



# PLANNING 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)

OFFICE USE ONLY  
PERMIT #: \_\_\_\_\_

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

### Overview of Application Requirements

1. Application Fees 2. Environmental Filing Fees	Refer to <a href="#">fee schedule</a> for all fees (available on <a href="#">Planning Division Webpage</a> )
3. Required Plans: a. Site Plan (existing and proposed) b. Elevation Drawings (existing and proposed) c. Floor Plans (existing and proposed) d. Landscape Plan (existing and proposed) e. Grading and drainage Plan f. Signage and Lighting Program g. Color Renderings of all elevations h. Existing Photos (site and surrounding properties) i. Any applicable Tentative, Final, or Parcel Maps	Copies: • <b>Two (2) sets</b> of full sized 24" x 36" plans • <b>Seven (7) sets</b> of reduced 11"x17" plans • <b>A Digital PDF copy</b>
4. Sample of Colors/Materials (if applicable)	• 8 1/2" x 11" board or similar.
5. Environmental Information Form (attached)	• 1 copy
6. Title Report	• 2 copies

### Application Type (check all that apply)

- |   |   |  |
|---|---|--|
| <input type="checkbox"/> Minor Use Permit (MUP)       | <input type="checkbox"/> Zoning Map/ Text Amendment | <input type="checkbox"/> Subdivision                                     |
| <input type="checkbox"/> Conditional Use Permit (CUP) | <input type="checkbox"/> General Plan Amendment     | <input type="checkbox"/> Tentative Parcel Map /<br>Vesting Tentative Map |
| <input type="checkbox"/> Use Permit Modification      | <input type="checkbox"/> Precise Plan               | <input type="checkbox"/> Other: _____                                    |
| <input type="checkbox"/> Variance                     |   |  |

Project Address: \_\_\_\_\_ Assessor Parcel #: \_\_\_\_\_

Zoning Designation: \_\_\_\_\_ Lot Size: \_\_\_\_\_

Present and/or Previous Use: \_\_\_\_\_

Adjacent Uses: \_\_\_\_\_

### Description of Proposal – Project overview and entitlement requests (please compile in a separate word doc or PDF if needed):

Provide a thorough description of the proposed project, an outline of all entitlement requests including the required findings and rationale/justification supporting each request and/or modification, and all other supplemental analysis or data to help staff process the application. Failure to provide detailed information may result in an incomplete application.

### Authorization of Property Owner

**Property Owner:** In signing this application, I, as property owner, have full legal capacity to, and hereby do, authorize the filing of this application. I understand that conditions of approval are binding. I agree to be bound by those conditions, subject only to the right to object at a hearing or during the appeal period.

Name: \_\_\_\_\_ e-mail: \_\_\_\_\_

Address/City/State/Zip: \_\_\_\_\_

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

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

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### Applicant Other Than Property Owner

**Applicant other than Property Owner:** In signing this application, I as applicant, represent to have obtained authorization of the property owner to file this application. If this application has not been signed by the property owner, I have attached separate documentation of full legal capacity to fill this application and agreement to conditions of approval, subject only to the right to object at the hearings or during the appeal period.

Name: \_\_\_\_\_ e-mail: \_\_\_\_\_

Address/City/State/Zip: \_\_\_\_\_

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

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

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### Legal Notice Deposit

In addition to the filing fee, a deposit for Legal Noticing procedures is required. This includes newspaper ad, Public Hearing notice to neighbors and any environmental document noticing that may be required by law. **Please note that this is a deposit and you will be required to reimburse the City of South San Francisco if the costs exceed the initial deposit.**

Notices: Please list any other persons involved in this application who should receive notices and agendas regarding this application.

Name: \_\_\_\_\_ e-mail: \_\_\_\_\_

Address: \_\_\_\_\_ Phone: \_\_\_\_\_

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Name: \_\_\_\_\_ e-mail: \_\_\_\_\_

Address: \_\_\_\_\_ Phone: \_\_\_\_\_

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

## Supplemental Project Information (information must be completed)

<b>Area Calculations</b>	<b>Existing</b>	<b>Proposed</b>	<b>Total</b>
<b>Total Lot Area (square feet)</b>			
<b>Total Building Footprint Area (square feet)</b>			
<b>Building Height</b>			n/a
<b>Number of Covered Parking Spaces</b>			
<b>Number of Uncovered Parking Spaces</b>			
<b>Setbacks</b>			
Front			
Rear			
Left			
Right			
<b>Residential only</b>			
Total number of Dwelling Units			
Square footage by floor			
Below grade			
1st			
2nd			
Garage			
Accessory building(s)			
Other _____			

**Check all that apply:**     New Construction     Alterations to structures     Full or partial demolition  
 Change of use     Change of hours/operating characteristics     Other: \_\_\_\_\_

**Historic Status (verify with Planning staff):**

Check one:     Contains a resource     Adjacent property contains a resource  
 No resource    Review the Historic Modification process handout, [available here](#)

**Non-Conforming (verify with Planning staff):**

Site contains non-conforming use(s)     Site contains non-conforming structures

**Grading (cubic yards):**

Total Cut: \_\_\_\_\_    Total Fill: \_\_\_\_\_    Total Import: \_\_\_\_\_  
Total Export: \_\_\_\_\_    Total Distributed Area: \_\_\_\_\_

**Storm Water Quality:**

Total of the site area to be disturbed or graded during construction: \_\_\_\_\_  
Total impervious area connected to City storm drain system (excluding single family dwellings): \_\_\_\_\_

*Westborough Water District: All applicants submitting development applications for projects more intense than a single-family dwelling will be notified by the Planning Division that they must obtain a "will serve" letter from the Westborough Water District prior to the city certifying the application is complete.*

**Environmental Setting:**

Describe the project site as it exists before the project, including information on topography, soil stability, plants and animals, and any cultural, historical or scenic aspects. Describe any existing structures on the site, and the use of the structures.

Describe the surrounding properties, including information on plants and animals and any cultural, historical or scenic aspects. Indicate the type of land use (residential, commercial, etc.), intensity of land use (single-family, apartment, shops, strip mall, warehouse, etc.)

Are the following items applicable to the project or its anticipated effects? All items checked "yes" must be discussed below; attach any additional sheets, and any studies or surveys that have been conducted on the proposed project site.

Yes	No	
<input type="checkbox"/>	<input type="checkbox"/>	A. Change in existing features of any bays, tidelands, beaches, lakes or hills, or substantial alteration of ground contours.
<input type="checkbox"/>	<input type="checkbox"/>	B. Change in scenic views or vistas from existing residential areas or public lands or roads.
<input type="checkbox"/>	<input type="checkbox"/>	C. Change in pattern, scale or character of general area of project.
<input type="checkbox"/>	<input type="checkbox"/>	D. Significant amounts of solid waste or litter.
<input type="checkbox"/>	<input type="checkbox"/>	E. Change in dust, ash, smoke, fumes or odors in vicinity.
<input type="checkbox"/>	<input type="checkbox"/>	F. Change in ocean, bay, lake, stream, or ground water quality of quantity, or alteration of existing drainage patterns.
<input type="checkbox"/>	<input type="checkbox"/>	G. Substantial change in existing noise or vibration levels in the vicinity.
<input type="checkbox"/>	<input type="checkbox"/>	H. Site on filled land or on slope of 10 percent or more grade.
<input type="checkbox"/>	<input type="checkbox"/>	I. Use of disposal of potentially hazardous materials, such as toxic substances, flammable or explosives.
<input type="checkbox"/>	<input type="checkbox"/>	J. Substantial change in demand for municipal services (police, fire, water, sewage, etc).
<input type="checkbox"/>	<input type="checkbox"/>	K. Relationship to a larger project or series of projects.

## CITY OF SOUTH SAN FRANCISCO

### COST REIMBURSEMENT AND HOLD HARMLESS AGREEMENT

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The City Council has authorized cost reimbursement for City Attorney services for the following types of projects requiring discretionary approval:

1. All non-residential projects requiring approval of:
  - (a) Conditional use permit
  - (b) Planned Unit Development Permit
  - (c) Development Agreement
  - (d) Zoning amendment
  - (e) General plan amendment or;
  - (f) Specific plan or amendment thereto or other discretionary approval.
2. All residential or mixed use projects containing four (4) or more residential units and/or those residential projects requesting an owner participation agreement, disposition and development agreement, affordable housing agreement or development agreement, or approval by the Planning Commission or City Council;
3. Any project requiring a mitigated negative declaration, environmental impact report, or an addendum to an environmental impact report.

Applicant agrees to pay all personnel and related direct, indirect and overhead costs of the City Attorney for review and processing necessary for the subject project, even if the application is withdrawn, not approved, approved subject to conditions, or modified on approval. Applicant agrees to make an initial deposit of two thousand dollars (\$2,000) unless the proposed project requires an Environmental Impact Report, Development Agreement, General Plan Amendment or a Specific Plan, in which case the deposit shall be five thousand dollars (\$5,000.00). Deposits shall be applied toward the above referenced costs. Applicant further agrees that no final building permit and/or inspection for the project will occur until all costs are paid. Any refund of amounts deposited shall be made in the name of the applicant, to the address noted for billing information.

Applicant shall provide written notice to the City's Chief Planner in the event there is a change in the applicant's interest in the property, project, or the billing contact person for said project. Said notice shall be mailed first class, postage paid, and certified mail to:

Planning Manager  
City of South San Francisco  
315 Maple Avenue  
South San Francisco, CA 94080

Applicant, and any other signatories below, hereby understand and agree that the costs incurred by the City Attorney for review and processing of the proposed project are attributable to the project and may not be assigned without the prior written consent of the City. Applicant shall remain responsible for all outstanding costs incurred by the City. The City reserves the right to request an additional deposit from applicant, should the City Attorney incur additional costs or if costs exceed the amount on deposit.

Applicant, and any other signatories below, agree to defend, indemnify, and hold harmless the City of South San Francisco and its agents, officers, and employees from any action, claim, or proceeding brought against the City or its agents, officers, or employees which challenges the validity of any approval by the City, its agencies, boards, Commission, or Council with respect to applicant's project. Applicant, and other signatories below agree that this indemnification shall apply to any attorney fees incurred by the City, costs of suit, damages, or other expenses awarded against the City, its agents, officers, and employees in connection with the action. This indemnification releases the City from and against all liability in connection with City's defense of its action in any proceeding brought in any state or federal court challenging the City's actions with respect to the applicant's project.

In the event that an action, claim, or proceeding is initiated against the City with respect to the applicant's project the applicant, and other signatories below, shall cooperate fully in the defense upon receipt of notification by the City. Nothing in this agreement shall prohibit the City from participating in the defense of any claim.

This agreement shall be only executed by an authorized representative of the applicant. The person(s) executing this agreement represents that he/she is authorized to enter into agreement on behalf of the applicant. If more than one person or entity is named as Applicant for the proposed project, all entities/persons must sign as indicated below.

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

Site Address: \_\_\_\_\_

\_\_\_\_\_  
Applicant Signature

\_\_\_\_\_  
Date

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

Title: \_\_\_\_\_

\_\_\_\_\_  
Property Owner Signature (*If different than applicant*)

\_\_\_\_\_  
Date

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

Title: \_\_\_\_\_

Additional applicants:

\_\_\_\_\_  
Applicant (2)

Date: \_\_\_\_\_

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

Title: \_\_\_\_\_

\_\_\_\_\_  
Applicant (3)

Date: \_\_\_\_\_

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

Title: \_\_\_\_\_

## APPLICATION CHECKLIST

Note: Failure to submit all required information will result in the issuance of an incompleteness letter. Please review SSFMC Title 20 for specific performance standards and site & development regulations.

	Appl.	Staff
1. <b>Fee(s)</b>	<input type="checkbox"/>	<input type="checkbox"/>
2. <b>Completed &amp; Signed Application</b>	<input type="checkbox"/>	<input type="checkbox"/>
3. <b>Description of Proposal (on pg. 1) completed or included as a separate document, which shall include a list of all entitlement requests and the rationale/ supporting data for each request</b>	<input type="checkbox"/>	<input type="checkbox"/>
4. <b>Plan Set (including cover page with date, designer contact info, and project data), and:</b>	<input type="checkbox"/>	<input type="checkbox"/>
5. <b>Photographs of site (include existing and adjacent sites)</b>	<input type="checkbox"/>	<input type="checkbox"/>
6. <b>Site Plan, including:</b>		
A. Property lines & dimensions	<input type="checkbox"/>	<input type="checkbox"/>
B. Setback lines	<input type="checkbox"/>	<input type="checkbox"/>
C. Existing/Proposed structures	<input type="checkbox"/>	<input type="checkbox"/>
D. Lot coverage calculations	<input type="checkbox"/>	<input type="checkbox"/>
E. Roof Plan	<input type="checkbox"/>	<input type="checkbox"/>
F. Open Parking Areas	<input type="checkbox"/>	<input type="checkbox"/>
7. <b>Elevations, including:</b>		
A. Trims & Finishes	<input type="checkbox"/>	<input type="checkbox"/>
B. Roof Pitch	<input type="checkbox"/>	<input type="checkbox"/>
C. Any existing or proposed roof equipment	<input type="checkbox"/>	<input type="checkbox"/>
D. Any retaining walls & fences	<input type="checkbox"/>	<input type="checkbox"/>
E. Any signs	<input type="checkbox"/>	<input type="checkbox"/>
F. Color Elevations	<input type="checkbox"/>	<input type="checkbox"/>
G. Daylight Planes (if applicable)	<input type="checkbox"/>	<input type="checkbox"/>
8. <b>Floor plans, including:</b>		
A. Existing and proposed floor plan	<input type="checkbox"/>	<input type="checkbox"/>
B. Room function & size	<input type="checkbox"/>	<input type="checkbox"/>
C. Existing & proposed gross floor area	<input type="checkbox"/>	<input type="checkbox"/>
D. Garage dimensions	<input type="checkbox"/>	<input type="checkbox"/>
9. <b>Landscape plan, including:</b>		
A. Species types	<input type="checkbox"/>	<input type="checkbox"/>
B. Planting sizes and numbers	<input type="checkbox"/>	<input type="checkbox"/>
C. Type of irrigation system	<input type="checkbox"/>	<input type="checkbox"/>
10. <b>Inclusionary Housing Proposal Description (if applicable)</b>	<input type="checkbox"/>	<input type="checkbox"/>
11. <b>Historic Resource Evaluation letter for any property <u>older than 50 years</u>, completed by an Architectural Historian or registered and licensed Architect</b>	<input type="checkbox"/>	<input type="checkbox"/>
12. <b>Downtown Conformance Checklist - For Projects in the Downtown Station Area Specific Plan</b>	<input type="checkbox"/>	<input type="checkbox"/>
13. <b>8 ½" x 11" Colors &amp; Materials board (if applicable)</b>	<input type="checkbox"/>	<input type="checkbox"/>
14. <b>Required copies of plans</b>	<input type="checkbox"/>	<input type="checkbox"/>
15. <b>Electronic files of all Plan Sets and Supplemental Documentation</b>	<input type="checkbox"/>	<input type="checkbox"/>
16. <b>City Attorney Cost Recovery Agreement</b>	<input type="checkbox"/>	<input type="checkbox"/>
17. <b>Property Title Report</b>	<input type="checkbox"/>	<input type="checkbox"/>