

MINOR FAÇADE IMPROVEMENTS TO EXISTING BUILDINGS

DEFINITION

Minor Façade Improvements are defined by the city of San Mateo's Zoning Code as "changes or alterations to the exterior of an existing building where no increase of the square footage of the building will occur." Examples of minor façade improvements include changes in building materials; alterations, additions, or elimination of doors, windows, awnings or other building elements; and changes to architectural features, such as the building cornice, roof, or parapet. The City's zoning requirements for minor façade improvements do not pertain to single family dwellings and duplexes, which are exempt from the Planning Division's provisions as noted below.

APPROVALS NEEDED

In addition to the Building Division's approval of the structural and safety design of the minor façade improvement, Planning Division approval is also required. While a public hearing is not required, the Planning Division's Zoning Administrator must approve all minor façade improvements. In order to approve a project, the Zoning Administrator must find that the minor façade improvement compliments the architectural style of the building and that the individual components, such as color, construction material, and architectural material, are compatible and consistent with one another.

SUBMITTAL REQUIREMENTS

Two sets of plans should be submitted to the Building Division; one set will remain on file in the Building Division, one set stamped "approved" will be posted on the job site.

Your plans should clearly distinguish between existing construction, removal items, and new work. A typical submittal often shows (a) existing work marked "E" or lightly drawn, (b) work to be removed marked "R" or drawn with dashed lines, and (c) new work marked "N" and shown in bold.

The building elevations you submit need to clearly indicate the color and type of building material to be used. A material sample of any new building materials or awning must also be submitted. It is important that at least one photograph be submitted to show the existing condition and character of the building façade.

Upon submittal of your building permit for a minor façade improvement, the Building Division will forward your plans to the Planning Division will forward your plans to the Planning Division for Zoning Administrator approval. The Zoning Administrator may condition the approval by requiring plan revisions as may be needed to make the necessary findings.

Please note that any other building modifications, such as interior remodeling, should also be shown.

TIME

Please allow at least two weeks for review and approval of your project. This will allow time for a plan check of your submittal and a site visit.

ENCROACHMENT PERMIT

Should your project require any work with the City's right-of-way (i.e. streets and sidewalks), you will need an encroachment permit from the City's Public Works Department. For further information, phone 377-3315 or drop by the Public Works Department here at City Hall.