

CITY OF BRISBANE

USE PERMIT APPLICATION CHECKLIST FOR NIGHT OPERATIONS AS A CONDITIONAL USE IN THE NCRO-1, NCRO-2, SCRO-1 & TC-1 DISTRICTS

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 USE PERMIT APPLICATIONS:

The following information and documents are required for all use permit 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 [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 written explanation of the proposal, comparing it to existing conditions, detailing the activities that would take place during the hours of 10:00 p.m. to 5:00 a.m.
 - A written description of the following:
 - Proposed hours of operation, seven days per week.
 - Proposed shift hours (1st, 2nd, 3rd, and so on) and number of on-site employees per shift
 - Description of operations from 10 PM to 5 AM

- Proposed number of trucks entering and exiting the property for the following days/times, as applicable based on hours of operations:
 - Monday-Friday: 5 AM- 5PM; 5 PM-10 PM; 10 PM- 5 AM
 - Saturday- Sunday: 5 AM – 5 AM
 - The following information on vehicles accessing the site, both owned by the applicant and by other parties, during night hours:
 - Number, length, and turning radius of vans, bobtails, tractor-trailers, and any other vehicles, separated by vehicle type
 - Existing and proposed dock height(s)
 - DEVELOPMENT PLANS – The below-listed development plans prepared in accordance with the Community Development Department’s plan preparation guidelines:
 - Site Plan, showing:
 - Existing and/or proposed structures with dimensioned floor plans (with the use of each room/space labeled).
 - Accurately dimensioned property lines, adjacent properties (and their uses), streets and easements; existing and proposed utilities, landscaping and bike/pedestrian paths; a small scaled vicinity map.
 - Existing and/or proposed parking, paving details, improved street width (curb-to-curb), sidewalks, and driveway cuts; for non-residential applications, identify compact and handicapped spaces and include a calculation of the required parking per the Brisbane Municipal Code.
 - Proposed truck traffic routing map showing how truck traffic will be routed so as to minimize impacts to neighboring residential areas and how trucks not owned by the applicant will be directed.
 - Truck maneuvering plan showing proposed truck turning movements so as to access loading docks without conflicting with street circulation and required on-site parking. It should include location, height, width and clearance of all loading docks/doors.
- 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, PDF, BMP, or TIF.

CODE REFERENCES: For information regarding night operations within the NCRO-1 Brisbane Village Neighborhood Commercial District or the NCRO-2 Downtown Brisbane Neighborhood Commercial District, please refer to Brisbane Municipal Code Section [17.14.080](#). For the SCRO-1 Southwest Bayshore Commercial District, please refer to BMC Section [17.16.070](#). For the TC-1 Crocker Park Trade Commercial District, please refer to BMC Sections [17.19.060](#). Please refer to Brisbane Municipal Code Sections [17.40.060](#).A & B. 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 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.

USE PERMIT APPEALS. Anyone may appeal the action of the Planning Commission to the City Council not later than seven (7) calendar days after the Commission's action. An 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

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 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 Page(s)	Sheet

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 Page(s)	Sheet

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 Page(s)	Sheet