



CITY OF BURLINGAME - SUBMITTAL REQUIREMENTS COMMERCIAL DESIGN REVIEW

Applications must include certain minimum information before a project can be scheduled for a Planning Commission hearing. The applicant is responsible for submitting the information as listed below, and as shown on the attached sheets. All submittal information must be clear and easily readable. Incomplete or illegible information cannot be accepted and will cause delays in the processing of the application.

COMPLETED APPLICATION FORM

Must have applicant and property owner signatures. Contact person with the most knowledge of the project should be designated as the Applicant. Be sure to have the architect/designer initial the "Authorization to Reproduce Project Plans" box.

SUPPLEMENTAL FORM

Special Permit, Conditional Use Permit, Variance, Minor Modification, Commercial Application, Minor Use Permit, Environmental Form.

PROJECT DESCRIPTION

Provide a letter describing the proposed project in detail.

FILING FEES (see attached fee sheet)

VERIFICATION OF OWNERSHIP (if new)

BUSINESS LICENSE WITH THE CITY

ARCHITECT/DESIGNER must have a current business license with the City of Burlingame. Please list Business License # on Application to the Planning Commission.

PLANS

Submit electronic plan set in PDF format. Hard copy plan sets will be requested by Planning staff before the project is scheduled for Planning Commission review.

Following are guidelines for completing plans. Please use in conjunction with the attached sheets.

SITE PLAN

Drawn to scale (1/8" = 1 foot min.) to show all existing and proposed structures on the property (must include all structures >30" above adjacent grade).

FLOOR PLANS

Show existing and proposed floor layouts for all accessible floors, including those without a habitable area. Dimension and identify all rooms in all structures.

BUILDING ELEVATIONS AND SECTIONS

Show all existing and proposed elevations for each side of the building. Indicate all lower floors, basements, upper floors and attic spaces. Note plate heights on each floor. **For additions, show existing elevations above proposed elevations on the same sheet.**

RENDERINGS

Provide renderings for all new construction and additions exceeding 500 SF. Renderings can be architectural (detailed) or simple 3D modeling. **Must be provided prior to Design Review Study Meeting.**

ROOF PLANS

Show existing and proposed roof configurations (include roof pitches).

SITE SECTIONS

Show all existing and proposed work.

LANDSCAPE PLAN

Provide full landscape plan for new construction and major additions (landscaping for small additions can be provided on Site Plan).

- must show major trees, shrubs and hardscape areas on the site
- must provide a separate irrigation plan
- must provide calculations of all irrigated areas

ACCESSORY STRUCTURES

- Label use and show electrical, plumbing, water, sewer connections and fixtures.

FENCE VARIANCE

- Site plan showing property lines, location of fences, dimensions of fences, and footprint of all structures on the property
- Elevation showing fence height measured from highest adjacent grade.

MATERIALS BOARD

- mounted on a foam board
- display of material types
- display of color chips

**CITY OF BURLINGAME - SUBMITTAL REQUIREMENTS
COMMERCIAL DESIGN REVIEW CHECKLIST**

The following are Community Development Department/Planning Division requirements. Other divisions may have additional requirements. Please note that a **demolition permit** from the Community Development Department/Building Division is required for any full or partial interior or exterior demolition.

GENERAL INFORMATION REQUIRED/PROJECT DATA

- ___ 1. Name of current owner, tenant and contact person on all sheets.
- ___ 2. Street address & assessor's parcel number of proposed project on all sheets.
- ___ 3. Scale of drawings, north arrow & area of lot.
- ___ 4. Exterior wall dimensions of all buildings/ structures on lot.
- ___ 5. Gross floor area (GFA) removed, proposed new floor area & total (net) gross floor area.

SITE PLAN (1/8" = 1' minimum scale, may include roof plan)

- ___ 6. Identify adjacent street(s) especially for corner lots.
- ___ 7. Show & correctly dimension all property lines (verify property dimensions with Engineering Department).
 - ___ a. Show face of curb, planter strip, sidewalk & front property line; show dimensions for each; show overall dimension from face of curb to front property line (information available from Planning or Engineering Departments).
 - ___ b. Show location and dimensions of easements, if any, and identify type of easement.
- ___ 8. Show and dimension all existing structures on site plan.
 - ___ a. Include location & dimensions of main structure, and any other structures on site (garages, carports, covered or enclosed porch areas, decks, trellises, arbor, shed).
 - ___ b. Show distances between structures, including eave-to-eave dimensions.
- ___ 9. Clearly call out area of proposed project (remodel, addition or proposed new structure).
 - ___ a. Provide dimensions of project area.
 - ___ b. Indicate areas/walls/structures to be removed (if not possible on site plan, show on demolition plan or floor plans).
- ___ 10. Show existing & proposed front, side & rear yard dimensions.
 - ___ a. Make sure building & setback dimensions add up to property length/width dimensions.

SITE PLAN (continued)

- ___ 11. Show location & material of at grade walkways & approaches.
- ___ 12. Show all at grade parking (see #21 if a separate parking plan is required).
 - ___ a. Identify & dimension driveway & parking spaces.
 - ___ b. If a new driveway is proposed & sloping conditions exist, show slope & provide cross section if required by City Engineer.
- ___ 13. Show location of steps, terraces, porches (label whether covered or uncovered), fences, gates & retaining walls.
- ___ 14. Show location, circumference and canopy drip-line of existing trees, if any. Measure circumference from a point 54" above grade.
 - ___ a. Note which trees are to be removed. If any tree with a circumference of 48" (15.25" diameter) will be removed contact the Parks Department.
 - ___ b. If no trees are to be removed, note so on plans.
 - ___ c. Show location and identify type of replacement trees.
 - ___ d. Show location, species, and circumference of any trees on surrounding properties that overhang the subject property. Clearly show the drip line of the overhanging trees.
- ___ 15. Note location & identify obstructions such as hydrants, water/gas/electric meters, utility poles, catch basins & drainage facilities.
- ___ 16. Locate & identify utility pipes, connections & improvements to utilities which service the structure(s).
- ___ 17. Show spot elevations at:
 - ___ a. Top of curb in front of property corners (these elevations must be surveyed by a licensed professional if the height of the building will be altered);
 - ___ b. Finished floor at entry & relative to top of curb elevations.

FLOOR AND ROOF PLANS (1/4" = 1' minimum scale)

- ___ 18. Show all existing/proposed floor plans & roof plans as required.
 - ___ a. Indicate walls/structures to be removed.
 - ___ b. Show overall exterior dimensions & individual room dimensions.
 - ___ c. Interior walls.
 - ___ d. Identify all rooms.
 - ___ e. Show all doors & windows.
 - ___ f. Show total square footage.
 - ___ g. Show line of floor above/below if different.

BUILDING ELEVATIONS AND BUILDING SECTIONS

- ___ 19. Show all building elevations.
 - ___ a. Show original existing building elevations from average top of curb to roof ridge(s) prior to proposed addition/remodel/demolition.
 - ___ b. Clearly show new addition (in bold lines) in relationship to existing structure.
 - ___ c. Include all windows, doors & roof pitches.
 - ___ d. Show existing or proposed (if any) change in grade on all elevations.
 - ___ e. Provide a building section if required.
 - ___ f. Identify exterior materials (roof, siding, windows).
- ___ 20. Show line of average top of curb; show overall building height from average top of curb (original height) & verify building height by showing:
 - ___ a. Dimension from average top of curb to finished floor at entry;
 - ___ b. Dimension from finished floor at entry to top of plate (single story structures); or to ceiling (multiple story structures) then dimension between floors and from finished floor to ceiling to top of plate;
 - ___ c. Dimension from top of plate to roof ridge.

PARKING PLAN

- ___ 21. Provide the proposed on-site parking layout showing:
 - ___ a. Existing/proposed curb cut(s).
 - ___ b. Dimensions of all driveways, aisles, parking and back-up areas.
 - ___ c. Angle of parking stalls.
 - ___ d. Number all stalls & show designation of parking spaces (handicap, compact, guest spaces or designation of spaces for particular tenants).
 - ___ e. Show all structural elements (bollards, curbs, columns, bumper guards, walls or structures which confine sides of parking stall, etc.)
 - ___ f. Sloping driveways: Show slope & provide cross section of driveway if required by City Engineer.
 - ___ g. Below grade parking: Provide section showing change in elevations; show vertical clearance not less than 7'-0".

PARKING PLAN (continued)

- ___ h. Show all pertinent traffic flow details such as traffic control, direction of traffic flow, width & location of access roadways, & turning radius, if able.

LANDSCAPE PLAN

- ___ 22. When providing required or proposed landscape plans, please include the following:
 - ___ a. Show all fences or retaining walls.
 - ___ b. Note all planting, trees, walkways & materials by size.
 - ___ c. Show all existing & proposed structures (deck, trellis, arbors, gazebo, barbecue, etc.)
 - ___ d. Note irrigation system to be used.
 - ___ e. Finished grade at both sides of abrupt changes of grades, such as wall slopes, etc.
 - ___ f. Other elevations which may be necessary to show grading & drainage.

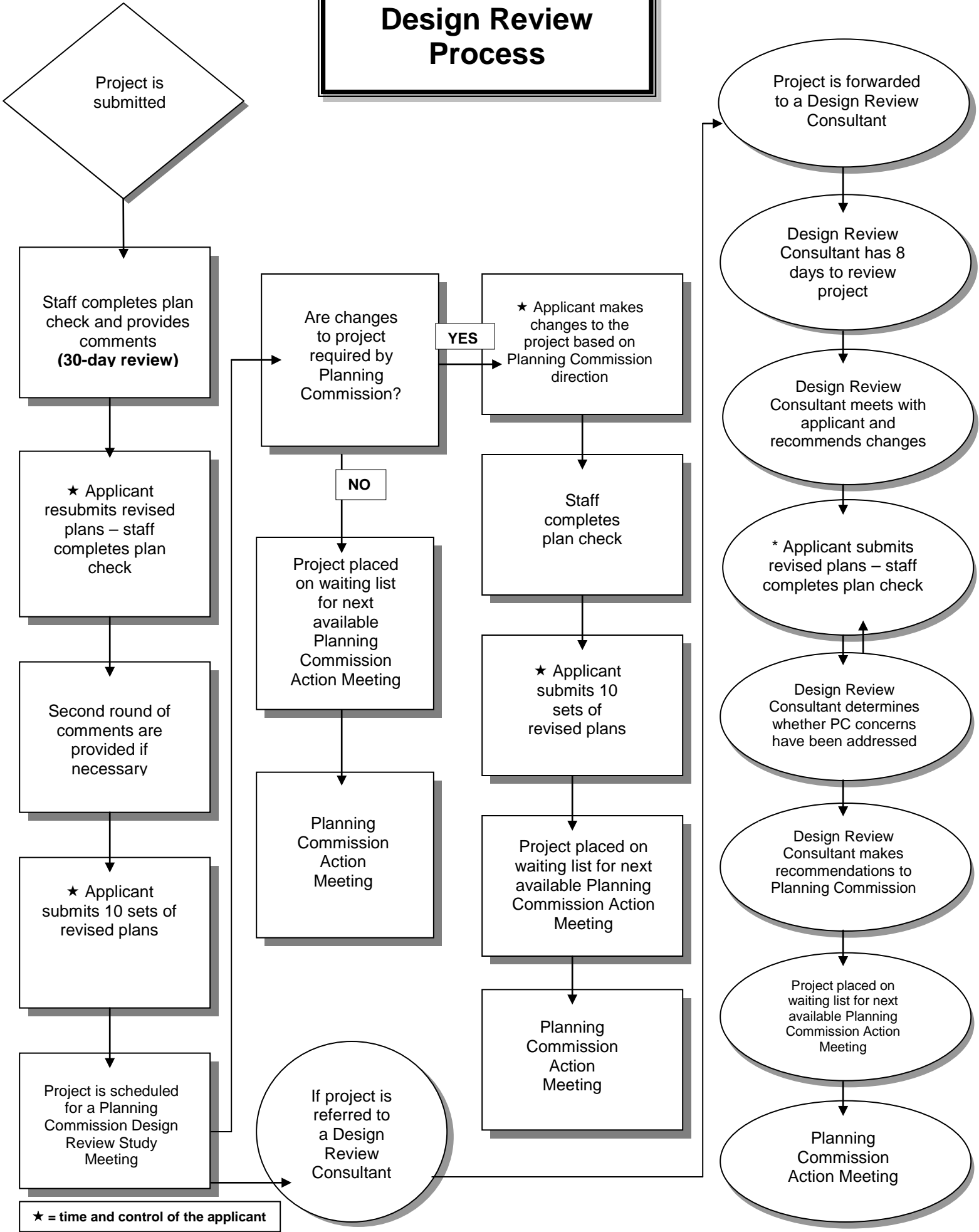
FENCES AND HEDGES

- ___ 23. Before submitting plans to build a fence please pick up fence and hedge regulations from the Planning Department. When submitting plans, include:
 - ___ a. A site plan clearly showing location of proposed fence(s) on property.
 - ___ b. A fence elevation with height of fence shown from highest adjacent grade.
 - ___ c. A cross section showing change in grade between two properties and height of fence measured from both sides.
 - ___ d. Construction details.

MATERIALS BOARD

- ___ 25. Submit a foam board with a sample of the exterior materials mounted on the board to display a sample of the material types and colors that are to be employed during construction. Label each type of material proposed for use and the location where the material will be applied.

Design Review Process



Project is submitted

Staff completes plan check and provides comments (30-day review)

★ Applicant resubmits revised plans – staff completes plan check

Second round of comments are provided if necessary

★ Applicant submits 10 sets of revised plans

Project is scheduled for a Planning Commission Design Review Study Meeting

Are changes to project required by Planning Commission?

YES

★ Applicant makes changes to the project based on Planning Commission direction

Staff completes plan check

★ Applicant submits 10 sets of revised plans

Project placed on waiting list for next available Planning Commission Action Meeting

Planning Commission Action Meeting

NO

Project placed on waiting list for next available Planning Commission Action Meeting

Planning Commission Action Meeting

If project is referred to a Design Review Consultant

Project is forwarded to a Design Review Consultant

Design Review Consultant has 8 days to review project

Design Review Consultant meets with applicant and recommends changes

* Applicant submits revised plans – staff completes plan check

Design Review Consultant determines whether PC concerns have been addressed

Design Review Consultant makes recommendations to Planning Commission

Project placed on waiting list for next available Planning Commission Action Meeting

Planning Commission Action Meeting

★ = time and control of the applicant