



# PLANNING APPLICATION

## PLANNING DIVISION

315 Maple Avenue, South San Francisco, CA 94080  
Phone: (650) 877-8535 Email: [planning@ssfca.gov](mailto:planning@ssfca.gov)  
Website: [www.ssf.net/planning](http://www.ssf.net/planning)

OFFICE USE ONLY

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

\*Please note, a **Preliminary Project Review** by staff is required a minimum of 5 business days prior to application submittal. Please call (650) 877-8535 or email [planning@ssfca.gov](mailto:planning@ssfca.gov) to schedule an appointment for review. If you do not complete a preliminary project review, your application may not be accepted. Refer to fee schedule for all fees (available on Planning Division [Webpage](#)).

### Application Type (check all that apply)

<input type="checkbox"/>	Minor Use Permit (MUP)	<input type="checkbox"/>	General Plan Amendment
<input type="checkbox"/>	Conditional Use Permit (CUP)	<input type="checkbox"/>	Precise Plan
<input type="checkbox"/>	Use Permit Modification	<input type="checkbox"/>	Tentative / Vesting Parcel Map
<input type="checkbox"/>	Variance	<input type="checkbox"/>	Subdivision
<input type="checkbox"/>	Zoning Map / Text Amendment	<input type="checkbox"/>	Other

### Project Information

Site Address	
Assessor Parcel #	
Zoning Designation	
Lot Size	
Current / Previous Use	

### Check all that apply:

<input type="checkbox"/>	Change of Use	<input type="checkbox"/>	New Construction
<input type="checkbox"/>	Change of Hours / Operations	<input type="checkbox"/>	Alterations to existing buildings / structures
<input type="checkbox"/>	Full or Partial Demolition	<input type="checkbox"/>	Other
<input type="checkbox"/>	Contains an Historic Resource	<input type="checkbox"/>	Adjacent property contains an Historic Resource
<input type="checkbox"/>	Property contains Non-Conforming Use	<input type="checkbox"/>	Property contains non-conforming structure

### 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.

Name: \_\_\_\_\_ e-mail: \_\_\_\_\_

Address/City/State/Zip: \_\_\_\_\_

Phone: \_\_\_\_\_

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

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### Applicant Other Than Property Owner

**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.

Name: \_\_\_\_\_ e-mail: \_\_\_\_\_

Address/City/State/Zip: \_\_\_\_\_

Phone: \_\_\_\_\_

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

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### Legal Notice Fee

In addition to the filing fee, a fee for Legal Noticing procedures is required. This includes newspaper ad, Public Hearing notice to neighbors and any environmental document noticing that may be required by law.

**Notices:** Please list any other persons involved in this application who should receive notices and agendas regarding this application.

Name: \_\_\_\_\_ e-mail: \_\_\_\_\_

Address: \_\_\_\_\_ Phone: \_\_\_\_\_

Name: \_\_\_\_\_ e-mail: \_\_\_\_\_

Address: \_\_\_\_\_ Phone: \_\_\_\_\_

## APPLICATION CHECKLIST

*Note: Failure to submit all required information will result in the issuance of an incompleteness letter. Please review SSFMC Title 20 for specific performance standards and site & development regulations. **\*Please submit digital files of all required application materials\****

		Applicant
1.	<b>Fee(s)</b>	
2.	<b>Completed &amp; Signed Application</b>	
3.	<b>Project description, including a detailed narrative about the proposal and project site</b>	
4.	<b>Plan Set (including cover page with date, designer contact info, and project data), and:</b>	
5.	<b>Photographs of site (include existing and adjacent sites)</b>	
6.	<b>Site Plan, including:</b>	
	A. Property lines & dimensions	
	B. Setback lines	
	C. Existing and Proposed structures	
	D. Lot coverage calculations	
	E. Roof Plan	
	F. Parking Areas for vehicles and bicycle	
	G. ADA Path of Travel	
	H. Lighting Program	
7.	<b>Elevations, including:</b>	
	A. Trims & Finishes	
	B. Roof Pitch	
	C. Any existing or proposed roof equipment	
	D. Any retaining walls & fences	
	E. Any signs	
	F. Color Elevations	
	G. Daylight Planes	
	H. Shadow Study for buildings greater than 3 stories	
8.	<b>Floor plans, including:</b>	
	A. Existing and proposed floor plan	
	B. Room function & size	
	C. Existing & proposed gross floor area	
	D. Garage / parking area dimensions	
9.	<b>Landscape plan, including:</b>	
	A. Species types	
	B. Planting sizes and numbers	
	C. Type of irrigation system	
	D. Arborist report if any heritage tree removal	
10.	<b>Colors &amp; Materials board</b> (if applicable)	
11.	<b>Inclusionary Housing Plan</b> (per 20.380) & <b>Density Bonus Application</b> (per 20.390) if applicable	
12.	<b>Historic Resource Evaluation letter for any property older than 50 years, completed by an Architectural Historian or licensed Architect</b> (if applicable)	
13.	<b>Development Conformance Checklist</b> (if applicable, please check with Planning Staff)	
14.	<b>TDM Plan per 20.400</b> (if applicable)	
15.	<b>Fire Marshal Required Materials</b> (Please call (650) 829-6645 for details on code & requirements)	
16.	<b>City Attorney Hold Harmless Agreement</b>	
17.	<b>Preliminary Title Report</b>	

**HOLD HARMLESS AGREEMENT**

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Applicant, and any other signatories below, agree to defend, indemnify, and hold harmless the City of South San Francisco and its agents, officers, and employees from any action, claim, or proceeding brought against the City or its agents, officers, or employees which challenges the validity of any approval by the City, its agencies, boards, Commission, or Council with respect to applicant's project. Applicant, and other signatories below agree that this indemnification shall apply to any attorney fees incurred by the City, costs of suit, damages, or other expenses awarded against the City, its agents, officers, and employees in connection with the action. This indemnification releases the City from and against all liability in connection with City's defense of its action in any proceeding brought in any state or federal court challenging the City's actions with respect to the applicant's project.

In the event that an action, claim, or proceeding is initiated against the City with respect to the applicant's project the applicant, and other signatories below, shall cooperate fully in the defense upon receipt of notification by the City. Nothing in this agreement shall prohibit the City from participating in the defense of any claim.

Applicant, and any other signatories below, hereby understand and agree that the costs incurred by the City Attorney for review and processing of the proposed project are attributable to the project and may not be assigned without the prior written consent of the City. Applicant shall remain responsible for all outstanding costs incurred by the City. The City reserves the right to request an additional fee from applicant, should the City Attorney incur additional costs or if costs exceed the amount from original fees.

This agreement shall be only executed by an authorized representative of the applicant. The person(s) executing this agreement represents that he/she is authorized to enter into agreement on behalf of the applicant. If more than one person or entity is named as Applicant for the proposed project, all entities/persons must sign as indicated below.

Project Name: \_\_\_\_\_

Site Address: \_\_\_\_\_

\_\_\_\_\_  
Applicant Signature

\_\_\_\_\_  
Date

Print Name: \_\_\_\_\_

Title: \_\_\_\_\_

\_\_\_\_\_  
Property Owner Signature (*If different than applicant*)

\_\_\_\_\_  
Date

Print Name: \_\_\_\_\_

Title: \_\_\_\_\_

Additional applicants:

\_\_\_\_\_  
Applicant (2)

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

Print Name: \_\_\_\_\_

Title: \_\_\_\_\_

\_\_\_\_\_  
Applicant (3)

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

Print Name: \_\_\_\_\_

Title: \_\_\_\_\_