

CITY OF BRISBANE

USE PERMIT FOR MODIFICATION OF PARKING REGULATIONS APPLICATION INFORMATION

SUBMITTAL REQUIREMENTS. For the Planning Commission to thoroughly review a proposal for modifications to the parking regulations, 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 design permit applications, unless specifically waived by staff:

- APPLICATION AND FEE - A completed planning application and filing fee. Refer to Line P13 in the current Master Fee Schedule. Note: Planning fees are non-refundable.
- PROJECT DESCRIPTION - A complete project description, which shall include all components and phases of the proposed project.

For non-residential applications, detail the operations of the proposal, including numbers of existing and proposed employees broken down by type of use (office/warehouse/industrial) and any existing/proposed transportation demand management measures (shuttle participation, designated carpool parking, company vanpool, pedestrian improvements, etc.).

- DEVELOPMENT PLANS – Four (4) complete sets of development plans prepared in accordance with the Community Development Department’s plan preparation guidelines (separate document), including:
 - Site Plan, including:
 - Existing and/or proposed parking areas showing parking space dimensions in compliance with the Design Standards contained in [BMC §17.34.040](#), paving details, improved street width (curb-to-curb), sidewalks, and driveway curb cuts;
 - Identify compact and handicapped spaces and include a calculation of the required parking per [BMC §17.34.020](#).
 - Floor Plans
 - Conceptual Landscape Plan
 - Topographic Map
 - Boundary Survey
 - A small-scaled vicinity map;

- 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.)

Note: Staff may waive certain plan components based on the specific project proposal. Consult with staff prior to submittal to confirm required components. Plans submitted as part of an application are retained by the City of Brisbane.

- STORMWATER CHECKLIST - A completed C.3/C.6 Checklist or Small Projects checklist, depending on the project type and scope. (Check with Community Development staff prior to completing.)
- ENVIRONMENTAL INFORMATION FORM- Environmental Information Form (check with Community Development staff prior to completing).
- SUPPORTING STATEMENTS - A written statement of findings required by [BMC §17.34.050.I](#), reproduced in Attachment A of this checklist, as applicable to the project and zoning district. Your statements may be attached to the Planning Commission agenda report.
- PHOTOS - Photos of the site and surrounding area. A list with the file name, date the photo was taken, the photographer, brief description, and diagram or site plan showing the point and direction for each photograph taken must accompany all photos. Photos may be submitted digitally in the following formats: JPEG, BMP, or TIF.

CODE REFERENCES. For information regarding the City of Brisbane's parking requirements, please refer to Brisbane Municipal Code Chapter 17.34, as well as other applicable sections of the Code. For information regarding nonconforming uses and structures, please refer to Brisbane Municipal Code Chapter 17.38. Please refer to Brisbane Municipal Code Sections 17.34.050.I and 17.40.060 for the findings which must be made to approve any Use Permit application.

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 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.

USE PERMIT APPEALS. Anyone may appeal the action of the Planning Commission to the City Council not later than six (6) calendar days after the Commission's action. An application form and fee (Line P46) is required to make a formal appeal.

FOR FURTHER INFORMATION, PLEASE CONTACT THE COMMUNITY DEVELOPMENT DEPARTMENT, CITY OF BRISBANE, 50 PARK LANE, BRISBANE, CA 94005, (415) 508-2120.

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

To ensure someone will be available to help you, please call ahead to make an appointment.



COMMUNITY DEVELOPMENT DEPARTMENT | CITY OF BRISBANE |
50 PARK PLACE | BRISBANE, CA 94005 | (415) 508-2120

SUPPORTING STATEMENTS

**FINDINGS REQUIRED FOR APPROVAL OF USE PERMITS FOR
 MODIFICATIONS OF PARKING REGULATIONS**

Use Permit Findings: Brisbane Municipal Code Section 17.40.060

In order to approve an application for a use permit to modify the parking regulations, the Planning Commission must be able to affirmatively make the findings of approval located in the Brisbane Municipal Code Chapter 17.40, which are reproduced below.

Note: Please respond to each question relating to the required findings of approval as they relate specifically to your proposal. The Planning Commission cannot approve an application that does not comply with the required findings of approval.

A. In considering an application, the planning commission shall consider and give due regard to the nature and condition of all adjacent uses and structures, and to general and specific plans for the area in question.

Describe how the requested parking modification will or will not impact adjacent properties, and how the proposal complies with the General Plan or, if applicable, Specific Plan for the area.

	Plan Sheet Page(s)

B. The planning commission shall determine whether or not the establishment, maintenance or operation of the use applied for will, under the circumstances of the particular case, be detrimental to the health, safety, comfort and general welfare of the persons residing or working in the neighborhood of such proposed use, or whether it will be injurious or detrimental to property and improvements in the neighborhood or the general welfare of the city.

Describe why the requested parking modification will not be detrimental to the health, safety, comfort, or general welfare of neighbors or workers in the neighborhood and in the City at large.

	Plan Sheet Page(s)

Attachment A
 Use Permit for Modification of Parking Regulations
 Supporting Statements

Describe why the requested parking modification will not be injurious or detrimental to property or improvements in the neighborhood?

	Plan Sheet Page(s)

Special Findings: Brisbane Municipal Code Section 17.34.050

In addition to the findings of approval for use permits, the Planning Commission must also affirmatively make the special findings of approval located in the Brisbane Municipal Code Chapter 17.34, which are reproduced below.

Note: Please respond to each question relating to the required findings of approval as they relate specifically to your proposal. The Planning Commission cannot approve an application that does not comply with the required findings of approval.

- Strict enforcement of the specified regulation is not required by either present or anticipated future traffic volume or traffic circulation on the site.*

	Plan Sheet Page(s)

- The granting of the use permit will not create or intensify a shortage of on-street parking spaces, given, for example, the availability of existing or improved on/off-street parking which may not fully meet the requirements of this chapter.*

	Plan Sheet Page(s)

Attachment A
Use Permit for Modification of Parking Regulations
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3. *Full compliance with the parking requirements is not reasonably feasible due to existing structural or site constraints. This finding shall not be required for residential units dedicated to be affordable to households with very-low, low, or moderate incomes or designed and dedicated for use by households with one or more members who are 62 years of age or older, subject to restrictions approved by the City and recorded with the County of San Mateo.*

	Plan Sheet Page(s)