



PLANNING PERMIT APPLICATION GUIDELINES & INFORMATION

A standard application form is used for planning and subdivision permits in the Town of Colma. An application form is included in this package. The information, drawings and fees required for a complete application vary according to the type of permit requested. **Therefore, the applicant should review carefully the rest of this document and the appropriate Permit Application (Administrative vs. Project). For Project Permit Applications, the Supporting Statements / Information Section headings, corresponding to the specific type of permit being requested, are especially important.**

For questions or additional information, contact the City Planner at (650) 757-8888.

Here are the guidelines for all permits:

1. An application will not be accepted for review unless:
 - a. The application form is completed in its entirety.
 - b. All required supporting statements, drawings, exhibits and materials are included.
 - c. The application form is signed by the applicant and by the affected property owner if other than the applicant.
2. All applications are reviewed in relation to the California Environmental Quality Act (CEQA) and a determination is made whether an application is exempt, a Negative Declaration is appropriate or that an Environmental Impact Report (EIR) is required. Applicants will be notified in writing as to the CEQA determination for their application. In cases where a Negative Declaration or EIR is required, the City Council cannot act on the permit until the final environmental documents have been approved.
3. Within 30 days following an application submittal, the applicant will be notified in writing as to the status of the application. If the application has been deemed complete, the applicant will be so advised. The staff report on the application will be sent to the applicant during the week prior to the scheduled public hearing. If the application has been deemed incomplete, a letter will be sent to the applicant listing information needed to complete the application or revisions necessary to bring the proposed project into compliance with Town of Colma codes and regulations. The 30 day review process will begin again when the revised submittal or requested information has been resubmitted.
4. All permit decisions are made either by the City Planner or the City Council. Administrative decisions are made by the City Planner at an Administrative Hearing scheduled on a case by case basis and held in the Planning Department. All other permit decisions are made by the City Council at regularly scheduled

meetings, normally the second Wednesday of each month at 7:30 PM, held in the Council Chambers at the Colma Town Hall.

5. The applicant or representative should be present when the application is being considered by the City Planner or City Council. If no one is present to answer questions, the application may be continued to a future meeting.
6. **Reconsideration**
An applicant or opponent dissatisfied with the City Planner's decision on a permit application may request, in writing, that the item be appealed to the City Council. An applicant or opponent dissatisfied with the City Council's decision on an application may request, in writing, that the City Council reconsider its decision. Requests for reconsideration must be received by the City Clerk within ten (10) days following the City Planner or City Council's action and must:
 - a. Explain your interest in the application.
 - b. Explain where you think the City Planner or City Council made a mistake in considering the evidence.
 - c. Explain what new information or evidence was not available to the City Planner or City Council at the time of their decision.
7. **Effective Date(s)**
Unless a request for reconsideration is filed or conditions of a permit state otherwise;
 - a. Planning permits, subdivision approvals and General Plan Amendments are effective ten (10) days following approval by City Planner or City Council.
 - b. Zoning reclassifications are effective thirty (30) days following the second reading of the ordinance by the City Council.
8. **Fish & Game Fee**
Unless a proposed project is categorically exempt or a Negative Declaration has been approved with a finding that there is no potential effect on wildlife resources, the applicant must pay a Fish and Game fee pursuant to Section 21080 of the Public Resources Code. The fee must be paid in the form of a check payable to County of San Mateo. The current Fish and Game fee is: \$_____. No applicable development permit is valid and in effect until the fee is paid.
9. **Building/Grading Permits**
If a project involves construction, grading or installation of on-site utilities, a **Building Permit and/or Grading Permit is required**. Applicant may apply for these permits only after receipt of all required Planning and Subdivision approvals. For more information related to issuance of a Building and/or Grading Permit or on-site construction inspections, contact the Colma Public Works Department (Building/Engineering) at (650) 757-8888.

PLANNING PERMIT REVIEW PROCESS

□ Step 1 – Check with Planning Department

- Inquire about parcel zoning, permitted, conditional and prohibited uses, development regulations and required approvals.
- Obtain Permit Application Package.
- Schedule a Conceptual Review.
 - **Required for PD and DR projects.**
 - Optional for other projects. For most projects, it is recommended that the applicant schedule a pre-submittal meeting with City Staff to discuss code interpretations, design issues and any unique aspects of the project or site.

□ Step 2 – Application Submittal

- File a complete application form.
- Submit all required statements, drawings and materials.
- Pay application fees.

□ Step 3 – Written Notice of Application Status

- Within 30 days of application submittal, the City Planner will provide:
 - a. A notice that the application is **complete** with a tentative hearing date*.OR
 - b. A notice that the application is **incomplete** with:
 - i. Revision comments.
 - ii. Request for addition information.The applicant may then withdraw the application or resubmit with revised plans and/or additional materials. (Process will repeat until application is deemed complete.)

*Note: If a Negative Declaration or EIR is required, a public hearing on the application will not be scheduled until completion of the final environmental document.

□ Step 4 – Public Hearing Notice and Schedule

- Public hearings normally require that a public notice is posted at least ten (10) days prior to the scheduled hearing date. The hearing will normally be scheduled for the first available meeting time following the notice period.

□ Step 5 – Public Hearing

- Decision: Approval or denial
- 10-day appeal period
- Effective date of approval is dependent on application type.

GLOSSARY OF PERMITS

CONDITIONAL USE PERMIT

A conditional use permit allows a specific, described use of real property in a zoning district intended for such use and subject to certain conditions. Use permits are not normally required for most open space uses or for single family homes.

ZONE CHANGE

A zone change modifies the classification of land use for a parcel or parcels of land. The zoning designation must be consistent with the General Plan land use designation for the same property.

TREE PERMIT

A tree permit allows the holder to prune or remove trees having a single trunk diameter of 12 inches or a multi-stemmed tree having a cumulative trunk diameter of 42 inches measured at a height of 48 inches above ground.

SIGN PERMIT

A sign permit allows the holder to erect private, free standing signs and/or attach signs to buildings. Signs must be located on the same site as the business they identify or advertise.

VARIANCE

A variance allows for a deviation from the normal development standards when unique conditions of the property prevent conformance with the standard. A variance is not simply an exception. For example, a variance cannot change the zoning classification of land or the normal density limits applicable to a parcel of land.

DESIGN REVIEW

A Spanish/Mediterranean design theme is required for most new development and major remodeling projects. In design review, design standards are applied to the approval of the site plan, building and landscaping plans in conjunction with the consideration of the Use Permit for all projects. This procedure does not apply in single family residential districts.

PARCEL MAP

A parcel map is an approved land division resulting in four or fewer new parcels of land.

TENTATIVE SUBDIVISION MAP

A tentative subdivision map is an approved land division resulting in five or more new parcels of land.

LOT LINE ADJUSTMENT

A lot line adjustment allows for the relocation of the common boundary between two or more parcels of land where no additional parcels are created. No more than four (4) parcels or parcel lines can be adjusted.

GENERAL PLAN AMENDMENT

A General Plan Amendment proposes to amend the General Plan document in the areas of land use, circulation, open space, conservation, noise, safety, housing or historic resources. The amendment may change Town policy or requirements.

OTHER AGENCY PERMITS

In addition to permits from the Town of Colma, approval by one or more of the following agencies may be required for your project. Check those which may require review of the application. The applicant is responsible for contacting the appropriate agency and obtaining the required permits, licenses or other entitlements.

_____ Bay Area Air Quality Mgmt. District. 939 Ellis Street San Francisco, CA 94109	_____ California Water Service 80 Chestnut Street South San Francisco, CA 94083
_____ CalTrans P.O. Box 23660 Oakland, CA 94623-0660	_____ South San Francisco Sewer Dept. 400 Grand Avenue South San Francisco, CA 94080
_____ Colma Fire District 50 Reiner Street Colma, CA 94014	_____ North SMC Sanitation District 153 Lake Merced Boulevard Daly City, CA 94015
_____ Colma Lighting District Director of Public Works County of San Mateo 10 Twin Dolphin Drive, Suite C-200 Redwood City, CA 94065-1065	_____ State of California Department of Fish & Game P.O. Box 47 Yountville, CA 94599
_____ U.S. Army Corps of Engineers 211 Main Street San Francisco, CA 94105	_____ Pacific Gas and Electric 450 Eastmoor Daly City, CA 94015
_____ San Mateo County Flood Control Dist. Director of Public Works County of San Mateo 10 Twin Dolphin Drive, Suite C-200 Redwood City, CA 94065-1065	_____ State of California Department of Environmental Health County Government Center Redwood City, CA 94063
_____ San Francisco Bay Area Regional Water Quality Control Board 2101 Webster Street, Suite 500 Oakland, CA 94612	_____ City/County Assn of Governments 10 Twin Dolphin Drive, Suite C-200 Redwood City, CA 94065-1065