

CITY OF BRISBANE

PLANNED DEVELOPMENT PERMIT APPLICATION CHECKLIST

SUBMITTAL REQUIREMENTS. For the Planning Commission and City Council to thoroughly review a proposal, certain information is required from you, the applicant. You should be aware that incomplete applications will not be scheduled for public hearing.

➤ **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 PLANNED DEVELOPMENT PERMIT APPLICATIONS:

The following information and documents are required for all planned development permit 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 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.

Following application review, an additional Environmental Determination fee (Line P49) may also be required, as determined by the project planner.

If an Environmental Impact Report is required, the applicant must pay the cost of preparation of the EIR (by a consultant hired by the City) plus a 10% administrative fee, as may well as an additional fee for plan checking and inspections to determine compliance with the Green Building Ordinance.

- SUPPORTING MATERIALS – The below documents and plans must be electronically submitted with any use permit application.
 - PROJECT DESCRIPTION – A complete 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-** A detailed site plan of the land area to be covered by the PD permit, drawn to scale, showing the exact location of the existing or proposed lot lines, the location of all buildings and other improvements on the site, including streets, sidewalks, pathways, parking and loading areas, and the location of parks, recreation facilities, landscaped areas, and open space, as applicable;
 - TOPOGRAPHIC AND BOUNDARY SURVEY-** A topographic survey of the site showing existing and proposed contour lines at an interval of not more than one foot in areas of cross slope less than five percent (5%); not more than two (2) feet in areas of cross slope between five percent (5%) and ten percent (10%); and five (5) feet in areas of cross slope in excess of ten percent (10%). The topographic survey shall extend at least fifteen (15) feet beyond the boundary lines of the site. The survey shall show the location and character of all existing easements and rights-of-way affecting the site and all existing utility installations or facilities;
 - Designation of land uses to be conducted on the site, including the location on the site and the amount of floor area to be occupied by each individual use;
 - EXTERIOR ELEVATIONS-** Architectural drawings showing the elevations of all structures as they will appear upon completion. The drawings shall include a description of all exterior surfacing materials and their colors. At the request of the planning director, material and color samples shall also be provided;
 - Utility plan showing the proposed on-site and off-site location and design of all utility services, including water, sanitary sewer, gas and electricity, and the manner in which such utilities will be delivered to the site. The utility plan shall also show the location and nature of all easements, installations and facilities that will be offered for dedication to the public;
 - CONCEPTUAL GRADING/DRAINAGE PLAN-** Grading and drainage plan, including all provisions for storm drainage and flood control;
 - CONCEPTUAL LANDSCAPE PLAN-** Landscape and irrigation plan showing the location and design of landscaped areas and the varieties of plant materials to be planted therein and all other landscape features;
 - LIGHTING PLANS-** Lighting plans showing the location, design and intensity of all outdoor lighting fixtures to be installed on the site, including ornamental fixtures along pedestrian pathways and within landscaped areas;
 - Traffic circulation plan showing the locations of entrances and exits and the estimated traffic flow into and out of the parking and loading areas, the location and dimension of each parking and loading space, the areas for turning and



- maneuvering vehicles, and estimates of the traffic volumes and impacts to be created by the proposed development of the site;
- Location of all creeks, streams, watercourses, or drainage channels on the site, showing top of existing banks and creek or channel depth. If requested, cross-sections of the creek or channel shall also be furnished;
 - For covered projects as defined by BMC §[15.80.030](#), green building documentation per BMC §[15.80.060](#).A sufficient to be approved per BMC §15.80.060.C.
 - Calculation of the total coverage on the site, including a breakdown of the amount of coverage to be occupied by structures, parking areas, streets, sidewalks and plazas, and a calculation of the total area of the site to be devoted to open space or open areas;
 - Geologic and soils investigation report on the site prepared by a certified engineering geologist or registered civil engineer qualified in soil mechanics;
 - Sign program showing the location, size, design, illumination, and other features of all signs to be constructed or installed on the site;
 - A market analysis for proposed commercial developments, including projected tax revenues to the city from each of the proposed uses;
 - Construction schedule for the proposed improvements which are the subject of the application and any off-site improvements to be constructed in connection therewith;
 - Such other studies, drawings, reports and documents as may be requested by the planning director.
 - ADDITIONAL REQUIREMENTS
 - Specific Plan per Government Code §[65450](#) (see separate checklist);
 - Application for Tentative Parcel/Subdivision Map or Lot Line Adjustment, if necessary (see appropriate [application checklist\(s\)](#)).
 - SUPPORTING STATEMENTS – To approve your application, the City Council must make the findings required by Section [17.28.080](#) of the Brisbane Municipal Code (see separate sheet). A written statement of findings from the applicant is required (please use complete sentences, as your statements may be quoted in the Staff Memoranda to the Planning Commission & City Council).
 - 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.
 - ENVIRONMENTAL INFORMATION – Environmental Information Form (check with Community Development staff prior to completing).

CODE REFERENCES. Please refer to Brisbane Municipal Code [§17.28](#) for the findings which must be made to approve the Planned Development Application.

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. You will be notified by mail within one week following the hearing of the action taken. Please contact the Planning Department if you do not receive such notification.

APPEALS. The action of the Planning Commission is a recommendation to the City Council. No appeal is necessary for Planned Development Permit applications to be heard by the City Council, whose approval is required for PD Permits.

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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