

## CITY OF BRISBANE

### USE PERMIT APPLICATION INFORMATION FOR DENSITY TRANSFER PER BRISBANE MUNICIPAL CODE SECTION [17.12.050](#) (Ord. No. 473)

**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 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 SUBDIVISION PROVISIONS MODIFICATION APPLICATIONS:**

The following information and documents are required for all subdivision provisions modification applications, unless specifically waived by staff:

- APPLICATION – A completed electronic planning application.
  - Signature(s) of the legal owner(s) of all of the property** 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 P2 of the [Master Fee Schedule](#). Fee may be paid by Visa or MasterCard (please note 2% additional processing fee), or by check.

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

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:
    - Site Plan

- Floor Plans
- Exterior Elevations
- Conceptual Grading/Drainage Plan
- Conceptual Landscape Plan
- Topographic Map
- Demolition 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 and zoning district.
- 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, BMP, or TIF.
- STORMWATER CHECKLIST – A completed C.3/C.6 Checklist or Small Projects checklist, depending on the project type and scope. (Check with Community Development staff prior to completing.)
- ENVIRONMENTAL INFORMATION – Environmental Information Form (check with Community Development staff prior to completing).
- VICINITY MAP – Showing the site(s) to be developed and the sites to be dedicated as open space and indicating the square footage of all sites.
- Sufficient data for the City to confirm whether the site from which the transfer units would be taken has value as open space in terms of location contiguous with San Bruno Mountain State and County Park or adjoining developed parcels on no more than one side and/or in terms of the presence of intact native vegetation, endangered butterfly species habitat, permanent or semi-permanent wetlands and/or a portion of a significant watercourse, per BMC Section [17.12.050.A.\(2\)](#). At a minimum this will require preparation of a biological resources assessment by a consulting biologist, contracted with the City of Brisbane. Contact Planning staff for information on contract procedures.
- Sufficient data for the City to confirm whether the site receiving the transfer units is suitable for development with the proposed increase density per BMC Section [17.12.050.A.\(3\)](#)., including:
  - Receiving site lot area is at least 20,000 sq. ft.
  - Receiving site does not contain any of the features of value for open space listed above

- Receiving site is located adjacent to or relatively near existing development and infrastructure
- Proposed method of retaining the dedicated land in permanent open space per BMC Section 17.12.050.A.(1).

**CODE REFERENCES.** For information regarding density transfer within the R-BA District, please refer to Chapter [17.12](#) of the Brisbane Municipal Code. Please refer to Brisbane Municipal Code Section [17.40.060](#) for the findings which must be made to approve any Use Permit 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](http://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.** 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 density transfer Use Permits.

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**

### SUPPORTING STATEMENTS

#### **Findings Required for Approval of All Use Permits**

#### **Brisbane Municipal Code [§17.40.060](#)**

In order to approve any use permit application, the Planning Commission must affirmatively make the findings of approval in BMC Chapter 17.40, which are reproduced below. Supplemental findings may also be required depending on your specific project and the applicable zoning district and are listed in this attachment.

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. How has the project been designed and operated in order to be compatible with the nature and condition of all adjacent uses and structures, and with general and specific plans for the area in question?

	Plan Sheet Page(s)

2. How will the propose use be designed and operated in order to not be detrimental to the health, safety, comfort and general welfare of the persons residing or working in the neighborhood?

	Plan Sheet Page(s)

3. How will the proposed use be designed and operated in order to not be injurious or detrimental to property and improvements in the neighborhood or the general welfare of the city?

	Plan Sheet Page(s)

**Transfer of Density in the R-BA Brisbane Acres District per §17.12.050.B**

**Clustered Development in the R-BA Brisbane Acres District per §17.12.055.B**

In addition to the findings required under BMC [17.40.060](#), the Planning Commission must also affirmatively make the below special findings for clustered development use permit applications in the R-BA District, per BMC §17.12.055.B:

1. Describe how the units in the clustered development are sited, designed and constructed to avoid adverse effects upon environmentally sensitive areas both on and off site, such as disturbance of watercourses and hazardous geologic conditions.

	Plan Sheet Page(s)

2. Will the units in the clustered development be sited adjacent to or relatively near existing infrastructure, and extension of such infrastructure to serve the clustered development meet city standards?

	Plan Sheet Page(s)

3. Will the clustered development have adequate parking and vehicular circulation?

	Plan Sheet Page(s)



4. Describe how the clustered development is designed to be compatible with adjacent and nearby development and to minimize its visual impact.

	Plan Sheet Page(s)

5. What conditions may be applied to the use permit to assure that native vegetation is satisfactorily provided, improved and/or maintained within the area dedicated as conserved habitat?

	Plan Sheet Page(s)