



TOWN OF COLMA ADMINISTRATIVE PERMIT APPLICATION

Application and Fees (payable to Town of Colma) for:

- Retail Merchandise Unit \$184.00
- Minor Design Review ** \$325.00
- Sign Permit ** \$382.00
- Tree Removal Permit ** \$474.00
- Administrative Use Permit ** \$280.00
- Sign Review \$102.00 (Serra Center, Metro Center and Vivana Fair ONLY)

**** Include \$50.00 CEQA Exempt Fee payable to San Mateo County Clerk**

Property Address: _____

Assessor's Parcel No.: _____ (found on property tax bill)

Existing Zoning Designation of the Project Site: _____

Project Description: _____

Applicant

Name: _____ Telephone No.: _____

Mailing Address: _____

Email Address: _____

Name of Person or Entity carrying out the Project

Name: _____ Telephone No.: _____

Mailing Address: _____

Email Address: _____

Property Owner (if different than applicant)

Name: _____ Telephone No.: _____

Mailing Address: _____

Email Address: _____

This section to be completed by the Planning Department.

<i>Application Submittal Checklist:</i>	<i>Date Rec'd Stamp</i>	<i>Resub. Rec'd Stamp</i>
_____ Fee: \$ _____		
_____ CEQA Fee: \$ _____		
_____ Required Drawings		
_____ Supporting Statements		

The Town of Colma Planning Department is open Monday - Friday – 8:00 AM to 5:00 PM
1190 El Camino Real, Colma, CA 94014
Telephone: (650) 757-8888 FAX: (650) 757-8890 Email: planning@colma.ca.gov

Answer yes or no to each of the following questions. Will the proposed project have an effect on any of the items listed below? Please explain the items checked yes; attach additional sheets as necessary.

Yes No

1. Change in existing features of lakes, hills or substantial alteration of ground contours?
2. Change in scenic views or vistas from existing residential areas or from public lands or roads?
3. Change in pattern scale or character of development?
4. Create significant amounts of solid waste or litter?
5. Change in amount of dust, ash, smoke, fumes or odors in the vicinity?
6. Alteration of existing drainage patterns or change in water quality or quantity of any lake, stream or ground water aquifer?
7. Substantial change in existing noise and vibration levels in the area?
8. Is the site on filled land or on a slope of ten percent or more?
9. Does the project involve the use or disposal of potentially hazardous materials, such as toxic substances, flammables or explosives?
10. Substantial change in demand for municipal services (police, fire, water, sewer, etc.)?
11. Substantial increase in fossil fuel consumption (electricity, oil, natural gas, etc.)?

Certificate

I certify under penalty of perjury under the laws of the State of California that I am the applicant an authorized agent for the applicant and that the information set forth in this application and all attachments is true and correct, to the best of my knowledge and belief.

Date

Applicant's Signature

I certify that I am the owner of the property affected by the proposed project and that I am fully aware of this application.

Date

Owner's Signature if other than Applicant

SUBMITTAL REQUIREMENTS

Tree Removal Permit

The applicant must provide accurate scale drawings (one full size set and one set reduced to 11" x 17") showing: 1) Site Plan: the subject property, the location and type of the tree(s) to be removed; and 2) Tree Replacement: the location and type of replacement trees, and an irrigation plan for the replacement trees.

Sign Permit and Sign Review

The applicant must provide accurate scale drawings (one full size set and one set reduced to 11" x 17") showing the existing conditions / signage on the property and identifying the area / buildings where the proposed signage is to be located. Sign production drawings should be included showing sign faces, dimensions and placement on building elevations, pole and / or monument treatments. Applications for pole signs must include an estimate of the useful life of the pole sign and the cost to construct and erect the sign.

Minor Design Review

The applicant must provide accurate scale drawings (one full size set and one set reduced to 11" x 17") showing the existing conditions, area of work, site plan, floor plan (if building footprint is increasing or decreasing), existing and proposed building elevation, and materials/color samples and brochures.

Administrative Use Permit

1. Provide a full description of the use. Include hours of operation, description of electrical, water or temporary restroom facilities required and any necessary structures required.

2. The application will not be deemed complete unless the applicant provides written responses to the following questions:

- a. Explain how the proposed project fits with other land uses in the area.

b. Explain how surrounding properties will be protected from damage.

3. For projects where permanent or temporary construction is proposed, the applicant must submit accurate scale drawings (one full size set and five sets reduced to 11" x 17"), prepared by a qualified professional. (This varies depending on the type of project, however, the services of an architect, landscape architect or registered engineer should be utilized where appropriate for preparation of design and construction drawings.) The applicant is advised to contact the City Planner at (650) 757-8888 prior to filing the application to confirm what drawings are necessary to adequately describe the project.

Retail Merchandise Unit (RMU)

A permit is required to operate an RMU anywhere in the Town. An application for an RMU vending permit must include the following:

1. Name, address and telephone number of the RMU vendor.
2. An accurately drawn plan showing the proposed RMU location.
3. A drawing or photograph of the proposed RMU.
4. For RMU vendors not affiliated with the owner or lessee of the property:
 - a. Written permission of the owner or lessee of the property.
 - b. Verification that the vendor's State Equalization number lists the property address as point of sale.
 - c. For RMU vendors operating a food establishment, verification of a SMC Health Department permit.