

CITY OF BRISBANE

PLANNING COMMISSION GRADING REVIEW 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 GRADING REVIEW APPLICATIONS:

The following information and documents are required for all grading review 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 the line P27 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 grading review application.
 - PROJECT DESCRIPTION – A complete project description, which shall include the amount of material involved in the proposed grading operation (in cubic yards), broken down into the following categories:
 - Grading operation solely for the building and its foundation and driveway
 - Cut
 - Fill
 - Export
 - Import
 - Stored
 - DEVELOPMENT PLANS – The below-listed development plans prepared in accordance with the Community Development Department's plan preparation guidelines:
 - Site Plan
 - Architectural Elevations

- Boundary/Topographic Survey
- Conceptual Grading/Drainage Plan

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

- SUPPORTING STATEMENTS – A written statement of findings from Attachment A of this checklist, as applicable to the project.
- STORMWATER CHECKLIST– As applicable based on the project type and square footage of new or replaced impervious surface on the site, submit a completed Small Projects Checklist or C.3/C.6 Stormwater Checklist.

CODE REFERENCES. Please refer to Brisbane Municipal Code [Chapter 15.01](#), [§15.01.110](#), and [§17.32.220](#) for regulations governing Planning Commission review of grading prior to the City Engineer's issuance of a Grading Permit.

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.



SUPPORTING STATEMENTS

Findings Required for Approval of All Planning Commission Review of Grading Permits

Brisbane Municipal Code [§15.01.110.B](#)

In order to approve any grading review application, the Planning Commission must affirmatively make the findings of approval in BMC §15.01.110.B, which are reproduced below.

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.

1. Will the proposed grading be designed to reflect or fit comfortably with the site context and natural topography?

	Plan Sheet Page(s)

2. Will the proposed grading be designed to ensure that retaining walls visible to the public are designed to be as visually unobtrusive as possible by means including but not limited to:

(i) ensuring walls are architecturally integrated with proposed or existing structures on the site?

	Plan Sheet Page(s)



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(ii) ensuring wall faces are decorative and treated with color, texture, architectural features, trelliswork or other means to visually break up the wall expanses?

	Plan Sheet Page(s)

(iii) screening with water conserving, non-invasive landscaping that at maturity will soften and reduce the visible expanse of walls?

	Plan Sheet Page(s)

3. Will the proposed grading be designed to minimize removal of:

(i) existing street trees (BMC [§12.12.020](#))?

	Plan Sheet Page(s)



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(ii) any California Bay Laurel, Coast live Oak or California Buckeye trees?

	Plan Sheet Page(s)

(iii) three or more trees of any species on the same site having a circumference of at least 30 inches measured 24 inches above grade?

	Plan Sheet Page(s)

