

CITY OF BRISBANE

DESIGN PERMIT APPLICATION CHECKLIST

SUBMITTAL REQUIREMENTS. For the Planning Commission to thoroughly review a proposal, certain information is required from you, the applicant. You should be aware that incomplete applications will not be placed on the Planning Commission agenda.

➤ **ELECTRONIC SUBMITTAL REQUIRED:**

- Please submit all required items as PDF, Microsoft Office (Word, Excel, etc.), or JPG/TIF/PNG file types, as appropriate to the items listed below. You may compress or archive multiple file types into a single folder and upload the compressed (zipped) folder to our [electronic planning application](#). (Max 125 MB per file or folder.)
- Development plans MUST be submitted in PDF format;** CAD or other drafting file types will not be accepted. Development plan pages must be contained in one single PDF file; PDF files of individual plan pages will not be accepted. Please see the [Plan Preparation Guidelines](#) for digital file submittal standards.

ALL DESIGN PERMIT APPLICATIONS:

The following information and documents are required for all design permit applications, unless specifically waived by staff:

- APPLICATION – A completed electronic planning application. Applications may be electronically signed and may require a [Property Owner Authorization Form](#).
- APPLICATION FEE – Refer to line P15a/b and P16a/b of the [Master Fee Schedule](#). Fee may be paid by Visa or MasterCard (please note 2% additional processing fee), or by check.

Note: Planning fees are non-refundable.

- SUPPORTING MATERIALS – The below documents and plans must be electronically submitted with any permit application.
 - PROJECT DESCRIPTION – A complete project description, which shall describe all components and phases of the proposed project.
 - DEVELOPMENT PLANS – The below-listed development plans prepared in accordance with the Community Development Department's plan preparation guidelines:
 - Site Plan
 - Floor Plans
 - Exterior Elevations
 - Lighting Plans

- Conceptual Grading/Drainage Plan
- Conceptual Landscape Plan
- Topographic Map
- Boundary Survey
- Demolition Plan

Note: Staff may waive certain plan components based on the specific project proposal. Consult with staff prior to submittal to confirm required components.

- COLORS AND MATERIALS BOARD – A color and materials board in PDF format showing proposed exterior materials, finishes and colors consistent with the Development Plans. (A physical board may be required.)
- PHOTOS – Photos of the site and surrounding area. A list with the file name, date the photo was taken, the photographer, brief description, and diagram or site plan showing the point and direction for each photograph taken must accompany all photos. Photos may be submitted digitally in the following formats: GIF, JPG, JPEG, PNG, PDF, BMP, or TIF.
- PHOTOSIMULATIONS/RENDERINGS – Photosimulations or renderings, showing:
 - Finished exterior materials and colors palette
 - Landscaping consistent with the conceptual landscape plan.
- STORMWATER CHECKLIST – A completed C.3/C.6 Checklist or Small Projects checklist, depending on the project type and scope. (Check with Community Development staff prior to completing.)
- ENVIRONMENTAL INFORMATION – Environmental Information Form (check with Community Development staff prior to completing).
- SUPPORTING STATEMENTS – A written statement of findings from Attachment A of this checklist, as applicable to the project and zoning district.

CONDOMINIUM APPLICATIONS:

- All items listed above under “All Permit Applications.”
- CONDOMINIUM PLAN – A condominium plan consistent with the requirements of [California Civil Code §4285](#).
- DECLARATION OF COVENANTS AND RESTRICTIONS – A copy of the declaration of restrictions and proposed management arrangement relating to the projects, consistent with the requirements of BMC [§17.30.040](#).F and the provisions of [California Civil Code §4205-4370](#).



- PARCEL/SUBDIVISION MAP – A tentative subdivision or parcel map (see Tentative Map Application Information Checklist), or completed request to waive the requirement for a subdivision or parcel map (see Tentative or Parcel Map Waiver Application Information Checklist).

PRINCIPAL STRUCTURES IN THE SCRO-1 DISTRICT:

- All items listed above under “All Permit Applications.”
- VISUAL IMPACT ANALYSIS – A visual impact analysis addressing the following design issues:
 - Relationship to steep slopes; public view corridors;
 - View of San Francisco Bay and San Bruno Mountain;
 - Material and lighting, especially as pertains to light and glare;
 - Treatment of roofs and the screening of mechanical equipment.

RIDGELINE DEVELOPMENTS IN THE R-BA DISTRICT:

- All items listed above under “All Permit Applications.”
- STORY POLE PLAN – Story pole plan and installation of story poles on the subject property to show the height and mass of the proposal consistent with the requirements of [BMC §17.12.040.L.1](#).

ADDITIONAL SUBMITTAL REQUIREMENTS: The Community Development Director may require any of the following items, based on review of the application:

- STORY POLE PLAN – Story pole plan and installation of story poles on the subject property to show the height and mass of the proposal.
- TITLE REPORT – A Title Report for proposals where the legal establishment of the project site cannot be determined.
- DRAINAGE/HYDROLOGY – A Preliminary Drainage/Hydrology Study for proposals that would result in a substantial increase in storm water runoff or the project is proposed where an insufficient capacity for storm water runoff currently exists.
- NOISE ANALYSIS – An Acoustical Analysis/Noise Study, prepared by a qualified engineer, for the proposed telecommunication facility including, but not limited to, equipment such as air conditioning units and back-up generators.

CODE REFERENCES. Please refer to [Brisbane Municipal Code §17.42.040](#) for the findings which must be made to approve all Design Permit applications. Additional findings for structures in the R-BA District located on a ridgeline are located in BMC [§17.12.040.L.2](#). Additional findings for structures within the NCRO-2 District are located in [BMC §17.14.110](#).

NOTIFICATION OF MEETINGS AND HEARINGS. Applicants must attend all hearings to present their case and respond to any questions or comments. The project planner will notify you of the date of the public hearing via the notice of public hearing, and will provide the meeting agenda and a copy of the agenda report the Friday before the scheduled hearing. Copies of the agenda and agenda report are also available at the Planning Department and on the City's website, www.brisbaneca.org by noon on the Friday before the scheduled hearing. Please contact the project planner if you have not received a copy prior to the meeting.

NOTIFICATION OF ACTION. The project planner will notify you by mail to confirm the action taken. Contact the project planner if you do not receive such notification.

DESIGN PERMIT APPEALS. Anyone may appeal the action of the Planning Commission to the City Council not later than fifteen (15) calendar days after the Commission's action. An appeal application form and fee (Line P47) is required to make a formal appeal.

FOR FURTHER INFORMATION, PLEASE CONTACT THE COMMUNITY
DEVELOPMENT DEPARTMENT
planning@brisbaneca.org
(415) 508-2120

Please call ahead to make an appointment.



COMMUNITY DEVELOPMENT DEPARTMENT | CITY OF
BRISBANE |
50 PARK PLACE | BRISBANE, CA 94005 | (415) 508-2120

SUPPORTING STATEMENTS

Findings Required for Approval of All Design Permits

Brisbane Municipal Code [§17.42.060](#)

In order to approve any design permit application, the Planning Commission must affirmatively make the findings of approval in BMC Chapter 17.42, which are reproduced below. Supplemental findings may also be required depending on your specific project and the applicable zoning district and are listed in this attachment.

Please respond to each required finding as it relates specifically to your proposal and include a reference to the applicable plan sheet in the development plans. Attach additional pages if necessary, or provide written responses on a separate document.

A. How do the proposal's scale, form and proportion relate to each other in a harmonious manner? How do the materials and colors used complement the project?

	Plan Sheet Page(s)

B. How does the orientation and location of buildings, structures, open spaces and other features integrate with each other? How does the project maintain a compatible relationship to adjacent development?

	Plan Sheet Page(s)

C. How do the design and location of proposed buildings and structures mitigate potential impacts to adjacent land uses?

	Plan Sheet Page(s)

D. How does the project design utilize natural heating and cooling opportunities through building placement, landscaping and building design to promote sustainable development and to address long-term affordability? What site constraints exist, if any, that limit the use of natural heating and cooling opportunities?

	Plan Sheet Page(s)

E. For hillside development, how does the proposal respond to the topography of the site? How does the design minimize the project's visual impact? How does the design preserve significant public views of San Francisco Bay, the Brisbane Lagoon and San Bruno Mountain State and County Park?

	Plan Sheet Page(s)



F. How does the location and dimensions of vehicular and pedestrian entrances and exits minimize traffic impacts on abutting streets? Is the proposed off-street parking and interior site circulation adequate to meet the needs of the project? Are parking facilities adequately surfaced, landscaped and lit?

	Plan Sheet Page(s)

G. How does the proposal encourage the use of alternative transportation, e.g., through the provision of facilities for pedestrians and bicycles, public transit stops and access to other means of transportation?

	Plan Sheet Page(s)

H. How do the provided open areas and landscaping complement the buildings and structures? How is landscaping used to separate and screen service and storage areas, break up expanses of paved area and define areas for usability and privacy? Is landscaping water conserving and appropriate to the location? If applicable, how does the project address habitat protection and wildland fire hazard mitigation?

	Plan Sheet Page(s)

I. How does the project design protect against external and internal noise?

	Plan Sheet Page(s)

J. How do the proposed building materials and exterior lighting mitigate off-site glare?

	Plan Sheet Page(s)

K. Are utility structures, mechanical equipment, trash containers and rooftop equipment screened?

	Plan Sheet Page(s)

L. If applicable, how does the location, scale, type and color of project signage enhance the design concept of the site?

	Plan Sheet Page(s)



M. If applicable, how does the project meet the needs of employees for outdoor space?	Plan Sheet Page(s)

Additional Findings for Design Permits in the NCRO-2 District:

In addition to the findings required under BMC [§17.42.060](#), the Planning Commission must also affirmatively make the below special findings for structures in the NCRO-2 District, per BMC §17.14.110:

A. How does the design respect the intimate scale and vernacular character of the street?

	Plan Sheet Page(s)

B. How do the design details articulate the building and emphasize the relationship to the pedestrian environment?

	Plan Sheet Page(s)

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C. How does the design incorporate creative use of elements that are characteristic of the area, such as awnings, overhangs, inset doors, tile decoration, and corner angles for entry?

	Plan Sheet Page(s)

D. How are color and texture provided at the street level through the use of signage, lighting, planter boxes, or other urban landscape treatments?

	Plan Sheet Page(s)

E. How has landscaping been incorporated to enhance the design and enliven the streetscape?

	Plan Sheet Page(s)



Additional Findings for Design Permits for Ridgeline Development in the R-BA District:

In addition to the findings required under BMC [§17.42.060](#), the Planning Commission must also affirmatively make the below special finding for structures in the R-BA District located on a ridgeline, per BMC [§17.12.040.L.2](#):

A. How does the building's placement, height, bulk and landscaping preserve public views of the San Bruno Mountain State and County Park as seen from the Community Park and from the Bay Trail along the Brisbane Lagoon and Sierra Point shorelines?

Methods to accomplish this may include varying the building's roofline to reflect the ridgeline's topography, orienting the building to minimize the impact of its profile upon public views, locating the building on the lower elevations of the site, and reducing the building's height below the maximum permitted in the district.

	Plan Sheet Page(s)