

## CITY OF BRISBANE

### PLANNING COMMISSION GRADING REVIEW APPLICATION CHECKLIST

**SUBMITTAL REQUIREMENTS.** For the Planning Commission to thoroughly review a proposal, certain information is required from you, the applicant. You should be aware that incomplete applications will not be placed on the Planning Commission agenda.

The following information and documents are required for all applications, unless specifically waived by staff:

- APPLICATION AND FEE - A completed planning application and filing fee. Refer to Line P27 of the Master Fee Schedule. Note: Planning fees are non-refundable.
- PROJECT DESCRIPTION - A complete project description, which shall include the amount of material involved in the proposed grading operation, broken down into the following categories--
  - Cut (in cubic yards)
  - Fill (in cubic yards)
  - Export (in cubic yards)
  - Import (in cubic yards)
- DEVELOPMENT PLANS - Three (3) complete sets of development plans prepared in accordance with the Community Development Department's plan preparation guidelines (separate document), including:
  - Site Plan
  - Boundary/Topographic Survey
  - Conceptual Grading/Drainage Plan
  - One (1) complete set of development plans reduced to 11"X17".
  - An electronic copy of required plans in PDF or other acceptable file format. (Consult with the project planner.)

**CODE REFERENCES.** Please refer to Brisbane Municipal Code [§15.01.081](#) and [§17.32.220](#) for Planning Commission approval of grading prior to the City Engineer's issuance of a Grading Permit. Please also refer to the attached Guidelines for Planning Commission Review of Grading Permits, adopted 11/13/03.

**NOTIFICATION OF MEETINGS AND HEARINGS.** Applicants must attend all hearings to present their case and respond to any questions or comments. The project planner

will notify you of the date of the public hearing via the notice of public hearing, and will provide the meeting agenda and a copy of the agenda report the Friday before the scheduled hearing. Copies of the agenda and agenda report are also available at the Planning Department and on the City's website, [www.brisbaneca.org](http://www.brisbaneca.org) by noon on the Friday before the scheduled hearing. Please contact the project planner if you have not received a copy prior to the meeting.

**NOTIFICATION OF ACTION.** The project planner will notify you by mail to confirm the action taken. Contact the project planner if you do not receive such notification.

**APPEALS.** Anyone may appeal the action of the Planning Commission to the City Council not later than fifteen (15) calendar days after the Commission's action. An appeal application form and fee (Line P46) is required to make a formal appeal.

FOR FURTHER INFORMATION, PLEASE CONTACT THE COMMUNITY  
DEVELOPMENT DEPARTMENT

Community Development Department Hours:  
8 A.M - 5 P.M. Mondays, Tuesdays & Thursdays  
8 A.M. – 8 P.M. Wednesdays  
8 A.M. - 1 P.M. Fridays

Please call ahead to make an appointment.



GUIDELINES FOR PLANNING COMMISSION REVIEW OF GRADING PERMITS  
Adopted 11/13/03

Grading plans submitted for Planning Commission review and approval per Brisbane Municipal Code Sections 15.01.081 & 17.32.220 should, in addition to the information required by BMC Section 15.01.090, include sufficient information for the Planning Commission to make the following findings:

- The proposed grading is minimized and designed to reflect or fit comfortably with the natural topography (General Plan Policies 43, 245 & 312 and Program 18a).

Although the Municipal Code sets a 250 cubic yard threshold for Planning Commission review of Grading Permits, the fact that a project may include grading of more than 250 cubic yards alone is not considered a significant or adverse impact, in that a building alone can require that amount just to set it into the hillside without significantly changing the surrounding natural topography. Nonetheless, the Planning Commission reserves the right to consider alternative grading plans for any Grading Permit subject to its review and may reject projects proposing unnecessary amounts of excavation contrary to the policies and programs in the City's General Plan.

- The proposed grading is designed to avoid large exposed retaining walls (General Plan Policies 43 & 245).

Any retaining walls will be designed to minimize their visual impact by complementing their natural setting and/or by relating to the architecture of the rest of the proposed development through use of one or more of the following:

- Color,
  - Texture,
  - Construction detailing,
  - Articulation;
  - Landscaping (non-invasive, water-conserving, low flammability).
- The proposed grading is designed to conserve existing street trees (as defined by BMC Section 12.12.020), any California Bay, Laurel, Coast Live Oak or California Buckeye trees, and three or more trees of any other species having a circumference of at least 30 inches measured 24 inches above natural grade. Where removal of existing trees is necessary, planting of appropriate replacement trees is provided. (General Plan Policies 124, 125 & 261 and Programs 34a, 35d, 245a & 320a).

In reviewing any proposal to remove trees protected per BMC Section 12.12.020, the Planning Commission shall consider the following criteria per BMC Section 12.12.050.C:

1. The condition of the tree with respect to disease, imminent danger of falling, proximity to existing or proposed structures and interference with utility services.
2. The necessity to remove the tree for economic or other enjoyment of the property.
3. The topography of the land and the effect of the tree removal upon erosion, soil retention, and the diversion or increased flow of surface waters.
4. The number, species, size, and location of existing trees in the area and the effect the removal would have upon shade, privacy impact, and scenic beauty of the area.
5. The number of healthy trees the property is able to support according to good forestry practices.

The Planning Commission may require that one or more replacement trees be planted of a species and size and at locations as designated by the Commission. The ratio of replacement trees required may be based upon the public visual impact of the trees removed. Native trees shall be replaced at a minimum ratio of 3 trees of the same or other approved native species planted for each 1 removed. Trees removed on site may be replaced with trees planted in the public right-of-way when located close enough to mitigate the local impact of the tree removal. Replacement trees planted within the public right-of-way shall be from the City's Street Tree List, as approved by the Commission. Minimum replacement tree size shall be 15-gallons, except that larger specimens may be required to replace existing street trees.

- The proposed grading complies with the terms of the San Bruno Mountain Area Habitat Conservation Plan Agreement and Section 10(a) Permit, if and as applicable (General Plan Policy 119 and Program 83b).