



# DESIGN REVIEW APPLICATION

## PLANNING DIVISION

315 Maple Avenue, South San Francisco, CA 94080

Phone: (650) 877-8535 Email: [planning@ssf.net](mailto:planning@ssf.net) Website: [www.ssf.net/planning](http://www.ssf.net/planning)

**\*Please note, a [Preliminary Project Review](#) by staff is required a minimum of 5-7 business days prior to application submittal. Please call (650) 877-8535 or email [planning@ssf.net](mailto:planning@ssf.net) to schedule an appointment. If you do not complete a preliminary project review, your application cannot be accepted.**

### Overview of Application Requirements\*

1. Application Fee 2. Environmental Filing Fees	Refer to fee schedule (available on <a href="#">Planning Webpage</a> )
3. Required Plans: a. Site Plan (existing vs. proposed) b. Elevations & Sections (existing vs. proposed) c. Floor Plans (existing vs. proposed) d. Landscape Plan (existing vs. proposed) e. Color Renderings of all elevations f. Professional Architectural Renderings/ Perspectives g. Existing Photos (site and surrounding properties)	Copies: • <b>Seven (7) sets</b> of 11"x17" plans. • <b>A Digital PDF copy.</b> • <b>Six (6) copies of photographs</b> , presented on 8½" x 11" paper.
4. Sample of Colors/Materials 5. Written Project Description	• 8 ½" x 11" board or similar.

*\*View pg. 4-5 for complete list of submittal requirements*

### When does the Design Review Board (DRB) Meet?

The DRB meets on the **3<sup>rd</sup> Tuesday of each month**, at 4:00PM (agendas are distributed prior to meeting).

### How is an Application Reviewed?

Staff will review your application for completeness and compliance with the zoning regulations within 30 days of submittal. The City's internal Technical Advisory Group (TAG) will also complete an initial review and provide comments. A letter/email to you will include any missing or incomplete items, clarification inquiries for design/site planning, and/or provide a tentative date for upcoming DRB meeting. Typically, the DRB reviews applications for most minor projects within two months of submittal.

### When Does A Project Require Design Review?

A **RESIDENTIAL** project requires design review by the City's Design Review Board (DRB) for the following:

1. A new house;
2. Additions to one, two, or three-family residential structures which break the existing roofline of the structure and/or which constitute a 50% or greater increase in floor area; and,
3. Exterior modifications deemed to have a potentially substantial impact on neighborhood character or compatibility.

A **COMMERCIAL/INDUSTRIAL** project requires design review for the following:

1. All projects that require a building permit, which involve construction, reconstruction, rehabilitation, alteration, or other improvements to the exterior of a structure or parking area.

### What does the Design Review Board (DRB) look for?

The DRB comments on design review applications, related drawings, and other materials for consistency with the City's Residential Development Standards and Supplemental Regulations, which are included in the Zoning Ordinance for each Zoning District. Generally speaking, the Residential Development Standards cover: site planning and building

relationships, architecture and design, landscaping, neighborhood compatibility, zoning regulations, privacy, and on-site grading.

Please complete all sections of the application:

Project Address:	
Applicant Name:	Property Owner (if different):
Address:	Address:
City/ St/ Zip:	City/ St/ Zip:
Phone:	Phone:
Email:	Email:
Architect/ Designer Name:	
Address:	Email:
City/ St./ Zip:	Phone:
Project Description:	
Current Use of the Property:	

**Single-Family Residential Data Sheet (For Residential Projects Only):**

Address:			
APN:			
Zoning District:			
Lot Area:	square feet		
	Existing	Change in	Total Proposed*
Habitable Living Area:	square feet	square feet	square feet
Non-habitable living area (Garage) :	square feet	square feet	square feet
Number of Bedrooms:			
Number of Parking Spaces (covered):			



**Application Checklist – Please complete all items for Preliminary Review with City Staff**

Overview of Submittal Requirements	Applicant	City
<b>1. Application</b> a. Complete, and signed by the property owner or authorized agent.	<input type="checkbox"/>	<input type="checkbox"/>
<b>2. Written Project Description</b> a. Detailed description of the proposed project and/or improvements.	<input type="checkbox"/>	<input type="checkbox"/>
<b>3. Design Review Fee</b> a. Application fee b. Environmental fees	<input type="checkbox"/>	<input type="checkbox"/>
<b>4. Single-Family Residential Data Sheet (For Residential Projects Only)</b>	<input type="checkbox"/>	<input type="checkbox"/>
<b>5. Site and Surrounding Area Photos – (6 sets on 8½" x 11")</b> <ul style="list-style-type: none"> <li>• Photos of the front and rear of the subject site, photos of the two (2) neighboring properties located to the right of the subject site, photos of the two (2) neighboring properties located to the left of the subject site, and photos of the three (3) properties across the street from the subject site.</li> <li>• If improvements/changes are made to the rear of the property, include photos of the rear of the subject site, two (2) structures located to the right of the rear of the subject site, two (2) structures located to the left rear of the subject site, and three (3) structures across the street or alley from the rear of the subject site.</li> <li>• All photos should be in direct alignment with the center of the mass of the photographed structure and should include any existing right-of-way improvements (i.e. curb and gutter, sidewalk, curb-cut).</li> <li>• Color photos must be labeled and printed on 8.5 x 11-inch paper (two photos per page is ok).</li> </ul>	<input type="checkbox"/>	<input type="checkbox"/>
<b>6. Material board 8.5" x 11" heavy card stock or foam core including exterior building color samples, roofing material, applied materials (e.g. stone, brick, trim) etc.</b>	<input type="checkbox"/>	<input type="checkbox"/>
<b>7. Hard Copy plans - Seven (7) half size (11" x 17" plan sets</b> <i>(see below for detailed list of <b>Plan Set Requirements</b>)</i>		
<b>8. Electronic files of all submitted documents</b> (PDF format - CD, USB, or email)	<input type="checkbox"/>	<input type="checkbox"/>

<b>Plan Set Requirements</b>		
<b>Cover Page showing:</b>	<input type="checkbox"/>	<input type="checkbox"/>
<ul style="list-style-type: none"> <li>• Project title – including the type of entitlement request (i.e. Design Review, Variance, etc.).</li> <li>• Project address and Assessor’s Parcel Number (APN) – if a new municipal address is required, please contact the Building Division to have an address assigned prior to submittal.</li> <li>• Date plans are prepared and any revisions.</li> <li>• Name, phone number and e-mail address of architect/designer/engineer.</li> <li>• Location map – indicating the subject parcel(s) and adjacent streets.</li> <li>• Approval stamp area – leave a 4”x4” area blank in the bottom right hand corner of the plans.</li> </ul>		
<b>Site Plan - fully dimensioned 1/8 inch scale showing:</b>	<input type="checkbox"/>	<input type="checkbox"/>
<ul style="list-style-type: none"> <li>• Property boundary lines and dimensions, and street right-of-way improvements (curbs, gutters, sidewalks, driveway aprons, edge of paving, etc.) and all walls, fences, and slopes.</li> <li>• Location, dimensions, and type of easements.</li> <li>• Location and setback of proposed structures, existing structures to remain and to be removed, including garages or accessory buildings.</li> <li>• Location, size, type and dripline of all mature trees and shrubs.</li> <li>• Partial footprint of structures on adjacent properties.</li> <li>• Other features such as trails, paths, utility poles, etc.</li> <li>• North arrow.</li> <li>• Sewer lateral, utility service location to new or existing house / structure.</li> </ul>		
<b>Single-Family Residential Data Sheet</b> (use the format provided above and print on the first page of the plan set)	<input type="checkbox"/>	<input type="checkbox"/>
<b>Floor Plans (existing vs. proposed) – dimensioned 1/4 or 1/8 inch scale showing:</b>	<input type="checkbox"/>	<input type="checkbox"/>
<ul style="list-style-type: none"> <li>• Existing and proposed development (including all habitable vs. inhabitable areas)</li> <li>• Wall legend identifying walls to be removed, walls to remain, and new walls.</li> <li>• Room dimensions and function (including closets).</li> <li>• Water heater &amp; furnace location.</li> <li>• Interior garage dimensions.</li> <li>• Existing and proposed gross floor area.                             <ul style="list-style-type: none"> <li>○ Provide one (1) copy of plans detailing how the floor area* was tabulated.</li> <li>○ <i>*Note – Habitable floor area (which excludes the garage) is measured to the exterior walls of the structure and counts stairwells one time.</i></li> </ul> </li> </ul>		
<b>Elevations – dimensioned 1/4 or 1/8 inch scale showing:</b>	<input type="checkbox"/>	<input type="checkbox"/>
<ul style="list-style-type: none"> <li>• Roof height, plate heights, and finished floor heights.</li> <li>• Overall building height.</li> <li>• Roof pitch.</li> <li>• Exterior building materials and proposed colors (identify all details).</li> <li>• Existing and proposed grade.</li> <li>• An outline of neighboring houses (general massing).</li> <li>• Section showing new building floors and relationship with proposed grading</li> </ul>		
<b>Architectural Renderings/ Perspectives (professionally rendered elevations)</b>	<input type="checkbox"/>	<input type="checkbox"/>
<ul style="list-style-type: none"> <li>• Professional renderings must be included for <u>all larger projects</u>.</li> <li>• Include critical or significant views from the public right-of-way, including one aerial view.</li> </ul>		
<b>Roof Plan – dimensioned 1/4 or 1/8 inch scale showing:</b>	<input type="checkbox"/>	<input type="checkbox"/>
<ul style="list-style-type: none"> <li>• Existing vs. newly proposed areas.</li> <li>• Roof Pitch</li> </ul>		

<b>Landscape Plan – dimensioned 1/4 or 1/8 inch scale showing:</b>	<input type="checkbox"/>	<input type="checkbox"/>
<ul style="list-style-type: none"> <li>• Existing vs. proposed landscaping, including species for groundcovers, shrubs, and trees.</li> <li>• Planting sizes (by diameter and box size) and quantities, labeled on the plan.</li> <li>• Type of irrigation and areas to be irrigated.</li> </ul>		
<b>Grading and Drainage – the Planning Division may require plans prepared by a licensed Civil Engineer, Architect or other qualified professional showing grading, drainage and/or topography information based on site characteristics such as, but not limited to:</b>	<input type="checkbox"/>	<input type="checkbox"/>
<ul style="list-style-type: none"> <li>• Site slope greater than 10% in any direction.</li> <li>• Proposed grade changes resulting in a cut or fill exceeding 24”</li> <li>• Any improvement that requires retaining walls, earth slopes, or any changes to surface elevations on the subject site which alter the existing flow of surface drainage toward adjacent properties.</li> <li>• Any improvement that changes the elevation of existing surface within the dripline of existing trees with a 12” diameter or greater.</li> </ul>		
<b>Cross-sections –may be required for plans that include structures 30’ or taller.</b>	<input type="checkbox"/>	<input type="checkbox"/>
<b>Dimensional sketch and/or a scaled model (<u>may</u> be requested and/or submitted as a tool to better view and understand the proposed project)</b>	<input type="checkbox"/>	<input type="checkbox"/>