



City of Millbrae

APPLICATION FOR PLANNING ACTION

SUBJECT PROPERTY

Assessor Parcel No.: _____

Acreage: _____

Address/Location: _____

Existing Land Use: _____

General Plan Designation: _____ Zoning Classification: _____

Proposed Land Use: _____

AUTHORIZED APPLICANT OR AGENT (Authority granted by Property Owner signature below or attached letter.)

Name: _____ Phone: _____ Email: _____

Address: _____

I hereby declare under penalty of perjury that I am the authorized applicant or agent for this property and that all data, information, documents, and evidence herewith submitted are, to the best of my knowledge and belief, true and correct. In addition to the fees checked above, I agree to pay all other fees and costs incurred by the City in its processing of this application, including those charged by City Departments/Divisions and consultant(s) and legal counsel retained by the City to provide services in connection with this application.

I agree to deposit with the City the amount of \$ _____ to cover the above described fees and costs incurred by the City. I authorize the City to provide me with periodic accountings of the fees and costs incurred and to deduct them from the amount of the deposit. If the initial deposit is insufficient to cover the fees and costs, within 20 days of notice from the City, I have the obligation to increase the amount of the deposit as requested by the City, with the understanding that any further processing of my application will be suspended until the increased deposit on all past due amounts have been paid in full. If at the conclusion of the final action resulting from this application, certain fees and costs incurred by the City have not been reimbursed by the amount on deposit and the deposited amount is depleted, I will make full payment of any amounts due and owing to the City within 5 days or the City may withhold issuance of any permits or other entitlements. In the event there are monies remaining in the deposit, the City will return them to the applicant.

Signature of Applicant / Authorized Agent

Date

PROPERTY OWNER

Name: _____ Phone: _____ Email: _____

Address: _____

I hereby certify that I am the owner of record of the above described property and that I authorize this application for the action requested herein. I understand that all conditions of approval and cost recovery requirements for processing the application as more particularly described herein are binding upon both the applicant and the landowner.

Signature of Property Owner

Date

PROPERTY OWNER AND COPYRIGHT HOLDER

We, the owner and copyright holder, grant the City of Millbrae the authority to post plans submitted with this application on the City's website as part of the Planning approval process and waive any claims against the City arising out of or related to such action. We will indemnify, defend, and hold harmless the City, its agents, officers, and employees from any and all claims, actions, lawsuits, damages, losses, liabilities arising or resulting from any City decision or approval pertaining to this project, including any action to attack, set aside or void such decision or approval. This obligation to indemnify, defend and hold harmless shall include, but not be limited to, paying all fees and costs incurred by legal counsel of the City's choice in representing the City in connection with such claims, actions, or lawsuits, any expert fees, and any award of damages, judgments, verdicts, court costs or attorneys' fees in any such claims, actions or lawsuits.

Signature of Property Owner

Date

Signature of Designer/Copyright Holder

Date

Name (print)

Name (print)

Development Applications:		Antenna/Wireless Communication Facilities	
Department Review Fee (SRB Meeting)	\$2,811.91		
Design Review**:		Commercial:	
<input type="checkbox"/> *Preliminary Application (No Development Approval)	\$8,434.62	<input type="checkbox"/> Administrative Use Permit	\$11,245.42
<input type="checkbox"/> *New Single-Family Construction	\$8,434.62	<input type="checkbox"/> *Discretionary Use Permit (PC Review)	\$19,680.04
<input type="checkbox"/> *All Other New Construction	\$11,245.42	<input type="checkbox"/> Renewal of Administrative Permit	\$6,184.87
<input type="checkbox"/> Exterior Remodel (Non-Residential)	\$7,028.67	<input type="checkbox"/> Renewal of Discretionary Permit	\$8,434.62
<input type="checkbox"/> *Single-Family Addition (PC Review)	\$8,434.62		
<input type="checkbox"/> Single-Family Addition, Remodel, or Exterior Modification (Staff Review)	\$5,622.71		
Exceptions**:		Non-Commercial:	
<input type="checkbox"/> Fence	\$280.52	<input type="checkbox"/> Administrative Use Permit	\$5,622.71
<input type="checkbox"/> Height, Setback, Floor Area Ratio, Sign	\$19,680.04	<input type="checkbox"/> *Discretionary Use Permit (PC Review)	\$8,434.62
Variances**:		<input type="checkbox"/> Renewal of Administrative Permit	\$2,811.91
<input type="checkbox"/> Single-Family Residential	\$1,686.48	<input type="checkbox"/> Renewal of Discretionary Permit	\$4,216.75
<input type="checkbox"/> All Other	\$5,622.71		
Deposit-Based Fees***:		Permit Approval Extensions and Modifications:	
CEQA Initial Studies/Negative Declaration/Mitigated Negative Declaration/Environmental Impact Report	TBD	<u>Approved Plan/Permit Extension</u>	
<input type="checkbox"/> Conditional Use Permit, Major	\$15,000	<input type="checkbox"/> Administrative	\$843.80
<input type="checkbox"/> Conditional Use Permit, Minor	\$5,000	<input type="checkbox"/> Discretionary	\$2,811.91
<input type="checkbox"/> Design Review (Outside Consultant)	TBD	<u>Approved Plan/Permit Modification</u>	
Design Review (Projects between 10,000 sq. ft. and 50,000 sq. ft., and/or between 10 units and 49 units)	\$30,000	<input type="checkbox"/> Administrative	\$1,124.32
<input type="checkbox"/> Design Review (Projects over 50,000 sq. ft., and/or 50 units or more)	\$45,000	<input type="checkbox"/> Discretionary	\$2,811.91
<input type="checkbox"/> Exceptions (Height, Setback, Floor Area Ratio, Sign)	\$10,000		
<input type="checkbox"/> General Plan/Specific Plan Amendment	\$20,000	<u>Other Development Review Applications**:</u>	
<input type="checkbox"/> Master Sign Program	\$2,500	<input type="checkbox"/> Lot Line Adjustment or Lot Merger	\$2,811.91
<input type="checkbox"/> *MSASP Site Development Plan	\$45,000	<input type="checkbox"/> Parcel Map	\$4,216.75
<input type="checkbox"/> *Specific Plan Development or PD Development Plan	\$45,000	<input type="checkbox"/> Tract Map	\$7,028.67
<input type="checkbox"/> Zoning Ordinance (Map/Text) Amendment	\$15,000		
Environmental Determination:		Appeals:	
Categorical Exemption		<input type="checkbox"/> Appeal to Planning Commission	\$4,216.75
<input type="checkbox"/> Residential	\$280.52	<u>Appeal by applicant or on behalf of applicant</u>	
<input type="checkbox"/> Commercial	\$843.80	<input type="checkbox"/> Public Hearing Notification Fee	\$1,686.48
Signs:		<input type="checkbox"/> Appeal PC decision to City Council	\$5,622.71
<input type="checkbox"/> *Sign over 50 sq. ft. and/or illuminated	Hourly Rate	<input type="checkbox"/> Legal Notice for Planning Commission Appeal	\$1,968.12
<input type="checkbox"/> *Sign up to 50 sq. ft. (and MSP signs)	Hourly Rate		
<input type="checkbox"/> Temporary Sign Permit	\$280.52	<u>Appeal by an interested party (not on behalf of applicant)</u>	
<input type="checkbox"/> *Temporary Special Event Permit	\$1,968.12	<input type="checkbox"/> Public Hearing Notification Fee	\$461.17
		<input type="checkbox"/> Appeal PC decision to City Council	\$1,405.68
		<input type="checkbox"/> Legal Notice for Planning Commission Appeal	\$492.03
Miscellaneous Review/Action:		Miscellaneous Review/Action:	
		<input type="checkbox"/> Planning Commission	\$2,811.91
		<input type="checkbox"/> Staff Review / Hourly Rate	\$264.26/hour
		<input type="checkbox"/> Zoning Clearance	\$70.69
		<input type="checkbox"/> Zoning Confirmation and Verification letters	\$280.52
		<input type="checkbox"/> Parklet Permit Application	\$264.26
		<input type="checkbox"/> Parklet (per parking space per year)	\$1,287.21
TOTAL APPLICATION FEES: \$			

** Indicates that additional fees for the Public Works Department review may be required.

*** Indicates that if any Planning applications are submitted concurrently, then the highest fee will be taken and all other fees will be collected at 25% of the permit fee.

**** Indicates that if concurrent applications are with a deposit-based fee, only the deposit-based fee will be collected.

PLANNING FEES ARE NON-REFUNDABLE

DATE RECEIVED: _____