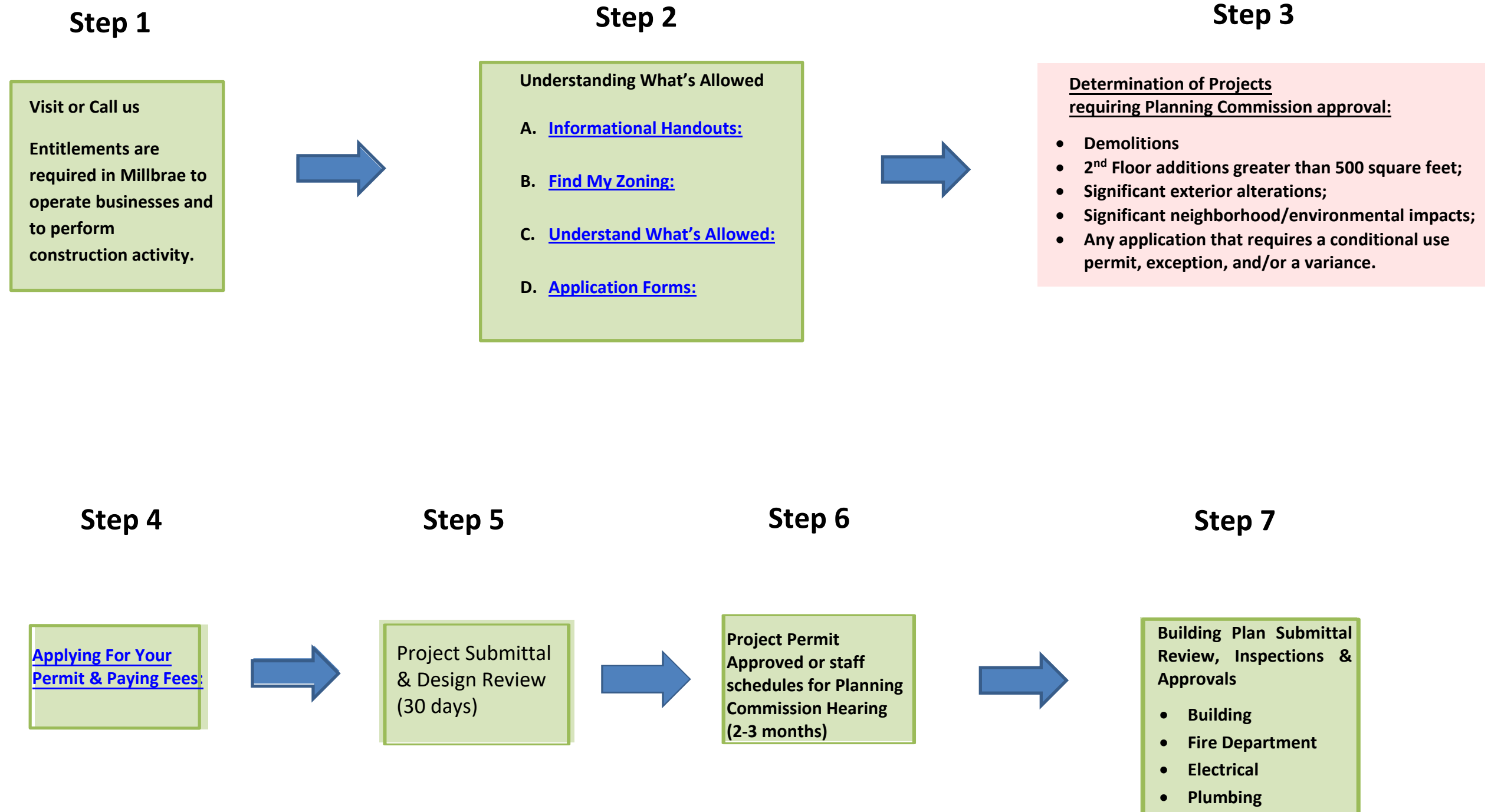
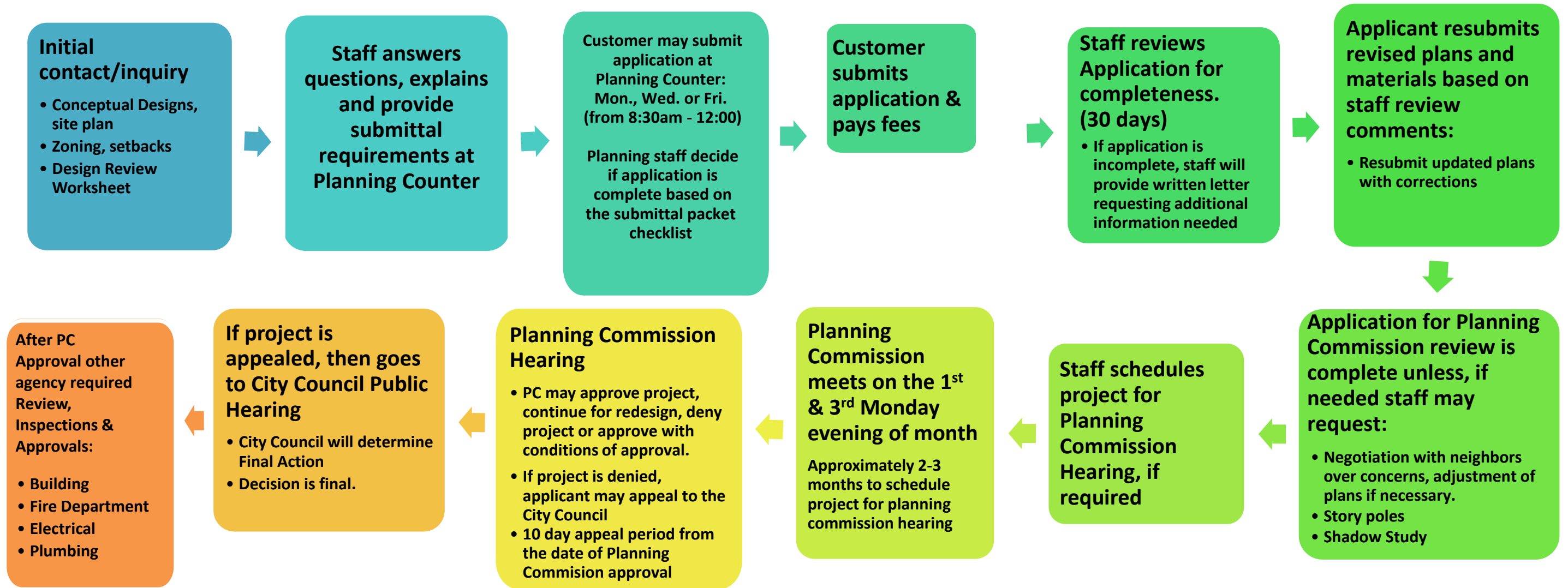


Millbrae Community Development Department-Planning Division Entitlement and Development Review Process

Project Entitlement Process



Plan Design Review Process



Initial contact/inquiry

- Conceptual Designs, site plan
- Zoning, setbacks
- Design Review Worksheet

Staff answers questions, explains and provide submittal requirements at Planning Counter

Customer may submit application at Planning Counter: Mon., Wed. or Fri. (from 8:30am - 12:00)

Planning staff decide if application is complete based on the submittal packet checklist

Customer submits application & pays fees

Staff reviews Application for completeness. (30 days)

- If application is incomplete, staff will provide written letter requesting additional information needed

Applicant resubmits revised plans and materials based on staff review comments:

- Resubmit updated plans with corrections

After PC Approval other agency required Review, Inspections & Approvals:

- Building
- Fire Department
- Electrical
- Plumbing

If project is appealed, then goes to City Council Public Hearing

- City Council will determine Final Action
- Decision is final.

Planning Commission Hearing

- PC may approve project, continue for redesign, deny project or approve with conditions of approval.
- If project is denied, applicant may appeal to the City Council
- 10 day appeal period from the date of Planning Commission approval

Planning Commission meets on the 1st & 3rd Monday evening of month

Approximately 2-3 months to schedule project for planning commission hearing

Staff schedules project for Planning Commission Hearing, if required

Application for Planning Commission review is complete unless, if needed staff may request:

- Negotiation with neighbors over concerns, adjustment of plans if necessary.
- Story poles
- Shadow Study