

CITY OF BRISBANE

LIGHTING DEVIATION APPLICATION CHECKLIST

SUBMITTAL REQUIREMENTS. For the Community Development Director or City Engineer to thoroughly review a proposal, certain information is required from you, the applicant. You should be aware that incomplete applications will not be reviewed.

➤ **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 LIGHTING DEVIATION APPLICATIONS:

The following information and documents are required for all 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 the project and the circumstances that necessitate the requested deviation from the outdoor lighting regulations in BMC Chapter 15.88.
 - 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

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.
- SUPPORTING STATEMENTS – A written statement of findings from Attachment A of this checklist, as applicable to the project.

CODE REFERENCES. Outdoor lighting regulations are located in BMC Chapter 15.88. Please refer to Brisbane Municipal Code §15.88.090 for the findings which must be made to approve all lighting deviation applications.

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 Community Development Director or Director of Public Works to the City Manager not later than fifteen (15) calendar days after the date of the mailed notice of decision on the application. An appeal application form and fee (Line P47) are 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 Lighting Deviation Permits

Brisbane Municipal Code §15.88.090

In order to approve a lighting deviation application, the Community Development Director or Director of Public Works must affirmatively make the findings of approval in BMC §15.88.090, which are reproduced below.

Please respond to each required finding as it relates specifically to your request 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.

1. What are the unique circumstances applicable to the subject property, or unique design and land use characteristics that make it infeasible or impractical to comply with strict application of the lighting standards in BMC Chapter 15.88?

	Plan Sheet Page(s)

2. Will the proposed deviation be minimized to ensure the project complies with the requirements of BMC Chapter 15.88 to the greatest extent feasible?

	Plan Sheet Page(s)