



## PLANNING DIVISION

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**Website:** <https://www.ssfca.gov/planning>

City Staff Use Only

Project #: \_\_\_\_\_

# Design Review Application

This is the Design Review Application for the City of South San Francisco. *This application is for projects that terminate at the Design Review Board (i.e., do not need to be reviewed or considered by the Planning Commission or City Council).*

Prior to submitting your application, please schedule a **Preliminary Project Review meeting** with Planning Division staff. This meeting is required and must be scheduled at least five business days before submitting the Design Review Application. To schedule the meeting, visit <https://www.ssfca.gov/planning> and see the section titled "Book a Virtual Appointment with a Planner."

The City of South San Francisco requires that all planning applications be submitted online through the City's Permitting Portal which can be found here: <https://permits.ssf.net/>

After you submit the Design Review Application, Planning Division staff will review your application within 30 days of submittal for completeness.

Questions? Contact Planning Division staff at [planning@ssfca.gov](mailto:planning@ssfca.gov) or 650-877-8535.

## Project Information

<b>Project Address</b>	
<b>Assessor Parcel Number(s)</b>	
<b>Current Use of the Property</b>	
<b>What year was the existing structure(s) constructed?</b>	
<b>What type of project is proposed?</b>	<input type="checkbox"/> Single-family residential <input type="checkbox"/> Multi-family / mixed-use residential <input type="checkbox"/> Commercial <input type="checkbox"/> Industrial <input type="checkbox"/> Other (please describe):
<b>Description of the Proposed Project</b>  Please include details about the proposed use of the site, design (including architectural style, materials, colors), landscaping, and other information.	

## Required Application Materials

Applicants must submit the following application materials. Please submit digital files of all materials through the City's Permitting Portal at <https://permits.ssf.net/>. If an applicant fails to submit all required materials, City staff will issue an incompleteness letter.

	Required Materials	Checklist	
		Applicant	City staff
1	<b>Completed and signed application</b>	<input type="checkbox"/>	<input type="checkbox"/>
2	<b>Payment of Fees</b> – See <i>Fees Worksheet</i> on page 6 of this application.	<input type="checkbox"/>	<input type="checkbox"/>
3	<b>Cover page showing:</b> <ul style="list-style-type: none"> <li>Project title – including all entitlements that are being requested (i.e., Design Review, Variance, etc.).</li> <li>Project address and Assessor's Parcel Number (APN)</li> <li>Date plans are prepared and any revisions.</li> <li>Name, phone number, and e-mail address of architect/designer/engineer.</li> <li>Location map – indicating the subject parcel(s) and adjacent streets.</li> <li>Approval stamp area – leave a 4"x4" area blank in the bottom right-hand corner of the plans.</li> </ul>	<input type="checkbox"/>	<input type="checkbox"/>
4	<b>Project Data Sheet including (as applicable):</b> <ul style="list-style-type: none"> <li>Project description.</li> <li>Total Floor Area in square feet (existing, proposed, total existing + proposed)</li> <li>Floor Area for each floor (i.e., first floor, second floor, etc.) in square feet (existing, proposed, total existing + proposed)</li> <li>Habitable Living Area in square feet (existing, proposed, total existing + proposed)</li> <li>Non-habitable Living Area in square feet (existing, proposed, total existing + proposed)</li> <li>Number of bedrooms</li> <li>Number of parking spaces (specify covered, uncovered, and total number)</li> <li>Proposed maximum height</li> <li>Proposed lot coverage</li> </ul>	<input type="checkbox"/>	<input type="checkbox"/>
5	<b>Site Plan showing:</b> <ul style="list-style-type: none"> <li>Property boundary lines and dimensions, and street right-of-way improvements (curbs, gutters, sidewalks, driveway aprons, edge of paving, etc.) and all walls, fences, and slopes.</li> <li>Location, dimensions, and type of easements.</li> <li>Location and setback of proposed structures, existing structures to remain and to be removed, including garages or accessory buildings.</li> <li>Location, size, type, and dripline of all mature trees and shrubs.</li> <li>Partial footprint of structures on adjacent properties.</li> <li>Other features such as trails, paths, utility poles, etc.</li> <li>North arrow.</li> </ul>	<input type="checkbox"/>	<input type="checkbox"/>

Required Materials		Checklist	
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	<ul style="list-style-type: none"> <li>Sewer lateral, utility service location to new or existing house / structure.</li> </ul>		
6	<b>Floor Plans (existing vs. proposed) showing:</b> <ul style="list-style-type: none"> <li>Existing and proposed development (including all habitable vs. uninhabitable areas).</li> <li>Wall legend identifying walls to be removed, walls to remain, and new walls.</li> <li>Room dimensions and function (including closets).</li> <li>Water heater &amp; furnace location.</li> <li>Interior garage dimensions.</li> <li>Existing and proposed gross floor area.</li> <li>Provide one (1) copy of plans detailing how the floor area* was tabulated. <i>Note – Habitable floor area (which excludes the garage) is measured to the exterior walls of the structure and counts stairwells one time.</i></li> </ul>	<input type="checkbox"/>	<input type="checkbox"/>
7	<b>Elevations showing:</b> <ul style="list-style-type: none"> <li>Roof height, plate heights, and finished floor heights.</li> <li>Overall building height.</li> <li>Roof pitch.</li> <li>Color renderings of all elevations, including exterior building materials and proposed colors (identify all details) – existing and proposed.</li> <li>Existing and proposed grade.</li> <li>An outline of neighboring houses (general massing).</li> <li>Section showing new building floors and relationship with proposed grading.</li> </ul>	<input type="checkbox"/>	<input type="checkbox"/>
8	<b>Architectural Renderings / Perspectives (professionally rendered elevations):</b> <ul style="list-style-type: none"> <li>Professional renderings must be included for <u>all new development projects</u>.</li> <li>Include critical or significant views from the public right-of-way, including one aerial view.</li> <li>Include surrounding structures</li> </ul>	<input type="checkbox"/>	<input type="checkbox"/>
9	<b>Material Board including the following.</b> <i>This can be material samples and/or photos of material and colors samples. Applicant may submit the Material Board in a digital format as a plan sheet.</i> <ul style="list-style-type: none"> <li>Exterior building color (include color name/number) for illustrative purposes</li> <li>Applied materials and color(s) (e.g., tone, brick, trim, etc.) for illustrative purposes</li> <li>Exterior siding</li> <li>Roofing materials and color(s)</li> <li>Paving materials and color(s)</li> <li>Window materials and color(s)</li> <li>Light fixtures: materials, colors and illumination levels</li> <li>Provide manufacturer brochures</li> </ul>	<input type="checkbox"/>	<input type="checkbox"/>

Required Materials		Checklist	
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10	<b>Roof Plan showing:</b> <ul style="list-style-type: none"> <li>Existing vs. newly proposed areas.</li> <li>Roof Pitch</li> </ul>	<input type="checkbox"/>	<input type="checkbox"/>
11	<b>Landscape Plan showing:</b> <ul style="list-style-type: none"> <li>Existing vs. proposed landscaping, including species for groundcovers, shrubs, and trees.</li> <li>Planting sizes (by diameter and box size) and quantities, labeled on the plan.</li> <li>Type of irrigation and areas to be irrigated.</li> </ul>	<input type="checkbox"/>	<input type="checkbox"/>
12	<b>Grading and Drainage Plan prepared by a licensed Civil Engineer, Architect, or other qualified professional showing grading, drainage and/or topography information are required if any of the following site conditions are present:</b> <ul style="list-style-type: none"> <li>Site slope greater than 10% in any direction.</li> <li>Proposed grade changes resulting in a cut or fill exceeding 24".</li> <li>Any improvement that requires retaining walls, earth slopes, or any changes to surface elevations on the subject site which alters the existing flow of surface drainage toward adjacent properties.</li> <li>Any improvement that changes the elevation of existing surface within the dripline of existing trees with a 12" diameter or greater.</li> </ul>	<input type="checkbox"/>	<input type="checkbox"/>
13	<b>Cross-sections</b>	<input type="checkbox"/>	<input type="checkbox"/>
14	<b>Site and Surrounding Area Photos including:</b> <ul style="list-style-type: none"> <li>Color photos of the front and rear of the subject site, photos of the two (2) neighboring properties located to the right of the subject site, photos of the two (2) neighboring properties located to the left of the subject site, and photos of the three (3) properties across the street from the subject site.</li> <li>If improvements/changes are made to the rear of the property, include photos of the rear of the subject site, two (2) structures located to the right of the rear of the subject site, two (2) structures located to the left rear of the subject site, and three (3) structures across the street or alley from the rear of the subject site.</li> <li>All photos should be in direct alignment with the center of the mass of the photographed structure and should include any existing right-of-way improvements (i.e., curb and gutter, sidewalk, curb-cut).</li> <li>Photos must be labeled and included on a sheet in the plan set.</li> </ul>	<input type="checkbox"/>	<input type="checkbox"/>

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15	<b>PG&amp;E Preliminary Clearance</b> – For all residential projects that include additions or new structures, please contact PG&E early in the design process, and obtain preliminary clearance for your project. Click on the <a href="#">PG&amp;E Handout</a> for more details and links to PG&E required documents. <sup>1</sup> PG&E approvals will be required with your Building Permit Application submittal.	<input type="checkbox"/>	<input type="checkbox"/>
16	<i>If applicable:</i> Historic Resource Evaluation letter for any structure older than 50 years, completed by an Architectural Historian or registered and licensed Architect. <i>Waiver for residential additions/alterations: The Chief Planner may waive this requirement for residential addition and alteration proposals after determining that the project complies with preservation standards and environmental practices.</i>	<input type="checkbox"/>	<input type="checkbox"/>
17	<i>If applicable:</i> Transportation Demand Management Plan, per Chapter 20.400 of the South San Francisco Municipal Code.	<input type="checkbox"/>	<input type="checkbox"/>
18	<i>If applicable:</i> Fire Marshal Required Materials – Please call 650-829-6645 for details on code and requirements.	<input type="checkbox"/>	<input type="checkbox"/>
19	<i>If applicable:</i> Development Conformance Checklist  <a href="#">Click here for the checklist handout</a> , and please check with Planning Division staff for the correct checklist for your project.	<input type="checkbox"/>	<input type="checkbox"/>
20	<i>If applicable:</i> Density Bonus & BMR Unit Information Request Form	<input type="checkbox"/>	<input type="checkbox"/>

<sup>1</sup> PG&E Handout: <https://www.ssf.net/home/showpublisheddocument/30572>

## Fees Worksheet

Most projects will require the payment of multiple fees. This worksheet is a tool to estimate the total fees for your project. The fee amount will vary based on the project. Please contact Planning Division staff to discuss your applicable fees.

Possible Fees	Fee Description	Amount
<b>Fee #1: City Application Fees</b>	These fees are required to process and review an application. An applicant pays these fees to the City, and payment is required when the application is submitted. A list of the application fees can be found <a href="#">by clicking here</a> - see "Fee Schedule (Planning)." <sup>2</sup>	
	Example: Design Review Fee	
	Example: Legal Notices Fee	
	Example: Technology Fee – applied to all applications	2% of the overall fee
	Example: Environmental Fee (for Categorical Exemption, Initial Study, etc)	
<b>Fee #2: County Environmental Fees</b>	These fees are paid to San Mateo County when recording CEQA documents with the San Mateo County Clerk, following project approval. A list of the County's environmental fees can be found <a href="#">by clicking here</a> . <sup>3</sup>	
	Example: Environmental Fee	
	Example: Filing Fee	
<b>Fee #3: City Development Impact Fees</b>  Please review these fees before submitting your Design Review Application. Impact fees apply to most projects (including new single-family residential projects).	These fees are required to offset the impact of new development. The fees vary based on the type and size of development. An applicant pays these fees to the City. For residential projects, payment is due prior to final inspection. For non-residential projects, payment is due prior to issuance of the first Building Permit. A list of the development impact fees can be found <a href="#">by clicking here</a> – see "Development Impact Fees." <sup>2</sup>	
	Example: Administration Fee	Charged to each application
	Example: Parks and Recreation Impact Fee	
	Example: Childcare Impact Fee	
	Example: Transportation Impact Fee	

<sup>2</sup> <https://www.ssf.net/departments/economic-community-development/permit-center/planning-applications-and-guidelines>

<sup>3</sup> <https://smcacre.gov/county-clerk-recorder/environmental-impact-report-fees>

## Property Owner Authorization

**Property Owner:** In signing this application, I, as property owner, have full legal capacity to, and hereby do, authorize the filing of this application. I understand that conditions of approval are binding. I agree to be bound by those conditions, subject only to the right to object at a hearing or during the appeal period.

<b>Property Owner Name</b>	
Address (City, State, Zip Code)	
E-mail address	
Phone number	

Signature: \_\_\_\_\_

Date: \_\_\_\_\_

## Applicant (if other than Property Owner) Signature

**Applicant other than Property Owner:** In signing this application, I as applicant, represent to have obtained authorization of the property owner to file this application. If this application has not been signed by the property owner, I have attached separate documentation of full legal capacity to fill this application and agreement to conditions of approval, subject only to the right to object at the hearings or during the appeal period.

<b>Applicant Name</b>	
Address (City, State, Zip Code)	
E-mail address	
Phone number	

Signature: \_\_\_\_\_

Date: \_\_\_\_\_

## Architect / Designer Information

Please provide the name of the architect / designer for the project, if different than the applicant and/or property owner.

<b>Architect / Designer Name</b>	
Address (City, State, Zip Code)	

E-mail address	
Phone number	