Planning Application Form

Application Request(s):

- Preliminary Planning Application
- Planning Application

Application Type(s):

- Single-Family Dwelling Design Review (SFDDR)
- Special Use Permit (SUP)
- Site Plan & Architectural Review (SPAR)
- Site Development Planning Application (SDPA)
- Other: ____________________________

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: ____________________________

Questions? Contact: City of San Mateo - Planning Division
Phone: (650) 522-7212 · Email: Planning@cityofsanmateo.org
www.cityofsanmateo.org/939/planning/
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
Planning Application Deposit Schedule

Effective from July 1, 2020 to June 30, 2021. A full list of all City fees is included in the City’s Comprehensive Fee Schedule: [www.cityofsanmateo.org/1030/Comprehensive-Fee-Schedule](http://www.cityofsanmateo.org/1030/Comprehensive-Fee-Schedule)

<table>
<thead>
<tr>
<th>PLANNING APPLICATION DEPOSIT/FEES TYPE</th>
<th>REQUIRED DEPOSIT 1</th>
</tr>
</thead>
<tbody>
<tr>
<td>Planning Application(s) – Zoning Administrator Decision (Single-Family only or Certificate of Public Convenience and Necessity – Alcoholic Beverages)</td>
<td>$4,000</td>
</tr>
<tr>
<td>Planning Application – SPAR for Fence Exception</td>
<td>$2,000</td>
</tr>
<tr>
<td>Planning Application(s) – Zoning Administrator Decision (other than above)</td>
<td>$6,000</td>
</tr>
<tr>
<td>Preliminary Planning Application for Large Projects (Pre-App) – Neighborhood Meeting &amp; Planning Commission Study Session</td>
<td>$15,000</td>
</tr>
<tr>
<td>Planning Application(s) – Planning Commission Decision</td>
<td>$10,000</td>
</tr>
<tr>
<td>Planning Application(s) – Planning Commission &amp; City Council Decision</td>
<td>$20,000</td>
</tr>
<tr>
<td>Modifications of Approved Planning Applications – Zoning Administrator Decision</td>
<td>$3,000</td>
</tr>
<tr>
<td>Modifications of Approved Planning Applications – Planning Commission Decision</td>
<td>$10,000</td>
</tr>
<tr>
<td>Annual Review of Development Agreement</td>
<td>$4,000</td>
</tr>
<tr>
<td>Special Use Permit – Day Care Facilities</td>
<td>$2,000 (flat fee)</td>
</tr>
<tr>
<td>Design review by Consulting Architect (required for projects with 6+ units, 10,000+ SF of non-residential, or other projects including some single-family projects as determined by City Resolution)</td>
<td>$5,000</td>
</tr>
<tr>
<td>Other: ____________________________________________________________</td>
<td>_________</td>
</tr>
</tbody>
</table>

ENVIRONMENTAL CLEARANCE (CEQA) PROCESSING

<table>
<thead>
<tr>
<th>CATEGORICAL OR STATUTORY EXEMPTION</th>
<th>$500</th>
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</thead>
<tbody>
<tr>
<td>Initial Study and Negative Declaration</td>
<td>$5,000 + Consultant Cost</td>
</tr>
<tr>
<td>Initial Study and Environmental Impact Report (EIR)</td>
<td>$10,000 + Consultant Cost</td>
</tr>
<tr>
<td>Mandated Federal, State, County Fees (e.g. Fish &amp; Game CEQA Fee, Fish &amp; Game Code 711.4, Negative Declaration, EIR)</td>
<td>As required by State or County Fee Schedule</td>
</tr>
</tbody>
</table>

OTHER SERVICES

| Mailing Labels required for Neighborhood Informational Meeting Notices | $300 (flat fee) |
| Staff Time | $167 per hour |
| Monitoring of Required Mitigation Measure | Determined per project |
| Investigation [Fee for properties with code violations before or after PA approval.] | Determined per project |
| Retrieval of off-site planning application records. | $53 per box |
| Research requiring extensive staff time. | Staff time: $167 per hour |
| Post Planning Application Project Consultation | Staff time: $167 per hour |
| Landscape Unit In-Lieu Fees | $321 per landscape unit |
| Appeal of Planning Application Decision | $500 per appeal |
| Other: ____________________________________________________________ | _________ |
## Planning Application Deposit & Processing Costs Form

### 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 $167.00 per hour (through 6/30/2021) 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

__________________________
Print Property Owner’s Name
Statement of Completion of Required Neighborhood Informational Meeting Notice and Meeting Process

Note: Form is required for all Planning Applications, except for Preliminary Planning Applications

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.

<table>
<thead>
<tr>
<th>Applicant’s Signature</th>
<th>Date</th>
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Print Applicant’s Name