



# City of Millbrae

## SB 35 HOUSING CHECKLIST

On January 1, 2018 Senate Bill 35 (SB35) became state law establishing a streamlined and ministerial approval process for certain multifamily housing development projects. Eligible projects must comply with objective planning standards, provide specified levels of affordable housing, and meet other specified requirements, as detailed below. The CA state department of Housing and Community Development has determined that Millbrae is subject to streamlined application review process under Government Code section 65913.4 (see process notes at the end of this checklist).

**Before an SB 35 application can be submitted, the applicant must submit a notice of intent in the form of a preliminary application that includes all of the information described in Government Code section 65941.1.** The City must then notify California Native American tribes that are traditionally and culturally affiliated with the area of the site to determine if they wish to engage in a scoping consultation. An SB 35 application cannot be made until the notice and scoping consultation is complete and either an agreement is reached or no tribe elects to participate in a scoping consultation. The City's preliminary application form is attached describing all the required information.

### NOTICE OF INTENT TO APPLY FOR SB 35

- **PRELIMINARY APPLICATION.** Prior to submitting the application, the applicant must submit a preliminary application using the City's "Notice of Intent" Preliminary application form. The City will submit this application to local Native American tribes as an invitation to engage in a scoping consultation. The City's preliminary application form is attached describing the required information.

City of Millbrae Staff Verification of Completion: \_\_\_\_\_  
Signature \_\_\_\_\_

Print Name \_\_\_\_\_

- **SCOPING CONSULTATION. The Native American tribes contacted have 30 days to request a scoping consultation.** When applicable, if after the scoping consultation between the City and the local Native American tribes the parties identify potential tribal cultural resources that could be affected by the proposed agreement, the City and local Native American tribe engaged in the consultation must enter an enforceable agreement on methods, measures, and conditions for tribal cultural resource treatment before the applicant can proceed with the SB 35 application process.

City of Millbrae Staff Verification of Completion: \_\_\_\_\_  
Signature \_\_\_\_\_

Print Name \_\_\_\_\_



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### STREAMLINED HOUSING DEVELOPMENT (SB 35)

#### APPLICATION FORM

**SUBMITTAL REQUIREMENTS.** The following information is required for a complete application. Please review this checklist with City's Planning Department. **STATE LAW DOES NOT ALLOW THE CITY TO ACCEPT THIS APPLICATION UNTIL THE TRIBAL CONSULTATION AND SCOPING PROCESS HAS BEEN COMPLETED.**

SB 35 Standard Applications are reviewed to determine if the application qualifies as a Streamlined Housing Development within 60 days after application submittal for projects of 150 or fewer units, or within 90 days for larger projects. Applications that are not eligible for Streamlined Housing Development processing or that do not provide a complete Streamlined Housing Development Application will be denied and must be re-submitted, subject to review within 60 days after re-submittal for projects of 150 or fewer units, or within 90 days for larger projects.

Eligible Streamlined Housing Development applications are ministerially reviewed within 90 days after application submittal for projects of 150 or fewer units, or within 180 days for larger projects.

All documents, reports and plans must be provided to the Planning Dept. in hard copy and digital format. Please submit three (3) sets of hard copy plans.

**APPLICATION FORM.** Applicant must complete the application form below.

**Project Information to be filled in by Applicant and/or Property Owner:**

<b>Applicant's Contact Information:</b>  Name: _____  Address: _____  City, State: _____ ZIP: _____  Email: _____  Phone: _____	<b>Property Owner's Contact Information:</b>  Name: _____  Address: _____  City, State: _____ ZIP: _____  Email: _____  Phone: _____
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<b>Project Site / Address:</b>	<b>Assessor's Parcel Number:</b>
<b>General Plan and Zoning Designations:</b>	<b>Proposed Unit Count:</b>
<b>Proposed Residential Square Footage:</b>	<b>Proposed Non-Residential Square Footage:</b>
<b>Is the tribal consultation process complete? Yes <input type="checkbox"/> No <input type="checkbox"/></b>	
<b>Is the project seeking a density bonus or any concession, waiver, or reduction of parking standards under state Density Bonus Law? Yes <input type="checkbox"/> No <input type="checkbox"/></b>	
<b>If YES, please state the density bonus code section or any applicable laws that you are utilizing for the project.</b>	
<b>If YES, must attach a density bonus request letter including all information in Government Code 65915 and Millbrae Municipal Code Section 10.05.0430 State Density Bonus Law.</b>	
<b>Type of Multifamily Housing Development Proposed:</b> <input type="checkbox"/> Multifamily rental; residential only with no proposed subdivision. <input type="checkbox"/> Multifamily residential with proposed subdivision (must qualify for exception to subdivision exclusion) <input type="checkbox"/> Mixed-use (at least 2/3 of square footage must be designated for residential. If a subdivision is included, must qualify for exception to subdivision exclusion.)	
<b>Number of Parking Spaces Proposed:</b> Commercial Uses: _____ Residential Uses: _____	
<b>Is the site within one-half mile of public transit? Yes <input type="checkbox"/> No <input type="checkbox"/></b>	
<b>Is the site within an architecturally and historically significant historic district?</b>	
<b>Yes <input type="checkbox"/> No <input type="checkbox"/></b>	
<b>Are on-street parking permits required but not offered to the occupants of the project?</b>	
<b>Yes <input type="checkbox"/> No <input type="checkbox"/></b>	



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Is the site within one block of a car share vehicle station? Yes  No

**Does the project propose more than 10 units? Yes  No**

Has the applicant certified compliance with affordability requirements?

Yes  No  n/a

Has the applicant certified compliance with prevailing wage requirements?

Yes  No  n/a

**Does the project propose 75 units or more? Yes  No**

Has the applicant certified compliance with skilled and trained workforce requirements? Yes  No   
n/a

**Does the project involve a subdivision of land? Yes  No**

Is the project financed with low-income housing tax credits? Yes  No

Has the applicant certified compliance with prevailing wage requirements?

Yes  No  n/a

Has the applicant certified compliance with skilled and trained workforce requirements? Yes  No   
n/a

Signature of Property Owner :

Date

Print Name: \_\_\_\_\_

Signature of Property Owner:

Date

Print Name: \_\_\_\_\_

Documentation of authority to sign submitted with application



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### Project Description and Other Details

- PLANNING REVIEW FEE.** (See Planning Division Fees Schedules for current year).
- PROJECT DESCRIPTION AND OTHER DETAILS.** Please attach a narrative project description that summarizes the proposed project and its purpose. Please include a discussion of the project site context, including what existing uses, if any, adjoin the project site.
- CERTIFICATE OF COMPLIANCE WITH ELIGIBILITY REQUIREMENTS.** The property owner or the owner's authorized agent must submit a certificate of compliance and provide evidence that each of the eligibility standards described below has been met and certify under penalty of perjury that the threshold eligibility criteria are satisfied:
  - NUMBER AND TYPE OF UNITS.** The project must be a multifamily housing development that contains at least two residential units.
  - AFFORDABILITY.**<sup>1</sup> If more than 10 residential units are proposed, one of the following must be true:
    - at least 10 percent of the project's total units must be dedicated as affordable to households making at or below 80 percent of the area median income; or
    - at least 20 percent of the project's total units must be affordable to households making below 120 percent of the area median income with the average income of the units at or below 100 percent of the area median income.
  - COVENANT.** If more than 10 residential units are proposed, the applicant must commit to record, prior to issuance of the first building permit, a land use restriction or covenant for the required affordable units providing that the housing shall remain affordable to lower or moderate income households, as applicable, for the following minimum durations, as applicable:
    - 55 years for rental units.
    - 45 years for homeownership units.
  - URBAN INFILL.** The project must be located on a legal parcel or parcels. At least 75 percent of the perimeter of the site must adjoin parcels that are developed with urban uses. For purposes of SB 35, "urban uses" means any current or former residential, commercial, public

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<sup>1</sup> Projects seeking to use SB 35 are also subject to the City's Inclusionary Housing Ordinance. Prior to submitting an application for streamlined review, applicants should confirm the current affordability requirements with the Planning Division.



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institutional, transit or transportation passenger facility, or retail use, or any combination of those uses. Parcels that are only separated by a street or highway are considered adjoined.

**ZONED OR PLANNED RESIDENTIAL USES.** The project must be located on a site that is either zoned or has a general plan designation for residential or residential mixed-use development. If the multifamily housing development is a mixed-use development, at least two-thirds of the project's total square footage (excluding underground space) must be designated for residential use.

**CONSISTENT WITH OBJECTIVE STANDARDS.** Excluding a density bonus or any concessions, incentives, or waivers of development standards or reduction of parking standards granted under the Density Bonus Law (Government Code section 65915) is consistent with objective zoning, subdivision, and design review standards in effect at the time the application is submitted. Sources of objective standards include, without limitation:

- Residential Development Standards
- Millbrae Municipal Code 10.05
- Millbrae Development Code Article XXI Parking Regulations
- Adopted Plans
  - Millbrae General Plan
  - Millbrae Station Area Specific Plan

**LOCATION.** The project must be located on a property that is **outside** each of the following areas:

- A coastal zone, as defined in Division 20 (commencing with Section 30000) of the Public Resources Code.
- Either prime farmland or farmland of statewide importance, as defined pursuant to United States Department of Agriculture land inventory and monitoring criteria, as modified for California, and designated on the maps prepared by the Farmland Mapping and Monitoring Program of the Department of Conservation, or land zoned or designated for agricultural protection or preservation by a local ballot measure that was approved by Richmond's voters.
- Wetlands, as defined in the United States Fish and Wildlife Service Manual, Part 660 FW 2 (June 21, 1993).
- Lands identified for conservation in an adopted natural community conservation plan pursuant to the Natural Community Conservation Planning Act (Chapter 10 (commencing



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with Section 2800) of Division 3 of the Fish and Game Code), habitat conservation plan pursuant to the federal Endangered Species Act of 1973 (16 U.S.C. Sec. 1531 et seq.), or other adopted natural resource protection plan.

- Habitat for protected species identified as candidate, sensitive, or species of special status by state or federal agencies, fully protected species, or species protected by the federal Endangered Species Act of 1973 (16 U.S.C. Sec. 1531 et seq.), the California Endangered Species Act (Chapter 1.5 (commencing with Section 2050) of Division 3 of the Fish and Game Code), or the Native Plant Protection Act (Chapter 10 (commencing with Section 1900) of Division 2 of the Fish and Game Code).
- Lands under conservation easement.
- A site that would require demolition of housing that is:
  - Subject to recorded restrictions or law that limits rent to levels affordable to moderate, low, or very-low income households.
  - Subject to rent or price control.
  - Currently occupied by tenants or that was occupied by tenants within the past 10 years.
- A site that previously contained housing occupied by tenants that was demolished within the past 10 years.
- A site that would require demolition of an historic structure that is on a local, state, or federal register.
- A site that contains housing units that are occupied by tenants, and units at the property are, or were, subsequently offered for sale to the general public by the subdivider or subsequent owner of the property.
- A parcel of land or site governed by the Mobilehome Residency Law, the Recreational Vehicle Park Occupancy Law, the Mobilehome Parks Act, or the Special Occupancy Parks Act.
- If the site is located within any of the following zones, the application must demonstrate that additional standards have been met, as described below:
  - A very high fire hazard severity zone, as determined by the Department of Forestry and Fire Protection pursuant to Section 51178, or within a high or very high fire hazard severity zone as indicated on maps adopted by the Department of Forestry and Fire Protection pursuant to Section 4202 of the Public Resources Code. This does not apply to sites excluded from the specified hazard zones by the City, pursuant to subdivision (b) of



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Section 51179, or sites that have adopted fire hazard mitigation measures pursuant to existing building standards or state fire mitigation measures applicable to the development.<sup>2</sup>

A hazardous waste site that is listed pursuant to Section 65962.5 or a hazardous waste site designated by the Department of Toxic Substances Control pursuant to Section 25356 of the Health and Safety Code, unless the State Department of Public Health, State Water Resources Control Board, or Department of Toxic Substances Control has cleared the site for residential use or residential mixed-uses.

A delineated earthquake fault zone as determined by the State Geologist in any official maps published by the State Geologist, unless the development complies with applicable seismic protection building code standards adopted by the California Building Standards Commission under the California Building Standards Law (Part 2.5 (commencing with Section 18901) of Division 13 of the Health and Safety Code), and by any local building department under Chapter 12.2 (commencing with Section 8875) of Division 1 of Title 2.

A special flood hazard area subject to inundation by the 1 percent annual chance flood (100-year flood) as determined by the Federal Emergency Management Agency (FEMA) in any official maps promulgated by FEMA. However, the proposed development may be located on the site if either of the following are met:

the site has been subject to a Letter of Map Revision prepared by the Federal Emergency Management Agency and issued to the local jurisdiction; or

the site meets FEMA requirements necessary to meet minimum flood plain management criteria of the National Flood Insurance Program pursuant to Part 59 (commencing with Section 59.1) and Part 60 (commencing with Section 60.1) of Subchapter B of Chapter I of Title 44 of the Code of Federal Regulations.

A regulatory floodway as determined by maps promulgated by FEMA unless the development has received a no-rise certification in accordance with Section 60.3(d)(3) of Title 44 of the Code of Federal Regulations.

SUBDIVISIONS. The project does not involve an application to create separately transferable parcels under the Subdivision Map Act or any other applicable law authorizing the subdivision of land. However, a subdivision is permitted if all objective subdivision standards in the local subdivision ordinance are met and either of the following apply:

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2. Prior to submitting an application for streamlined review, applicants should confirm with the Planning Division if the listed exclusion is applicable.



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- The project is financed with low-income housing tax credits (LIHTC) and satisfies the prevailing wage requirements identified under the Prevailing Wage section of this Eligibility Checklist.
- The project satisfies the prevailing wage and skilled and trained workforce requirements identified under the under the Prevailing Wage and the Skilled and Workforce section of this Eligibility Checklist.
- An application for a tentative map or parcel map has been submitted.

PREVAILING WAGE. If the project includes 10 or more units, the project proponent must certify that at least one of the following is true:

- The entirety of the project is a public work as defined in Government Code section 65913.4(8)(A)(i); or
- The project is not in its entirety a public work and all construction workers employed in the execution of the development will be paid at least the general prevailing rate of per diem wages for the type of work and geographic area, as determined by the Director of Industrial Relations pursuant to Sections 1773 and 1773.9 of the Labor Code. However, for those portions of the development that are not a public work then the following shall apply:
  - Applicant shall ensure that the prevailing wage requirement is included in all contracts for the performance of the work.
  - Contractors and subcontractors shall pay to all construction workers employed in the execution of the work at least the general prevailing rate of per diem wages
  - Contractors and subcontractors shall maintain and verify payroll records pursuant to Section 1776 of the Labor Code and make those records available for inspection and copying. Contractors and subcontractors shall not be required to pay the general prevailing wage of per diem wages or maintain and verify payroll records and make them available for inspection and copying if all contractors and subcontractors performing work on the development are subject to a project labor agreement that requires the payment of prevailing wages to all construction workers employed in the execution of the development and provides for enforcement of that obligation through an arbitration procedure.
  - Employer payments shall not reduce the obligation to pay the hourly straight time or overtime wages found to be prevailing unless otherwise provided in a bona fide collective bargaining agreement covering the worker. The requirement to pay at least the general



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prevailing rate of per diem wages does not preclude use of an alternative workweek schedule adopted pursuant to Section 511 or 514 of the Labor Code.

- SKILLED AND TRAINED WORKFORCE**. If the project is a public work for purposes of Chapter 1 (commencing with Section 1720) of Part 7 of Division 2 of the Labor Code and consists of 75 or more units that are not 100 percent subsidized affordable housing, the project proponent must certify that it will use a skilled and trained workforce, as defined in Government Code section 65913.4(8)(B)(ii).<sup>3</sup> If the project does use a skilled and trained workforce, then the project shall comply with Government Code section 65913.4(8)(B)(iii).
- DEMONSTRATION OF CONSISTENCY WITH OBJECTIVE STANDARDS**. Identify all objective standards applicable to the project and describe how the proposed project is consistent with all objective zoning, subdivision, and design review standards applicable to the project site, including standards contained in specific plans and all plans applicable to the site. This includes, but is not limited to, demonstrating compliance with all objective use requirements, floor area standards, density, setbacks, height standards, lot coverage ratios, landscaping standards, creek setbacks, tree preservation and protection standards, water efficient landscaping requirements, stormwater requirements, design review standards, subdivision requirements, common open space, private useable open space, and public open space requirements, and objective general and specific plan policies and standards.
- TITLE REPORT** - Provide a preliminary or final title report prepared by a title company within the last three months.
- APPLICATION FOR PLANNING ACTION**
- DESIGN REVIEW CHECKLIST (SEE ATTACHED CHECKLIST)**
- TENTATIVE OR PARCEL MAP OR OTHER SUBDIVISION APPROVALS** - Projects proposing a subdivision must submit an application for a tentative or parcel map containing the information required on the City's standard project application forms. Other requested approvals under the Map Act (such as lot line adjustments or certificates of compliance) must also include submission of applications for those approvals.

<sup>3</sup> Beginning January 1, 2022, the skilled and trained workforce requirement is reduced to apply to projects of 50 units or more that are not 100 percent subsidized affordable housing.



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### STREAMLINED HOUSING DEVELOPMENT CERTIFICATE FOR COMPLIANCE WITH ELIGIBILITY REQUIREMENTS

*Date*

I, \_\_\_\_\_, do hereby certify and declare as follows:

(a) The subject property is located at (address and assessor's parcel number):

*Address*

*Assessor's Parcel Number*

(b) I am a duly authorized officer or owner of the subject property.

(c) The property owner agrees to comply with the applicable affordable housing dedication requirements established under Government Code section 65913.4(a)(3) and (a)(4).

(d) The property owner agrees to comply with the applicable prevailing wage requirements established under Government Code section 65913.4(a)(8)(A).

(e) The property owner agrees to comply with the applicable skilled and trained workforce requirements established under Government Code section 65913.4(a)(8)(B).

(f) The property owner certifies that the project site has not contained any housing occupied by tenants within 10 years prior to the date written above.

(g) The property owner certifies that information submitted to demonstrate compliance with all requirements of Government Code section 65913.4(a) is true and correct to the best of the owner's knowledge.

**I declare under penalty of perjury under the laws of the State of California that the foregoing is true and correct.**

Executed on this day in:

*Location*

*Date*

*Signature, Name (Print) Title*



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### PROCESS NOTES

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*If the municipal code requires more units to be affordable at the moderate-income level, these requirements apply.*

- Because the Government Code section 65913.4 process is ministerial, eligible projects are exempt from CEQA.
- **Small projects (< 150 units)**
  - *60 days from submittal* – the City is required to provide a list of all inconsistencies with “objective planning standards” and design review standards in effect, otherwise the project is deemed to satisfy the standards (subd. (b)).
  - *90 days from submittal* – the City is required to complete a “design review or public oversight”. The review or oversight “shall be objective and be strictly focused on assessing compliance with criteria required for streamlined projects, as well as any reasonable objective design standards” (subd. (a)(c)).
- **Large projects (>150 units)**
  - *90 days from submittal* – the City is required to provide a list of all inconsistencies with “objective planning standards” and design review standards in effect, otherwise the project is deemed to satisfy the standards (subd. (b)).
  - *180 days from submittal* - the City is required to complete a “design review or public oversight”. The review or oversight “shall be objective and be strictly focused on assessing compliance with criteria required for streamlined projects, as well as any reasonable objective design standards” (subd. (a)(c)).

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Applicant's Signature

Date

*Date Stamp for staff use only*



# City of Millbrae

## SB 35 SUBMITTAL REQUIREMENTS

Sheet No.	Requirements	Submitted (yes/no)
	<b>Residential Submittal Requirements:</b> Return <u>THIS COMPLETED FORM</u> .	
	<b>Project Description:</b> Provide a project description including but not limited to zoning, specific plan, and general plan designations, number of units, number of affordable units broken down into affordability levels, sizes of units, state whether the project is for condominium units or apartments, square footage of all buildings, ground floor commercial uses and square footage (if applicable), entitlements required, lot line adjustment or merger (if applicable), building heights, number of bike and vehicle parking spaces broken down into proposed uses, visitor parking, any parking reductions pursuant to applicable laws (reference appropriate laws). Indicate any density bonus units as well as any concessions or waivers requested.	
	<b>Preliminary or Final Title Report:</b> Provide document, not more than three months old, of all the properties on which development is proposed or for which an application for planning action is submitted.	
	<b>Application for Planning Action:</b> Complete ALL applicable items on the form, including signatures of Applicant and Property Owner(s), and submit the original.	
	<b>Required Processing Fees:</b> Submit payment, by cash, check, or credit card, in the full amount of the total fee. (See fees on Application for Planning Action form)	
	<b>Proof of Neighbor Consultation:</b> Complete a separate form for each adjacent property owner abutting the project site. Submit original forms with signatures. If unable to obtain a response, submit original certified mail receipt. Applicant must provide the project description and one legible set of 12" x 18" plans with consultation forms for neighbors to view.	
	<b>Project Plans:</b> <b>THREE</b> sets of scaled, fully dimensioned plans, on 24 x 36 inch sheets, for initial review by staff. <b>EIGHT</b> sets of half-sized plans (12" x 18") will be needed one week prior to the Planning Commission meeting. <b>*If a Staff Review Board meeting is required, SEVEN sets of 12 x 18 inch plans must be submitted at least 10 days prior to that meeting.</b>  Each sheet shall include the name and address of the project, and the name and phone number of the applicant.  MINIMUM information MUST include ( <i>both existing and proposed</i> ):	
<b>A1.0</b>	<b>Cover sheet</b> - Assessor's Parcel Number; zoning category; lot area square footage; scale; north arrow; vicinity map with 300-foot radius around project site depicting and labeling the major intersections and local street network; title block/project data with applicant contact info; sheet index; parcel map with adjacent properties and project scope. Lot coverage of existing and proposed areas – not to exceed lot maximum for zone, express in both square feet and percent. FAR for existing and proposed areas not to exceed FAR max for zone, express in both square feet and percent. Open space calculations for both common and private open space.	
<b>A2.0</b>	<b>Site Plan</b> - scale; north arrow; indicate all property lines, public and private easements; indicate footprints of adjacent structures and distances of existing and proposed home to adjacent structures; show existing and proposed sidewalks, driveways, parking spaces, all existing and proposed structures, fences, walls, and any other existing or proposed site improvements; areas exceeding 30% slope; all	



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Sheet No.	Requirements	Submitted (yes/no)
	required setbacks; and the location street address, use, number of stories, and setback of the nearest abutting walls (and windows) of all structures on all abutting properties. Label all areas. Indicate where site sections are taken (see site section requirement in A5.0 on the next page).	
<u>A3.0</u>	<b>Floor Plans</b> - scaled; horizontal dimensions and square footages of all existing and proposed floor area, including all projections, for every floor of every building on site. All floor plans shall be oriented the same direction as the Site Plan. Show dedicated area for trash, recycling, and compost. Indicate trash receptacle enclosure sizes consistent with SSF Scavenger requirements. Show required parking.	
<u>A3.1</u>	<b>Floor Area Key</b> - scale; north arrow; existing and proposed rooms, spaces and projections included in the total floor area, including any spaces to be removed; label each individual space on all floors, both interior and exterior; sequentially using letters of the alphabet (AA, BB if needed); provide a chart with the net subtotals of each floor's area into a grand total.	
<u>A4.0</u>	<b>Elevations</b> - scale; vertical dimensions; above grade, between floor, and top of ridge/parapet heights of each floor at each of the primary corners; elevation outline and window locations of abutting buildings; existing and proposed colors, materials, and textures of roof, walls, decks, trim, etc.; existing and proposed elevations of all four sides; all roof pitches. Include streetscape view of front elevation, include the adjacent neighboring structures. Indicate height of rooftop equipment. Show screening elements.	
<u>A5.0</u>	<b>Sections</b> - scale; north arrow; foundation, wall, and roof system of all rooms; two sections (lateral and longitudinal). Include site sections showing the grade and building relationships to adjacent structures. Include finished floor elevations of all floors, ceiling heights, as well as ridge elevations of subject structure and adjacent structure.	
<u>A6.0</u>	<b>Roof Plan</b> - scale; north arrow; plan view depicting all existing and proposed roof elements of all buildings, including the direction(s) of pitch of each element. Provide and show the location of screening for rooftop equipment.	
<u>A7.0</u>	<b>Landscape Plan</b> – provide landscaping prepared by a licensed landscape architect; provide calculation of open space consistent with cover sheet; scale; north arrow; location and dimension of all planted areas; proposed location of all trees, shrubs, groundcover, and landscape features; botanical name, common name, quantity, and size of all plant materials; explanation of plant maintenance; and all trees, shrubs, and hedges to be removed/relocated. Show dripline of existing trees and note if they are existing to remain or proposed to be removed. <b><u>Provide a Certified Arborist Report for any proposed tree removal, grading or construction work within two feet of the dripline of existing trees.</u></b>	
<u>*A8.0</u>	<b>*Erosion/Sediment Control Plan</b> – scale; north arrow; site boundaries, existing drainage, streams, wetlands, wells, storm sewer inlets, existing and proposed buildings, paved areas, proposed disturbed area, gradient/direction of slopes before/after grading, overland sheet flow, location of temporary soil storage, access drive, location of proposed sediment controls, barriers, diversions; separate written narrative sheet identifying detailed management strategies.	



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Sheet No.	Requirements	Submitted (yes/no)
<u><b>*A9.0</b></u>	<b>*Preliminary Grading/Drainage Plan</b> - scale; north arrow; existing and proposed topo-graphic contours in 2 foot intervals; natural site drainage; proposed finish floor elevations; critical cross-sections through the site extending past property lines and into center of roadway; all existing trees greater than 24" diameter. Note quantity of soil to be cut/filled, depth of cut or fill if over 2', and any disturbance of an area greater than 2,000 square feet.	
<u><b>A10</b></u>	<b>Topographic Survey</b> - Building corner spot elevations; Spot elevations and contours at appropriate intervals (determined by the surveyor's best judgement); Finished first floor elevations for existing structure(s); City of Millbrae or other recorded elevation benchmark utilized to perform survey. If no benchmarks are nearby, use an easily identified point with an assumed elevation (such as zero or 100). Include spot elevations and ridge heights of subject property and adjacent properties.	
<u><b>A11</b></u>	<b>Flood Zone Survey</b> - For projects that involve substantial improvements in the flood zone include all of the above plus: Elevations based on NAVD'88 datum; City of Millbrae or other recorded elevation benchmark utilized to perform survey; Flood zone and Base Flood Elevation (BFE), if determined; Elevations of bottom of crawl space, bottom of floor joist and garage slab; If the special flood zone hazard area boundary crosses the parcel, show the boundary with dimensions at each property line.	
	<b>Computer File:</b> ONE .pdf file to be submitted after the project has been scheduled for Planning Commission. Include computerized versions of all hard copy sheets submitted.	
	<b>Color and Material Samples:</b> ONE complete set of labeled samples of all exterior finishes mounted on a foam-core or cardboard, no smaller than 8½ x 11 inches, and no larger than 11x 17 inches. Include manufacturer paint chip colors. ONE digital pdf copy	
	<b>Color Photographs:</b> SIX sets (originals or copies) on 8½ x 11 inch sheets.  Photograph all sides of the existing building or site (if no building exists).  Photograph all facing elevations of all neighboring off-site structures.  Photograph front elevations of the buildings on both sides of the project.  Photograph front elevations of the buildings across the street from the project.  Label the subject and street address of each photograph on every sheet.	
	Submit a Key Map showing the locations from which photographs were taken, with numbering corresponding with photograph numbers.	
<u><b>A12.0</b></u>	<b>*Color 3-D Rendering:</b> SIX copies of either an isometric or two-point perspective drawing of the proposed development on a 24 x 36-inch sheet. Include at least two perspectives: (1) the streetscape along the main road of the site and (2) a perspective that shows the entire site and full extent of proposed buildings in the context of the surroundings including buildings on adjacent properties. Accurately depict existing	



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Sheet No.	Requirements	Submitted (yes/no)
	<p>landscaping to remain and proposed landscaping consistent with landscape and site plan.</p>	
	<p><b>Special Information:</b> The following supplemental item(s) will also be needed:</p> <p>C3 &amp; C6 Stormwater Checklist: Required at application submittal.</p> <p>MWELO Landscape Checklist: Required at application submittal.</p> <p>Geotechnical study with recommendations: Required at application submittal.</p> <p>Preliminary stormwater treatment plan: Required at application submittal.</p> <p>Sewer capacity study analysis: May be submitted as Condition of Approval (COA)</p> <p>Utility Study: May be submitted as COA at building submittal.</p> <p><u><i>The following studies are to be prepared by the City's consultant at the expense of the applicant:</i></u></p> <p>Noise study showing compliance with General Plan and Zoning Code standards: May be submitted as COA.</p> <p>Traffic impact analysis that demonstrates compliance with General Plan standards: To be completed during application review.</p> <p style="text-align: center;"><b>Additional sheets/study may be required.</b></p>	

**\* If City staff determines that this cannot be adequately provided by the applicant, the City's consultant will conduct this analysis based upon the applicant's plans and at applicant's expense.**