

**CITY OF BRISBANE
HCP PROCEDURES FOR
DEVELOPMENT ENTITLEMENT OF PARCELS
(HCP UNPLANNED TO PLANNED PARCEL PROCESS)**

(Updated: 3/21/17)

Biological Survey:

1. Property owner contacts City to request biological survey of property. Property owner provides a \$1,000 deposit, and a conceptual site plan identifying proposed structure footprints and areas to be disturbed (including yard areas and access roadways, as applicable).
2. City obtains bid proposal from approved biological consulting firm(s). City may require deposit account to be established prior to obtaining third party bids.
3. Owner establishes or updates deposit account with City to reflect bid to be awarded.
4. City contracts selected firm.
5. Consultant conducts biological assessment and prepares report which characterizes habitat value and makes recommendations regarding habitat preservation and HCP compliance, in the form of a proposed Draft HCP Operating Program for the Management Unit. (Note: Where feasible, preliminary development plans to be provided by the applicant prior to consultant's preparation of the draft Operating Program.)
6. City provides consultant's report and draft HCP Operating Program to the applicant for review and potential revision of the preliminary development plans.
7. City provides consultant's report to the County to review and provide feedback on the draft Operating Program.

Planning Approvals:

8. Property owner refines site development plans, based on biological survey and County's preliminary approval of the draft HCP Operating Program.
9. Property owner submits development plan to City and applies for appropriate development permit approvals (Parcel Map, Environmental Review, Use Permit, etc. as applicable).
10. City reviews applications for completeness, which includes Draft HCP Operating Program for the proposed development, and initiates California Environmental Quality Act (CEQA) review via preparation of an Initial Study. Based on the Initial Study, either a Negative Declaration, a Mitigated Negative Declaration, or Environmental Impact Report (EIR) may be required. (Note: Refer to the City of Brisbane's CEQA Information Handout for detailed information on CEQA documents and the CEQA review process.)

11. Once application is complete, City forwards application, CEQA document, and Draft HCP Operating Program to San Mateo County Parks Department, California Department of Fish and Wildlife, and U.S. Department of Fish and Wildlife for 30-day review.
12. If comments received indicate revision of development plans is necessary for consistency with the draft Operating Program, or revisions to the Operating Program are necessary, the applicant may revise and resubmit for further review by agencies.
13. City schedules public hearing after closure of 30-day HCP review period and applicable CEQA review period.
14. Planning Commission reviews proposed development plan, CEQA document, and draft HCP Operating Program, and makes a decision to approve or deny.
15. City notifies County of Planning Commission action and provides copy of adopted HCP Operating Program.

Building Permit issuance:

16. Applicant applies for building permit with the City.
17. Prior to Building Permit issuance, City staff assists property owner and San Mateo County Counsel to complete required "Declaration of Covenants and Restrictions on Real Property on San Bruno Mountain (Exhibit "G") ("Declaration"), and "Agreement to Comply with Terms and Conditions of the Agreement with Respect to the San Bruno Mountain Area Habitat Conservation Plan and Section 10a Permit" ("Agreement").
18. County Counsel, following owner(s)' notarized execution of the Declaration and Agreement documents, initiates process to obtain approval of California Department of Parks and Recreation and of County Board of Supervisors prior to recordation with the County Recorder's office.
19. Executed and recorded Declaration and Agreement documents are provided by the County to the City and the owner(s).
20. Following receipt of executed and recorded documents (Declaration and Agreement), and City's determination that the application complies with the planning permits (entitled project) and applicable State Building Code and City Code requirements, the City may issue the Building Permit.

During Construction:

21. Applicant must comply with HCP Operating Program obligations and any mitigation measures required through the approved CEQA document, as applicable. If necessary, property owner contracts with City for any required field supervision by third party consultant, per mitigation measures or other conditions of approval.

22. If conditions of approval or unusual circumstances require, City may confer with County during building process.
23. Upon completion of construction, City conducts final inspection to verify all conditions have been met and building complies with permits and issues Certificate of Occupancy.

Post Construction:

24. City notifies County in writing that a Certificate of Occupancy has been issued, to allow County to begin assessment of HCP funding.
25. Owner to continue with any required post-construction HCP requirements, including payment of annual HCP funding and ongoing HCP Operating Program obligations.