CITY OF SAN MATEO
COMMUNITY DEVELOPMENT DEPARTMENT

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

Planning Application Form

Application Request(s):

❑ Optional Planning Commission Study Session	❑ 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:_____	❑ 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/

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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. During the planning application review period, I authorize city staff full exterior access by appointment during business hours, including the front and rear yard, to facilitate necessary site visits for project review.

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 _____

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Planning Application Deposit Schedule

A full list of all City fees is included in the City's Comprehensive Fee Schedule: www.cityofsanmateo.org/1030/Comprehensive-Fee-Schedule

PLANNING APPLICATION DEPOSIT/FEE TYPE	REQUIRED DEPOSIT [1]	ü
Planning Application(s) – Zoning Administrator Decision (Single-Family only or Certificate of Public Convenience and Necessity – Alcoholic Beverages)	$4,000	
Planning Application – SPAR for Fence Exception	$2,000	
Planning Application(s) – Zoning Administrator Decision (other than Single-Family, PCNs, or SPAR Fence Exceptions)	$6,000	
Preliminary Application(s) (Pre-Application) for Large Projects	$25,000	
Planning Application(s) – Planning Commission Decision – if no Formal Pre-Application was required	$10,000	
Planning Application(s) – Planning Commission Decision – if a Formal Pre-Application was required	$50,000	
Planning Application(s) – Planning Commission & City Council Decision	$100,000	
Modifications of Approved Planning Applications – Zoning Administrator Decision	$3,000	
Modifications of Approved Planning Applications – Planning Commission Decision	$10,000	
Annual Review of Development Agreement	$4,500	
Special Use Permit – Day Care Facilities	$2,000 *(flat fee)*	
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)	$5,000	
Other: _____	_____	
ENVIRONMENTAL CLEARANCE (CEQA) PROCESSING		
Categorical or Statutory Exemption (Excluding Single Family and PCNs)	$500	
Initial Study and Negative Declaration	$5,000 + Consultant Cost	
Initial Study and Environmental Impact Report (EIR)	$10,000 + Consultant Cost	
Mandated Federal, State, County Fees (e.g. Fish & Game CEQA Fee, Fish & Game Code 711.4, Negative Declaration, EIR)	As required by State or County Fee Schedule	
OTHER SERVICES		
Mailing Labels required for Neighborhood Informational Meeting Notices	$500 *(flat fee)*	
Staff Time	$291.50 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.	$180.20	
Research requiring extensive staff time.	Staff time: $291.50 per hour	
Post Planning Application Project Consultation	Staff time: $291.50 per hour	
Landscape Unit In-Lieu Fees	$357.07 per landscape unit	
Appeal of Planning Application Decision	$565 *(flat fee)*	
Other: _____	_____	

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Planning Application 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 $291.50 per hour (through 6/30/2025) 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. Consultant services include but are not limited to the preparation of environmental documents, project design review, outside legal counsel, traffic studies, parking studies and 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.
4. Under extenuating circumstances, the Community Development Director has the authority to set a deposit amount below the amount indicated in the fee schedule. Refer to adopted Comprehensive Fee Schedule.

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

Statement of Completion of Required Neighborhood Meeting Notice and Meeting Affidavit

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Note: Form is required for Tier III and Tier IV projects, except for optional Planning Commission Study Session application for Tier IV project.

Date of Neighborhood Meeting:_____

Date of Mailed Notification: _____

In accordance with City requirements, I have mailed out the Neighborhood Meeting Notice to all recipients on the mailing list provided by city staff and completed the meeting process as required in the City Planning Division document titled "Planning Application Guide (Page 3 and 4)" 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		

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Tentative Maps
Application Processing Time Waiver

Section 66451.1 of the State Subdivision Map Act provides for the waiver of the application processing time limits imposed by the Act. This waiver applies when a tentative map application is filed in conjunction with other types of planning applications. In these instances, the tentative map will be subject to the same time limits imposed on all other types of planning applications by the Permit Streamlining Act; these limits are described below under Approval Deadlines.

Approval Deadlines

The City must provide you with a written determination of the completeness of your application within 30 days of submittal[1]. If your application is considered incomplete, the letter you receive will identify the items still needed. A determination that an application is incomplete may be appealed to the Planning Commission.

Once your application is determined to be complete, the City makes a decision on the application within certain State mandated deadlines which are described below:

1. For a project requiring an Environmental Impact Report (EIR) under the California Environmental Quality Act (CEQA), the City must make a decision on the application within six months after the EIR is certified.
2. For a project requiring a Negative Declaration under CEQA, the City must make a decision on the application within three months of the date the Negative Declaration is adopted.
3. For a project which is Categorically Exempt under CEQA, the City must make a decision on the application within three months after the determination of Exempt status is determined.

If the City does not make a decision within these deadlines, the development project will be deemed approved if public notice is provided in accordance with California Government Code Section 65956. At your request, the City may grant **one** 90-day extension for a project that requires a Negative Declaration or is Categorically Exempt, and **three** 90-day extensions for a project which requires and EIR.

[1] Submittals and payments that are received after 5:00 PM PST, or on a Saturday, Sunday or City observed holiday will be considered formally submitted as of the following business day. Note that the 30-day review period does not start until payment has been received.

Applicant Certification

I certify that I have read through and fully understand this Planning Application and that the information provided in this form and in accompanying materials is true and correct to the best of my knowledge.

Further, I:

- ❑ Grant a waiver form Tentative Map application processing time limits as provided by the State Map Act thereby allowing concurrent processing of the tentative map and other planning applications for the same development project.
- ❑ Have examined the list of hazardous waste sites and contained water sources available at the Planning Counter and determined that:
  - ❑ The project site is **not** included on the list
  - ❑ The project site **is** included on the list. The appropriate portion of the list which identifies this site is attached to my application form.

Pursuant to Government Code Section 84308, I certify that I have not made a campaign contribution in excess of $250.00 to a current City council or Planning Commission member within the last 12 months. If campaign contribution is in excess of $250.00, please submit a statement which indicates the date, amount, purpose and recipient of the contribution.

Applicant's Signature _____ Date _____

Print Applicant's Name _____

Applicant's Signature _____ Date _____

Print Applicant's Name _____

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Hazardous Materials and Air Quality Checklist

For non-residential projects only

Prior to issuance of a building permit, nonresidential projects which involve the storage of hazardous materials or affect air quality, must comply with:

a. Section 25505, 25533, and 25534 of the California Health and Safety Code regarding businesses handling, storing, or disposing of hazardous materials, and;
b. Regulation 2, Rule 1 of the Bay Area Air Quality Management District (BAAQMD) pertaining to the emission of air contaminants.

This checklist must be filled out completely and accurately to ensure timely processing of your planning application. Please see the following page for a sample list of businesses which may store hazardous materials and a list of commonly used materials considered extremely hazardous. If you answer YES to any of these questions, then clearance from the BAAQMD (650-771-6000), San Mateo County Environmental Health Department (650-363-4305), and the City of San Mateo may be required as part of your developmen t application. Contact city planning staff for additional information.

1. Will this facility use, store, or handle any of the following? Please check all that apply.

❑	Carcinogens	☐	Compressed Gas	☐	Corrosives
❑	Combustible Liquids	☐	Explosives	☐	Flammable Liquids
❑	Hazardous Waste	☐	Liquefied Petroleum Gas	☐	Organic Peroxides
❑	Underground Tanks	☐	Pesticides	☐	Radioactive materials
❑	Solvents	☐	Oxidizers	☐	Motor Oil, degreaser, thinner

2. Will this facility use Extremely Hazardous Substances (EHS) in excess of the Threshold Planning Quantities (TPD)? Please see page 9 for the EHS list. If you answer YES to any of the chemicals listed there, please list them in the space below.

3. If this facility uses EHS in ANY quantity, is the facility located within 1,000 feet of a sensitive facility (school, day care, hospital, retirement home)?

4. The BAAQMD requires permits for a variety of operations, including but not limited to those listed below. Will the intended use of this facility require a permit for construction or modification from BAAQMD? If you answer YES, then provide your BAAQMD letter confirming compliance.

• Auto body shops	• Wood, Plastic, or Metal Coatings
• Dry Cleaners	• Air Pollution Control Devices
• Paint Booths	• Underground Storage Tanks
• Solvent Degreasers	• Asbestos, Beryllium, Benzene
• Organic Liquid Storage	• Chromium (Mercury VI), Mercury Handling Equipment

5. Is this property listed on the San Mateo County Hazardous Sites List? See staff for current list.

Hazardous Materials and Hazardous Waste Reference Lists

Sample of Businesses Which May Store Hazardous Materials or General Hazardous Waste

Wholesale and Retail Trade

- Automotive Dealers and Service Stations
- Furniture and Home Furnishings
- Wholesale Trade Durable Goods
  - *Ex*: lumber and construction materials; motor vehicles and auto equipment.

Manufacturing

- Chemicals and allied products
  - *Ex:* paint manufacturing, plastics & synthetics
- Electric and Electronic equipment
  - *Ex:* electric lighting and wiring equipment; household appliance manufacturing
- Furniture and Fixture Manufacturing Instruments and Related Products
  - *Ex:* photographic equipment and supplies; watches, clocks, watchcases
- Miscellaneous Manufacturing Industries
  - *Ex:* office and art supplies, jewelry, silverware, platedware

Services

- Auto Repair and Services
  - *Ex:* auto rental, body shop, car wash
- Building and Special Trade Contractors
  - *Ex:* plumbing, heating, A/C, roofing, sheet metal work
- Business Services
  - *Ex:* disinfecting and exterminating
- Health Services
  - *Ex:* physicians, dentists, outpatient care
- Miscellaneous Repair Services
  - *Ex:* appliance repair, reupholstery
- Personal Services
  - *Ex:* laundry cleaning, garment services, photographic studios, beauty shops, barbers, shoe repair, furniture services
- Printing and Publishing

Partial List of Commonly Used Extremely Hazardous Materials[1]

Material	TPQ[2] (lbs)	RQ[3] (lbs)
Acrylamide	5,000	1,000
Ammonia	500	100
Arizona	100	1
Bromide	500	1
Carbon Disulfide	10,000	100
Chlordane	1,000	1
Chlorine	100	10
Chloroform	10,000	5,000
Diborane	100	1
Diglycidyl ether	1	1,000
Diphacinone	1	10
Endosulfan	2	1
Endrin	500	1
Epichlorohydrin	1,000	1,000
Ethylenediamine	5,000	10,000
Ethylene oxide	1,000	1
Fluorine	100	10
Formaldehyde	500	1,000
Hydrazine	1,000	5,000
Hydrogen chloride	500	5,000
Hydrogen fluoride	100	100
Hydrogen peroxide >52%	1,000	1
Hyrdoquinone	500	1
Lindane	1,000	1
Mercuric oxide	500	1
Methyl isocyanate	1	500
Nitric acid	100	1
Phenol	500	1,000
Phosgene	2	10
Phosphine	500	
Potassium cyanide	100	10
Selenious acid	10	1,000
Silane (4- aminobutly) dieth oxymethyl	1	1,000
Sodium arsenate	1,000	1,000
Sodium arsenite	1,000	500
Sodium cyanide	10	100
Strychnine	10	100
Sulfuric Acid	1,000	1,000
Toluene 2 (4-diisocyanate)	100	100
Zinc phosphate	100	500

[1] The source of this data is Part 355, 40 Code of Federal Regulations, Appendix A

[2] TPQ = Threshold Planning Quantity. This indicates the quantity at which a material must be registered.

[3] RQ = Reportable Quantity. This indicates the quantity at which immediate notification of a material's release is required.

Development Impact Fee Information

The City of San Mateo has several types of development impact and in-lieu fees that are imposed on new construction in the City. Specific information on fees may be obtained by contacting the following Divisions for their specific fees:

Building: building.info@cityofsanmateo.org (650) 522-7172
Housing: housing@cityofsanmateo.org (650) 522-7220
Parks and Recreation: parksandrecreation@cityofsanmateo.org (650) 522-7400
Public Works: publicworks@cityofsanmateo.org (650) 522-7300

Specific development impact and in-lieu fees are listed below; however, a full list of all City fees is included in the City's Comprehensive Fee Schedule (https://www.cityofsanmateo.org/1030/Comprehensive-Fee-Schedule):

Public Works Department:

- Wastewater Treatment Plant Phase II Expansion Fee
- Transportation Improvement Fee
- South Trunk Area Sewer Improvement Fee
- Sanitary Sewer Connection Charge

Parks and Recreation Department:

- Park Impact Fee (Municipal Code Section 13.05.070)
- Park In-Lieu Fee (Municipal Code Chapter 26.64)

Community Development Department (Building, Planning, and Housing Divisions):

- Child Care Development Fee (City Council Resolution No. 88 – 2005)

  The Child Care Development Fee is charged to support the development of childcare facilities. The fee is required for new residential units (single-family and multi-family) and new commercial floor area (retail, office, industrial, hotel).
- Affordable Housing Commercial Linkage Fee (Municipal Code Chapter 23.61)

  The Commercial Linkage Fee is charged for new non-residential construction such as office, hotel, medical, retail, and restaurants. The fee is required to be paid for building permits for all commercial uses that exceed 5,000 square feet. Public uses such as hospitals, nonprofit, and government facilities as well as churches, schools, and childcare centers are exempt. Developers who sign a Standard Wage Agreement are allowed a 25% reduction of the fee that is issued as a rebate upon the Certificate of Occupancy. There is also an option to provide construction of housing units in lieu of a fee payment.
- Public Art (Municipal Code Chapter 23.60):

  The Art in Public Places fee is intended to create on site public art and fund an Art in Public Places Program. The fee is applicable to commercial and multi-family residential projects exceeding three (3) million dollars in building permit valuation. The fee is calculated as 1.19% of the building permit valuation. Also, see the Civic Arts Committee webpage for additional guidance.
- Below Market Rate Housing In-Lieu Fractional Fee:

The City has a Below Market Rate (BMR) Housing Program with requirements that applies to projects consisting of 5 or more new residential units (see the following page). Specifically, a fractional fee is required to be paid for residential projects with between 5-10 units or fractional units. Also, see the BMR webpage f or additional guidance.

Below Market Rate Housing Requirements

The City has a Below Market Rate (BMR) Housing Program with requirements that applies to projects consisting of 5 or more new residential units. This program implements the affordable housing goals and policies in the General Plan. Specific requirements for the development of affordable units are regulated by resolution adopted by the City Council. Additional information is available online at: https://www.cityofsanmateo.org/3896/Developer-Resources

Existing Tree Evaluation Schedule with Landscape Unit Values

****Must be Completed and Attached to Arborist Report**

Required For Projects Involving the Removal of Trees 6" or More in Diameter for the Construction of New Residential Dwelling Units, Building Additions or Parking Lot Additions.

An Arborist Report and an Existing Tree Evaluation Schedule with Landscape Unit Values is required **for all trees with a diameter of 6 inches or more proposed for removal**. This Inventory must be prepared by an Arborist or Licensed Landscape Architect consistent with SMMC 27.71.150 PRESERVATION OF EXISTING TREES. Please submit an excel file with the information below.

Existing Tree Evaluation Schedule:

Formula for Calculating LU Value: (_____ x _____ x _____) ÷ 0.35 x (_____ x _____ x _____) = _____

Ref.	Species Name	Fate: Preserved / Removed	Species Value %	Condition Value %	Location Value %	0.35	Caliper Size (inches)	0.70 if in allowable bldg. area	1.25 if Heritage Tree	LU Value
						0.35				
						0.35				
						0.35				
						0.35				
						0.35				

Total LU Value of Trees to be Removed: _____

Required Tree Planting

Zoning Code, Section 27.71 – Landscape, requires all projects to have a minimum ratio of **1 tree per 400 square feet** of landscaped area. Existing trees that are a minimum of 6 inch diameter may count toward this total.

Landscape Area: _____sq. ft. ÷ 400 = _____(a)

Number of existing trees from Tree Evaluation Schedule with a 6 inch or greater diameter **to be preserved:** _____(b)

Landscape Unit (LU) value of trees **to be removed** from the Tree Evaluation Schedule: _____(c)

Minimum LU value to be replaced and/or met through payment of in-lieu fees: **[a – b + c = d]** _____(d)

New Trees:

A "landscape unit" (LU) value equivalent to (d) above, must either be planted on site, or an "in-lieu" fee paid to the city's street tree planting fund. If the LU value shown at (e) is not equal or greater than (d), then an in-lieu fee must be paid to the City's street tree planting fund at the rate defined annually in the City's Comprehensive Fee Schedule for each deficient LU.

New Trees Being Planted*

Quantity	Size	LU Value	Total LU Value
	15 gallon	1	
	24 inch box	2	
	36 inch box	3	
	48 inch box	4	

Total LU Value of new trees being proposed: (e)

*New replacement trees shall be in addition to and not substitute requirements for new street trees, parking lot trees or other required trees.

Fees Owed to the City Street Tree Planting Fund:

If (d) is greater than (e), there will be an LU value deficit calculated as follows:

[d – e = ____ x (the annually defined $ per LU value as per Current Comprehensive Fee Schedule) = $_____