



PLANNING DIVISION

315 Maple Avenue, South San Francisco, CA 94080

Phone: (650) 877-8535 Email: planning@ssf.net

Website: www.ssf.net/planning

City Staff Use Only

Permit #: _____

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 www.ssf.net/departments/economic-community-development/planning-division 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 and compliance with the City's zoning regulations.

Questions? Contact Planning Division staff at planning@ssf.net or 650-877-8535.

Project Information

Project Address	
Assessor Parcel Number(s)	
Current Use of the Property	
What year was the existing structure(s) constructed?	
What type of project is proposed?	☐ Single-family residential ☐ Multi-family / mixed-use residential ☐ Commercial ☐ Industrial ☐ Other (please describe):
Description of the Proposed Project 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	Completed and signed application	☐	☐
2	Payment of Fees – <i>See Fees Worksheet on page 6 of this application.</i>	☐	☐
3	Cover page showing: - Project title – including all entitlements that are being requested (i.e., Design Review, Variance, etc.). - Project address and Assessor's Parcel Number (APN) - Date plans are prepared and any revisions. - Name, phone number, and e-mail address of architect/designer/engineer. - Location map – indicating the subject parcel(s) and adjacent streets. - Approval stamp area – leave a 4"x4" area blank in the bottom right-hand corner of the plans.	☐	☐
4	Project Data Sheet including (as applicable): - Project description. - Total Floor Area in square feet (existing, proposed, total existing + proposed) - Floor Area for each floor (i.e., first floor, second floor, etc.) in square feet (existing, proposed, total existing + proposed) - Habitable Living Area in square feet (existing, proposed, total existing + proposed) - Non-habitable Living Area in square feet (existing, proposed, total existing + proposed) - Number of bedrooms - Number of parking spaces (specify covered, uncovered, and total number) - Proposed maximum height - Proposed lot coverage	☐	☐
5	Site Plan showing: - 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. - Location, dimensions, and type of easements. - Location and setback of proposed structures, existing structures to remain and to be removed, including garages or accessory buildings. - Location, size, type, and dripline of all mature trees and shrubs. - Partial footprint of structures on adjacent properties. - Other features such as trails, paths, utility poles, etc. - North arrow. - Sewer lateral, utility service location to new or existing house / structure.	☐	☐
6	Floor Plans (existing vs. proposed) showing: Existing and proposed development (including all habitable vs. uninhabitable	☐	☐

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	areas). • Wall legend identifying walls to be removed, walls to remain, and new walls. • Room dimensions and function (including closets). • Water heater & furnace location. • Interior garage dimensions. • Existing and proposed gross floor area. • 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>		
7	Elevations showing: • Roof height, plate heights, and finished floor heights. • Overall building height. • Roof pitch. • Color renderings of all elevations, including exterior building materials and proposed colors (identify all details) – existing and proposed. • Existing and proposed grade. • An outline of neighboring houses (general massing). • Section showing new building floors and relationship with proposed grading.	☐	☐
8	Architectural Renderings / Perspectives (professionally rendered elevations): • Professional renderings must be included for <u>all new development projects</u>. • Include critical or significant views from the public right-of-way, including one aerial view. • Include surrounding structures	☐	☐
9	Material Board including the following. <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> • Exterior building color (include color name/number) for illustrative purposes • Applied materials and color(s) (e.g., tone, brick, trim, etc.) for illustrative purposes • Exterior siding • Roofing materials and color(s) • Paving materials and color(s) • Window materials and color(s) • Light fixtures: materials, colors and illumination levels • Provide manufacturer brochures	☐	☐
10	Roof Plan showing: • Existing vs. newly proposed areas. • Roof Pitch	☐	☐

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11	Landscape Plan showing: - Existing vs. proposed landscaping, including species for groundcovers, shrubs, and trees. - Planting sizes (by diameter and box size) and quantities, labeled on the plan. - Type of irrigation and areas to be irrigated.	☐	☐
12	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: - Site slope greater than 10% in any direction. - Proposed grade changes resulting in a cut or fill exceeding 24". - 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. - Any improvement that changes the elevation of existing surface within the dripline of existing trees with a 12" diameter or greater.	☐	☐
13	Cross-sections	☐	☐
14	Site and Surrounding Area Photos including: - 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. - 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. - 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). - Photos must be labeled and included on a sheet in the plan set.	☐	☐
15	PG&E Preliminary Clearance – 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 PG&E Handout for more details and links to PG&E required documents. ¹ PG&E approvals will be required with your Building Permit Application submittal.	☐	☐
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:</i> 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.	☐	☐
17	<i>If applicable:</i> Transportation Demand Management Plan, per Chapter 20.400 of the South San Francisco Municipal Code.	☐	☐

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

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18	<i>If applicable:</i> Fire Marshal Required Materials – Please call 650-829-6645 for details on code and requirements.	☐	☐
19	<i>If applicable:</i> Zoning Conformance Checklist - Downtown Conformance Checklist - Transect Zones Checklist	☐	☐
20	<i>If applicable:</i> Density Bonus & BMR Unit Information Request Form	☐	☐

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
Fee #1: City Application Fees	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 by clicking here - see "Fee Schedule (Planning)." ²	
	<i>Example: Design Review Fee</i>	
	<i>Example: Legal Notices Fee</i>	
	<i>Example: Technology Fee – applied to all applications</i>	<i>2% of the overall fee</i>
	<i>Example: Environmental Fee (for Categorical Exemption, Initial Study, etc)</i>	
Fee #2: County Environmental Fees	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 by clicking here . ³	
	<i>Example: Environmental Fee</i>	
	<i>Example: Filing Fee</i>	
Fee #3: City Development Impact Fees 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 by clicking here – see "Development Impact Fees." ²	
	<i>Example: Administration Fee</i>	<i>Charged to each application</i>
	<i>Example: Parks and Recreation Impact Fee</i>	
	<i>Example: Childcare Impact Fee</i>	
	<i>Example: Transportation Impact Fee</i>	

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

³ <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.

Property Owner Name	
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.

Applicant Name	
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.

Architect / Designer Name	
Address (City, State, Zip Code)	
E-mail address	
Phone number	