CITY OF SAN MATEO
COMMUNITY DEVELOPMENT DEPARTMENT

330 W. 20th Avenue
San Mateo, CA 94403
www.cityofsanmateo.org

Planning Application Submittal Requirements for
all Non-Single-Family Projects

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

General Planning Application Submittal Materials

The items listed below are required for all planning applications.

- ❑ **Property Ownership:** Verification of property ownership in a current (less than one-year old) preliminary title report listing the current property owner(s), legal lot description, and easement information. The title report shall include hyperlinks to all recorded documents. Documents linked in the hyperlinks shall be provided separately in PDF format. A grant deed may be acceptable in some instances. A chain of titles may be required.
- ❑ **Completed and Signed Forms**:
  - Planning Application Deposits and Processing Costs Form
  - Planning Application Form
  - Property Owner Authorization Form
  - Environmental Information Form (CEQA Guidebook Appendix H)
- ❑ **Plans:** Please see the following pages for the information requested in the revised plans, which shall be uploaded to the Online Permit Center as a complete PDF with a file size no greater than 20 MB.
- ❑ **Written Description:** Written description of the Proposed Project, which shall be included on the cover sheet of the plan set. For non-single-family residential projects, please indicate 1) whether the applicant intends to subdivide the property, including the creation of condominium units, at this time; 2) whether the applicant elects to pursue a discretionary design review process pursuant to the City's Design Guidelines in lieu of designing to the Objective Design Standards.
- ❑ **Response Letter** outlining the responses to previous comment letter for subsequent resubmittals. The responses shall include the Sheet Number where the changes are made.
- ❑ **Property Photos** of the project site along with photos of the adjacent properties.
- ❑ **Payment** of the processing deposit and fees for all planning applications.
  Please note that the 30-day review period does not start until payment has been received.
- ❑ **Materials Board** showing proposed color and all exterior materials, including roofing material (clear photos or manufacturer's brochures/product number/specification - may suffice.) Digital versions of the material boards are required on plan sets for all projects. Physical material boards are required for Tier III and Tier IV projects.
- ❑ **Renderings and Photo Simulations:** High-quality building renderings and photo simulations are required for Tier III and Tier IV projects.

- ❑ **Statement of Completion of Required Neighborhood Meeting Notice and Meeting Process** (Tier III and IV projects without an optional Planning Commission Study Session)
- ❑ **Neighborhood Meeting Documentation for Tier III projects and Tier IV projects**.
    - o List of all meeting attendees.
    - 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.
    - o Meeting recording link

  Note: Refer to Sample Meeting Minutes (Page 6)
- ❑ **Completed Objective Design Standard Checklist.** If the applicant elects a discretionary review in lieu of complying with the Objective Design Standards a signed and dated letter stating this request shall be submitted.
- ❑ **Historic Resources Evaluation** by the City's Historic Review Consultant evaluating the existing structure(s) whether they qualify as an historic resource. An Historic Resources Evaluation by the City's Historic Review Consultant may be required for projects that substantially demolish an existing structure that is 50 years or older.
- ❑ **Arborist Report** prepared by an ISA Certified Arborist**.** As per SMMC 13.40, SMMC 27.71, and/or SMMC 23.40, trees considered protected for these types of projects that need to be included in the report are as follows:
    - o Existing Trees on-site (trees with a trunk diameter of 6 inches or more, considered Major Vegetation)
    - o Any Heritage Trees on-site, which are defined as follows:
        - ▪ An Oak with a dbh of ≥10" measured at 54 inches above ground level
        - ▪ Any tree with a dbh of ≥15" measured at 54 inches above ground level
    - o Any Heritage Trees on adjacent parcels that construction activities will encroach on its Tree Protection Zone (TPZ).
    - o Street trees of any size located along the parcel frontages.

  The minimum code requirements that a report must contain to be considered complete are outlined in Code Section 13.40 and the Protected Trees Administrative Guidelines.
  For assistance use the Arborist Report and Tree Protection Plan Checklist to avoid delays.
- ❑ **A Tree Evaluation Schedule** with Landscape Unit (LU) values for all Protected Trees included in the Arborist Report. The LU value shall be calculated as outlined in SMMC 27.71.150 either by the same Arborist preparing the report or a Registered Consulting Arborist from the American Society of Consulting Arborists (ASCA). A sample table can be found on Page 12 of the Planning Application Form.
- ❑ **A Required Tree Planting Form** based on the tree information from the Tree Evaluation Schedule and the proposed landscape plans that contain the following:
    - o Required landscaped area
    - o Number of existing trees to be preserved
    - o Landscape Unit (LU) value of trees to be removed
    - o Minimum LU value to be replaced
    - o New trees being planted with their LU value as indicated in San Mateo Municipal Code
    - o The total amount of in-lieu fees to be paid to the city if applicable. In-lieu fees shall be paid to the city at the annual rate indicated in the Comprehensive Fee Schedule

  A sample form can be found on Page 13 of the Planning Application Form.
- ❑ Completed **Density Bonus & BMR Unit Information Request Form** for developments consisting of five (5) or more residential units, or projects utilizing State Density Bonus Law provisions.

- ❑ **Supporting Below Market-Rate (BMR) Housing Information.** The required BMR units must meet the standards outlined in the City's BMR Ordinance and Program Guidelines. Please show on the plans or in a separate document the following information:
    - o Location of BMR units within the development, showing access from BMR units to exterior areas (parking, open space, etc.)
    - o Exterior design and appearance of the BMR units and market-rate units
- ❑ **Residential Project Density Bonus Request Letter** for multi-family and mixed-use projects with an affordable housing component. The letter should include the project base density, the number, percentage, and affordability level(s) of proposed affordable housing units, and an explanation of any requested waiver(s) and incentive(s)/concession(s) with adequate justification pursuant to the state law, including reduction.
- ❑ **Tenant Relocation Assistance/Allowance & Replacement Housing Information**:
    - o Documentation of existing occupied rental housing units, or any rental housing units occupied within the prior five years on the site;
    - o If any units on the site were 1.) at any time, subject to a recorded covenant, ordinance, or law that restricted rents or prices to be affordable to lower or very low-income households or 2.) at any time, subject to rent or price controls;
    - o Unit size (bedroom count) of existing or demolished units (in the last five years);
    - o Monthly rental rates at the time of the planning application submittal in accordance with San Mateo Municipal Code Section 27.02.180;
    - o A signed affidavit that provides a list of current tenants and income levels in the rental units on the site; or list of tenants who occupied currently vacant or demolished rental units on the site in the last five years and income levels.
- ❑ **Stormwater Control Compliance Requirements.** To determine if Stormwater Control Requirements apply to your project and identify appropriate controls, please complete, with information matching the project description and project plans, and submit either:
    - o The Stormwater Checklist for Small Projects for detached single-family homes that create/replace 2,500 – 10,000 sq. ft. of impervious surface and other small projects that create/replace 2,500 – 5,000 sq. ft.; or
    - o The MRP 3.0 C.3-C.6 Development Review Checklist for larger single-family home projects that create/replace ≥ 10,000 square feet of impervious surface; or projects with two or more homes in a common plan of development and other projects that create/replace ≥ 5,000 sq. ft. of impervious surface.
- ❑ **Solid Waste Handling Plan.** Provide a solid waste handling plan detailing the containment, storage and collection of solid waste from the site. The document shall include the following:
    - o A written narrative, details, and exhibits about how the site will be serviced, trash enclosures, collection staging areas, collection vehicle access, container quantities, container sizes, and expected service frequencies.
    - o A will-serve and approval letter must be provided from the City's franchise solid waste collection service provider (Recology) stating that service is available to the project as designed and that the proposed solid waste handling plan has been approved by the collection service provider.
- ❑ **Sanitary Sewer Analysis.** Provide a sanitary sewer memo that identifies existing and proposed connection points to the City's sanitary sewer system and their associated project tributary areas. Provide a full breakdown of land uses by square footage and dwelling units by dwelling type associated with each existing and proposed connection point to the City's sanitary sewer system. The City will complete a sanitary sewer capacity analysis using the City's sanitary sewer model.

- ❑ **Hydrology Report.** Provide a hydrology report with exhibits and calculations to demonstrate there is no increase to peak stormwater runoff from the site as a whole and among subwatersheds where multiple discharge points to the City storm main system exist or are proposed. Include at a minimum, existing and post-project run-off quantities (10-year storm, 1-hour duration, with NOAA precipitation data).
    - o Where it is infeasible to maintain or reduce the peak stormwater runoff for the site or any subwatershed, the report shall present the impacts and recommended mitigation measures to maintain or reduce the existing peak stormwater runoff rates.
- ❑ **Local Transportation Analysis.** The applicant shall provide a Traffic Summary Memo to verify if a Local Transportation Analysis (LTA) is required pursuant to the City's Traffic Impact Analysis (TIA) document, and if so, provide the City the information necessary to prepare the LTA. The Traffic Summary Memo shall include the Screening Assessment as described in the TIA document which will be reviewed by City staff to determine the extent of the LTA required. The Traffic Summary Memo shall include the following information:
    - o Project Conditions – Identify all existing and proposed project building areas and dwelling units by type.
    - o Screening Assessment – Identify and list all trip generating calculations for the existing entitled and proposed project conditions. The screening assessment shall include all information for the basis of the baseline trips and trip reductions for both existing entitled and proposed project conditions as described in the TIA document.
    - o Project Study Area – For projects exceeding the screening threshold listed in the TIA document, identify the study areas listed in the TIA document. Study areas include: the project primary driveways, block-ends and nearby intersections, off-site parking intersections, arterial and collector intersections, and high-volume intersections.
    - o Proposed Access and Circulation – Identify the project's proposed emergency vehicle access to and/or through the project site. Identify the proposed vehicular, pedestrian, and cyclist ingress and egress routes for each building and/or parking structure.

Additional Forms as Required

- ❑ Completed **Water Conservation in Landscaping Screening Form** for projects with over 1,000 square feet of new or modified planting areas.
- ❑ **Hazardous Materials & Air Quality Checklist** (Non-residential projects only)
- ❑ **City of San Mateo Climate Action Plan (CAP) Consistency Checklist** – Appendix C
- ❑ **Geotechnical Investigation Report/Soils Report** with Mitigation Measures and Recommendations (some may be Conditions of Approvals, or Mitigation Measures) shall specify the site's subsurface conditions, topography, and geology. The Report shall include initial guidance about the suitability of the site for proposed development, recommended foundation types, construction methods, and any necessary ground improvement techniques.
- ❑ **FEMA Documentation**. If a project is located in a FEMA High Hazard Flood Zone (check flood zone information via FEMA Flood Map Center), a **Flood Elevation Certificate (EC) with Base Flood Elevation (BFE)** and **documents/plans** are required to demonstrate compliance with floodplain management requirements as specified in the California Building Code, City of San Mateo ordinances and FEMA regulations will be required with the application.
- ❑ **Phase I Environmental Site Assessment Report** – In addition to reviewing and incorporating into any CEQA analysis and determination, the report will be reviewed to address General Plan Policy S 2.7.

- ❑ **C/CAG TDM Checklist.** All projects (except single-family projects) that generate 100 or more net-new average daily trips shall submit the following items, which are required to demonstrate compliance with C/CAG's TDM Policy.
    - o Submit a completed TDM checklist appropriate for the project type and ADT.
    - o Projects required to implement Measure M4 shall complete the online registration with Commute.org and provide proof of registration with Commute.org (a pre-certification letter) or the local TMA.
- ❑ **Transportation Demand Management Plan** with a Trip Reduction Program and Trip Generation Threshold (for projects within the Rail Corridor TOD Zone Boundary).
- ❑ **Parking Management Plan** describing and identifying on-site parking provided, any bundling or unbundling, and other restrictions or controls for on-site parking (for projects within the Rail Corridor TOD Zone Boundary only when projects are required parking).
- ❑ **Project Phasing Plan.** For any project intending for subsequent planning applications in the development of the project or to record multiple final maps, a project phasing plan shall be submitted that identifies the build-out phases of all site surface improvements, buildings and structures, utilities, parcels and easements, and any public improvements. The phasing plan shall outline the full scope of work, key stakeholders, expected timeline, and justification for the proposed timeline. The phasing breakdown shall include design and pre-construction, infrastructure and site preparation, vertical construction, final occupancy, and post-construction and maintenance.

CEQA Related Studies (Required for Completeness unless otherwise determined by the City to not be applicable)

Prepared by Applicant-Hired Consultants:

- o Phases I & II Report- with Mitigation Measures and recommendations if hazardous materials are present
- o VMT Analysis
    - Screening memo: Where a project meets the screening criteria in the published TIA Guidelines, provide a screening memo demonstrating that the project screens out of VMT analysis compliant to the published TIA Guidelines.
    - VMT Analysis: Where the project does not meet the screening criteria published in the TIA Guidelines, provide VMT Analysis that complies with published TIA Guidelines.

Prepared by City-Hired and Managed Consultants, or applicant-hired consultants if requested. Prior to City acceptance of applicant-hired consultants, applicant shall provide scope of work and consultant name to City for review. The applicant shall incorporate City comments into the scope of work. The City has the right to require peer review of any applicant submitted studies and shall be paid by the applicant:

- o Noise Report- with Construction Related Noise Mitigation Measures [see General Plan Noise Element]
- o Historic Resource Evaluation and/or Evaluation of Compliance with Secretary of the Interior Standards for the Treatment of Historic Properties
- o Greenhouse Gas Emissions Analysis
- o Air Quality Technical Report/Community Health Risk Assessment
- o Archaeological Report (if a project with subterranean excavation in the High Sensitivity Area of the City Archaeological Map)

Note, other reports may be required for the environmental review document preparation. The City will typically contract the preparation of the required environmental assessment document to a city-hired CEQA consultant.

- ❑ **Independent Design Review** prepared by City-Hired and Managed Consultant (if the project is not subject to Council adopted Objective Design Standards and as determined by the Community Development Department Director or designer)
- ❑ **Shadow Study** is required for projects located within Downtown area and for mid-rise and high-rise buildings as defined by the City's Objective Design Standards.
- ❑ **Public Hearing Materials** (not a completeness item). If your project will be reviewed by the Planning Commission or City Council, once the application is deemed complete the project planner will request additional items as needed, including up to 12 Half Size (11" by 17" or 12" by 18") high resolution plan sets.

Additional Planning Application Submittal Materials by Application Types

The items listed below are required for planning application types as identified.

VARIANCE

- ❑ **Variance Request Form**: Please submit the Variance Request Form that describes the special circumstances of the subject property which enable the Variance Findings to be made.

SPECIAL USE PERMIT

- ❑ **A Detailed Written Description** of the proposed use, major activities, hours of operation, number of employees or clients and other information pertinent to the application.

SITE DEVELOPMENT PLANNING APPLICATION

- ❑ **Site Development Planning Application Screening.** Provide an SDPA screening memo identifying the earthwork quantities and total area of disturbed soil with supporting exhibits and calculations and identifying removal of vegetation. The memo shall include a narrative of whether an SDPA exemption does or does not apply to the project.
- ❑ **SDPA Submittal Materials.** For projects that are not exempt from SDPA approvals, provide all submittal materials as required by SMMC Section 23.40.040(a)(2). Specifically provide the following items as separate documents:
    - o Structural Calculations.
    - o Geotechnical Investigation Report/Soils Report.
    - o Hydraulic Report.

SUBDIVISIONS & CONDOMINIUM CONVERSIONS

- ❑ **Proposed tentative map**, which shall include all information required by SMMC Section 26.48.020 of the Municipal Code.
    - o For condominium conversions, additionally provide:
        - ▪ All items listed in SMMC Section 26.65.040 of the City's Municipal Code, including a full building and zoning history report, a detailed property report with all the required

information including a structural pest report and current zoning, building and fire code compliance report.
    - Evidence of completion of all required current residential tenant notification and a list of all residential tenants occupying existing residences and monthly rental rates at the time of the planning application submittal.

- ❑ **Proposed tentative parcel map**, providing all information required by SMMC Section 26.56.020.

SPECIFIC / MASTER PLANS

- ❑ **All applicable items** listed under General Planning Application Submittal Materials and Additional Application Materials by Planning Types under Multi-Family Residential, Non-Residential, And Mixed-Use Projects.
- ❑ **The Draft Development Agreement** outlines the scope, responsibilities, timeline, and conditions for the redevelopment. The document will be reviewed, discussed, and revised before it is presented at a City Council public hearing.
- ❑ **Phasing Plan** that outlines scope of work, key stakeholders, expected timeline, and justification for the proposed timeline. The phasing breakdown shall include design and pre-construction, infrastructure and site preparation, vertical construction, final occupancy, and post-construction and maintenance.
- ❑ **Specific Plans** booklet that includes the following information at a minimum:
    - Existing and Adjacent Site Analyses
    - Development History
    - Conceptual Land Use
    - Circulation
    - Infrastructure and Utility
    - Development Standards
    - Open Space and Landscape
    - Parking and Loading
- ❑ **Objective Design Standards / Guidelines** that include, but are not limited to, the following items:
    - Site Planning and Layout (Density, Lot Coverage, etc.)
    - Building Design and Massing (Height and Scale)
    - Architectural Standards (Façade, Roof, Entrances, Other Features, and Material)
    - Landscape and Open Space (Tree, Screening and Buffers, Public, Semi-Public, and Private Spaces)
    - Sustainability and Resilience (Energy, Stormwater Management, and Water Conservation)
    - Lighting and Signage (Exterior Lighting, Signage Standards, etc.)
    - Streetscape (Sidewalk, Bike Infrastructure, and Parking within ROW)

Planning Application Plan Submittal Requirements

While hardcopy submissions are not mandatory for planning applications, they may be accepted if digital formats are not provided. The required number of full-sized plan sets depends upon the type of project and number of City Departments/Divisions that review the application. Typically for most projects, 6 sets are required, with up to 8 required for larger projects.

The project plans must be complete, 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. The following items must be provided on the plans.

	COVER SHEET. Please include the following Data Information on the first plan sheet:		
DEVELOPMENT PROJECT DATA INFORMATION			
Site Address:			
APN:			
Zoning Classification:			
Occupancy Group(s)			
Type of Construction			
Lot Size (Sq. Ft.):			
Permitted Floor Area Ratio:			
Maximum Permitted Floor Area (Sq. Ft.):			
	Existing:	*Proposed:*	
Floor Area (Sq. Ft.):[1]			
Main Structure(s):			
First-Story			
Second-Story			
… (please add more floors if necessary)			
Occupancy Group 1 (please add the name of the occupancy group)			
Occupancy Group 2 (please add the name of the occupancy group)			
… (please add more occupancy groups if necessary)			
Detached Accessory Structures:			
Exemptions: [2]			
Total Floor Area:			
Proposed Building Height:			
Number of Stories			
Number of proposed vs existing residential units	*Existing:*	*Proposed:*	
Proposed Number of Residential Units (by bedroom count) -– *add more lines if needed*:			
Proposed Number of BMR Units (by affordability and bedroom count) – *add more lines if needed*:			
Existing Interior Floor Area to be Remodeled:			

Total Floor Area for Parking Requirements:[3]	
Total Covered Parking Stalls:	
Total Uncovered Parking Stalls:	
Total area of new and rehabilitated landscape area (Sq. Ft.):	
Cubic Yards of Soil Disturbance: *(required in order to determine if a Stormwater Pollution Prevention Construction Permit or a Site Development Planning Application is required)*	

1. See Zoning Code Section 27.04.200 (b) (1) for full Floor Area definition.
2. See Zoning Code Section 27.04.200 (b) (2) for full list of Floor Area exclusions.
3. See Zoning Code Section 27.04.200 (d) for the full list of Parking Floor Area exclusions (does not apply to general office, retail stores, food stores, drug stores, and shopping center uses)

	SITE PLAN. (No smaller than 1/8" scale or 10' scale). Drawn to scale and showing the following:
	• All dimensioned property lines consistent with legal description of the lot. • North arrow and scale. • 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 obstruction on sidewalks and curbs, such as fire hydrants, utility meters, utility poles and streetlights. • Existing and/or proposed driveways and walkways with dimensions of all paved areas. • Footprint and overhangs or projections (eaves/bay windows) with dimensions 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 covered and uncovered parking stalls with dimensions. • Location, dimension and type of easements. • Outline of structures on adjacent properties. • 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 setback dimensions measured to the surface of the exterior wall or structural support. • Dimensions of distances between proposed building(s) and property lines, as well as other structures on site. Measurements shall be taken perpendicularly between exterior walls or property lines at their closest points for staff to verify compliance with Fire Separation and Zoning Ordinance requirements. • Existing and proposed 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 above-ground equipment must be screened with a fence/wall or landscaping. • 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. • Landscaped areas showing areas of existing and/or new turf, shrubs, groundcover and trees, and proposed common outdoor park and recreation facility areas. A separate full landscape plan by a licensed landscape architect is required for all projects with over 1,000 square feet of new or modified planting areas. For more information, see Zoning Code Chapter 27.71 Landscaping.

	SITE PLAN. (No smaller than 1/8" scale or 10' scale). Drawn to scale and showing the following:
	• Location, species and size (diameter when measured at 54" above grade) of all existing trees six inches in diameter or greater and note whether they are to be removed. A tree identification table and tree evaluation schedule shall be included for all sites with four or more trees. • Creeks, steep slopes, or other special environmental features. • Location and dimensions of on-site and/or off-site loading zones, if required. • Location of short-term and long-term bicycle parking for non-single-family projects, with a detail showing dimensions of bicycle parking spaces, distance between racks and distance to other obstructions, including walls, curbs and landscaping • Preliminary location of proposed public art for non-single-family projects as required by San Mateo Municipal Code Section 23.60.080. • Location of on-site storage area for solid waste for non-single-family projects • Exterior accessible route identified with a broken line or other linetype connecting entrances of all accessible buildings, accessible facilities, accessible elements, accessible parking spaces and site arrival points. • Provide widths, turning radii, and type of material for all Emergency Vehicle Access roads. Roads should be able to support 68,000 lbs. • Provide CFC Appendix B waterflow information for building construction type. Provide CFC Appendix C fire hydrant number and location(s). *Please note an up to 50% reduction is allowed. Applicant needs to comply with CFC Chapter 5 and Appendix D. • Grade plane calculation to determine height of building per CBC 202 HEIGHT, BUILDING and GRADE PLANE measuring height from grade plane to average highest roof surface.

	FLOOR PLANS (1/4" scale preferred)**.** Drawn to scale and showing the following:
	• Existing floor plans. • Demolition plans with delineating all walls and structures proposed for demolition. • All proposed indoor recreation and amenity spaces clearly identified with interior floor area and dimensions of spaces. • For each proposed floor, a table identifying the number of residential units with bedroom count, floor area, and affordability level by income category. For commercial or mixed-use projects, the table should include commercial suites/areas with floor area and proposed use. The table(s) should number each unit, suite or area and be translated to the floor plan to identify each location. The project must contain proportionately the same number of bedrooms for BMR units a market-rate units, and be of comparable size • Overall exterior dimensions and individual room dimensions for all levels and stories. • Location of all doors and windows, including window sizes. • Complete building code analysis for allowable area, height and number of stories based on selected occupancy group(s) and type of construction according to Chapter 5 of the California Building Code. Identify if separated occupancy or nonseparated occupancy design approach is utilized. Show horizontal building separation and required fire protection. • Means of egress analysis per Chapter 10 of the California Building Code. Specify for each space and floor of the building, the occupant load and occupant load factors and identify occupant load served at each exit. Show exit access travel distance, required/provided number of exits, required separation between exits, common path of travel distance, capacity of stairs and other egress components. Show all components of means of egress system such as exit access, exits, and exit

	discharge including interior and exterior exit stairs, corridors, horizontal exits, exit passageways and egress courts. • Location and required fire-resistance rating requirements (hours) for building elements based on type of construction, fire separation distance from property line and other structures on site, fire walls, fire barriers, fire partitions and shaft openings in accordance with Chapters 6 and 7 of the California Building Code. • Location of fire control room. • A remote power shut-off switch which powers off building electrical or photovoltaic systems may be required

	FLOOR AREA CALCULATIONS OVERLAID ON PROPOSED FLOOR PLANS.
	A single plan sheet showing the floor area calculations and floor area diagram with blocked-out areas and calculations for each block to the tenth decimal point.

	ROOF PLANS (1/4" scale preferred)**.** Drawn to scale and showing the following:
	• Roof pitches and dimension of overhang depths. If any mechanical or utility equipment is visible from the ROW, it shall be painted and/or screened by a solid enclosure or parapet wall with materials compatible with the building design. • Location(s) of the required Solar Zone area for covered occupancies that are unshaded and free of obstructions per the California Energy Code. • Show all proposed park and recreational facility space.

	ELEVATIONS (1/4" scale preferred)**.** Drawn to scale and showing the following:
	• The existing structure(s) • The proposed structure(s) • Detached accessory structures, if new or any addition is proposed to an existing structure. • 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. 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). • Building total height measured from existing grade to top of building roof. • 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). • Full-sized Color Elevations and Perspective Drawings & Model. Required for residential projects of six or more units and for non-residential projects of 10,000 square feet or more. • Analysis for maximum area of exterior wall openings based on fire separation distance from property lines and other structures on site and degree of opening fire protection of each individual story for all elevations in accordance with Chapter 7 of the California Building Code.

	BUILDING SECTIONS (1/4" scale preferred). Drawn to scale and showing the following:
	• The proposed structure. • 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. 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. • Finished floors and interior heights for all levels. • Floor-to-ceiling height. Any area with floor-to-ceiling height exceeding 15 feet (18 feet for ground floor retail) shall be counted twice in floor area calculation per SMMC Section 27.04.200.

	LANDSCAPE- LIGHTING- SITE FURNISHING PLANS. (No smaller than 1/8" scale or 10' scale). Drawn to scale and showing the following: *The landscaping plans and accompanying documents for projects with over 1,000 square feet of new or modified planting areas must be prepared or reviewed and signed by a licensed Landscape Architect registered with the State of California.*
	• Name, address, and telephone number of the person or firm responsible for the preparation of the plans and other required information. • All existing and proposed buildings and other structures including fences, paved areas, and planted areas, and proposed common outdoor park and recreation facility areas. • All existing plant material to remain and to be removed. • Unique symbology to identify plant species, size at maturity, specific planting location, and plant species label (and count if one label is used for multiple plants) of all proposed plant material. • A table identifying all proposed plant material including scientific name, common name, WUCOLS classification, plant count, and container size. • Contour lines, if the slopes are in excess of 10%. • Existing and proposed topographic elevations at sufficient locations to clearly show the drainage pattern unless this information is provided on a separate grading plan or other document in the planning application. • Square footage of all planted areas. • Hydro-zone Information and Water Budget Calculations (if aggregate area of new or rehabilitated landscape is 2,500 square-feet or more). • Lighting plan showing fixture locations and styles, including a fixture schedule with a fixture photograph, manufacturer, color, and size. Photometric levels are required to be shown both on the site and on adjacent properties in compliance with the City Building Security Code "Exterior Security Lighting" (San Mateo Municipal Code Section 23.54.060). • Lighting for proposed common outdoor park and recreational facility space beyond required setbacks that are proposed to be used during evening hours. • Site furnishings and hardscape plan with locations and styles, including a schedule with furnishings/hardscape photographs, manufacturer, color, and size. Furnishings include but are not limited to bike racks, benches, planters, and other outdoor amenities. • Details for fencing- elevations and sections with colors (including manufacturer and color name) and finishes.

	• For residential projects seeking credit towards park in-lieu or impact fees (SMMC Sections 26.64.010 and 13.05.070) show/identify the location, calculated area, and dimensions of all private park and recreational facilities. Proposed improvements such as site furnishings, structures, or other amenity installations shall also be shown. A list of the amenities in all the proposed private park areas or recreational facilities shall also be provided to evaluate parkland credit eligibility.

	FULL SITE SURVEY.
	Required for any New Residential Unit(s) or Non-residential buildings or Fence Exception; 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).

	PARCEL & TENTATIVE SUBDIVISION MAPS
	Proposed parcel or tentative subdivision map, indicating all information required by Sections 26.48, 26.52, and 26.56 of the Municipal Code.

	SURFACE IMPROVEMENT PLANS. Concept surface improvement plans are required
	• Plans must be prepared by a licensed Civil Engineer • Show existing and proposed streets, sidewalks, curbs, gutters, ramps, driveway approaches, streetlights, street trees, pavement markings, curb markings, signage, and other fixed surface furniture such as bike racks or benches.

	GRADING PLANS. Concept grading plans are required for any project on slopes over 10% and all multi-family, non-residential, or mixed-use projects.
	• Plans must be prepared by a licensed Civil Engineer • Show proposed and existing to remain buildings and hardscape improvements. • Show proposed and existing to remain drainage improvements and delineate grades and surface runoff using arrows to depict slopes and direction of surface runoff. • Show proposed and existing to remain contours and identify all areas over 15% slope; include spot elevations; include source statement of topographical information.

	• Indicate where the project proposes tie-backs for conditions such as basement construction or support. If the project proposes tie-backs under an adjoining property, provide approval from said property owner.
	• Identify where retaining walls are proposed with the top and toe elevations provided.
	• Provide an earthwork quantities table. Grading calculations must be provided, and the total volume of soil disturbance (excavation, fill, or any combination of both) in cubic yards must be identified.
	• For Site Development Planning Applications, include:
	  ○ An Interim Erosion and Sediment Control Plan for construction, grading, and soil storage activities that incorporates all information required by SMMC Section 23.40.040(a)(3)(E).
	  ○ The proposed earthwork material haul route.

	UTILITY PLANS. Concept utility plans are required for all projects.
	• Plans must be prepared by a licensed Civil Engineer • Show proposed and existing to remain buildings and hardscape improvements. • Show all existing and proposed utility infrastructure, including but not limited to, storm, sanitary, gas, electric, communications, and streetlight. • Show all main lines along the project frontages and laterals serving the site. • Clearly identify any existing laterals being demolished/abandoned/plugged and any overhead utility to be undergrounded. • Clearly identify existing and proposed water meters and their sizes. • Show all existing and/or proposed street trees and on-site Heritage Trees that are to remain with a dimension to the nearest utility line.

	STORMWATER MANAGEMENT PLANS. Concept Stormwater Management Plan (SWMP) is required for all C.3 regulated projects to demonstrate compliance with the NPDES Provision C.3 Requirements. Visit the New Development webpage of the San Mateo Countywide Water Pollution Prevention Program website (www.flowstobay.org) for additional information and technical guidance. The concept SWMP shall correspond to the submitted Stormwater Checklists.
	• Show the project site plan (surfaces, landscapes, and roofs). • Show and indicate all drainage management areas and treatment measures. • Provide a table presenting the total project area, total area of land disturbed, existing and proposed pervious and impervious areas of each drainage management area, required treatment area, and provided treatment areas/devices. • List source control and site design measures to be implemented. • Show hydromodification management measures and calculations, if applicable. • List NRCS soil type, saturated hydraulic conductivity rate(s) at relevant locations or hydrologic soil type (A, B, C or D) and source of information. • Note the elevation of high seasonal groundwater table. • A brief summary of how the project is complying with Provision C.3 of the MRP.

The following plans and information are only required for **non-single-family applications**.

	VEHICLE MANUVERING DIAGRAMS. Vehicle maneuvering diagrams are required for projects involving changes to the public roadway geometry, emergency access routes, on-street waste collection, surface parking lots, parking garages, and loading bays.
	All maneuvering studies shall include scale drawings showing overhang and wheel paths to the extent necessary to demonstrate successful maneuvering as described below: • Fire Vehicle Maneuvering Study. Required if the project proposes any changes to the public roadway geometry that affects the available travel way space where fire vehicles execute turning maneuvers. The fire department will determine the design of the vehicle. • Solid Waste Collection Vehicle Maneuvering Study. A refuse collection vehicle maneuvering study is required if the project proposes on-street collection of refuse bins. The franchise solid waste collection service will determine the design of the vehicle. • Single-Unit truck vehicle maneuvering study. A Single-Unit truck vehicle maneuvering study is required if the project proposes any changes to the roadway geometry, including but not limited to, changes to curb lines, lane and centerline markings, marked on-street parking stalls, on-street loading zones, and driveways. The American Association of State Highway and Transportation Officials (AASHTO) SU-30 shall be the design vehicle. • Project site vehicle maneuvering study. This study is required if the project includes on-site loading zones or emergency vehicle access which will result in larger vehicles regularly entering the site. An appropriate AASHTO design vehicle shall be used based on the proposed vehicle types to be expected.

	PARKING LOT OR GARAGE PLANS FOR NON-SINGLE-FAMILY PROJECTS (1/4" scale preferred). Drawn to scale and showing the following:
	• Summary calculations of parking required versus proposed and breakdown of type of spaces (standard, compact, accessible) per Zoning Code requirements. • Designation of all parking spaces (compact, standard, accessible and van accessible, visitor, tenant), specify if residential parking is to be assigned or unassigned, and showing EV Ready Parking Spaces with Receptacles, EV Ready Parking Spaces with EV Chargers, or EV Capable parking spaces including accessible and van accessible EV Ready Parking Spaces as required pursuant to the CA Green Building Code, CA Building Code and San Mateo Reach Code. • For residential uses, indicate location and type of security measure(s) preventing unauthorized vehicle and pedestrian access per Section 23.54.030 of the Municipal Code. • Parking lot landscaping if required per Chapter 27.71 of the Municipal Code. • Dimensions of all parking spaces, aisles, driveways, and turning radii of all ramps. • Existing and proposed curb cuts and driveway locations. • All structural elements (curbs, columns, walls, or structures) which confine sides of parking stalls. • Dimensions of structural elements. • Slope and provide cross-section of driveway, for sloped lots and/or garage ramp. • For parking lot aisles: direction of traffic flow • Location and dimensions of loading zones, if required. • Show accessible routes from accessible parking spaces to entrances, elevators and required exits. • Projects that include mechanical and/or automated parking facilities shall submit an operations plan that at minimum includes details on how the facility will be accessed, retrieval efficiency, operational

	PARKING LOT OR GARAGE PLANS FOR NON-SINGLE-FAMILY PROJECTS (1/4" scale preferred). Drawn to scale and showing the following:
	details, schematic or technical drawings, and the location and specifications of an emergency back-up power source.

	SOME APPLICATIONS MAY REQUIRE THE FOLLOWING:
	• Vacant Lot or Building Maintenance Plan. For development sites that include a vacant lot or a property that is developed with a building or structure and is abandoned, vacant, or unoccupied by the property owner, tenant, or subtenant for more than 180 consecutive days, a detailed written Maintenance Plan must be submitted for review and approval consistent with City of San Mateo Municipal Code Chapter 7.48 Vacant Lot Maintenance. Vacant lots must be maintained free of litter, weeds, graffiti, debris, storage units, and the stockpiling of any material at all times. The property owner, or designee, must inspect the property at reasonable intervals and take other steps to reasonably ensure that no litter, weeds, graffiti, debris, storage units, or materials are stockpiled, collect, or are maintained on the lot. Any dead or dying vegetation, as well as any broken, malfunctioning irrigation components on the lot must be replaced by the property owner, or designee, within 72 hours of discovery or notification by the city. • Sign Information. On the site plan and elevation drawings include location, dimensions, colors, and materials of all proposed signs and dimensions and locations of all existing signs to remain. • Statement on Title Sheet whether project is privately or publicly funded to determine accessibility requirements.