

CITY OF BRISBANE

LANDSCAPE PLAN APPLICATION CHECKLIST (per BMC [Title 17](#))

SUBMITTAL REQUIREMENTS. For Planning staff to thoroughly review a proposal, certain information is required from you, the applicant. You should be aware that incomplete applications will delay processing.

➤ **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 LANDSCAPE PLAN REVIEW APPLICATIONS:

The following information and documents are required for all administrative review of landscape plan 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 – Refer to line P54 of the [Master Fee Schedule](#). Fee may be paid by Visa or MasterCard (please note 2% additional processing fee), or by check.
- SUPPORTING MATERIALS – The below documents and plans must be electronically submitted with any permit application.
 - PROJECT DESCRIPTION – A brief written explanation of the proposal, describing whether or not the landscape will be irrigated. Plans for irrigated landscapes must indicate the irrigation type (permanent or a drip system for an establishment period only) and the square footage of the irrigated area. More detailed irrigation information will be required for projects that are subject to the Water Conservation in Landscaping Ordinance, as indicated below.
 - LANDSCAPE PLANS – Prepared in accordance with the Community Development Department's [Plan Preparation Guidelines](#).
 - 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.

- WATER CONSERVATION IN LANDSCAPING ORDINANCE DOCUMENTATION**
For new and rehabilitated landscaping projects regulated by the Ordinance (BMC Chapter 15.70), all documentation required of the Water Conservation in Landscaping Technical Guidance Document (Attachment A).
- LIGHTING PLANS** – For projects involving the installation of new outdoor lighting fixtures, lighting plans prepared in compliance with the Plan Preparation Guidelines are required. Note: Lighting plans are NOT required for low-intensity landscape lighting which is directed downward and no greater than 300 lumens per fixture, or low-intensity landscape lighting which is dynamic lighting and no more than 100 lumens per fixture, or combustible fuel lighting (i.e., fire pits, lanterns, or torches) when used temporarily in occupied areas.

CODE REFERENCES. Please refer to BMC Sections [17.06.040](#), [17.08.040](#), [17.10.040](#), [17.12.040](#), [17.14.050](#), [17.16.040](#), [17.18.040](#), [17.19.040](#), [17.20.030](#) for landscaping requirements in each zoning district. For information regarding specific requirements for water efficient landscaping, please refer BMC [Chapter 15.70](#), Water Conservation in Landscaping.

Note that the Planning Director may conduct administrative review of landscape revisions on Planned Development sites. Depending on the proposed revision, the Planning Director may refer the matter to the Planning Commission as a revision to a Design Permit, per BMC [Chapter 17.42](#).

NOTIFICATION OF ACTION. You will be notified within three weeks of submittal of the application, or re-submittal of incomplete applications. Please contact the Planning Department if you do not receive such notification.

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 |
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