



TOWN OF COLMA PROJECT PERMIT APPLICATION

PLANNING DEPARTMENT
1198 EL CAMINO REAL, COLMA, CA 94014
Monday – Friday 8:00am – 5:00pm
Phone: 650.757.8888 – Fax: 650.757.8890

Property Address: _____ APN: _____

Check all applicable permits: (Complete and attach Supporting Statements/Information)

- Address Assignment
- Accessory Dwelling Unit
- CEQA Review
- Design Review
- Parcel Map/Lot Line

- Planned Development
- Rezoning
- Sign Permit
- Subdivision Map
- Tree Permit

- Use Permit
- Variance
- Mobile Store (MS)
- Zoning Letter
- Other _____

BOTH SIGNATURES REQUIRED BELOW

Project Summary: _____

Property Owner(s): _____

Address: _____ City: _____ State: _____ Zip Code: _____

Email: _____ Phone: _____

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

X _____ Date: _____

Property Owner's Signature

Applicant(s): (if different than owner) _____

Address: _____ City: _____ State: _____ Zip Code: _____

Email: _____ Phone: _____

I certify under penalty of perjury under the laws of the State of California that I am **the applicant** **an authorized agent** (check one) 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.

X _____ Date: _____

Applicant's Signature

Hazardous Waste and Substances:

The project is is not located on a site listed by the state or county as a hazardous waste site. (Lists may be reviewed at the City Planner's office.)

STAFF USE ONLY

Fee: \$ _____

CEQA Fee: \$ _____

Required Documents _____

Supporting Information _____

Received By: _____

Date Rec'd Stamp _____

Fee Schedule:

Planning Services Flat Fees:

- Accessory Dwelling Unit.....\$611.00
- Address Assignment.....\$267.00
- Administrative Use Permit.....\$1,833.00
- Design Review, Minor.....\$1,986.00
- Landscape Plan.....\$267.00
- Sign Permit.....\$500.00

- Sign Review.....\$300.00
 - Tree Removal Permit, Minor.....\$1,833.00
 - Use Permit Minor.....\$7,255.00
 - Mobile Store Permit (MS)\$250.00
 - Zoning Letter.....\$993.00
- Totals: \$ _____

Planning Services Deposit Against Actual Cost:

- Design Review, Major.....\$7,102.00
- General Plan Amendment.....\$10,844.00
- Lot Line Adjustment.....\$8,416.00
- Master Sign Program.....\$7,255.00
- Tree Removal Permit, Major.....\$4,124.00
- Parcel Map.....\$7,744.00

- Planned Development.....\$6,949.00
 - Stormwater (Preliminary).....\$1,497.00
 - Subdivision Map.....\$9,776.00
 - Use Permit, Major.....\$7,255.00
 - Variance.....\$7,255.00
 - Zoning Reclassification.....\$8,935.00
- Totals: \$ _____

Planning Services, City Attorney Time, Deposit Against Actual Cost:

- CEQA Exemptions < 2,000 sq ft.....\$726.00
- CEQA Exemptions > 2,000 sq ft.....\$1,815.00
- CEQA Neg/Mitigated Declaration.....\$3,629.00

- Environmental Impact Reports.....\$7,258.00
 - Agreements.....\$2,000.00Min
 - Other.....\$ _____
- Totals: \$ _____

Planning Services CEQA Review:

- Categorical Exemption (Per Permit).....\$267.00
- Mitigated Neg Declaration (by town).... \$8,019.00

- Negative Declaration (by town).....\$8,019.00
 - Other.....\$ _____
- Totals: \$ _____

Other Fees (PAYABLE TO OUTSIDE AGENCIES) (CHECK WITH EACH AGENCY FOR MOST UPDATE FEES)

(Check Payable to) Colma Fire Protection District

- CFPD Project Review.....\$300.00
 - Other.....\$ _____
- Totals: \$ _____

(Check Payable to) San Mateo County

- Document Handling Fee.....\$50.00
 - California Fish and Game Fee.....\$ _____
- Totals: \$ _____

PROJECT TOTAL: \$ _____

Project Description:

Attach additional sheets as needed

Existing Conditions:

Lot Size: _____	Building Floor Area: _____	# Parking Spaces: _____
Lot Width: _____	Building Hight: _____	Landscape Area: _____
Lot Depth: _____	# of Stories: _____	

Proposed Conditions:

Lot Size: _____	Building Floor Area: _____	# Parking Spaces: _____
Lot Width: _____	Building Hight: _____	Landscape Area: _____
Lot Depth: _____	# of Stories: _____	

Residential Projects:

# of Units: _____	Rent Prices: _____	Household Size: _____
Unit Sizes: _____	Sale Prices: _____	

Commercial Projects:

Types of use : _____	# of Employees : _____	Loading Facilities: _____
_____	Sales Area: _____	_____

Initial Study Information:

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.

- | | <u>Yes</u> | <u>No</u> | |
|-----|------------|-----------|--|
| 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.)? |

PLANNING PERMIT SUBMITTAL CHECKLIST

Planning Permit applications must include the items on this checklist and all required fees . **Items marked with and * are mandatory for Design Review and Planned development applications.**

***Application Materials**, includes the following:

- Completed Planning Project Permit Application
- Signatures of Property Owner and Applicant on Application form.
- Project Narrative

***All Plans**, includes the following:

- One (1) Full sized and One (1) reduced (11" x 17") sets of plans** - Alteration with no change in building footprint area.
- One (1) full sized and five (5) reduced (11" x 17") sets of plans** – New Construction, additions, alterations with change in building footprint or floor area.
- One (1) electronic version in a single .PDF file (CD or USB Drive)** – Required for all applications
- Include North Arrow, date prepared, and bar scale. Acceptable scales are: 1/4" = 1' and 1/8" = 1'. Other scales may be acceptable but should be discussed with Planning staff before filing.
- Name and phone number of the person preparing the plan.
- Approval stamp/signature and date from the Homeowners Association (if applicable)

***Site Plan**, includes the following:

- Location of proposed development
- Property lines, distance between outer edge of street curb, and the front/street side property lines
- Location and dimensions of all existing and proposed buildings
- Dimensions of existing and proposed front, side, and rear yards
- Location and dimensions of existing and proposed driveways, garages, carports, required off-street parking spaces, and vehicle back-up areas
- Location of drainage ways and access easements.

***Elevations and Roof Plans (existing and proposed on separate drawings)**, includes the following:

- All existing and proposed roof elements
- Fully dimensioned and prepared to an appropriate scale
- Existing and proposed construction and/or alterations Existing and proposed views of each elevation should appear side by side on the plans
- Direction of building elevation (i.e., north, south, etc.)
- Color and material samples or brochures.
- Proposed building signage, if applicable.
- Design drawings for any accessory structures such as trellises, patios or trash enclosures.

***Floor Plans (Existing and proposed on separate drawings)**, includes the following:

- Fully dimensioned and prepared to an appropriate scale.
- Ceiling heights of all interior spaces.
- Rooms labeled for use.
- Show location of all existing and proposed windows and doors.

Conceptual Landscape Plan, including the following:

- All existing landscape with designations for elements to be retained and/or removed.
- All proposed landscape including trees, shrubs and ground cover or turf areas. (Indicate types, sizes and quantities.)

- Depict all flatwork including driveways, walkways, patios and decks with typical dimensions, materials and any special enhancements.
- Locations and typical elevation / detail for all gates, fences and walls.
- Monument and / or wall mounted signage.
- Location and typical detail for street and walkway lighting.
- Any accessory structures such as trellises, arbors, portals and group mailboxes.
- Landscape and other screening treatments for transformers, back flow prevention devices, air conditioner compressors, group meter locations and trash enclosures.
- Location of all existing landscaping. Indicate any trees to be removed. Include circumferences of all trees. Provide species and common name of all trees.
- Location of all trees, shrubs, groundcover, and turf to be planted.
- Location of non-vegetative landscape improvements, such as paving, fences, retaining walls, and planters
- Completed WELO Landscape Document

Preliminary Grading Plan, including the following:

- The proposed site plan.
- Property boundary, topography, existing on-site landscape and structures and buildings on both the project site and surrounding parcels within 30 feet of the project site.
- Public rights of way, streets, alleys, sidewalks, medians (breaks), fire hydrants, telephone poles, traffic signals, street lights, cross walks and bus stops within 100 feet of the project site.
- Proposed street spot elevations, grades and grade breaks.
- All building pad, finish floor / surface elevations and their relation to the 100-year flood elevation.
- Conceptual drainage plan with detention area location and tie in to off-site drainage facilities.
- Sewer, water, gas, electrical and other utility off-site tie ins and proposed on-site infrastructure.
- The location of all retaining walls (heights) and cut / fill slopes (heights and gradients).
- Conceptual erosion and sediment control plan.
- Draft Geotechnical Investigation Report (stamped and signed).

Other, As requested by the City Planner:

- Waste Collection Plan
- Site Survey conducted by a licensed surveyor
- Preliminary Title Report
- Phasing Report
- CEQA documents
- Other documents as required by the City Planner to Conduct Review