



## CITY OF BURLINGAME - PLANNING COMMISSION SUBMITTAL REQUIREMENTS RESIDENTIAL DESIGN REVIEW

Application to the Planning Commission must include certain minimum information before a project can be scheduled for a Planning Commission hearing. The applicant is responsible for submitting this information as listed below, and as shown on the attached sheet titled **MINIMUM REQUIREMENTS FOR INITIAL REVIEW OF PLANS**. All submittal information must be clear, and easily readable. Incomplete or illegible information cannot be accepted and will cause delays in the processing of the application.

### — COMPLETED APPLICATION FORM

Must have original applicant and property owner signatures. Identify the contact person with the most knowledge of the project by checking the box near their name.

### — SUPPLEMENTAL FORM

Variance, Conditional Use Permit, Special Permit, Fence Exception, Sign Variance, Commercial Application, Environmental Form, Impervious Surface Form

### — LETTER OF EXPLANATION

### — FILING FEES (see attached fee sheet)

### — VERIFICATION OF OWNERSHIP (if new)

### — PLANS

2 full size set } for initial submittal  
3 half size sets }

**Additional sets** will be requested by Planning staff before the project is scheduled for Planning Commission review. Plans will be kept for two weeks after date of an action meeting.

### — GREEN BUILDING MANDATORY MEASURES CHECKLIST

Acknowledge that you will provide two completed copies of the *Green Building Mandatory Measures Checklist* with submittal of your plans for Building Code plan check.

**Following are guidelines for completing plans. Please use in conjunction with the Minimum Requirements For Plans (pink form)**

### — SITE PLAN

Drawn to scale (1/8" = 1 foot min.) to show all existing AND proposed structures (anything >30" from adjacent grade) on the property.

### — FLOOR PLANS

Show existing and proposed floor layouts for all accessible floors - even those that do not have habitable area. Dimension and identify all rooms in all structures.

### — ROOF PLANS

Show existing and new roof configurations.

### — BUILDING ELEVATIONS

Show all existing and proposed elevations for each side of the dwelling. Indicate all lower floors, basements, upper floors and attic spaces.

### — SITE SECTIONS

Show all existing and proposed work.

### — FENCE EXCEPTION

- Site plan showing property lines, location of fences, dimensions of fences, and footprint of all structures on the property.
- Elevation showing fence height measured from highest adjacent grade.

### — ACCESSORY STRUCTURES

- Electrical, plumbing, water, sewer connections shown on floor plan, including fixtures (toilet, sink, laundry).
- Floor plan of any proposed or existing loft/attic area and labeled use of that space.

### — LANDSCAPE PLAN

Minimum landscape requirement is 1 landscape tree (non-fruit) for every 1,000 SF of living space. New Trees must be 24-inch box size or larger.

- must show major trees, shrubs and hardscape areas on the site
- must provide a separate irrigation plan
- must provide calculations of all irrigated areas

### — PHOTOGRAPHS OF NEIGHBORHOOD

- mounted on 11x 17" paper
- color photo of front elevation of subject property and front view of two properties on each side, arranged in a streetscape (5 images total)
- label addresses for all pictures

### — BUSINESS LICENSE WITH THE CITY

ARCHITECT/DESIGNER must have a current business license with the City of Burlingame. Please list Business License # on Application to the Planning Commission.



## CITY OF BURLINGAME - PLANNING COMMISSION SUBMITTAL REQUIREMENTS RESIDENTIAL DESIGN REVIEW CHECKLIST

The following are Planning Department requirements. Other Departments may have additional requirements. Please note that a **demolition permit** from the Building Department is required for any full or partial interior or exterior demolition.

### GENERAL INFORMATION REQUIRED/PROJECT DATA

- 1. Name of current owner on all sheets (add tenant & contact person to commercial projects).
- 2. Street address & assessor's parcel number of proposed project on all sheets.
- 3. Scale of drawings, north arrow & lot area.
- 4. Exterior wall dimensions of all buildings/structures on lot.
- 5. Gross floor area (GFA) removed, proposed new floor area & total (net) gross floor area.

### SITE PLAN (1/8" = 1' or 1" = 10' minimum scale, may include roof plan)

- 6. Identify adjacent street(s) especially for corner lots.
- 7. Show & correctly dimension all property lines (verify property dimensions with Engineering Department).
  - a. Show face of curb, planter strip, sidewalk & front property line; show dimensions for each; show overall dimension from face of curb to front property line (information available from Planning or Engineering Departments).
  - b. Show location and dimensions of easements, if any, and identify type of easement.
  - c. Show outline of nearest edge of structures on adjacent lots to each side.
- 8. Show and dimension all existing structures on site plan.
  - a. Include location & dimensions of main structure, garages, carports, covered or enclosed porch areas, decks (show height from grade to deck surface), trellises, arbor & accessory structures such as lanai, lath house, recreation room, gazebo, covered spa or shed).
  - b. Show distances between structures, including eave-to-eave dimensions.
- 9. Clearly call out area of proposed project (remodel, addition or proposed new structure).
  - a. Provide dimensions of project area.
  - b. Indicate areas/walls/structures to be removed (if not possible on site plan, show on demolition plan or floor plans).
- 10. Show existing & proposed front, side & rear yard dimensions.
  - a. Make sure building & setback dimensions add up to property length/width dimensions.
  - b. If a change to the existing front setback is proposed or if a second story is proposed, provide measurements of all existing front setbacks on this side of block, as measured from property line established in 7a.
- 11. Show location & material of at grade walkways and approaches.

- 12. Show all at grade parking
  - a. Identify & dimension driveway & parking spaces.
  - b. If a new driveway is proposed & sloping conditions exist, show slope & provide cross section if required by City Engineer.
  - c. Existing/proposed curb cut(s).
- 13. Show location of steps, terraces, porches (label whether covered or uncovered), fences, gates & retaining walls.
- 14. Show location, circumference and canopy drip-line of existing trees, if any. Measure circumference from a point 54" above grade.
  - a. Note which trees are to be removed. If any tree with a circumference of 48" or greater as measured 54" above grade will be removed, contact the Parks Department.
  - b. If no trees are to be removed, note so on plans.
  - c. Show location and identify type of replacement trees.
  - d. Show location, species and circumference of any trees on surrounding properties that overhang the subject property. Clearly show the drip line of the overhanging trees.
- 15. Show spot elevations at:
  - a. Top of curb in front of property corners (these elevations must be surveyed by a licensed professional);
  - b. Finished floor at entry & relative to top of curb elevations;
  - c. The four property corners;
  - d. The 15' front & 15' rear setback lines where they intersect with the side property line;
  - e. The four corners of the building at grade.

### FLOOR AND ROOF PLANS (1/4" = 1' minimum scale, see #20 for accessory structure requirements.)

- 16. Show all existing/proposed floor plans & roof plans as required.
  - a. Indicate walls/structures to be removed (dashed lines).
  - b. Indicate walls to remain (double lines).
  - c. Indicate walls to be constructed (shaded lines).
  - d. Show overall exterior dimensions & individual room dimensions.
  - e. Identify all rooms.
  - f. Show doors and windows.
  - g. Show total square footage space (existing and proposed).
  - h. Show line of floor above/below if different.
  - i. Show location of laundry facilities, both in main structure and in accessory structure.

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**BUILDING ELEVATIONS AND BUILDING SECTIONS**

- \_\_\_ 17. Show all building elevations.
  - a. Show original existing elevations of house from average top of curb to roof ridge(s) prior to proposed addition/remodel/demolition.
  - b. Clearly show new addition (in bold lines) in relationship to existing structure.
  - c. Include all existing and proposed windows, doors & roof pitches.
  - d. Show existing or proposed (if any) change in grade on all elevations.
  - e. Provide a building section if required.
  - f. Identify exterior materials (roof, siding, windows and window trim).
- \_\_\_ 18. Show line of average top of curb; show overall building height from average top of curb (original height) & verify building height by showing:
  - a. Dimension from average top of curb to finished floor at entry;
  - b. Dimension from finished floor at entry to top of plate (single story structures); or to ceiling (multiple story structures) then dimension between floors and from finished floor to ceiling to top of plate;
  - c. Dimension from top of plate to roof ridge.
- \_\_\_ 19. Declining Height Envelope notation drawn on the elevation.
  - a. All declining height envelopes should be dimensioned and the point of departure (elevation point) clearly labeled on the elevation drawings.
  - b. If applying exception #3 of declining height envelope (CS 25.28.075), on applicable elevation, show change in grade, if any, from this property to nearest wall of adjacent property. Show setback and outline of adjacent residence; show height to top of plate of both structures (measure height from average elevation between the 15' front & rear setback elevations at the side property line).

**ACCESSORY STRUCTURES**

- \_\_\_ 20. When submitting plans for improvements to an accessory structure (detached garage, shed, workshop, lanai, lath house, recreation room, covered spa or similar structure) please provide the following additional information on:
  - a. Floor Plans:
    - 1. Location of mechanical equipment.
    - 2. Electrical equipment.
    - 3. All water & sewer connections.
    - 4. Location of doors & windows, including skylights.
    - 5. Location of laundry facilities.
  - b. Building Elevations:
    - 1. Location of/change in grade on all elevations.
    - 2. Height from lowest adjacent grade to top of plate.
    - 3. Height from lowest adjacent grade to ridge.
    - 4. Pitch of roof.

**LANDSCAPE PLAN**

- \_\_\_ 21. On landscape plan note all planting materials, identify plants by common and/or botanical name.
  - \_\_\_ a. Existing location and size.
  - \_\_\_ b. Proposed size at planting.
- \_\_\_ 22. Show location, circumference and canopy dripline of existing trees. Measure circumference from a point 54" above grade.
  - \_\_\_ a. Note which trees are to be removed. If any tree with a circumference of 48" as measured 54" above grade will be removed, contact the Parks Department.
  - \_\_\_ b. If no trees are to be removed, note so on plans.
  - \_\_\_ c. Show location and identify type of new trees (minimum 24" box size). You must have 1 non-fruit trees for every 1000 SF of floor area.
  - \_\_\_ d. For a second story, place new trees and vegetation to screen addition from street and neighbors.
  - \_\_\_ e. Show location, species and circumference of any trees on surrounding properties that overhang the subject property. Clearly show the drip line of the overhanging trees.
- \_\_\_ 23. Note the container size for proposed landscaping (i.e. -flat, 1 gallon, 24" box, etc.).
- \_\_\_ 24. Show all existing & proposed structures (deck, trellis, arbors, gazebo, barbecue, fence, retaining walls, etc.)
- \_\_\_ 25. Note the finished grade at both sides of abrupt changes of grades, such as wall slopes, etc.
  - \_\_\_ a. Provide other elevations which may be necessary to show grading & drainage.

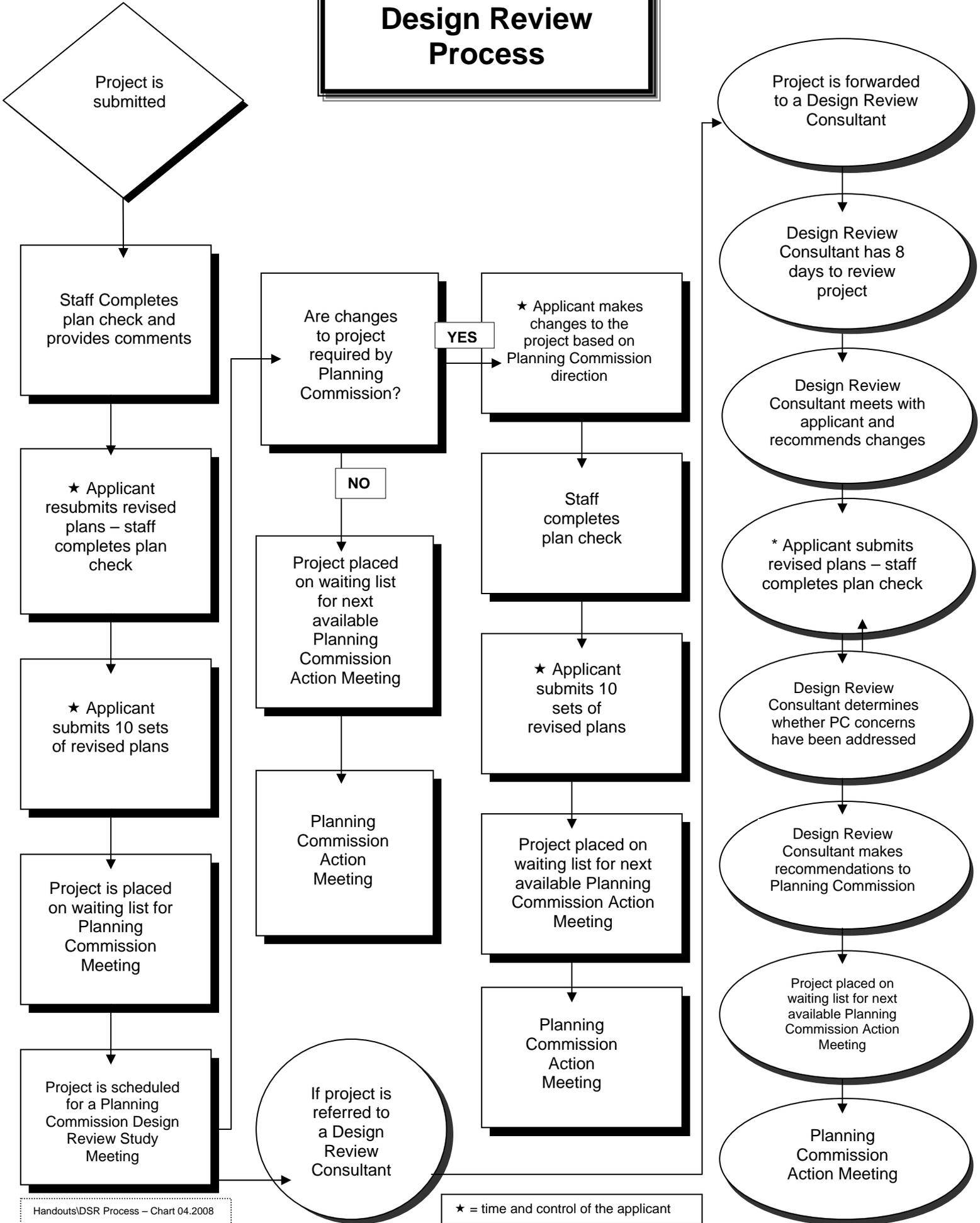
**FENCES AND HEDGES**

- \_\_\_ 26. Before submitting plans to build a fence please pick up fence and hedge regulations from the Planning Department. When submitting plans, include:
  - \_\_\_ a. A site plan clearly showing location of proposed fence(s) on property.
  - \_\_\_ b. A fence elevation with height of fence shown from highest adjacent grade.
  - \_\_\_ c. A cross section showing change in grade between two properties and height of fence measured from both sides.
  - \_\_\_ d. Construction details.

**PHOTOGRAPHS OF NEIGHBORING PROPERTIES**

- \_\_\_ 27. Submit images of the front elevation of subject house with an unobstructed view (avoid cars/trucks parked in street) of front of neighboring residences/properties (2 properties on each side of subject house).
  - \_\_\_ a. All streetscape photos to be taken facing each parcel (perpendicular to frontage) and mounted together to provide a panoramic view.
  - \_\_\_ b. Photos should include front and side yards between houses as seen from the street.
  - \_\_\_ c. Mount or print color photographs on an 11" x 17" sheet of paper, providing a continuous view the five houses.
  - \_\_\_ d. Label the address of each residence and identify the project site.

# Design Review Process





# CITY OF BURLINGAME - PLANNING FEE SCHEDULE

ADDRESS \_\_\_\_\_

APPLICATIONS	
Design Review ( <i>New Construction or Addition</i> )	\$1,127.00
Design Review Consultant Deposit	879.00 <sup>1</sup>
Design Review- Handling Fee	494.00 <sup>2</sup>
Amendments to Design Review	973.00
Design Review –FYI submittal	220.00
Condominium Permit, 4 units or less	1,479.00
Condominium Permit, 5 units or more	1,737.00
General Plan Amendment	2,747.00
Rezoning	2,747.00
Conditional Use Permit	1,758.00
Special Permit	1,758.00
Variance	1,758.00
Sign Variance	1,692.00
Wireless Communication Admin Permit	418.00
Fence Exception	989.00
Hillside Area Construction Permit	418.00
Minor Modification	418.00
Second Unit Amnesty	
Building Official Inspection Fee	440.00
Appeal to Planning Commission/City Council	440.00
Extensions/Amendments to permits	401.00
Determination – Planning Commission	973.00
PROJECT PLAN CHECKS	
Preliminary Plan Check ( <i>New Construction or Addition</i> )	\$303.00 <sup>3</sup>
Plan Recheck Fee – <i>more than 2 revisions</i>	220.00
Plan Recheck Fee – <i>major redesign of plans</i>	494.00
ENGINEERING	
Single-family Dwelling	\$229.00
All others	Actual cost
Traffic and Parking Studies	Actual cost
Creek Enclosures	1,374.00
Drainage and utilities	808.00
PARKS	
Arborist Review	\$181.00

<sup>1</sup> Unused portion of deposit will be refunded.  
<sup>2</sup> Handling fee will be refunded if project does not get referred to a design review consultant.  
<sup>3</sup> 50% of preliminary plan check fee will be credited toward required application fees if and when project is submitted as a complete application.

NOTICING	
R-1 and R-2	\$198.00
All Other Districts	198.00
Design Review, residential	274.00
Design Review, all other districts	274.00
Minor Mod. And Hillside Area	274.00
General Plan Amendment	1,319.00
Rezoning	1,319.00
Environmental Impact Report	1,319.00
Second Unit Amnesty Noticing	60.00
Wireless Communications	524.00
City Council Appeal	93.00
Replacement of Posted Sign	65.00
ENVIRONMENTAL REVIEW	
Categorical Exemption	\$88.00
Initial Study	1,089.00
Negative Declaration	2,527.00
Mitigated Declaration and/ or with a Responsible Agency	3,076.00
Environmental Impact Report (Deposit determined by Community Development Director)	35 % of contract
Environmental Posting Fee - Neg Dec & EIR	286.00
Neg Dec. Fish & Game Fee + Co. Handling Fee ( <i>make check payable to San Mateo County</i> )	2,210.00
EIR Fish and Game Fee + Co. Handling Fee ( <i>make check payable to San Mateo County</i> )	3,069.75
County Handling Fee	50.00
BAYFRONT DEVELOPMENT FEES	
Office	\$2,536.00/TSF
Restaurant	10,209.00/TSF
Hotel	831.00/room
Hotel, Extended Stay	807.00/room
Office/Warehouse/Manufacturing	3,834.00/TSF
Retail – Commercial	9,333.00/TSF
Car Rental	59,232.00/acre
Commercial Recreation	18,382.00/acre
All other	1,911.00/ trip
NORTH BURLINGAME DEVELOPMENT FEES	
El Camino Real North Subarea	
Multi-Family Project or Duplex	\$0.52 per SF
Any Other Use	\$0.66 per SF
Rollins Road Subarea	
All uses	\$0.52 per SF
PUBLIC FACILITIES IMPACT FEES	
To be determined based on project size	

Application Fees \$ \_\_\_\_\_  
 Design Review Deposit \$ \_\_\_\_\_  
 Preliminary Plan Check Fee Credit \$ \_\_\_\_\_

**TOTAL FEES \$ \_\_\_\_\_**