

## CITY OF BRISBANE

### REQUESTS FOR MODIFICATIONS AT THE RIDGE CHECKLIST

Minor exterior changes to buildings and other site changes that maintain and do not disrupt the existing architectural continuity of development at the Ridge require approval of minor modifications to the Original Design Permit for the applicable neighborhood.

Condition C.I.j (Exhibit B, page 29) of Resolution 89-63 for the Northeast Ridge states that “minor modifications” may be approved by the Planning Director. Brisbane Municipal Code Section [17.42.070.A.1](#) provides that the authority to approve minor modifications to a Design Permit may be delegated to the Zoning Administrator subject to the procedures and findings required in Sections 17.42.020-040.

Note that extensive changes may require Planning Commission/City Council approval of a PD Permit Amendment/Modification per BMC Section [17.28.120](#).

**SUBMITTAL REQUIREMENTS.** For the Planning Director 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 REQUESTS FOR MINOR MODIFICATIONS AT THE RIDGE APPLICATIONS:**

The following information and documents are required for all minor modification requests, unless specifically waived by staff:

- Written approval from the applicable Homeowners Association. Please obtain this first.
- 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 P26 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 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:
  - Existing and/or proposed structures with floor plans, roof plans, and elevations of all sides of the existing and/or proposed structures, identifying colors and materials as appropriate;
  - Accurately dimensioned property lines, setbacks, structures on adjacent properties, and streets;
  - Location of existing trees by size (circumference measured 24 inches above grade) and type indicating those proposed for removal, and all other landscaping;
  - Other details as may be appropriate to the specific proposal.

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

- MATERIAL AND COLOR SAMPLES – if any changes to the existing materials or colors are proposed.
- 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.

**CODE REFERENCES.** Please refer to Brisbane Municipal Code [§17.28.120](#) and [§17.42.070](#) for the circumstances under which a request for a minor modification may be granted.

**APPEALS.** Anyone may appeal the action of the Community Development Director to the Planning Commission not later than 15 calendar days after the Director's action. An application form and fee (see Master Fee Schedule Line P47) are required to make a formal appeal.

FOR FURTHER INFORMATION, PLEASE CONTACT THE COMMUNITY  
DEVELOPMENT DEPARTMENT  
[planning@brisbaneca.org](mailto: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.



**COMMUNITY DEVELOPMENT DEPARTMENT | CITY OF BRISBANE |**  
**50 PARK PLACE | BRISBANE, CA 94005 | (415) 508-2120**