



# SINGLE-FAMILY PLANNING APPLICATION SUBMITTAL REQUIREMENTS CHECKLIST

- Property ownership:** 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 a preliminary title report that is no more than a year old, showing the current owners of the property.
- Plans:** A digital submittal is preferred through a single PDF of the plans with a file size no larger than 10 MB. If a hard copy submittal is made, provide 5-8 bound and folded sets of full-size project plans (24" x 36" maximum preferred), including a CD or flash drive (will not be returned) with a single PDF of the plans as described. Please see the following pages for more information about required plans.
- Written Description:** Written description of the proposed project, which may be included on the cover sheet of the plan set. If hard copy submittal, please provide 5-8 copies.
- Photos of the property:** Please provide digital photos of the project site along with photos of the adjacent properties.
- Payment:** of the Processing Deposit and Fees for all application types.
- Neighborhood Informational Meeting Documentation** (required for all Planning Applications):
  - o List of all meeting attendees and their address and contact information.
  - o 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 color, roofing material, window types, trim, and other exterior materials (clear photos or manufacturer's brochures may suffice.)
- Arborist Report** and a Tree Protection Plan by a certified arborist for any work near and/or removal of a Protected Tree, as defined by SMMC 13.40.030. If an Arborist Report is required, please provide a copy in PDF and provide the Arborist Report reproduced within the project plans. If a Tree Protection Plan is required, please provide the Tree Protection Plan within the project plans. Any removal or major pruning requires submittal of a Protected Tree Work Application to the City's Parks and Recreation Department and a copy of the approved permit shall be submitted to the Planning Division prior to the decision of the Planning Application. For more information, please visit [www.cityofsanmateo.org/562/Trees](http://www.cityofsanmateo.org/562/Trees).

**Full Site Survey-** A site survey is required to be stamped and signed by a Land Surveyor licensed by the State of California for:

- o Any new residence and/or new residential units
- o SPAR for wall extension or fence exception
- o Particular lot/building features or if there is a discrepancy in a lot size with City records.

**Renderings and Photo Simulations:** High-quality building renderings and photo simulations are required as needed.

**Required Completed Forms & Checklists:**

- Planning Application Form – signed by all property owners
- Property Owner Authorization Form
- Planning Application Deposits and Processing Costs Form
- Statement of Completion of Required Neighborhood Informational Meeting Notice and Meeting Process
- Single-Family Planning Application Submittal Requirements Checklist (pages 1-2)
- Plan Submittal Requirements Checklist (pages 3-6)

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



# SINGLE-FAMILY PLANNING APPLICATION PLAN SUBMITTAL REQUIREMENTS

The following items must be provided on the plans, fully and accurately dimensioned and drawn to scale:

**A. Cover Sheet**

<b>Single-Family Residence Data Information</b>		
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.):<sup>1, 2</sup></i>		
Single-family residence:		
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>3</sup>		
Total Floor Area for Parking Requirements (See SMMC 27.18.110):		
Total Garage Parking Stalls (min. 10' x 18'):		
Total Uncovered Parking Stalls (Tandem not Permitted):		
List of All Heritage Trees on Site including Species and Size:		
Cubic Yards of Soil Disturbance: <i>(required in order to determine if a Stormwater Pollution Prevention Construction Permit is required)</i>		
<ol style="list-style-type: none"> <li>1. See SMMC 27.04.200 (b)(1) for full Floor Area definition.</li> <li>2. See SMMC 27.04.200 (b)(2) for full list of Floor Area exclusions.</li> <li>3. 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)

- North arrow and scale.
- All dimensioned property lines consistent with County Assessor's Parcel Map or Site Survey.
- 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.
- Location and identification of items of all utilities (PG&E, water, sewer lateral, and sewer cleanout) and any obstructions on sidewalks and curbs, such as fire hydrants, utility meters, utility poles, and street lights.
- Transformers, underground vaults, PG&E gas meters, Fire BFDs, and other above-ground and below ground utility equipment. It is the City's policy that all utility equipment, including vaults and meters be located on private property and must be screened with a fence/wall or landscaping.
- Existing and/or proposed driveways and walkways with width of all paved areas (See SMMC 27.18.070-27.18.080, Limits on Paving).
- Footprint and overhangs or projections (eaves/bay windows/chimneys/balconies/decks) 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.
- All required garage and uncovered parking stalls (See SMMC 27.18.110)
- Location, dimension and type of easements.
- Outline of structures on adjacent properties- window locations may be required in some instances.
- 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.
- All existing, proposed and required yard setbacks measured to the ground and upper floors and to all detached structures (see SMMC 27.18.070-27.18.100).
- Distance between structures.
- All existing and proposed fencing or retaining walls including height and location (see SMMC 27.84.010). Elevations and sections are required for some fencing.
- 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.
- Completed Water Conservation in Landscaping Screening Form; if the screening form indicates the project is subject to the Water Conservation in Landscaping Ordinance (SMMC 23.72.030), additional documentation prescribed by the screening form should also be included with the site plan. Location, species and size (diameter) of all existing trees both on site and in the City right-of-way (street trees) and note whether they are to be removed.
- Location, species and size (diameter) of all existing trees both on site and in the City right-of-way (street trees) and note whether they are to be removed.
- Creeks, steep slopes or other special environmental features.

## C. Floor Plans (1/4" scale preferred)

- Overall exterior dimensions and individual room dimensions for all levels and stories.

- Location of all doors and windows, including window sizes.
- 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. 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. 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.

**E. Elevations (1/4" scale preferred)**

- The existing single-family residence (without showing the proposed addition)
- The proposed single-family residence (including the proposed additions)
- Detached accessory structures, if new or any addition is proposed to an existing structure.
- Daylight Plane, drawn and dimensioned from the property lines, for main structure (see SMMC 27.18.050b). Please review the "Dormer" definition in detail and consult with a planner before application submittal if any dormer intrusions are proposed.
- Daylight Plane, drawn and dimensioned from the property lines, for new/renovated accessory structures (see SMMC 27.18.100).
- Grade elevation where the height is measured and finished floor elevations. For hillside properties, show existing and proposed grades.
- 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 SMMC 27.04.080).
- Building total height measured from existing grade to top of building roof peak (maximum 32 feet)
- 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).
- Front building elevations of structures on adjacent properties.

**F. Building Sections (1/4" scale preferred)**

- The proposed single-family residence, including any proposed additions.
- Grade elevation where the height is measured and finished floor elevations. For hillside properties, show existing and proposed grades.
- 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
- Building total height measured from existing grade to top of building roof peak (maximum 32 feet)
- Finished floors and interior heights for all levels.

**G. Roof Plans. (1/4" scale preferred)**

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

**H. Hillside Parcels.** If the proposed development footprint is located on areas with slopes over 15%, the items noted below may be required:

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

**I. Full Site Survey-** Required for any New Residence, SPAR Fence Exception or SPAR Wall Extension applications. 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).

*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.*

# SINGLE-FAMILY DWELLING DESIGN REVIEW GUIDELINE CHECKLIST

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*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 also 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"/>	<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?

*Guideline IV-5 Wall Articulation*

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?

*Guideline IV-6 Placement of Windows*

1.	Are new windows directly aligned with neighboring windows, or offset?
2.	What is proposed to protect the privacy of the adjacent neighbors?

*Guideline IV-7 Homes on Hillside Lots*

1.	Is the house on a hillside or sloped lot? YES <input type="checkbox"/> NO <input type="checkbox"/>
	If YES:
	a. Does the addition step the home with the slope so as to avoid expanses of tall walls?
	b. Does the addition use landscaping to mask tall, down-slope walls?
	c. Does the addition respect the neighbor's views?

*Guideline IV-8 Views*

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?

*Guideline IV-9 Exterior Materials*

1. How are exterior materials consistent with those on the existing house and in the neighborhood?


*Guideline IV-1- Openings*

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?
