



City of Millbrae

STAFF LEVEL DESIGN REVIEW SUBMITTAL CHECKLIST

The following items shall be submitted to the Community Development Department for processing of a staff-level design review projects.

IT IS STRONGLY RECOMMENDED THAT YOU HIRE A DESIGN PROFESSIONAL TO PREPARE PLANS

Step 1: Pre-Application consultation with planner at the Planning Counter, Monday through Friday between 8:30 am to 12:00. At the counter planning staff will indicate “yes” or “no” in the “Required” column for each item on the below checklist. All items indicated as “Required” must be submitted for processing of your RESIDENTIAL development project. Please ensure that you thoroughly review these requirements, as you are responsible for obtaining all required information and for accuracy. **IT IS STRONGLY RECOMMENDED THAT YOU HIRE A LICENSED ARCHITECT TO PREPARE YOUR DESIGN PLANS AND APPLICATION PACKAGE.**

Step 2: After your Pre-Application consultation, and when you are ready submit a completed application package, please call (650) 259-2341 to notify a planner when you will be submitting your completed application package. You may submit on Monday, Wednesday or Friday between 8:30am to 12:00 at the Planning counter. Planning staff will indicate “yes” or “no” in the “Submitted” column on the below checklist indicating whether or not the required item was submitted to staff’s satisfaction. Application submittal packages can only be checked in to the City for processing if all required items are included. **Partially completed applications will not be accepted.**

Step 3: After your application package has been accepted, staff will review its contents and respond in writing within 30 days of submittal, either deeming your application “complete” or “incomplete”. In the event that this written notification indicates your application is “incomplete”, staff will provide detailed instructions for completing your application.

Step 4: Once you have received written notification that your application has been deemed “complete”, staff will begin a detailed analysis of your project. Detailed analysis may reveal conflicts between the proposed project and the City’s policies, regulations and guidelines that may require you to revise your plans or provide supplemental information. **A Planning Commission Public Hearing for the project can only be scheduled after Staff has concluded that the project adequately addresses all Staff-identified issues.**

Please direct all questions regarding these submittal requirements to the Community Development Department at
(650) 259-2341.

Counter Hours: Monday – Friday 8:30-12:00 pm or 1:00-4:00 pm by appointment.

Sheet No.	Requirements	Submitted
	Residential Submittal Requirements: Return <u>THIS</u> COMPLETED FORM.	
	Current Grant Deed or Preliminary Title Report: Provide document, not more than six months old, of all the properties on which development is proposed or for which an application for planning action is submitted.	
	Application for Planning Action: Complete ALL applicable items on the form, including signatures of Applicant and Property Owner(s), and submit the original.	
	Required Processing Fees: Submit payment, by cash, check, or credit card, in the full amount of the total fee. (See fees on Application for Planning Action form)	
	Project Description: ONE copy describing the project proposal in full detail. Provide specific information about the proposal, such as the intended use(s) of the proposed new square footage and any special circumstances that may be associated with the project. If demolition is proposed, if existing trees will be removed, or if the natural grade of the site will be changed, explain why and how.	
	Proof of Neighbor Consultation: Complete a separate form for each adjacent property owner abutting the project site. Submit original forms with signatures. If unable to obtain a response, submit original certified mail receipt.	
	Project Plans: ONE set of scaled, fully dimensioned plans, on 24" x 36" sheets. Each sheet shall include the name and address of the project, and the name and phone number of the applicant. REQUIRED information includes (<i>both existing and proposed</i>):	
A1.0	Cover sheet - Assessor's Parcel Number; zoning category; lot area square footage; scale; north arrow; vicinity map with 1,000-foot radius around project site depicting and labeling the major intersections and local street network; title block/project data with applicant contact info; sheet index; parcel map with adjacent properties and project scope. Lot coverage of existing and proposed areas – not to exceed lot maximum for zone, express in both square feet and percent. FAR for existing and proposed areas not to exceed FAR max for zone, express in both square feet and percent.	
A2.0	Site Plan - scale; north arrow; indicate all property lines, public and private easements; existing and proposed sidewalks, driveways, parking spaces, all existing and proposed structures, fences, walls, and any other existing or proposed site improvements; areas exceeding 30% slope; all required setbacks; a line marking the rear 1/3 of the lot; and the location street address, use, number of stories, and setback of the nearest abutting walls (and windows) of all structures on all abutting properties. Label all areas.	
A3.0	Floor Plans - scale; north arrow; horizontal dimensions and square footages of all existing and proposed rooms and areas on each floor, including all projections, whether covered or uncovered, keyed to a legend. All floor plans shall be oriented the same direction as the Site Plan.	
A3.1	Floor Area Key - scale; north arrow; existing and proposed rooms, spaces and projections included in the total floor area, including any spaces to be	

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	removed; label each individual space on all floors, both interior and exterior; sequentially using letters of the alphabet (AA, BB if needed); provide a chart with the net subtotals of each floor's area into a grand total.	
<u>A4.0</u>	Elevations - scale; north arrow; vertical dimensions; above grade, between floor, and top of ridge/parapet heights of each floor at each of the primary corners; dotted outline of any rooms where the ceiling height exceeds 15 feet; screening of all mechanical equipment on roof; elevation outline and window locations of abutting buildings; existing and proposed colors, materials, and textures of roof, walls, decks, trim, etc.; <u>existing elevations of all four sides</u> ; all roof pitches.	
<u>A5.0</u>	Sections - scale; north arrow; foundation, wall, and roof system of all rooms, including where ceiling height exceeds 9 feet; two sections (lateral and longitudinal). Provide existing and proposed.	
<u>A6.0</u>	Roof Plan - scale; north arrow; plan view depicting all existing and proposed roof elements of all buildings, including the direction(s) of pitch of each element.	
<u>A7.0</u>	*Landscape Plan - scale; north arrow; location and dimension of all planted areas; proposed location of all trees, shrubs, groundcover, and landscape features; botanical name, common name, quantity, and size of all plant materials; explanation of plant maintenance; and all trees, shrubs, and hedges to be removed/relocated.	
<u>A8.0</u>	*Erosion/Sediment Control Plan – scale; north arrow; site boundaries, existing drainage, streams, wetlands, wells, storm sewer inlets, existing and proposed buildings, paved areas, proposed disturbed area, gradient/direction of slopes before/after grading, overland sheet flow, location of temporary soil storage, access drive, location of proposed sediment controls, barriers, diversions; separate written narrative sheet identifying detailed management strategies.	
<u>A9.0</u>	*Preliminary Grading/Drainage Plan - scale; north arrow; existing and proposed topo-graphic contours in 2 foot intervals; natural site drainage; proposed finish floor elevations; critical cross-sections through the site extending past property lines and into center of roadway; all existing trees greater than 24" diameter. Note quantity of soil to be cut/filled, depth of cut or fill if over 2', and any disturbance of an area greater than 2,000 square feet.	
<u>A10</u>	Topographic Survey - Building corner spot elevations; Spot elevations and contours at appropriate intervals (determined by the surveyor's best judgement); Finished first floor elevations for existing structure(s); City of Millbrae or other recorded elevation benchmark utilized to perform survey. If no benchmarks are nearby, use an easily identified point with an assumed elevation (such as zero or 100).	
<u>A11</u>	**Flood Zone Survey - For projects that involve substantial improvements in the flood zone include all of the above plus: Elevations based on NAVD'88 datum; City of Millbrae or other recorded elevation benchmark utilized to perform survey; Flood zone and Base Flood Elevation (BFE), if determined; Elevations of bottom of crawl space, bottom of floor joist and garage slab; If the special flood zone hazard area boundary crosses the parcel, show the	

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	boundary with dimensions at each property line.	
	Residential Design Review Worksheet: ONE copy. Complete ALL calculations.	
	Color and Material Samples: ONE complete set of labeled samples of all exterior finishes mounted on a foam-core or cardboard, no smaller than 8½ x 11 inches, and no larger than 11x 17 inches. Include manufacturer paint chip colors.	
	Color Photographs: SIX sets (originals or copies) on 8½ x 11 inch sheets.	
	Photograph all sides of the existing building or site (if no building exists).	
	Photograph all facing elevations of all neighboring off-site structures.	
	Photograph front elevations of the buildings on both sides of the project.	
	Photograph front elevations of the buildings across the street from the project.	
	Label the subject and street address of each photograph on every sheet.	
	Submit a Key Map showing the locations from which photographs were taken, with numbering corresponding with photograph numbers.	
A12.0	Color 3-D Rendering: SIX copies of either an isometric or two-point perspective drawing of the proposed development on a 24 x 36 inch sheet.	
A13.0	**View Study: SIX copies of a schematic diagram depicting the range of views currently available to adjacent residents as viewed across the project site and how views will be affected by proposed development. Indicate both horizontal & vertical extent of all views.	
A14.0	**Privacy/Window Study: SIX copies of a schematic diagram depicting the loss or preservation of visual privacy currently enjoyed by adjacent residents which would result from the proposed development (such as the placement and size of new windows or the removal of existing screening vegetation or fences/walls).	
A15.0	**Solar Access Study: SIX copies of a schematic diagram showing existing and proposed design depicting the “worst case” blockage of morning and afternoon sunlight on abutting properties that would result from the proposed development.	
	**Story Poles: Construct a full-scale framework of poles accurately depicting the horizontal and vertical extent of the proposed construction in its actual location on the site so as to be viewable by the Planning Commission during a site visit.	

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	<p>Special Information: The following supplemental item(s) will also be needed:</p> <p>C3 & C6 Stormwater Checklist</p> <p>MWELO Landscape Checklist</p> <p>Additional sheets/study may be required.</p>	

** If City staff determines that this cannot be adequately provided by the applicant, the City's consultant will conduct this analysis based upon the applicant's plans and at applicant's expense.*

***May be required by City staff upon review.*

Please direct all questions regarding these submittal requirements to the
Community Development Department at (650) 259-2341.

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