

SINGLE-FAMILY RESIDENTIAL DESIGN REVIEW WORKSHEET

Project Address: _____

Current Zoning: _____

Net Site Area (See definition on back side of this form) **Round all figures to the nearest square foot**

	Existing	Net +/-	Total
total (gross) lot area			
(minus) total area of all easements			
(plus) easement area (but not more than 10% of total lot area)			
(minus) all non-easement area containing slope steeper than 30% grade			
(equals) net site area available for development			
Floor Area (* see applicable formula on back side of this form)			
(@ 0-99%) basement (entirely to partially below ground level)			
(@ 100%) first floor (ground or main level - do not include garage)			
(@ 100%) second floor (middle or upper level - do not include garage)			
(@ 100%) third floor (top level)			
(@ 100%) other floors			
* sub-floor areas			
* areas on any level with floor-to-ceiling height greater than 9'			
* attic areas under roofs with a slope of at least 3:12 (all others are 0%)			
(@ 100%) covered and enclosed courtyards			
(@ 100%) unenclosed front entry porches 10' or more in depth (all others are 0%)			
(@ 100%) all carports and garages			
(@ 100%) covered/uncovered decks and balconies 7' or more above finished grade			
(@ 50%) covered patios, decks, balconies less than 7' above finished grade			
(@ 0%) uncovered patios, decks, balconies less than 7' above finished grade			
(@ 100%) detached accessory buildings			
(equals) gross floor area (see definition on back side of this form)			
Lot Coverage (see definition on back side of this form)			
total area of building footprint(s)			
(divided by) total lot area			
(equals) percent of lot coverage			
maximum allowable lot coverage (50% in R-1; 40% in R-1LD)			
square footage over (+) or under (-) maximum allowed			
Total Living Area (sum of all habitable floor areas)			
Floor Area Ratio (FAR) (see definition on back side of this form)			
gross floor area			
(divided by) net buildable site area			
(equals) resulting FAR			
maximum allowable FAR (55% in R-1 and R-1LD)			
maximum square footage allowed on this lot			
square footage over (+) or under (-) maximum allowed			

Building Setbacks

- Do all existing structures meet minimum/maximum setbacks? YES NO _____
- Does all proposed upper story construction meet set back requirements? YES NO _____
- Are there any encroachments above the first floor for decks, bay windows, or outside stairways? YES NO _____

Rear Yard Requirement

- Is there at least 1,000 sq. ft. of open space in the rear 1/3 of the lot? YES NO _____

Parking Analysis

- Are 2 garage spaces (10' x 23' each) existing or proposed? YES NO _____
- Is parking balanced with Total Living Area per the Parking Guidelines? YES NO _____

total area of paved parking in required front yard		
(divided by) total area of required front yard setback (20' minimum)		
(equals) percent of front yard parking coverage (40% maximum allowable)		

Building Height (see definition on back side of this form)

- (30' max.) highest point of any roof (3:12 minimum slope) above finished grade below _____ feet _____ inches
- (25' max.) highest point of any roof (less than 3:12 slope) above finished grade below _____ feet _____ inches
- (12' max.) highest point of any accessory structure above finished grade below _____ feet _____ inches

Reviewed by planning staff: _____

Date: _____

March 2018



City of Millbrae

SINGLE-FAMILY RESIDENTIAL DESIGN REVIEW WORKSHEET

All the following definitions are contained in and quoted from the City of Millbrae Municipal Code, Section 10-1.201:

"Floor area ratio (FAR)' means the maximum ratio of gross floor area on a site to the net site area."

"Gross floor area' means the total area of all floors and structural features of all buildings on a site that contribute to its bulk, measured to the outside surface of exterior walls."

"Height of building' means the vertical distance above the existing grade to the highest point of the building immediately above, exclusive of antennas, chimneys and roof equipment. The height of a stepped or terraced building is the height of the tallest segment of the building."

"Lot coverage' means the percentage of the area covered by a building at all levels. This includes the perimeter of the building as viewed from the plan view, plus the area of all accessory buildings and structures, including garages not fully below grade. Lot coverage does not include any open projections such as decks, balconies, and eaves."

"Net site area' means the total horizontal area of a building site excluding any easement for access, and excluding portions of the site with slopes greater than thirty percent."

All the following formulas are contained in and quoted from the City of Millbrae Municipal Code, Section 10-1.402(1):

Method for calculating sub-floor (crawl space) areas

"Subfloor areas will be counted by multiplying the horizontal floor area by the average height of the area, as determined by the height of the finished floor above to the respective corner exterior grade of the building, deducting two feet to allow for typical height of crawl space and floor joists, and dividing by eight. No negative subfloor calculation is permitted."

Method for calculating floor areas with a floor-to-ceiling height greater than 9 feet

"In the case of ceilings greater than nine feet in height, the floor area of the room shall be calculated as the product of the overall height multiplied by the horizontal floor area and divided by eight; however, in cases where the ceiling slopes at 3: 12 or greater, the uppermost five feet will be excluded from the calculation."

Method for calculating attic areas under roofs with a slope of at least 3: 12

"In buildings with a roof slope of 3: 12 or greater, the portion of the floor area of the attic with a ceiling height of five feet or greater shall be added."

In addition to the above, the following non-codified formula is to be used when needed:

Method for calculating basement areas

Basement areas will be counted by multiplying the horizontal floor area by the average height of the area, as determined by the height of the finished floor above to the adjacent exterior finished grade, and dividing by eight.