

CITY OF BRISBANE

HOUSING DEVELOPMENT PERMIT APPLICATION CHECKLIST

SUBMITTAL REQUIREMENTS. For the Zoning Administrator 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 Zoning Administrator 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 HOUSING DEVELOPMENT PERMIT APPLICATIONS:

The following information and documents are required for all housing development 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 P30a 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 written 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.

- 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.
- TITLE REPORT – A Title Report prepared within the past six months.
- 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 project including, but not limited to, equipment such as air conditioning units and back-up generators.
- 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).
- STATEMENT OF COMPLIANCE WITH OBJECTIVE STANDARDS – A complete response to the application’s compliance with all required objective standards as outlined in Attachment A of this checklist.

NEWLY CONSTRUCTED CONDOMINIUMS:

- All items listed above under “All Housing Development 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).

PROJECTS WITH AFFORDABLE HOUSING:

- All items listed above under “All Housing Development Permit Applications.”
- Affordable Housing Plan per BMC Chapter 17.31

STREAMLINED HOUSING DEVELOPMENT PROJECTS (SB 35; Government Code Section 65913.4)

- All items listed above under “All Housing Development Permit Applications”
- Completed SB 35 Eligibility Checklist and associated attachments

CODE REFERENCES. Please refer to [Brisbane Municipal Code Chapter 17.45](#) for the objective standards which must be followed and findings that must be made to approve all Housing Development Permit applications.

NOTIFICATION OF APPLICATION, MEETINGS, AND HEARINGS. The Zoning Administrator shall provide notice of the application and publish a staff report with a recommended decision to grant or deny a housing development permit 14 days prior to a decision on a housing development permit. If no public comments objecting to staff’s analysis of an application’s consistency with objective standards are received within 14 days of the date of notice of application, the Zoning Administrator shall act on the application. If public comments objecting to staff’s analysis of consistency with objective standards are received, the Zoning Administrator shall hold a public meeting to review the application and consistency analysis.

Streamlined housing development projects are exempt from the notice of application requirement above, and only a notice of decision shall be given to property owners within 300 feet of the exterior boundaries of the subject property. Streamlined housing development projects shall be subject to the approval time limits described in California Government Code § 65913.4, or successor provisions.

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 at least 72 hours 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/meetings by at least 72 hours 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.

HOUSING DEVELOPMENT PERMIT APPEALS. Anyone may appeal the action of the Zoning Administrator to the City Council not later than seven (7) calendar days after the Zoning Administrator '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

OBJECTIVE STANDARDS

Please complete the checklist below by providing the associated plan sheet and detail number (if applicable) that demonstrates compliance with the relevant objective design standards. In addition, please fill out any specific information requested. Informational graphics are shown at the end of the table for your reference. Please note that compliance with applicable objective standards in the underlying zoning district, as well as compliance with all other applicable objective standards in Title 15 and Title 17 of the Brisbane Municipal Code are required.

Code Section 17.45.030	Code Requirement	Project Compliance (Sheet No. __; Detail No.__)
17.45.030(A)(1)	One main visible pedestrian entrance	
17.45.030(A)(2)	50% of any street-facing, ground-floor facade parallel to street	
17.45.030(B)	Roofline articulated at least every fifty (50) feet along the street frontage.	
Materials		
17.45.030(C)(1)	Affordable and market rate units constructed of same materials	
17.45.030(C)(2)	Material change between first and upper floors for 75% of public-facing building façade	
17.45.030(C)(3)	Same primary materials on all elevations	
17.45.030(C)(4)	Materials consistent with architectural style	Style: Materials:
17.45.030(C)(5)	Durable primary materials service life of at least 30 years	
17.45.030(C)(6)	Minimum 2 materials on building frontage	Materials:

Code Section 17.45.030	Code Requirement	Project Compliance (Sheet No. __; Detail No. __)
17.45.030(C)(7) Applicability: SCRO-1 District only	Durable base building material required	
17.45.030(C)(8)	Supplemental Housing Development Design Guidelines consistency	
Windows		
17.45.030(D)	Window trim 1 inch in width or 3 inches in depth	Trim width/depth:
Step-backs		
17.45.030(E)(1)	5-foot step-back of third floor for 30% of frontage; 10-foot step-back for fourth story if applicable	
17.45.030(E)(2) Applies to: SCRO-1 District adjoining R-1, R-2, or R-BA district	Daylight plane: structures do not intercept a 45° inclined plane inward from a height of 10 feet above existing grade at any rear or interior lot line (see Figure 17.45.030-1 below)	
Ground Floor		
17.45.030(F)(1)	Non-residential ground floor uses shall have a minimum finished floor to ceiling height of 12 feet	
17.45.030(F)(2)	Minimum of 65% of the building frontage located between 2½ and 7 feet above the sidewalk of ground-floor street-facing building walls of non-residential uses shall be transparent windows or doors.	



Code Section 17.45.030	Code Requirement	Project Compliance (Sheet No. __; Detail No.__)
Massing and Articulation		
17.45.030(G)(1)	Includes a minimum of one architectural feature: such as balconies, cantilevers, dormers, bay windows, patios, and individualized entries.	
17.45.030(G)(2)	Public-facing blank walls are less than fifteen (15) feet in length	
17.45.030(G)(3) Applies to: walls greater than 20’x20’	Articulation (12 inches offset in a plane) requirements: Front outside wall: 30% of total wall area Interior and Exterior side outside walls: 20% of total wall area Rear outside wall: 30% of total wall area	
17.45.030(G)(4) Applies to: buildings with more than 30’ of frontage	Massing breaks (see Figure 17.45.030-3 below) Minor: Required every 30 feet of frontage, 1 foot deep and 4 feet wide extending full height of building required Major: Required every 60 feet of frontage, 3 feet deep and 4 feet wide extending full height of building required *Non-residential ground floor uses exempt from massing break requirement	

Code Section 17.45.030	Code Requirement	Project Compliance (Sheet No. __; Detail No. __)
Uncovered Parking Design		
17.45.030(H)(2)(a)	Uncovered parking location: must be screened or located out of public view	
17.45.030(H)(2)(b)	Lighting: full cutoff luminaries required	
17.45.030(H)(2)(c)(i) Applies to: uncovered parking along interior lot lines that abut an R-1, R-2, or R-BA	Screening from Residential Districts. Required height: 8 feet Fencing specification: chain-link or vinyl fencing prohibited Planting specification: evergreen and minimum of 3 feet wide x 8 feet high	
17.45.030(H)(2)(c)(ii) Applies to: street-facing uncovered parking	Screening from Public Streets: Required height: 3 feet Allowable materials: walls, fences, planting, berms Wall specification: plain concrete blocks prohibited Fencing specification: chain-link or vinyl fencing prohibited Planting specification: evergreen and must reach of 2 feet in height within 18 months of installation	



Code Section 17.45.030	Code Requirement	Project Compliance (Sheet No. __; Detail No.__)
Covered Parking Design		
17.45.030(H)(3)(b)(i)	Compatibility: the garage or carport includes two of the following from main building: materials, detailing, roof materials, colors	
17.45.030(H)(3)(b)(ii) Applies to: carports	Support posts minimum size: 8 inches square; exposed steel columns and posts are prohibited	
17.45.030(H)(3)(b)(iii) Applies to: SCRO-1 District	Maximum Parking Structure/Garage width: 60% of the front elevation width	
17.45.030(H)(3)(b)(iv) Applies to: Parking structure walls greater than 40 feet in length	Minimum 25% of wall area must include articulation, landscaping, or textured treatments	
17.45.030(H)(3)(b)(iv)	Ventilation Openings must be screened	
17.45.030(H)(4) Applies to: projects requiring long-term bicycle parking	Include bicycle parking directional signage at main entrance	

Code Section 17.45.030	Code Requirement	Project Compliance (Sheet No. __; Detail No. __)
Accessory Elements		
17.45.030(I)(1)	<p>Permitted fencing materials: decorative iron, pre-painted welded steel, wood</p> <p>Prohibited fencing materials: chain link, vinyl, expanded metal panels</p>	
17.45.030(I)(2)	<p>Roof top equipment: must be screened from visibility by roof structure or equipment screen from 5 feet above grade at 200-foot distance.</p>	
17.45.030(I)(3)	<p>Screening: screening is required for exterior trash, recycling, and storage utility boxes, wood service poles, electric and gas meters, fire sprinkler valves and backflow preventers and transformers</p>	



Figure 17.45.030-1 SCRO-1 Step-backs

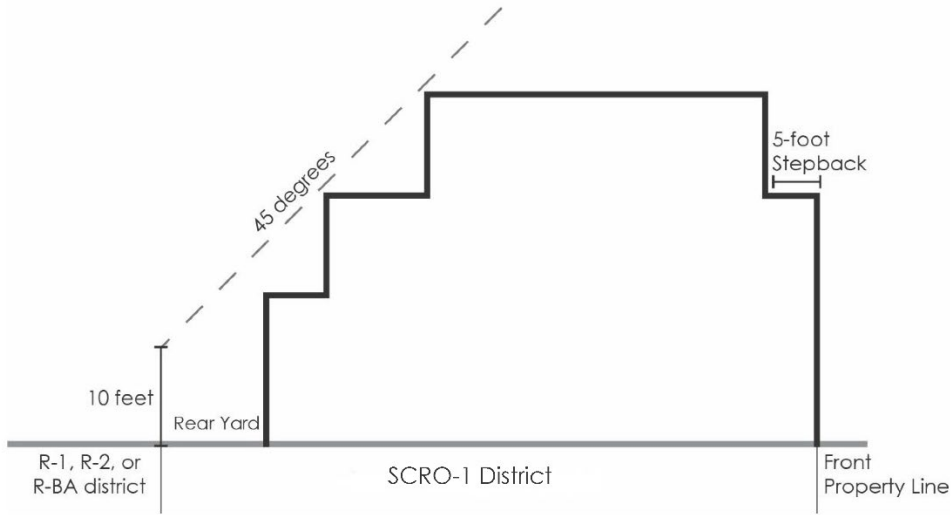


Figure 17.45.030-2 Ground Floor Requirements

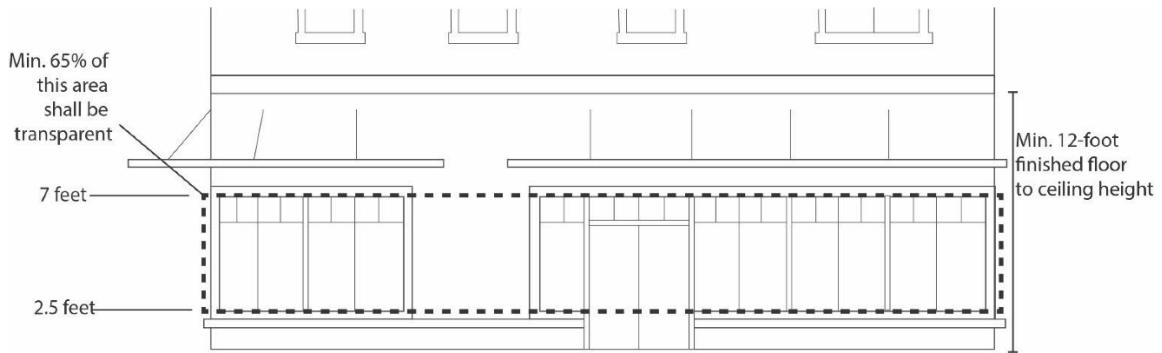


Figure 17.45.030-3 Articulation and Massing Breaks

