

## CITY OF BRISBANE

### USE PERMIT APPLICATION INFORMATION FOR CONDOMINIUMS

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.

- [ ] 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."
- [ ] SITE DEVELOPMENT PLANS--Two (2) full-size legible sets and one (1) reduced (to 8 1/2" x 11" or 11" x 17"), legible and reproducible set of completely dimensioned, scaled site development plans, with bar scales, showing:
  - [ ] Site in relation to surrounding property existing roads and other existing improvements;
  - [ ] Proposed improvements, locations of buildings on the ground, orientation of buildings, utilities, public services, public facilities, streets and alleys, landscaping and the boundaries of the projects;
  - [ ] Floor plans and elevations of all proposed buildings and structures;
  - [ ] Any additional information as required by the Planning Director;

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

#### [ ] ADDITIONAL REQUIREMENTS

- [ ] A copy of the tentative subdivision or parcel map or condominium plan [defined by California Civil Code Section 4285]—also see Tentative Map Application Information handout.
  - [ ] A copy of the declaration of restrictions and proposed management arrangement relating to the projects, as required by the provisions of Section 4250 of the State Civil Code;
  - [ ] For condominium conversions, the information required by Brisbane Municipal Code Section 17.30.050.
- [ ] SUPPORTING STATEMENTS--To approve your application, the Planning Commission must make the findings required by Section 17.40.060 and, for condominium conversions only, the findings of 17.30.060 of the Brisbane Municipal Code (see separate sheet). A written statement from the applicant addressing each of these points is required.

- [ ] PHOTOGRAPHS of the site;
- [ ] ENVIRONMENTAL INFORMATION FORM; and

[ ] **FEES**—See Line P12 of the current Master Fee Schedule. For Tentative Map application fees, see Line P32 (5 or more units) or P34 (4 or less units), as well as Line PW10. An additional Environmental Review fee (Line P49) may be required. Please make a check or money order payable to the "City of Brisbane".

Note: Planning fees are non-refundable.

CODE REFERENCES: Please refer to Brisbane Municipal Code Section 17.40.060 for the findings which must be made to approve any Use Permit application. Please also refer to Brisbane Municipal Code Section 17.30.060 for the findings which must be made to approve condominium conversion developments.

NOTIFICATION OF MEETINGS AND HEARINGS. You will receive confirmation of the date of the public hearing by email or mail 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](http://www.brisbaneca.org) under "CITY GOVERNMENT"—"COMMISSIONS" — "MEETING AGENDAS & MINUTES." Applicants must attend all hearings to present their case and respond to any questions or comments.

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

APPEALS. Anyone may appeal the action of the Planning Commission to the City Council not later than 15 calendar days after the Commission's action. An application form and fee (Line P47) is required to make a formal appeal.

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.