

CITY OF BRISBANE

HCP OPERATING PROGRAM REVISION APPLICATION CHECKLIST

APPLICABILITY. New development within the San Bruno Mountain Habitat Conservation Plan (HCP) area in the R-BA, R-MHP, SCRO-1, and portions of the PD and TC-1 zoning districts, requires Planning Commission approval of an operating program along with any other entitlement permits required under the City's zoning ordinance. Check with the Community Development Department prior to completing this checklist to confirm applicability to your project and any other planning permits that may be required.

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 HCP OPERATING PROGRAM REVISION APPLICATIONS:

The following information and documents are required for all HCP Operating Program revision applications, unless specifically waived by staff:

- APPLICATION – A completed electronic planning application.
 - Signatures of the legal owners of all of the affected properties** must be provided on a [Property Owner Authorization Form](#) authorizing the "APPLICANT" to submit the application on the owner's behalf.
- APPLICATION FEE – A deposit will be required to cover the cost of the biological assessment and operating program preparation based on a proposal from the consultant. An initial deposit per Line P49 of the [Master Fee Schedule](#) will be required upon initial application. The deposit may be paid by Visa or MasterCard (please note 2% additional processing fee), or by check.

Additional fees to cover consultant costs may be required if it is determined that an environmental document must be prepared (Negative Declaration and/or Environmental Impact Report).

Note: Planning fees are non-refundable.

- SUPPORTING MATERIALS – The below documents and plans must be electronically submitted with any application.
- DEVELOPMENT PLANS – The below-listed development plans prepared in accordance with the Community Development Department’s plan preparation guidelines:
 - Site Plan showing:
 - The boundary between the portion of the site to remain undisturbed and that portion proposed to be developed, which includes areas proposed to be disturbed by grading, cleared as fire breaks, or planted with landscaping;
 - Existing and/or proposed structures, including any fences and retaining walls;
 - Accurately dimensioned property lines, setbacks, structures on adjacent properties (and their uses), streets, easements, existing and proposed utilities; and building coverage/lot area calculations per the Municipal Code;
 - Existing trees by size (circumference measured 24 inches above grade) and species, indicating those proposed for removal;
 - Existing and/or proposed parking, paving details, improved street width (curb-to-curb), sidewalks, and driveway cuts;
 - Existing and proposed locations of all utilities, including water, sewer, and storm drainage lines.
 - Conceptual Landscape Plan
 - Grading/Drainage Plan showing:
 - Existing and proposed topography of the property (at 5 ft. intervals);
 - Proposed excavation and fill, including the amounts in cu. yds. of proposed excavation, fill, and removal from the site;
- BIOLOGICAL ASSESMENT – A biological assessment prepared by a qualified biologist hired by the City of Brisbane in compliance with the current standards for biological assessments provided by the County of San Mateo. (Note: biological assessments must be performed during specific times of the year as determined by the County of San Mateo, but typically occurring during the spring due to typical growth periods for butterfly larval and nectar plants.)
- DRAFT HCP OPERATING PROGRAM – An operating program for the site prepared by a qualified biologist hired by the City of Brisbane, based on the findings of the biological assessment and consistent with the requirements for operating programs established by the HCP.

- 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.

CODE REFERENCES. Please refer to the [San Bruno Mountain Habitat Conservation Plan](#), Volumes I and II, for requirements for biological assessments and operating programs for properties within the San Bruno Mountain Habitat Conservation Plan area. Additional development regulations for development within the HCP is contained within Brisbane Municipal Code [§17.12.040](#) and [§17.32.050.A.1.d](#) (fencing requirements).

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.

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

Community Development Department Hours:
8 A.M - 5 P.M. Mondays, Tuesdays & Thursdays
8 A.M. – 8 P.M. Wednesdays
8 A.M. - 1 P.M. Fridays

Please call ahead to make an appointment.



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

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.