



City of Millbrae

NON-RESIDENTIAL DESIGN REVIEW SUBMITTAL CHECKLIST

- Step 1:** Pre-Application Consultation at the Planning Counter, Monday through Friday between 8:30 am to 12:00. At the Planning counter 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 NON-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 to 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 Study Session for the project can only be scheduled after staff has concluded that the project adequately addresses all staff-identified issues.

This application is for:

(Check ALL that apply)

Within the MSASP

- ☐ New Building(s)
- ☐ New Addition
- ☐ Modification
- ☐ Design Review
- ☐ Conditional Use Permit

Within the DIA

- ☐ New Building(s)
- ☐ New Addition
- ☐ Modification
- ☐ Design Review
- ☐ Conditional Use Permit

Elsewhere

- ☐ New Building(s)
- ☐ New Addition
- ☐ Modification
- ☐ Design Review
- ☐ Conditional Use Permit

Sheet No.	Requirements	Submitted
	Non-Residential Submittal Requirements: Return <u>THIS</u> 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)	
	<p>Project Description: Provide a detailed written narrative describing the project. Provide specific information about the proposal, including, but not limited to, the following:</p> <p>(Additional evaluation criteria for restaurants located within the D.I.A and MSASP may apply, consult planning staff)</p>	
	What type of business(es) is/are proposed?	
	What are the hours of operation? What are the peak periods?	
	How many employees will there be and how many at one time?	
	Do you anticipate customers coming to the site of the business? If so, how many?	
	Who/what was the previous tenant at this location?	
	If any improvements are proposed to the existing building exterior, describe them.	
	If any improvements are proposed to the existing building interior, describe them.	
	If a new building is proposed, describe it. If any demolition is proposed, describe it.	
	If any landscaping improvements are proposed, describe them.	
	Describe all proposed signage.	
	What is the location and means of handling trash, recycling, and other waste?	
	How is rooftop equipment screened?	
	What is the proximity to existing/proposed parking (both on and off-street)?	
	What is the proximity to the nearest similar use(s)?	
	What is the proximity to the closest residential neighborhoods?	
	Describe your experience in the business.	
	Describe how this development is of benefit to the community.	
	What is the intended use of the proposed new square footage and any other special circumstances that may be associated with the project?	
	Describe any demolition that is proposed.	

Sheet No.	Requirements	Submitted
	Identify all existing trees that are proposed to be removed.	
	Identify if the natural grade of the site will be changed, and explain why and how.	
	<p>Project Plans: ONE set of scaled, fully dimensioned plans, on 24 x 36 inch sheets, for initial review by staff. EIGHT color sets must be submitted, SIX color sets of full-sized plans (24" x 36") and TWO half-sized (12" x 18"), will be needed one week prior to the Planning Commission meeting. <i>*If a Staff Review Board meeting is required, ONE electronic full-size set of 24 x 36 inch plans must be submitted at least 10 days prior to that meeting.</i> Each sheet shall include the name and address of the project, and the name and phone number of the applicant.)</p> <p>MINIMUM information MUST include (<i>both existing and proposed</i>):</p>	
<u>A1.0</u>	Cover sheet - Assessor's Parcel Number; zoning category; lot area sf; 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.	
<u>A2.0</u>	Site Plan - scaled; 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; all required setbacks (first and second floor) ; and the location, use, and setback of the nearest abutting walls of all structures on all abutting properties.	
<u>A3.0</u>	Floor Plans - scaled; horizontal dimensions and square footages of all existing and proposed floor area, including all projections, for every floor of every building on site. All floor plans shall be oriented the same direction as the Site Plan.	
<u>A4.0</u>	Elevations - scale; vertical dimensions; above grade, between floor, and top of ridge/parapet heights of each floor; screening of all roof-mounted mechanical equipment; existing and proposed colors, materials, and textures of walls, roof, windows, trim, etc.; all roof pitches.	
<u>A5.0</u>	Sections - scaled; foundation, wall, and roof system of each building; TWO sections (lateral and longitudinal).	
<u>A6.0</u>	Roof Plan - scaled; 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 - scaled; 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>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.	

Sheet No.	Requirements	Submitted
<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>A11.0</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 boundary with dimensions at each property line.	
<u>A12.0</u>	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 and TWO half-size (12" x 18") sets.	
<u>A13.0</u>	**Sign Program: SIX sets of the plan and elevation views needed to portray all proposed on-building and free-standing signage, including any existing signage to remain, on 24 x 36 inch sheets and TWO half-size (12" x 18") sets.	
<u>A14.0</u>	**Affordable Housing Plan: Residential development projects (including mixed-use) of ten (10) or more units. The applicant shall submit a preliminary affordable housing plan, which shall include the proposed number of inclusionary units, including the following information: the total number of inclusionary units and their location depicted on building floor plans or a site plan if there are no multi-story buildings, the unit sizes and the number of bedrooms for each inclusionary unit, the affordability level and initial rent or sales price for each inclusionary unit, the interior unit amenities which would differ from market-rate units, including, but not limited to, floor coverings, countertops, appliances, and plumbing and electrical fixtures; and the schedule for production of inclusionary units in phased developments.	
	Computer File: ONE .pdf file to be submitted after the project has been scheduled for Planning Commission. Include computerized versions of all hard copy sheets submitted.	
	Parking Calculations: Provide a detailed analysis of all existing on-site parking, indicating if any is shared with other users, and all off-site parking, including nearby on-street parking, intended for use by employees and patrons by applying the appropriate City parking standards for each proposed use within every building.	
	Color and Material Samples: ONE complete set of labeled samples of all exterior finishes mounted on a foam-core board or other strong, lightweight material, no smaller than 8½ x 11 inches, and no larger than 11 x 17 inches.	
	Color Photographs: EIGHT sets color photocopied on 8½" x 11" sheets.	
	Photograph all sides of the existing building or site (if no building exists).	
	Photograph all facing elevations of all neighboring off-site structures.	

Sheet No.	Requirements	Submitted
	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.	
	**Conditional Use Permit: Submit a detailed written description of the need for Use Permit; submit detailed Findings of Fact as identified in Zoning Code Sec. 10.05.2520.	
	**Variance: Submit a detailed written description of need for Variance; submit detailed Findings of Fact, as identified in Zoning Code Sec. 10.05.2540.	
	**Design Review: Submit application materials as checked off above in addition to all application requirements identified in Zoning Code Sec. 10.05.2500.	
	Proof of Adjacent Property Owner Consultation: Complete a separate form for each adjacent property owner abutting the project site. Submit original forms with signatures.	
	Special Information: The following supplemental item(s) will also be needed: **SIGN PLAN <hr/> <hr/> <p style="text-align: center;">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.

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