



CITY OF SAN MATEO  
COMMUNITY DEVELOPMENT DEPARTMENT

330 W. 20<sup>th</sup> Avenue  
San Mateo, CA 94403  
[www.cityofsanmateo.org](http://www.cityofsanmateo.org)

# Planning Application Form

## Application Request(s):

<input type="checkbox"/> Preliminary Planning Application	<input type="checkbox"/> Planning Application
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## Application Type(s):

<input type="checkbox"/> Single-Family Dwelling Design Review (SFDDR)	<input type="checkbox"/> Special Use Permit (SUP)
<input type="checkbox"/> Site Plan & Architectural Review (SPAR)	<input type="checkbox"/> Site Development Planning Application (SDPA)
<input type="checkbox"/> Other: _____	<input type="checkbox"/> Other: _____

## 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: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Questions? Contact: City of San Mateo - Planning Division  
 Phone: (650) 522-7212 · Email: [Planning@cityofsanmateo.org](mailto:Planning@cityofsanmateo.org)  
[www.cityofsanmateo.org/939/planning/](http://www.cityofsanmateo.org/939/planning/)



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# 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.

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

\_\_\_\_\_  
Date

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

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

\_\_\_\_\_  
Date

\_\_\_\_\_  
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

\_\_\_\_\_  
Date



# Planning Application Deposit Schedule

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

PLANNING APPLICATION DEPOSIT/FEE TYPE	REQUIRED DEPOSIT <sup>1</sup>	✓
Planning Application(s) – Zoning Administrator Decision (Single-Family only or Certificate of Public Convenience and Necessity – Alcoholic Beverages)	\$4,000	
Planning Application – SPAR for Fence Exception	\$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 (flat fee)	
Design review by Consulting Architect (required for projects with 6+ units, 10,000+ SF of non-residential, or other projects including some single-family projects as determined by City Resolution)	\$5,000	
Other: _____	_____	
<b>ENVIRONMENTAL CLEARANCE (CEQA) PROCESSING</b>		
Categorical or Statutory Exemption (Excluding Single-Family and PCNs)	\$500	
Initial Study and Negative Declaration	\$5,000 + Consultant Cost	
Initial Study and Environmental Impact Report (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>OTHER SERVICES</b>		
Mailing Labels required for Neighborhood Informational Meeting Notices	\$479 (flat fee)	
Staff Time	\$275 per hour	
Monitoring of Required Mitigation Measure	Determined per project	
Investigation [Fee for properties with code violations before or after PA 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	
Appeal of Planning Application Decision	\$500 per appeal	
Other: _____	_____	



# Planning Application Deposit & Processing Costs Form

## 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 \$167.00 per hour (through 6/30/2021) 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



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

*Note: Form is required for all Planning Applications, except for Preliminary Planning Applications*

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	