



City of Millbrae

NON-RESIDENTIAL DESIGN REVIEW SUBMITTAL CHECKLIST

- Step 1:** Schedule a Pre-Application Meeting with Planning staff to discuss your project’s submittal requirements prior to actually submitting your application package for City review. During the Pre-Application Meeting(s), Planning staff will indicate “yes” or “no” in the “Required” column for each item on the below checklist. All items indicated as “Required” must be submitted for processing of your NON-RESIDENTIAL development project. Please ensure that you thoroughly review these requirements, as you are responsible for obtaining all required information and for accuracy. IT IS STRONGLY RECOMMENDED THAT YOU HIRE A LICENSED ARCHITECT TO PREPARE YOUR DESIGN PLANS AND APPLICATION PACKAGE.
- Step 2:** After your Pre-Application Meeting, and when you are ready to submit a completed application package, please call (650) 259-2341 to schedule an appointment. At this appointment, Planning staff will indicate “yes” or “no” in the “Submitted” column on the below checklist indicating whether or not the required item was submitted to staff’s satisfaction. Application submittal packages can only be checked in to the City for processing if all required items are included. **Partially completed applications will not be accepted.**
- Step 3:** After your application package has been accepted, staff will review its contents and respond in writing within 30 days of submittal, either deeming your application “complete” or “incomplete”. In the event that this written notification indicates your application is “incomplete”, staff will provide detailed instructions for completing your application.
- Step 4:** Once you have received written notification that your application has been deemed “complete”, staff will begin a detailed analysis of your project. Detailed analysis may reveal conflicts between the proposed project and the City’s policies, regulations and guidelines that may require you to revise your plans or provide supplemental information. A Planning Commission Study Session for the project can only be scheduled after staff has concluded that the project adequately addresses all staff-identified issues.

This application is for: (Check ALL that apply)	<u>Within the MSASP</u>	<u>Within the DIA</u>	<u>Elsewhere</u>
	<input type="checkbox"/> New Building(s)	<input type="checkbox"/> New Building(s)	<input type="checkbox"/> New Building(s)
	<input type="checkbox"/> New Addition	<input type="checkbox"/> New Addition	<input type="checkbox"/> New Addition
	<input type="checkbox"/> Modification	<input type="checkbox"/> Modification	<input type="checkbox"/> Modification
	<input type="checkbox"/> Design Review	<input type="checkbox"/> Design Review	<input type="checkbox"/> Design Review
	<input type="checkbox"/> Conditional Use Permit	<input type="checkbox"/> Conditional Use Permit	<input type="checkbox"/> Conditional Use Permit

Sheet No.	Requirements	Required (yes/no)	Submitted (yes/no)
	Residential Submittal Requirements: Return <u>THIS</u> FORM.		
	Application for Planning Action: Complete ALL applicable items on the form, including signatures of Applicant and Property Owner(s), and submit the original.		
	Required Processing Fees: Submit payment, by cash, check, or credit card, in the full amount of the total fee. (See fees on Application for Planning Action form)		
	Project Description: Provide a detailed written narrative describing the project. Provide specific information about the proposal, including, but not limited to, the following: (Additional evaluation criteria for restaurants located within the D.I.A and MSASP may apply, consult planning staff)		
	What type of business(es) is/are proposed?		
	What are the hours of operation? What are the peak periods?		
	How many employees will there be and how many at one time?		
	Do you anticipate customers coming to the site of the business? If so, how many?		
	Who/what was the previous tenant at this location?		
	If any improvements are proposed to the existing building exterior, describe them.		
	If any improvements are proposed to the existing building interior, describe them.		
	If a new building is proposed, describe it. If any demolition is proposed, describe it.		
	If any landscaping improvements are proposed, describe them.		
	Describe all proposed signage.		
	What is the location and means of handling trash, recycling, and other waste?		
	How is rooftop equipment screened?		
	What is the proximity to existing/proposed parking (both on and off-street)?		
	What is the proximity to the nearest similar use(s)?		
	What is the proximity to the closest residential neighborhoods?		
	Describe your experience in the business.		
	Describe how this development is of benefit to the community.		
	What is the intended use of the proposed new square footage and any other special circumstances that may be associated with the project?		
	Describe any demolition that is proposed.		
	Identify all existing trees that are proposed to be removed.		
	Identify if the natural grade of the site will be changed, and explain why and how.		

Sheet No.	Requirements	Required (yes/no)	Submitted (yes/no)
	<p>Project Plans: THREE set of scaled, fully dimensioned plans, on 24 x 36 inch sheets. If a Staff Review Board meeting is required, SIX sets of 11 x 17 inch plans must be submitted at least 10 days prior to the meeting. SIX full size plan sets will be needed one week prior to the Planning Commission meeting. Each sheet shall include the name and address of the project, and the name and phone number of the applicant.)</p> <p>MINIMUM information MUST include (<i>both existing and proposed</i>):</p>		
<u>A1.0</u>	<p>Cover sheet - Assessor's Parcel Number; zoning category; lot area sf; scale; north arrow; vicinity map with 1,000-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.</p>		
<u>A2.0</u>	<p>Site Plan - scaled; north arrow; indicate all property lines; public and private easements; existing and proposed sidewalks, driveways, parking spaces, all existing and proposed structures, fences, walls, and any other existing or proposed site improvements; all required setbacks (first and second floor) ; and the location, use, and setback of the nearest abutting walls of all structures on all abutting properties.</p>		
<u>A3.0</u>	<p>Floor Plans - 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.</p>		
<u>A4.0</u>	<p>Elevations - scale; vertical dimensions; above grade, between floor, and top of ridge/parapet heights of each floor; screening of all roof-mounted mechanical equipment; existing and proposed colors, materials, and textures of walls, roof, windows, trim, etc.; all roof pitches.</p>		
<u>A5.0</u>	<p>Sections - scaled; foundation, wall, and roof system of each building; TWO sections (lateral and longitudinal).</p>		
<u>A6.0</u>	<p>Roof Plan - scaled; plan view depicting all existing and proposed roof elements of all buildings, including the direction(s) of pitch of each element.</p>		
<u>A7.0</u>	<p>Landscape Plan - scaled; 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.</p>		
<u>A7.0</u>	<p>Erosion/Sediment Control Plan – scaled; North arrow, site boundaries, existing drainages, 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.</p>		
<u>A8.0</u>	<p>Parking Calculations: Provide a detailed analysis of all existing on-site parking, indicating if any is shared with other users, and all off-site parking, including nearby on-street parking, intended for use by employees and patrons by applying the appropriate City parking standards for each proposed use within every building.</p>		

Sheet No.	Requirements	Required (yes/no)	Submitted (yes/no)
	Color and Material Samples: ONE complete set of labeled samples of all exterior finishes mounted on a foam-core board or other strong, lightweight material, no smaller than 8½ x 11 inches, and no larger than 11 x 17 inches.		
	Color Photographs: SIX sets color photocopied on 8½" x 11" 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.		
A9.0	Color 3-D Rendering: SIX copies of either an isometric or two-point perspective drawing of the proposed development on a 24 x 36 inch sheet.		
A10.0	Color Elevations: SIX sets of all sides of all buildings within the proposed development on 24 x 36 inch sheets.		
A11.0	Sign Program: SIX sets of the plan and elevation views needed to portray all proposed on-building and free-standing signage, including any existing signage to remain, on 24 x 36 inch sheets.		
	Conditional Use Permit: Submit a detailed written description of the need for Use Permit; submit detailed Findings of Fact as identified in Zoning Code Sec. 10.05.2520.		
	Variance: Submit a detailed written description of need for Variance; submit detailed Findings of Fact, as identified in Zoning Code Sec. 10.05.2540.		
	Design Review: Submit application materials as checked off above in addition to all application requirements identified in Zoning Code Sec. 10.05.2500.		
	Proof of Adjacent Property Owner Consultation: Complete a separate form for each adjacent property owner abutting the project site. Submit original forms with signatures.		
	Special Information: The following supplemental item(s) will also be needed: Additional sheets/study may be required.		

*** 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.**

Please direct all questions regarding these submittal requirements to the
Community Development Department at (650) 259-2341.
Community Development Counter Hours: Monday – Friday 8:30-12:00 pm or 1:00-4:00 pm by appointment.