



# THE SINGLE FAMILY PLANNING APPLICATION GUIDE

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Revised: July 2017

**This application guide contains information about the City of San Mateo planning application process for Single Family Residences. The following types of planning applications are required for projects involving single family residences:**

- A Single Family Dwelling Design Review (SFDDR)** (Zoning Code Section 27.08.032) – Projects requiring an SFDDR approval include:
1. A new two-story residence in any residential zoning district;
  2. A new one- or two-story residence when an existing residence is “substantially removed;”
  3. Second story additions greater than 50 square feet of floor area per Zoning Code Section 27.04.200 (c) to an *existing two-story* dwelling (see Explanation\* on next page for further detail); or
  4. An addition of any second-story square footage of floor area per Zoning Code Section 27.04.200 (c) to an *existing single-story* residence.
- B. Site Plan and Architectural Review (SPAR)** - Projects requiring a SPAR approval include:
1. An extension of a single family residence first floor wall that has a non-conforming side setback (Zoning Code Section 27.18.080);
  2. A fence exception (Zoning Code Section 27.84.020); or
  3. A circular driveway (Zoning Code Section 27.18.070).
- C. Special Use Permit (SUP)** – Projects requiring a SUP approval include:
1. A “substantial removal” of an existing roof or 50% or more of existing exterior walls; or full demolition of a single family dwelling in an R1 zone only - (Zoning Code Section 27.18.035); or
  2. More than two plumbing fixtures in an accessory structure (Zoning Code Section 27.18.030).
- D. Variance** (Zoning Code Section 27.78.040) – Variances may be requested only for specific Zoning code requirements and approval of variance applications in the City of San Mateo are extremely rare due to the rigorous findings for approval that must be made.
- E. Site Development Planning Application (SDPA)** (Buildings and Construction Code Section 23.40.030) – Projects requiring a SDPA approval include:
1. Removal of any tree with a diameter 6 inches or greater in conjunction with the addition of one or more new dwelling units; or
  2. Grading for construction located on a slope of 15 percent or greater or within the slope setbacks, unless such work is exempted.

\*Note: Small second story additions to an *existing* two-story dwelling are processed as follows:

- Second story additions less than 50 square feet of floor area per Zoning Code Section 27.04.200 (c) require only a building permit.
- Second story additions of 200 square feet or less of floor area per Zoning Code Section 27.04.200 (c), or 20% of the existing building square footage, whichever is less, are required to process a “Tier II” planning application wherein the Planning Division reviews it for conformance with the Single Family Dwelling Design Guidelines and applicable Zoning Code requirements. If it conforms, then a public notice for the “Notice of Pending Zoning Administrator Review” is mailed by the City stating that the planning application that is consistent with the Guidelines and Code. If no comments are received within 10 days, it will be released to the Building Division for processing of a building permit. If there are significant issues that cannot be resolved, the project will require a Zoning Administrator decision of a Single Family Dwelling Design Review planning application.

### **Planning Application Process Information**

The City of San Mateo Planning Division views the application process as a cooperative effort among you, city staff, and members of the public.

We have found that delays often occur due to submittal of an incomplete application package and the time taken by applicants to submit revised plans or additional information. A complete application is one that includes all necessary plans, applications, information and fees. To speed the processing of your application we suggest the following:

- Review your proposed project at a very early stage with a planner at the planning counter in city hall. We can answer questions about zoning requirements, the application process, and required plans and documents. We can also refer you to other City divisions or departments for information.
- Review the application submittal requirements section starting on page 7 in this guide to ensure that you are submitting all required plans and documents.
- Respond quickly to requests for additional information and be willing to work with the project planner to modify the proposal if necessary to ensure full compliance with all applicable City Codes, Plans and the City’s Single-Family Dwelling Design Guidelines (available for review online at <http://www.cityofsanmateo.org/DocumentCenter/Home/View/1854>).

## Planning Application Procedures

There are three different decision making bodies for Planning Applications in the City of San Mateo consisting of the Zoning Administrator, Planning Commission and City Council. The approval body is determined based on the application type and size of the project. While most Planning Applications involving Single Family Residences require a Zoning Administrator Decision that does not involve a public hearing, some planning applications require Planning Commission review and action at a public hearing, and City Council review if that decision is appealed. To determine the approval body for each project, please consult with a planner or review the City of San Mateo Municipal Code Chapter 27.06 Administration. Please refer to the Planning Commission and City Council Decision Process information in the Planning Application Guide for additional information if Planning Commission or City Council review is required.

### Summary of Zoning Administrator (ZA) Decision Process for Planning Applications

1. Applicant purchases neighborhood informational meeting mailing labels from the City of San Mateo Planning Division and obtains City approval of meeting notice and meeting date and time.
2. Applicant mails neighborhood informational meeting notice and holds meeting.
3. Applicant submits the planning application to the city no later than 60 calendar days of meeting.
4. Project review by City Development Review Board for code compliance and CEQA<sup>1</sup> exemption status and preparation of Incomplete Letter within 30 calendar days of submittal. If application is deemed incomplete, an incomplete letter is sent to the applicant with detailed comments from all reviewing City departments/divisions. 120 calendar days are provided for applicant response before the planning application is closed out due to inactivity.
5. If incomplete, applicant resubmits revised plans/additional information and there is a subsequent review by City staff; preparation of revised Incomplete Letter within 30 calendar days of re-submittal. *Multiple rounds of resubmittals may be required before planning application is complete. Each round may take up to 30 calendar days.*
6. When application is deemed complete, planner prepares Planning Application Conditions of Approval and Public notice of "Pending Zoning Administrator Decision" that is mailed by the City at least 10 calendar days prior to a ZA decision, allowing for public comment on the planning application. Applicant is required to post the public notice placard on the project site during these 10 days.
7. Zoning Administrator takes action on the project through a ZA Decision document (*decision is made to approve or deny the planning application*); Decision Date begins a 10 calendar day appeal period.
8. At the end of the 10 calendar day appeal period the ZA Decision is final, unless:
  - a. An appeal is filed for Planning Commission review (\$500 appeal fee); or
  - b. Planning Application is "called up" for review by a Planning Commissioner.

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<sup>1</sup> CEQA: The California Environmental Quality Act (CEQA) outlines categories of projects which are exempt from further environmental review. Project which are not categorically exempt require an Initial Study which leads to either a Negative Declaration or an Environmental Impact Report (EIR). For process and timing information on projects with Initial Studies and EIR's, please consult with Planning Division staff.

## Planning Application Neighborhood Notification Process

The San Mateo City Council and Planning Commission have established a preliminary planning application neighborhood notification and review process to ensure that there is resident involvement early in the land development process. The process is intended to familiarize the surrounding property owners and residents, business owners, neighborhood associations and interested persons with the details of the proposed project.

### Steps to Prepare the Informal Pre-Application Neighborhood Informational Meeting Notices

1. Purchase the neighborhood informational meeting mailing labels from the City of San Mateo Planning Division (\$303 through 6/30/2018). The applicant must purchase these from the City.
2. Select the meeting date and time. The meeting must be held between 6pm and 8 pm on a weeknight or 12pm (noon) to 6pm on a weekend. Meetings cannot be held on the following dates:
  - Evenings of City public meetings. Please check the city's website at <http://www.cityofsanmateo.org/index.aspx?nid=60> and <http://www.cityofsanmateo.org/index.aspx?NID=192> for the City Council, Public Works Commission and Planning Commission meeting dates. Typical meeting dates include:
    - City Council- **1st and 3rd Monday of each month**; however, meetings may not be held on the typical day due to holidays or in months like July, August and December when only 1 meeting is held during the month. Check the City's website for a list of actual meeting dates
    - Planning Commission- **2<sup>nd</sup> and 4<sup>th</sup> Tuesday of each month** (typical, unless rescheduled due to a holiday- check the City's website for a list of actual meeting dates).
    - Public Works Commission- **2<sup>nd</sup> Wednesday of each month** (typical, unless rescheduled due to a holiday- check the City's website for a list of actual meeting dates).
  - Legal holidays, common religious holidays or during the week of Thanksgiving and December 15th-January 1<sup>st</sup>.
3. Select the meeting location. The meeting is required to be held at the project site inside the main building or house, or at a public location in a meeting room. If, for some reason, you are not able to hold the meeting at the project site, you can contact the City of San Mateo Parks & Recreation Department at 650-522-7400 to reserve a meeting room at a city facility located near the project site. The meeting shall be held at the city facility located closest to the project site. Reserving a room requires an hourly fee to be paid. Staff strongly encourages applicants to have the meeting at the project site since it is most convenient for the immediate neighbors.

Meetings held in other cities or other homes (that is, not the project site), or at commercial locations like hotels, coffee shops or restaurants are not acceptable. Meetings also cannot be held outside on lawns, on driveways, or in garages.

4. Prepare the draft meeting notice that includes the following information:
  - A factual description of the proposed planning application – see attached sample notice and please be as detailed as possible in describing the scope of the project;

- Reduced legible copies (legible 11 x 17 or 11 x 8.5) of the proposed site plan and existing and proposed building elevations (note that plan sheets must be on separate pages and not combined on a single-sided sheet);
  - Applicant and/or property owner's name and contact information, including a phone number and/or email address.
5. Bring **two copies** of the draft meeting notice (including the plans) in person to the City of San Mateo Planning Division to obtain staff approval of the draft notice and the meeting date/time. The City must stamp both copies of your draft notice as approved and will keep one stamped approved notice at the City Planning Division and return one stamped approved notice to you for your records as proof of approval.
- THIS STEP MUST BE COMPLETED BEFORE MAKING COPIES OF THE PROPOSED NOTICE/PLANS. PLEASE ALLOW TIME FOR REVISIONS AND A SECOND OR THIRD REVIEW IF NECESSARY. IF YOU FAIL TO RECEIVE A STAMPED APPROVAL BEFORE MAKING COPIES, IT WILL BE THE APPLICANT'S RESPONSIBILITY TO REDO THE NOTICE AT THE APPLICANT'S OWN EXPENSE.**
6. Make copies of the meeting notice (*please do not copy the stamped draft notice- use a clean unstamped original*) and plans, and do the following:
- Place all the mailing labels provided to you by the City on envelopes.
  - Place stamps on the envelopes.
  - Place the applicant's return address on the envelopes.
  - Place the copies of the notice and plans in envelopes.
  - Seal the envelopes.
7. Take the envelopes to the Post Office or a USPS mailbox to ensure that all envelopes comply with the requirement to be **postmarked at least 10 calendar days before** the Neighborhood Informational Meeting.

What to do at the Neighborhood Informational Meeting (City staff will not be present)

1. The proposed full-size site plan and building elevations along with landscaping concept plans shall be provided at the meeting – detailed structural, framing, and plumbing plans are not necessary.
2. Please record a list of who attends the meeting and their address and contact information if needed for follow up; submit with your Planning Application
3. Please record a list of the comments made at the meeting, and any written correspondence submitted at or before/after the meeting related to the proposed project; submit with your Planning Application.

**All neighborhood informational meetings must comply with the requirements listed above. Any deviations from these criteria will require that the meeting notices be mailed a second time and a second meeting be held in accordance with the above.**

Upon completion of the pre-application neighborhood meeting, the applicant must submit a planning application no later than 60 calendar days after the meeting.

## Sample Meeting Notice

NOTICE OF INFORMATIONAL NEIGHBORHOOD MEETING  
RELATED TO A PROPOSED SINGLE FAMILY RESIDENTIAL PROJECT AT  
ADDRESS

You are invited to attend a neighborhood meeting with (insert name of property owners) to discuss a proposal for (insert detailed description of the proposed project, including the required planning application types) at (insert property address(es)). Reduced copies of the proposed site plan and building elevations have been included for your reference.

The meeting will be held on (day, date, time) at  
(Meeting Location / address)

The purpose of this meeting is to get preliminary comments from the neighborhood regarding the proposed project. All property owners and residential and commercial tenants within 500 feet of the project site have been mailed this notice. After this meeting, the applicant will submit a planning application with the city of San Mateo. Once the planning application has been submitted to the city, you will receive another notice from the city requesting final comments on the proposed project prior to the final action on the planning application.

Prior to the formal submittal of a planning application, all comments should be directed to the applicant. Please contact (insert name of primary application contact, either the property owners or applicant) or at (insert contact email and/or phone number) if you have any questions or comments or wish to arrange for an alternative meeting time to discuss the project.

## Planning Application Submittal Requirements

### Forms and Planning Application Deposit/Fees

- ❑ Verification of property ownership in the form of either a grant deed with a detailed legal description of the property and detailed information about all easements on the property OR two (2) copies of a current (less than one-year old) preliminary title report that lists the current owners of the property.
- ❑ 4-6 bound and folded sets of full-size project plans – please see pages 9-12 for more information about required plans.
- ❑ CD or flash drive (will not be returned) with a single PDF file of the plans, with a file size no larger than 6 MB and high resolution color pages.
- ❑ 4-6 copies of a Written Description of the Proposed Project. May include on the cover sheet of the plan set.
- ❑ Photos of the property. Please provide photos of the project site along with photos of the adjacent properties per page 13.
- ❑ Payment of the Processing Deposit and Fees for all application types. The required deposit and fees is outlined in the fee schedule on page 14.
- ❑ Neighborhood Informational Meeting Documentation:
  - List of all meeting attendees and their address and contact information.
  - List of all the comments made at the meeting, and any written correspondence submitted at or before/after the meeting related to the proposed project.
- ❑ Materials Board showing proposed colors, roofing material, window types, trim, and other exterior materials (clear photos or manufacturer’s brochures may suffice.)
- ❑ Arborist Report (for both on-site trees and City street trees). Please submit two color prints and a PDF.
  - If the project involves the removal of a Heritage Tree but does not involve the addition of one or more new dwelling units, a Heritage Tree Removal Permit must be approved by the City Parks and Recreation Department prior to approval of the Planning Application. If this is required, please consult as early as possible with the City Park and Recreation staff regarding the feasibility of tree removal relative to the findings for approval for the tree removal. Heritage Trees include:
    - Any bay, buckeye, oak, cedar or redwood tree that has a diameter of ten (10) inches or more measured at forty-eight (48) inches above natural grade;
    - Any tree or stand of trees designated by resolution of the City Council to be of special historical value or of significant community benefit;
    - A stand of trees, the nature of which makes each dependent on the others for survival; and,
    - Any other tree with a trunk diameter of sixteen (16) inches or more, measured at forty-eight (48) inches above natural grade.
  - If the project involves any exterior construction work (including any new building, building addition, building demolition, site grading, excavation or site paving) within a radius measured from the heritage tree trunk center equal to ten times the diameter of the tree trunk measured at 4’ above grade, a Tree Protection Plan per the requirements of the Heritage Tree Ordinance (see SMMC 13.52.025 “Tree Protection and Preservation”) is required to be submitted. This Tree Protection Plan is subject to review and approval by the City Arborist prior to the planning

application being deemed complete. The Tree Protection Plan is required to be prepared by a certified arborist.

- If the project involves the removal of any tree with a diameter 6 inches or greater in conjunction with the addition of one or more new dwelling units, a detailed Arborist Report and Tree Evaluation Schedule with Landscape Unit Values is required along with a request for a Site Development Planning Application for tree removal.
- Full Site Survey- Required for any New Residence, Fence Exception or SPAR Wall Extension application; Required for all other application types depending on lot/building specifics or if there is a discrepancy in a lot size with City records. The site survey is required to be stamped and signed by a Land Surveyor licensed by the State of California.
- High-quality building renderings and photo simulations. Required as needed.

Completed Forms (Attached to this Guide):

- Planning Application Deposits and Processing Costs Form (page 15)
- Planning Application Form (page 16)
- Property Owner Authorization Form (page 17)
- Statement of Completion of Required Neighborhood Informational Meeting Notice and Meeting Process (page 18)
- Single Family Design Review Guidelines Checklist (pages 19-22)

Additional items may be determined necessary by the planner during the Planning Application review.

## Planning Application Plan Submittal Requirements

The number of full-sized plans sets that are required to be submitted depends upon the type of project and number of City Departments/Divisions that must review your application.

The project plans must be fully and accurately dimensioned, drawn to scale, and include a North arrow. The scale of each plan sheet must be identified and must be large enough to be easily read. All plans must be signed by the person who prepared the plans, and if a licensed architect prepared them, they must provide evidence of their acceptance of responsibility, which is typically a signed license stamp.

Partial submittal of revised sheets is not acceptable. Once submitted, the plans and all planning application material is a public record, and cannot be returned to the applicant.

The following items must be provided on the plans.

- A. COVER SHEET.** Please include the following Single Family Data Information on the first plan sheet:

SINGLE FAMILY DATA INFORMATION		
Site Address:		
APN:		
Zoning Classification:		
Lot Size (Sq. Ft.):		
Permitted Floor Area Ratio:		
Maximum Permitted Floor Area (Sq. Ft.):		
	<i>Existing:</i>	<i>Proposed:</i>
<i>Floor Area (Sq. Ft.):</i>		
Single Family Residence: <sup>1</sup>		
Attached/Detached Garage:		
Front Porch:		
Covered Patios/Balconies:		
Detached Accessory Structures:		
Front Porch Exemption (subtract up to 100 sq. ft.):		
<b>Total Floor Area:</b>		
Existing Interior Floor Area to be Remodeled:		
Percentage and Linear Feet of Existing Exterior Residence/ Garage Walls to be Demolished <sup>2</sup> :		
Total Floor Area for Parking Requirements (see Zoning Code Section 27.18.110): <sup>1</sup>		
Total Garage Parking Stalls (min. 10' by 18'):		
Total Uncovered Parking Stalls (Tandem not Permitted):		
List of All Heritage Trees on Site including Species and Size:		
<ol style="list-style-type: none"> <li>1. See "SINGLE FAMILY RESIDENCE "FLOOR AREA" AND "PARKING FLOOR AREA" CALCULATION INFORMATION" on pages 24-27 of this guide. Residence Floor Area includes all porches (with a limited exclusion), covered patios, covered balconies, possibly attics and basements.</li> <li>2. Existing exterior walls that are converted to interior walls shall be counted as walls to be demolished. Doors, including garage doors, entry doors, and sliding glass doors, shall not be included in the percentage calculation of an existing structure's exterior walls.</li> </ol>		

- B. SITE PLAN.** (No smaller than 1/8" scale or 10' scale). Drawn to scale and showing the following:
1. All dimensioned property lines consistent with County Assessor's Parcel Map or Site Survey.
  2. North arrow and scale.
  3. Adjacent streets drawn and dimensioned to the centerline of the street, showing sidewalks or curb line. Label the distance between the back of the sidewalk or curb and the property line.
  4. Location and identification of items of obstruction on sidewalks and curbs, such as fire hydrants, utility meters, utility poles and street lights.
  5. Existing and/or proposed driveways and walkways with width of all paved areas (see Zoning Code § 27.18.070-27.18.080, Limits on Paving).
  6. Footprint and overhangs or projections (eaves/bay windows) for all structures located on the site. Include all accessory structures, covered patios, covered porches, carports, outdoor mechanical equipment, and any structures with walls and/or a roof on the property.
  7. All required garage and uncovered parking stalls (see Zoning Code § 27.18.110).
  8. Location, dimension and type of easements.
  9. Outline of structures on adjacent properties- window locations may be required in some instances.
  10. Topographic elevation of the first floor level and spot elevations of existing and finished grade around property to determine daylight plane compliance and adjacent to building footprint for height measurement.
  11. All existing, proposed and required yard setbacks measured to the first and second floors and to all detached structures (see Zoning Code § 27.18.070-27.18.100).
  12. Distance between structures.
  13. All existing and proposed fencing or retaining walls including height and location (see Zoning Code § 27.84.010). Elevations and sections are required for some fencing.
  14. Landscaped areas showing areas of existing and/or new turf, shrubs, groundcover and trees. A separate full landscape plan is required for all projects proposing a new residence.
  15. Location, species and size (diameter) of all existing trees and note whether they are to be removed.
  16. Creeks, steep slopes or other special environmental features.
- C. FLOOR PLANS.** (1/4" scale preferred). Drawn to scale and showing the following:
1. Overall exterior dimensions and individual room dimensions for all levels and stories.
  2. Location of all doors and windows, including window sizes.
  3. Label or shade all walls and structures proposed to be demolished. Provide the calculation of the percentage of exterior walls to be demolished or converted. Provide the calculation of the total lineal feet of existing exterior walls and the total lineal feet proposed for demolition. (see Zoning Code § 27.18.035).

Existing exterior walls that are converted to interior walls shall be counted as walls to be demolished. Doors, including garage doors, entry doors, and sliding glass doors,

shall not be included in the percentage calculation of an existing structure's exterior walls.

**D. ELEVATIONS.** (1/4" scale preferred). Drawn to scale and showing the following:

1. The existing single-family residence (without showing the proposed addition).
2. The proposed single family residence including the proposed additions.
3. Detached accessory structures, if new or any addition is proposed to an existing structure.
4. Daylight Plane, drawn and dimensioned from the property lines, for main structure (see Zoning Code § 27.18.050b). Please review the "Dormer" definition in detail and consult with a planner before application submittal if any dormer intrusions are proposed.
5. Daylight Plane, drawn and dimensioned from the property lines, for new/renovated accessory structures (see Zoning Code § 27.18.100).
6. Grade elevation where the height is measured and finished floor elevations. For hillside properties, show existing and proposed grades.
7. Building plate height measured from existing grade to top of building plate line (maximum 24 feet.) This height is measured from existing grade at any point along the perimeter of a building, to the highest plate line of the structure directly above that point, regardless of whether that point is on the same plane as the building where it touches the ground (see Zoning Code § 27.04.080).
8. Building total height measured from existing grade to top of building roof peak (maximum 32 feet)
9. Front building elevations of structures on adjacent properties.
10. Types and colors of exterior materials for siding, roof, trim, railings, eaves, other architectural detailing, and windows for both existing and new. Show window grid patterns, window operation types, and any obscured glazing. Note roof pitch(es).

**E. BUILDING SECTIONS.** (1/4" scale preferred). Drawn to scale and showing the following:

1. The proposed single family residence, including any proposed additions.
2. Grade elevation where the height is measured and finished floor elevations. For hillside properties, show existing and proposed grades.
3. Building plate height measured from existing grade to top of building plate line (maximum 24 feet.) This height is measured from existing grade at any point along the perimeter of a building, to the highest plate line of the structure directly above that point, regardless of whether that point is on the same plane as the building where it touches the ground
4. Building total height measured from existing grade to top of building roof peak (maximum 32 feet.)
5. Finished floors and interior heights for all levels.

**F. ROOF PLANS.** (1/4" scale preferred). Drawn to scale and showing the following:

1. Show roof pitches and dimension overhang depths.
2. Show and shade any areas of an existing roof proposed for demolition. Provide the calculation of the % of existing roof structure to be demolished.

**G. HILLSIDE PARCELS.** The items noted below may be required where the proposed development footprint is located on areas with slopes over 15%:

1. Topographic map with contour intervals of 5 feet and the area of the site with greater than 15% slope indicated.
2. Structural Calculations.
3. Geotechnical Report.
4. Hydraulic Report.
5. Grading and Drainage Plan.

**H. FLOOR AREA CALCULATIONS OVERLAID ON PROPOSED FLOOR PLANS** (scale same as floorplan.) Provide a single plan sheet showing the floor area calculations with blocked-out areas and calculations for each block to the tenth decimal point (see Attached Single Family Residence “Floor Area” and “Parking Floor Area” Calculation Information).

**I. FULL SITE SURVEY-** Required for any New Residence, Fence Exception or SPAR Wall Extension application; Required for all other application types depending on lot/building specifics or if there is a discrepancy in a lot size with City records. The site survey is required to be stamped and signed by a Land Surveyor licensed by the State of California.

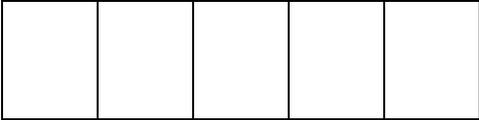
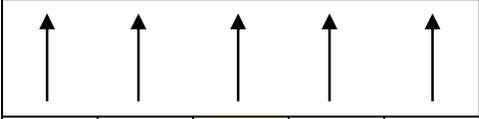
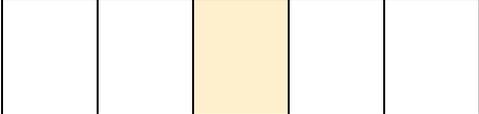
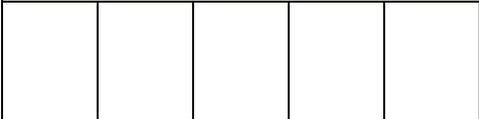
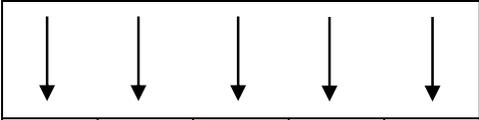
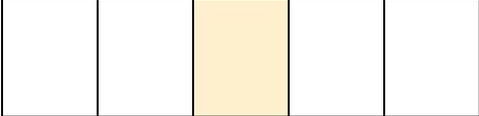
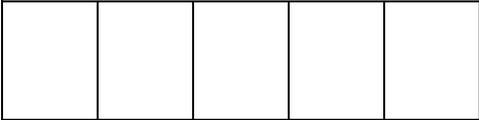
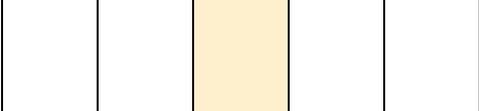
The survey is required to illustrate the legal boundaries, dimensions of all property lines, easements, right-of-way, creeks, public utilities and utility poles, location of all existing improvements/structures, setback of existing improvements/ structures, tree trunks, tree species (if possible) and accurate depiction of tree canopies/drip line along with spot elevations across the site, including designated spot elevations from where the building height and daylight planes will be measured.

If located within a Special Flood Hazard Area, the survey must show the Base Flood Elevation (BFE) and the elevation of the lowest floor of the proposed structure.

If the project is located adjacent to a creek or waterway, the survey must illustrate the top of bank, centerline of the creek and easement line (if any).

## Photo Examples:

Project site is the colored square.

	<p><b>Step 1:</b></p> <p>Stand at the sidewalk in front of the project site and take a photo of the building across the street. Repeat this for neighboring properties. Attempt to create a panoramic view.</p>
	
	
	<p><b>Step 2:</b></p> <p>Repeat the procedure by standing across the street facing the project site. Take pictures as outlined in Step 1.</p>
	
	
	<p><b>Step 3:</b></p> <p>Assemble a panoramic view using the photos from steps 1 and 2. Photos should have descriptions and addresses. 11" x 17" is the maximum size that you can submit.</p>
	
	

## Planning Application Deposit Schedule – Single Family Projects Only

Effective July 1, 2017 to June 30, 2018

A full list of all City fees is included in the City’s Comprehensive Fee Schedule (<http://ca-sanmateo4.civicplus.com/DocumentCenter/View/59597>).

PLANNING APPLICATION TYPE	REQUIRED DEPOSIT <sup>1</sup>
Parcel Map	\$793
Site Development (Grading/Removal of Major Vegetation)	\$1,204
Single Family Site Plan & Architectural Review (SPAR)	\$4,130
Single Family Dwelling Design Review (SFDDR)	\$4,130
Single Family Variance	\$4,130
Fence Exception	\$1,598
Single Family Special Use Permit	\$4,130
<b>CEQA ENVIRONMENTAL REVIEW</b>	
<b>CEQA Review:</b>	
Categorical Exemption	\$120
Initial Study and Negative Declaration	\$2,854 + Consultant Cost
Initial Study and EIR	\$2,854 + Consultant Cost
<b>Filing Fees:</b>	
Mandated Federal, State, County Fees (e.g. Fish & Game CEQA Fee, Fish & Game Code 711.4, Negative Declaration, EIR)	As required by County Fee Schedule
County CEQA Filing Fee	
<b>APPEAL OF PLANNING APPLICATION DECISION</b>	\$500 per appeal
<b>PLANNING APPLICATION ARCHIVE FEE</b> (assessed on all Planning Applications)	\$27 universal fee for each planning application plus \$5 for each plan sheet
<b>OTHER SERVICES</b>	
Required Mailing Labels for Neighborhood Informational Meeting Notices	\$303 <i>(flat fee, not a deposit)</i>
<b>Staff Time</b>	\$159 per hour
<b>Zoning Violations</b> [All fees for each Planning Application are double when applied to an application needed to correct a zoning violation or (after the fact) construction or use.]	Double Total Deposits.
<b>Monitoring of Required Mitigation Measure</b>	Determined per project
<b>Investigation</b> [Fee for properties with code violations before or after planning application approval.]	Determined per project
<b>Research Fee:</b>	
Retrieval of off-site planning application records.	\$53 per box
Research requiring extensive staff time.	Staff time: \$159 per hour
Post Planning Application Project Consultation	Staff time: \$159 per hour
<b>Landscape Unit In-Lieu Fees</b>	\$313 per landscape unit

**PLANNING APPLICATION DEPOSITS AND PROCESSING COSTS**

1. City Council Resolution directs that Planning charges reflect the actual costs of staff time spent on each project and all direct costs (including but not limited to noticing, copying charges, and consultant staff time) associated with the application. Staff time is charged at the rate of \$159.00 per hour (through 6/30/2018) for all planning applications. The applicant is responsible for paying 100% of the costs of all staff/consultant time and all costs incurred pursuant to any appeal.  
Upon submittal of your project, a deposit in the amount indicated in the City Fee Schedule is required for each application type and environmental review track at the time of the submittal. If the total deposit is not expended when the final decision is made on your project, the balance will be refunded to you. If 70% or more of the initial deposit is expended during processing, you will receive an invoice for an additional deposit. All outstanding invoices must be paid prior to any public hearing or issuance of any permits. Prior to submitting a new application, you are required to pay all past due fees.
2. The applicant shall pay the actual cost of any consultant services required to process a planning application. Consultants are used by staff for the preparation of environmental documents, project design review, traffic studies, parking studies or historic resource analysis.
3. SMMC 3.64.020 Penalties and Interest. Any fee imposed by this chapter shall be due and payable within thirty days after the bill is mailed by the City. The fees shall be delinquent if not paid within said thirty days. Any person who fails to remit any fee within the time required shall pay a penalty of ten percent of the amount due, per month to a maximum of three months, plus interest at the rate of 1-1/2 percent per month, or fraction thereof, computed from the delinquent date of the fee until and including the date of payment.

**PROPERTY LOCATION**

Project Address(es):

Assessor Parcel Number(s):

**PROPERTY OWNER'S CONTACT INFORMATION FOR FUTURE INVOICES**

Name:

Mailing Address:

City:

State:

Zip:

Email:

Phone:

**PROPERTY OWNER'S SIGNED STATEMENT**

I hereby certify that I am the owner of record of the property described in the above Project Location and that I approve of the requested action herein. I have read the above Deposits and Maximum Job Cost/Charges and understand that the Planning charges reflect the actual staff time spent and other costs associated with the processing of this application(s). I understand that my initial deposit is an estimate of these charges and not a fee, and I agree to abide by the billing policy stated above. I also understand that overdue invoices are subject to San Mateo Municipal Code section 3.64.020 Penalties and Interest.

\_\_\_\_\_  
Property Owner's Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Print Property Owner's Name

\_\_\_\_\_  
Property Owner's Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Print Property Owner's Name

# Planning Application Form

City of San Mateo Planning Division  
330 West 20<sup>th</sup> Avenue, San Mateo, CA 94403-1388  
Ph: (650) 522-7212

## Applicant Information:

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

Mailing Address: \_\_\_\_\_

City, State, Zip: \_\_\_\_\_

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

Email: \_\_\_\_\_

## Property Owner Information (If different than applicant):

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

Mailing Address: \_\_\_\_\_

City, State, Zip: \_\_\_\_\_

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

Email: \_\_\_\_\_

*Please provide the above information for each additional property owner or applicant, if applicable, on a separate sheet of paper.*

## Project and Property Information

Project Address(es):

Assessor Parcel Number(s):

Brief Project Description:

## Property Owner Authorization

I certify that as the property owner, I authorize the filing of this planning application. I understand that pursuant to the City of San Mateo Municipal Code, conditions of project approval are binding upon both the applicant and the property owner(s). I agree to implement the Planning Application Conditions of Approval subject only to the right to object at public hearing on this application.

### Property Owner's Statement

I hereby certify that I am the owner of record of the property described in the above Project Location and that I approve of the requested action herein. I have read the above Deposits and Maximum Job Cost/Charges and understand that the Planning charges reflect the actual staff time spent and other costs associated with the processing of this application(s). I understand that my initial deposit is an estimate of these charges and not a fee, and I agree to abide by the billing policy stated below. I also understand that overdue invoices are subject to San Mateo Municipal Code Section 3.64.020 Penalties and Interest.

---

Property Owner's Signature

---

Date

---

Print Property Owner's Name

---

Property Owner's Signature

---

Date

---

Print Property Owner's Name

**I certify that I am authorized by the property owner(s) to file this Planning Application and submit, herewith, this authorization.** I understand that pursuant to the City of San Mateo Municipal Code, conditions of project approval are binding upon both the applicant and the property owner(s). I agree to implement the Planning Application Conditions of Approval subject only to the right to object at public hearing on this application.

---

Authorized Agent's Signature

---

Date

## Statement of Completion of Required Neighborhood Informational Meeting Notice and Meeting Process

Date of Neighborhood Informational Meeting: \_\_\_\_\_

Date of Mailed Notification: \_\_\_\_\_

In accordance with City requirements, I have completed the required Neighborhood Informational Meeting Notice and meeting process as required in the City Planning Division document titled "Neighborhood Informational Meeting Notice Instructions" for the proposed project located at:

\_\_\_\_\_.

I hereby certify under penalty of perjury, that the forgoing is true and correct.

Applicant's Signature		Date
Print Applicant's Name		

## Single Family Dwelling Design Review Guideline Checklist

This worksheet is designed to help homeowners and their designers, document the conformance of their proposed project with the city’s single-family dwelling design guidelines. It is intended to help staff and officials, as well as neighbors, better understand what particular methods and design approaches were used to conform to the design guidelines. Please provide detailed answers and elaborate on any “no” or “not applicable” responses. Please add extra pages as needed.

### PROJECT INFORMATION:

Street Address:				
Is this a corner lot?	YES	<input type="checkbox"/>	NO	<input type="checkbox"/>

### RELATIONSHIP TO THE NEIGHBORHOOD:

<i>Guideline III-1 Setback Patterns</i>	
1.	How is the project consistent with the predominant setback pattern and building footprints in the neighborhood?
<i>Guideline III-2 Garage Patterns</i>	
1.	Does the project alter the existing garage? YES <input type="checkbox"/> NO <input type="checkbox"/>
	If YES, how is the project consistent with the established pattern of garage locations, as well as the size, position, and appearance of the garage openings?
<i>Guideline III-3 Driveways</i>	
1.	Is the driveway and curb-cut width minimized and consistent with the neighborhood pattern (single or double-width)?
2.	Does the driveway location maximize on-street parking by providing a minimum of 20’ between curb cuts?
3.	Does the driveway width and placement minimize harm to existing street trees?
<i>Guideline III-4 Location of Entries</i>	
1.	Is the main entrance visible from the street and not blocked by walls, screens, or tall hedges?

2.	Are front porches common in the neighborhood? YES <input type="checkbox"/> NO <input type="checkbox"/>
	If YES, does the project include a porch that is similar in size and proportion to those in the neighborhood?
3.	Does the project de-emphasize the garage entrance so that it is not a dominant feature seen from the street?

**ELEMENTS OF DESIGN:**

<i>Guideline IV-1 Building Envelope</i>	
1.	How is the project consistent with the established pattern of building footprints and forms?
<i>Guideline IV-2 Neighborhood Scale</i>	
1.	How is the scale of the project consistent with the common scale of houses in the neighborhood?
<i>Guideline IV-3 Second Story Addition</i>	
1.	Is the placement of the proposed second story set back from the property lines to meet daylight plane requirements and maximize light into neighboring properties?
2.	Does the placement of the proposed second story addition appear in balance with the home and with the neighboring homes?
3.	Would the proposed second story create wall heights that are compatible with or different from the pattern of homes in the neighborhood?
4.	Have some portions of the roof been brought down to the gutter or eave line of the first story roof to reduce the apparent mass of the building?

5.	Are the building elements that define the architectural style of the house common to other houses in the neighborhood?
<i>Guideline IV-4 Roof Design</i>	
1.	Is there an established roof pattern (forms, slopes, materials, massing) in the neighborhood?
2.	Are the proposed roof form, slope, materials, and massing, compatible with roofs in the neighborhood and the existing home?
3.	Does the addition change the appearance of any existing primary and secondary roof forms?
4.	Do the proposed roof forms contribute to the overall style of the neighborhood?
<i>Guideline IV-5 Wall Articulation</i>	
1.	Does the addition include architectural features (stepping back the 2 <sup>nd</sup> story or changing the building footprint, roof form, and windows) that break up the apparent mass of the house and add visual interest to long or tall walls?
<i>Guideline IV-6 Placement of Windows</i>	
1.	Are new windows directly aligned with neighboring windows, or offset?
2.	What is proposed to protect the privacy of the adjacent neighbors?
<i>Guideline IV-7 Homes on Hillside Lots</i>	
1.	Is the house on a hillside or sloped lot? YES <input type="checkbox"/> NO <input type="checkbox"/>
	If YES:

	<ul style="list-style-type: none"> <li>a. Does the addition step the home with the slope so as to avoid expanses of tall walls?</li> <li>b. Does the addition use landscaping to mask tall, down-slope walls?</li> <li>c. Does the addition respect the neighbor's views?</li> </ul>
<i>Guideline IV-8 Views</i>	
1.	To what degree would the addition block view from neighboring homes?
2.	Would the proposed addition create a greater view blockage than other homes on similar parcels in the neighborhood?
3.	How has the addition been designed to minimize view blockage from neighboring homes?
<i>Guideline IV-9 Exterior Materials</i>	
1.	How are exterior materials consistent with those on the existing house and in the neighborhood?
<i>Guideline IV-1- Openings</i>	
1.	How are the proportions of the window openings consistent with those of the existing house or neighborhood?
2.	How are the window materials consistent?

**SINGLE FAMILY RESIDENCE “FLOOR AREA” AND “PARKING FLOOR AREA” CALCULATION INFORMATION**

This document provides clarification about the calculation of “Floor Area” and “Parking Floor Area” for Single Family Residences. The Floor Area definition in the City of San Mateo Municipal Code (SMMC) is as follows:

**SMMC 27.04.200 FLOOR AREA.**

(a) Definitions.

- (1) Floor Area. Floor area means the sum of the gross horizontal areas of all principal and accessory buildings and above grade covered parking on a zoning plot.
- (2) Floor Area Ratio (FAR). Floor area ratio means the gross floor area of the buildings on a zoning plot divided by the net lot area.

....  
 (c) Measurement, for single-family dwellings in R1 zoning districts, shall include the following:

- (1) All area enclosed within the walls of the principal structure (measured from the outside perimeter of said walls).
- (2) The area of all accessory structures, including garages, carports, and storage sheds, and covered patios, porches (excepting covered porches of up to 100 square feet), and other similar structures that are enclosed on three or more sides.
- (3) Any interior space where the vertical distance between the upper surface of the floor and the floor above is 15 feet or more shall be counted as twice the floor area. If there is no floor above the space, then the distance shall be measured to the underside of the roof structure.
- (4) Attic space is considered floor area when area “A” is at least 50% of areas “A” and “B” combined in the following plan-view diagram:

Area “B” (ceiling height between 5’ and 7’ 6”)	Area “A” (ceiling height 7’ 6” or greater)	Area “B” (ceiling height between 5’ and 7’ 6”)
---	---	---

- (5) A basement is considered floor area and a story when more than one-half the area of the outermost basement walls are above finished or pre-existing grade (whichever is lower) and the surface of the finished floor level above is either:
  - (A) More than four feet above finished or pre-existing grade (whichever is lower) for more than 50% of the total perimeter, or
  - (B) More than 12 feet above finished or pre-existing grade (whichever is lower) at any point.

(e) Interpretation. All interpretations of floor area shall be subject to the review and approval of the Zoning Administrator.

**Single Family Residence Floor Area Calculation**

Specific clarifications consist of the following items that are included in the Residential Floor Area calculation:

- All accessory structures with a roof including storage sheds, detached garages, structures covering paved surfaces such as patios (“covered patios”), and carports.
- Covered balconies, covered terraces and covered decks.
- Covered porches (excepting front covered porches of up to 100 square feet- see more detailed information on next page).
- Other similar structures that are covered and enclosed on three or more sides – for example, a trash and recycling bin enclosure.
- Basements (see more detailed information on next page).
- Attics (see more detailed information on next page).
- Multiple-level stairwells and elevators are counted only as ground floor area.

Clarification is provided below:

- *Porches:* A porch is defined in San Mateo Municipal Code Section 27.04.390 as: “A covered entrance to a building or a roofed-over structure projecting out from the exterior wall or walls of a main structure and commonly open to the weather in part.”

Below is a list of more detailed characteristics of a porch:

- It is a covered entrance to a residence;
- It projects out from the exterior wall or walls of a main structure with a differentiated (i.e separate and typically lower) roof form from the main structure;
- It is open to the weather in part- that is, there are no walls enclosing it, but there are open or solid low (42” or less) railings and columns; and,
- There are stairs or a walkway leading to the front porch from the sidewalk or driveway.

The intent behind the 100-square-foot exemption for a covered porch was to allow for an architectural feature that creates a ‘human scaled’ appearance while activating the street and providing opportunities for neighborhood interaction and eyes on the street.

Covered structures located in the rear of a single-family dwelling, are not porches. These structures are considered to be covered patios or covered balconies. As such, the 100-square-foot exemption for covered structures located in the rear is not permitted.

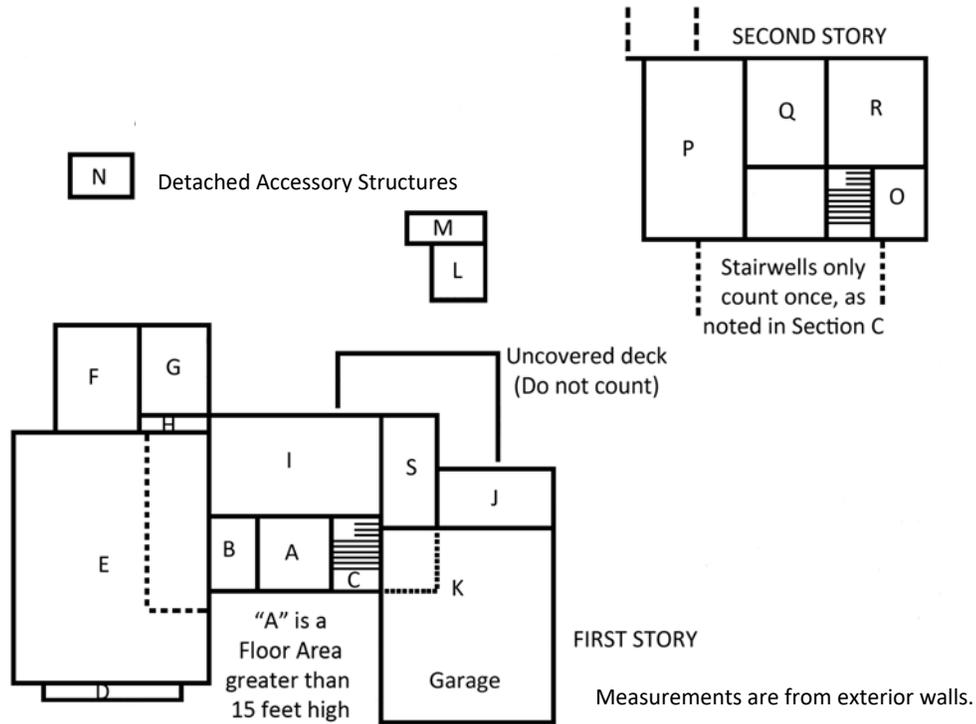
- *Basements:* The Zoning Administrator has made an official determination that the entire basement area counts as floor area if it meets the definition for floor area in SMMC 27.04.200 Floor Area, including all areas designated for Building Code purposes as “non-habitable,” “unfinished” or “un-conditioned” if the areas are enclosed by walls with a floor. For example, basement storage areas or utility areas are included as floor area. An example of an area under a residence that doesn’t count as floor area is crawl space under a foundation, which has dirt on the bottom, no walls, and no floor. A floor is considered any permanently finished surface that is not dirt, with the exception of rat-proofing material. The entire area enclosed within the exterior walls of the basement is included (measured from the outside perimeter of said walls).
- *Attic Space:* The Zoning Administrator has made an official determination that in order for attic space to qualify as an exemption from floor area as defined in SMMC 27.04.200 Floor Area, the developed attic area must be a room or a space located immediately below and completely enclosed by the roof of a building. The entire attic space must be enclosed by the roof and not any exterior walls (with the exception of the gable “wall ends” of the roof structure that may be vertical only on the ends of the roof structure). The attic must be located above the plateline of a building, which is defined in San Mateo Municipal Code Section 27.04.386 as the line established by the horizontal girder which supports the trusses or rafters of a roof. Floor area of attic areas is measured by calculating the entire area enclosed within any walls that frame out the attic space (measured from the outside perimeter of said walls).

## Single Family Residence Parking Floor Area Calculation

The definition of floor area of single family dwellings for the purposes of calculating the number of parking stalls required for single family residences (“Parking Floor Area”) is different than the definition of floor area for calculating the maximum permitted Floor Area contained in Zoning Code Section 27.04.200 (c) Floor Area. Specific differences consist of the of the following items:

- *Basements*: The square footage of all basement areas is included in the “Parking Floor Area” total. The entire area enclosed within the exterior walls of the basement is included (measured from the outside perimeter of said walls). The entire basement area counts as Parking Floor Area, including all areas designated for Building Code purposes as “non-habitable,” “unfinished” or “un-conditioned” if the areas are enclosed by walls with a floor. For example, storage areas or utility areas are included. An example of a basement area that doesn’t count as floor area for parking requirement calculations is crawl space under a foundation, which has dirt on the bottom, no walls, and no floor. A floor is considered any permanently finished surface that is not dirt.
- *Habitable Accessory Structures*: The square footage of all habitable accessory structures is included in the “Parking Floor Area” total. Most accessory structures are classified as habitable by the Planning Division for this purpose as they include finished and/or conditioned interior space, regardless of whether or not the accessory structure is used for living or habitation purposes. Simple metal sheds and detached storage rooms with no foundations, electrical outlets or plumbing fixtures are more commonly considered uninhabitable accessory structures.
- *Other*: Covered front porches, covered patios, covered terraces, covered balconies and covered decks are excluded in the “Parking Floor Area” total.
- *Garages/Carports*: Garages and carport floor area is excluded in the “Parking Floor Area” total; however, any separate storage rooms or utility rooms adjacent to the garage are included.

## Floor Area Calculation Example



SECTION	DIMENSIONS	AREA
A	(10' x 10') x 2	200 Square Feet
B	6' x 10'	60 Square Feet
C	6' x 10'	60 Square Feet
D	18' x 2.5'	45 Square Feet
E	26' x 34'	884 Square Feet
F	11' x 14' 4"	158 Square Feet
G	9' x 12'	108 Square Feet
H	9' x 2' 14"	21 Square Feet
I	22' x 14'	308 Square Feet
J	15' x 8'	120 Square Feet
K	22' x 26'	572 Square Feet
L	7' x 8'	56 Square Feet
M	10' x 4' 2"	42 Square Feet
N	8' x 6'	48 Square Feet
O	14' x 14'	196 Square Feet
P	13' x 24'	312 Square feet
Q	10' x 14'	140 Square feet
R	13' x 24'	312 Square Feet
S	8' x 16'	128 Square feet
TOTAL		3,770 Square feet