIONS OF APPROVED PLANNING APPLICATIONS- ZONING ADMINISTRATOR DECISION	\$3,000
MODIFICATIONS OF APPROVED PLANNING APPLICATIONS- PLANNING COMMISSION DECISION	\$10,000
ANNUAL REVIEW OF DEVELOPMENT AGREEMENT	\$4,500
SPECIAL USE PERMIT - DAY CARE FACILITIES	\$2,000 <i>(flat fee, not a deposit)</i>
DESIGN REVIEW BY CONSULTING ARCHITECT (required for projects with 6+ units, 10,000+ SF non-residential; or other projects as determined by City Resolution)	\$5,000
Other: _____	_____
<b>ENVIRONMENTAL CLEARANCE (CEQA) PROCESSING</b>	
Categorical or Statutory Exemption	\$500
Initial Study and Negative Declaration	\$5,000 + Consultant Cost
Initial Study and EIR	\$10,000 + Consultant Cost
Mandated Federal, State, County Fees (e.g. Fish & Game CEQA Fee, Fish & Game Code 711.4, Negative Declaration, EIR)	As required by State or County Fee Schedule
<b>APPEAL OF PLANNING APPLICATION DECISION</b>	\$500 per appeal
<b>OTHER SERVICES</b>	
Required Mailing Labels for Neighborhood Informational Meeting Notices	\$479 <i>(flat fee)</i>
Staff Time	\$275 per hour
Monitoring of Required Mitigation Measure	Determined per project
Investigation [Fee for properties with code violations before or after planning application approval.]	Determined per project
Retrieval of off-site planning application records.	\$170 per box
Research requiring extensive staff time.	Staff time: \$275 per hour
Post Planning Application Project Consultation	Staff time: \$275 per hour
Landscape Unit In-Lieu Fees	\$324.53 per landscape unit

**PLANNING APPLICATION DEPOSITS AND PROCESSING COSTS**

- 1. City Council Resolution directs that Planning charges reflect the actual costs of staff time spent on each project and all direct costs (including but not limited to noticing, copying charges, and consultant staff time) associated with the application. Staff time is charged at the rate of \$275.00 per hour (through 6/30/2022) for all planning applications. The applicant is responsible for paying 100% of the costs of all staff/consultant time and all costs incurred pursuant to any appeal.  
Upon submittal of your project, a deposit in the amount indicated in the City Fee Schedule is required for each application type and environmental review track at the time of the submittal. If the total deposit is not expended when the final decision is made on your project, the balance will be refunded to you. If 70% or more of the initial deposit is expended during processing, you will receive an invoice for an additional deposit. All outstanding invoices must be paid prior to any public hearing or issuance of any permits. Prior to submitting a new application, you are required to pay all past due fees.
- 2. The applicant shall pay the actual cost of any consultant services required to process a planning application. Consultants are used by staff for the preparation of environmental documents, project design review, traffic studies, parking studies or historic resource analysis.
- 3. SMMC 3.64.020 Penalties and Interest. Any fee imposed by this chapter shall be due and payable within thirty days after the bill is mailed by the City. The fees shall be delinquent if not paid within said thirty days. Any person who fails to remit any fee within the time required shall pay a penalty of ten percent of the amount due, per month to a maximum of three months, plus interest at the rate of 1-1/2 percent per month, or fraction thereof, computed from the delinquent date of the fee until and including the date of payment.

**PROPERTY LOCATION**

Project Address(es):

Assessor Parcel Number(s):

**PROPERTY OWNER'S CONTACT INFORMATION FOR FUTURE INVOICES**

Name:

Mailing Address:

City:

State:

Zip:

Email:

Phone:

**PROPERTY OWNER'S SIGNED STATEMENT**

I hereby certify that I am the owner of record of the property described in the above Project Location and that I approve of the requested action herein. I have read the above Deposits and Maximum Job Cost/Charges and understand that the Planning charges reflect the actual staff time spent and other costs associated with the processing of this application(s). I understand that my initial deposit is an estimate of these charges and not a fee, and I agree to abide by the billing policy stated above. I also understand that overdue invoices are subject to San Mateo Municipal Code section 3.64.020 Penalties and Interest.

\_\_\_\_\_  
Property Owner's Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Print Property Owner's Name

\_\_\_\_\_  
Property Owner's Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Print Property Owner's Name

# Planning Application Form

City of San Mateo Planning Division  
330 West 20<sup>th</sup> Avenue, San Mateo, CA 94403-1388  
Ph: (650) 522-7212

## Applicant Information:

Name: \_\_\_\_\_

Mailing Address: \_\_\_\_\_

City, State, Zip: \_\_\_\_\_

Daytime Phone: \_\_\_\_\_

Email: \_\_\_\_\_

## Property Owner Information (If different than applicant):

Name: \_\_\_\_\_

Mailing Address: \_\_\_\_\_

City, State, Zip: \_\_\_\_\_

Daytime Phone: \_\_\_\_\_

Email: \_\_\_\_\_

*Please provide the above information for each additional property owner or applicant, if applicable, on a separate sheet of paper.*

## Project and Property Information

Project Address(es): \_\_\_\_\_

Assessor Parcel  
Number(s): \_\_\_\_\_

Brief Project Description: \_\_\_\_\_

## Property Owner Authorization

I certify that as the property owner, I authorize the filing of this planning application. I understand that pursuant to the City of San Mateo Municipal Code, conditions of project approval are binding upon both the applicant and the property owner(s). I agree to implement the Planning Application Conditions of Approval subject only to the right to object at public hearing on this application.

### Property Owner's Statement

I hereby certify that I am the owner of record of the property described in the above Project Location and that I approve of the requested action herein. I have read the above Deposits and Maximum Job Cost/Charges and understand that the Planning charges reflect the actual staff time spent and other costs associated with the processing of this application(s). I understand that my initial deposit is an estimate of these charges and not a fee, and I agree to abide by the billing policy stated below. I also understand that overdue invoices are subject to San Mateo Municipal Code Section 3.64.020 Penalties and Interest.

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Property Owner's Signature

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Date

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Print Property Owner's Name

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Property Owner's Signature

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Date

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Print Property Owner's Name

**I certify that I am authorized by the property owner(s) to file this Planning Application and submit, herewith, this authorization.** I understand that pursuant to the City of San Mateo Municipal Code, conditions of project approval are binding upon both the applicant and the property owner(s). I agree to implement the Planning Application Conditions of Approval subject only to the right to object at public hearing on this application.

---

Authorized Agent's Signature

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Date

## Tentative Maps: Application Processing Time Waiver

Section 66451.1 of the State Subdivision Map Act provides for the waiver of the application processing time limits imposed by the Act. This waiver applies when a tentative map application is filed in conjunction with other types of planning applications. In these instances, the tentative map will be subject to the same time limits imposed on all other types of planning applications by the Permit Streamlining Act; these limits are described below under Approval Deadlines.

### Approval Deadlines

The City must provide you with a written determination of the completeness of your application within 30 days of submittal. If your application is considered incomplete, the letter you receive will identify the items still needed. A determination that an application is incomplete may be appealed to the Planning Commission.

Once your application is determined to be complete, the City makes a decision on the application within certain State mandated deadlines which are described below:

1. For a project requiring an Environmental Impact Report (EIR) under the California Environmental Quality Act (CEQA), the City must make a decision on the application within six months after the EIR is certified.
2. For a project requiring a Negative Declaration under CEQA, the City must make a decision on the application within three months of the date the Negative Declaration is adopted.
3. For a project which is Categorically Exempt under CEQA, the City must make a decision on the application within three months after the determination of Exempt status is determined.

If the City does not make a decision within these deadlines, the development project will be deemed approved if public notice is provided in accordance with California Government Code Section 65956. At your request, the City may grant **one** 90-day extension for a project that requires a Negative Declaration or is Categorically Exempt, and **three** 90-day extensions for a project which requires and EIR.

## Applicant Certification

I certify that I have read through and fully understand this Planning Application and that the information provided in this form and in accompanying materials is true and correct to the best of my knowledge.

Further, I:

- Grant a waiver from Tentative Map application processing time limits as provided by the State Map Act thereby allowing concurrent processing of the tentative map and other planning applications for the same development project.
- Have examined the list of hazardous waste sites and contained water sources available at the Planning Counter and determined that:
  - The project site is **not** included on the list
  - The project site **is** included on the list. The appropriate portion of the list which identifies this site is attached to my application form.

Pursuant to Government Code Section 84308, I certify that I have not made a campaign contribution in excess of \$250.00 to a current City council or Planning Commission member within the last 12 months. If campaign contribution is in excess of \$250.00, please submit a statement which indicates the date, amount, purpose and recipient of the contribution.

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Applicant's Signature

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Date

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Print Applicant's Name

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Applicant's Signature

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Date

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Print Applicant's Name



## Hazardous Materials and Air Quality Checklist For non-residential projects only

Prior to issuance of a building permit, nonresidential projects which involve the storage of hazardous materials or affect air quality, must comply with:

- a. Section 25505, 25533, and 25534 of the California Health and Safety Code regarding businesses handling, storing, or disposing of hazardous materials, and;
- b. Regulation 2, Rule 1 of the Bay Area Air Quality Management District (BAAQMD) pertaining to the emission of air contaminants.

**This checklist must be filled out completely and accurately to ensure timely processing of your planning application.** Please see the following page for a sample list of businesses which may store hazardous materials and a list of commonly used materials considered extremely hazardous. If you answer YES to any of these questions, then clearance from the BAAQMD (650-771-6000), San Mateo County Environmental Health Department (650-363-4305), and the City of San Mateo may be required as part of your development application. Contact city planning staff for additional information.

1. Will this facility use, store, or handle any of the following? Please check all that apply.

<input type="checkbox"/>	Carcinogens	<input type="checkbox"/>	Compressed Gas	<input type="checkbox"/>	Corrosives
<input type="checkbox"/>	Combustible Liquids	<input type="checkbox"/>	Explosives	<input type="checkbox"/>	Flammable Liquids
<input type="checkbox"/>	Hazardous Waste	<input type="checkbox"/>	Liquefied Petroleum Gas	<input type="checkbox"/>	Organic Peroxides
<input type="checkbox"/>	Underground Tanks	<input type="checkbox"/>	Pesticides	<input type="checkbox"/>	Radioactives
<input type="checkbox"/>	Solvents	<input type="checkbox"/>	Oxidizers	<input type="checkbox"/>	Motor Oil, degreaser, thinner

2. Will this facility use Extremely Hazardous Substances (EHS) in excess of the Threshold Planning Quantities (TPD)? Please see page 25 for the EHS list. If you answer YES to any of the chemicals listed there, please list them in the space below.

3. If this facility uses EHS in ANY quantity, is the facility located within 1,000 feet of a sensitive facility (school, day care, hospital, retirement home)?

4. The BAAQMD requires permits for a variety of operations, including but not limited to those listed below. Will the intended use of this facility require a permit for construction or modification from BAAQMD? If you answer YES, then provide your BAAQMD letter confirming compliance.

• Auto body shops	• Wood, Plastic, or Metal Coatings
• Dry Cleaners	• Air Pollution Control Devices
• Paint Booths	• Underground Storage Tanks
• Solvent Degreasers	• Asbestos, Beryllium, Benzene
• Organic Liquid Storage	• Chromium (Mercury VI), Mercury Handling Equipment

5. Is this property listed on the San Mateo County Hazardous Sites List? See staff for current list.

# Hazardous Materials and Hazardous Waste Reference Lists

## Sample of Businesses Which May Store Hazardous Materials or General Hazardous Waste Wholesale and Retail Trade

- Automotive Dealers and Service Stations
- Furniture and Home Furnishings
- Wholesale Trade Durable Goods
  - Exs: lumber and constructions materials; motor vehicles and auto equipment.

### Manufacturing

- Chemicals and allied products
  - Ex: paint manufacturing, plastics & synthetics
- Electric and Electronic equipment
  - Ex: electric lighting and wiring equipment; household appliance manufacturing
- Furniture and Fixture Manufacturing  
Instruments and Related Products
  - Ex: photographic equipment and supplies; watches, clocks, watchcases
- Miscellaneous Manufacturing Industries
  - Ex: office and art supplies, jewelry, silverware, platedware

### Services

- Auto Repair and Services
  - Ex: auto rental, body shop, car wash
- Building and Special Trade Contractors
  - Ex: plumbing, heating, A/C, roofing, sheet metal work
- Business Services
  - Ex: disinfecting and exterminating
- Health Services
  - Ex: physicians, dentists, outpatient care
- Miscellaneous Repair Services
  - Ex: appliance repair, reupholstery
- Personal Services
  - Ex: laundry cleaning, garment services, photographic studios, beauty shops, barbers, shoe repair, furniture services
- Printing and Publishing

## Partial List of Commonly Used Extremely Hazardous Materials<sup>2</sup>

Material	TPQ <sup>3</sup> (lbs)	RQ <sup>4</sup> (lbs)
Acrylamide	5,000	1,000
Ammonia	500	100
Arizona	100	1
Bromide	500	1
Carbon Disulfide	10,000	100
Chlordane	1,000	1
Chlorine	100	10
Chloroform	10,000	5,000
Diborane	100	1
Diglycidyl ether	1	1,000
Diphacnone	1	10
Endosulfan	2	1
Endrin	500	1
Epichlorohydrin	1,000	1,000
Ethylenediamine	5,000	10,000
Ethylene oxide	1,000	1
Fluorine	100	10
Formaldehyde	500	1,000
Hydrazine	1,000	5,000
Hydrogen chloride	500	5,000
Hydrogen fluoride	100	100
Hydrogen peroxide >52%	1,000	1
Hyrdoquinone	500	1
Lindane	1,000	1
Mercuric oxide	500	1
Methyl isocyanate	1	500
Nitric acid	100	1
Phenol	500	1,000
Phosgene	2	10
Phosphine	500	
Potassium cyanide	100	10
Selenious acid	10	1,000
Silane (4- aminobutly) dieth oxymethyl	1	1,000
Sodium arsenate	1,000	1,000
Sodium arsenite	1,000	500
Sodium cyanide	10	100
Strychnine	10	100
Sulfuric Acid	1,000	1,000
Toluene 2 (4-diisocyanate)	100	100
Zinc phosphate	100	500

<sup>2</sup> The source of this data is Part 355, 40 Code of Federal Regulations, Appendix A

<sup>3</sup> TPQ = Threshold Planning Quantity. This indicates the quantity at which a material must be registered.

<sup>4</sup> RQ = Reportable Quantity. This indicates the quantity at which immediate notification of a material's release is required.

## Development Impact Fee Information

The City of San Mateo has several types of development impact and in-lieu fees that are imposed on new construction in the City. Specific fees are listed below; however, a full list of all City fees is included in the City's Comprehensive Fee Schedule (<https://www.cityofsanmateo.org/1030/Comprehensive-Fee-Schedule>)

### Public Works Department:

- Wastewater Treatment Plant Phase II Expansion Fee
- Transportation Improvement Fee
- South Trunk Area Sewer Improvement Fee
- Sanitary Sewer Connection Charge

### Parks and Recreation Department:

- Park Impact Fee (Municipal Code Section 13.05.070)
- Park In-Lieu Fee ((Municipal Code Chapter 26.64)

### Community Development Department:

- *Child Care Development Fee (City Council Resolution No. 88 – 2005)*: The Child Care Development Fee is charged to support the development of child care facilities. The fee is required to be paid for building permits that exceed 10,000 square feet that are either:
  - New Commercial Development;
  - Additions to existing commercial development; or,
  - Commercial tenant improvements requiring planning approval.
- *Affordable Housing Commercial Linkage Fee (Municipal Code Chapter 23.61)*: The Commercial Linkage Fee is charged for new non-residential construction such as office, hotel, medical, retail, and restaurants based on the principle that these new spaces will increase the number of workers, which creates a demand for housing. The fees collected are then to be used to support the creation or preservation of affordable housing to assist the workers who will make lower or moderate wages - those who cannot afford the current housing market prices. The fee is required to be paid for building permits for all commercial uses that exceed 5,000 square feet. Public uses such as hospitals, nonprofit, and government facilities as well as churches, schools, and child care centers are exempt. Developers who sign a Standard Wage Agreement are allowed a 25% reduction of the fee that is issued as a rebate upon the Certificate of Occupancy. There is also an option to provide construction of housing units in lieu of a fee payment.
- *Public Art (Municipal Code Chapter 23.60)*: The Art in Public Places fee is intended to create on site public art and fund an Art in Public Places Program. The fee is applicable to commercial and multi-family residential projects exceeding three (3) million dollars in building permit valuation. The fee is calculated as one-half of one percent of the building permit valuation.
- *Below Market Rate Housing In-Lieu Fractional Fee*: The City has a Below Market Rate (BMR) Housing Program with requirements that applies to projects consisting of 5 or more new residential units (see the following page). Specifically, a fractional fee is required to

be paid for residential projects with between 5-10 units or fractional units (see entire program for requirements).

Additional information on specific fees may be obtained by calling the following divisions/departments:

Building 522-7172

Housing: 522-7220

Parks and Recreation 522-7400

Public Works 522-7300

## **Below Market Rate Housing Requirements**

The City has a Below Market Rate (BMR) Housing Program with requirements that applies to projects consisting of 5 or more new residential units. This program implements the affordable housing goals and policies in the General Plan. Specific requirements for the development of affordable units are regulated by resolution adopted by the City Council. Additional information is available online at:

<https://www.cityofsanmateo.org/1095/Below-Market-Inclusionary-Program>

## Statement of Completion of Required Neighborhood Informational Meeting Notice and Meeting Process

Date of Neighborhood Informational Meeting: \_\_\_\_\_

Date of Mailed Notification: \_\_\_\_\_

In accordance with City requirements, I have completed the required Neighborhood Informational Meeting Notice and meeting process as required in the City Planning Division document titled “Neighborhood Informational Meeting Notice Instructions” for the proposed project located at:

\_\_\_\_\_.

I hereby certify under penalty of perjury, that the forgoing is true and correct.

Applicant’s Signature		Date
Print Applicant’s Name		

## Existing Tree Evaluation Schedule with Landscape Unit Values

**\*\*Must be Completed and Attached to Arborist Report**

### Required For Projects Involving the Removal of Trees 6" or More in Diameter for the Construction of New Residential Dwelling Units, Building Additions or Parking Lot Additions.

An Arborist Report and an Existing Tree Evaluation Schedule with Landscape Unit Values is required **for all trees with a diameter of 6 inches or more proposed for removal**. This Inventory must be prepared by an Arborist or Licensed Landscape Architect consistent with SMMC 27.71.150 PRESERVATION OF EXISTING TREES. Please submit an excel file with the information below.

#### Existing Tree Evaluation Schedule:

Formula for Calculating LU Value:  $(\text{ } \times \text{ } \times \text{ }) \div 0.35 \times (\text{ } \times \text{ } \times \text{ }) = \text{ }$

Ref.	Species Name	Fate: Preserved / Removed	Species Value %	Condition Value %	Location Value %	0.35	Caliper Size (inches)	0.70 if in allowable bldg. area	1.25 if Heritage Tree	LU Value
						0.35				
						0.35				
						0.35				
						0.35				
						0.35				

Total LU Value of Trees to be Removed: \_\_\_\_\_

## Required Tree Planting

Zoning Code, Section 27.71 – Landscape, requires all projects to have a minimum ratio of **1 tree per 400 square feet** of landscaped area. Existing trees that are a minimum of 6 inch diameter may count toward this total.

Landscape Area: \_\_\_\_\_sq. ft. ÷ 400 = \_\_\_\_\_ (a)

Number of existing trees from Tree Evaluation Schedule with a 6 inch or greater diameter **to be preserved**: \_\_\_\_\_ (b)

Landscape Unit (LU) value of trees **to be removed** from the Tree Evaluation Schedule: \_\_\_\_\_ (c)

Minimum LU value to be replaced and/or met through payment of in-lieu fees: **[a – b + c = d]** \_\_\_\_\_ (d)

### New Trees:

A “landscape unit” (LU) value equivalent to (d) above, must either be planted on site, or an “in-lieu” fee paid to the city’s street tree planting fund. If the LU value shown at (e) is not equal or greater than (d), then an in-lieu fee must be paid to the City’s street tree planting fund at the rate defined annually in the City’s Comprehensive Fee Schedule for each deficient LU.

New Trees Being Planted*			
Quantity	Size	LU Value	Total LU Value
	15 gallon	1	
	24 inch box	2	
	36 inch box	3	
	48 inch box	4	
<b>Total LU Value of new trees being proposed:</b>			(e)

\*New replacement trees shall be in addition to and not substitute requirements for new street trees, parking lot trees or other required trees.

### Fees Owed to the City Street Tree Planting Fund:

If (d) is greater than (e), there will be an LU value deficit calculated as follows:

[d – e = \_\_\_\_\_ x (the annually defined \$ per LU value as per Current Comprehensive Fee Schedule) = \$ \_\_\_\_\_