

CITY OF BRISBANE

PLANNED DEVELOPMENT PERMIT APPLICATION INFORMATION

SUBMITTAL REQUIREMENTS. For the Planning Commission & City Council to thoroughly review a proposal, certain information is required from you, the applicant. Only complete applications can be scheduled for public hearing.

- [] SIGNATURE OF THE LEGAL OWNER OF THE PROPERTY either on the application or on a separate written document authorizing the "APPLICANT" to submit the application on the owner's behalf. The person who is most knowledgeable about the proposal and who can answer questions by phone during daytime working hours should be designated as the "APPLICANT."
- [] PROPOSED PLANNED DEVELOPMENT PLANS--Five (5) full-size legible sets and one (1) reduced (to 8 1/2" x 11" or 11" x 17"), legible and reproducible sets of copies of completely dimensioned, scaled preliminary site development plans, with bar scales, showing the area involved and containing the following:
 - [] A detailed site plan of the land area to be covered by the PD permit, drawn to scale, showing the exact location of the existing or proposed lot lines, the location of all buildings and other improvements on the site, including streets, sidewalks, pathways, parking and loading areas, and the location of parks, recreation facilities, landscaped areas, and open space, as applicable;
 - [] A topographic map of the site showing existing and proposed contour lines at an interval of not more than one foot in areas of cross slope less than five percent (5%); not more than two (2) feet in areas of cross slope between five percent (5%) and ten percent (10%); and five (5) feet in areas of cross slope in excess of ten percent (10%). The topographic map shall extend at least fifteen (15) feet beyond the boundary lines of the site;
 - [] Designation of land uses to be conducted on the site, including the location on the site and the amount of floor area to be occupied by each individual use;
 - [] Architectural drawings showing the elevations of all structures as they will appear upon completion. The drawings shall include a description of all exterior surfacing materials and their colors. At the request of the planning director, material and color samples shall also be provided;
 - [] For covered projects as defined by Section 15.80.030, green building documentation per Section 15.80.060.A sufficient to be approved per Section 15.80.060.C.
 - [] Calculation of the total coverage on the site, including a breakdown of the amount of coverage to be occupied by structures, parking areas, streets, sidewalks and plazas, and a calculation of the total area of the site to be devoted to open space or open areas;
 - [] Location and character of all existing easements and rights-of-way affecting the site together with a description of any existing utility installations or facilities;

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- [] Utility plan showing the proposed on-site and off-site location and design of all utility services, including water, sanitary sewer, gas and electricity, and the manner in which such utilities will be delivered to the site. The utility plan shall also show the location and nature of all easements, installations and facilities that will be offered for dedication to the public;
- [] Grading and drainage plan, including all provisions for storm drainage and flood control;
- [] Landscape and irrigation plan showing the location and design of landscaped areas and the varieties of plant materials to be planted therein and all other landscape features;
- [] Lighting plans showing the location, design and intensity of all external lighting fixtures to be installed on the site, including ornamental fixtures along pedestrian pathways and within landscaped areas;
- [] Traffic circulation plan showing the locations of entrances and exits and the estimated traffic flow into and out of the parking and loading areas, the location and dimension of each parking and loading space, the areas for turning and maneuvering vehicles, and estimates of the traffic volumes and impacts to be created by the proposed development of the site;
- [] Geologic and soils investigation report on the site prepared by a certified engineering geologist or registered civil engineer qualified in soil mechanics;
- [] Sign program showing the location, size, design, illumination, and other features of all signs to be constructed or installed on the site;
- [] Location of all creeks, streams, watercourses, or drainage channels on the site, showing top of existing banks and creek or channel depth. If requested, cross-sections of the creek or channel shall also be furnished;
- [] A market analysis for proposed commercial developments, including projected tax revenues to the city from each of the proposed uses;
- [] Construction schedule for the proposed improvements which are the subject of the application and any off-site improvements to be constructed in connection therewith;
- [] Such other studies, drawings, reports and documents as may be requested by the planning director.

Note: Plans submitted as part of an application are retained by the City of Brisbane.

[] ADDITIONAL REQUIREMENTS

- [] Specific Plan per Government Code Section 65450 (see separate checklist);
- [] Application for Tentative Parcel/Subdivision Map or Lot Line Adjustment, if necessary (see appropriate application checklist).

- [] SUPPORTING STATEMENTS--To approve your application, the City Council must make the findings required by Sections 17.28.080 of the Brisbane Municipal Code (see separate sheet). A written statement from the applicant is required (please use complete sentences, as your statements may be quoted in the Staff Memoranda to the Planning Commission & City Council);
- [] PHOTOGRAPHS of the site;
- [] ENVIRONMENTAL INFORMATION FORM for large projects (see separate sheet); and
- [] FEES—An agreement to provide for the full reimbursement of time, materials and professional services to process the application shall be required. A deposit in an amount determined by the Planning Director shall be submitted at the time of application (Please make a check or money order payable to the "City of Brisbane"). An additional Environmental Determination fee (see Line P49/P50 of the current Master Fee Schedule) may also be required [if an Environmental Impact Report is required, the applicant must pay the cost of preparation of the EIR (by a consultant hired by the City) plus a 10% administrative fee], as may an additional fee for planchecking and inspections to determine compliance with the Green Building Ordinance. Note: Planning fees are non-refundable.

CODE REFERENCES: Please refer to Brisbane Municipal Code Sections 17.28 for the findings which must be made to approve the Planned Development Application.

NOTIFICATION OF MEETINGS AND HEARINGS. You will receive confirmation of the date of the public hearing by mail or email via copies of the agenda and staff report. Copies are also available at the Planning Department before noon on the Friday before the hearing and on the City's website at www.brisbaneca.org under "CITY GOVERNMENT"—"ALL MEETINGS". Please call if you have not received a copy prior to the meeting. Applicants should attend all hearings to present their case and respond to any questions or comments.

NOTIFICATION OF ACTION. You will be notified by mail within one week following the hearing of the action taken. Please contact the Planning Department if you do not receive such notification.

APPEALS. The action of the Planning Commission is a recommendation to the City Council. No appeal is necessary for Planned Development Permit applications to be heard by the City Council, whose approval is required for PD Permits.

FOR FURTHER INFORMATION, PLEASE CONTACT THE PLANNING DEPARTMENT, CITY OF BRISBANE, 50 PARK PLACE, BRISBANE, CA 94005, (415) 508-2120. MON-TUES-THURS: 8 A.M.-5 P.M., WED: 8 A.M.-8 P.M., FRI: 8 A.M.-1 P.M. TO ASSURE THAT SOMEONE WILL BE AVAILABLE TO HELP YOU, YOU MAY CALL AHEAD TO MAKE AN APPOINTMENT.