



CITY OF BURLINGAME - SUBMITTAL REQUIREMENTS *RESIDENTIAL 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 PROJECT 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, Hillside Area Construction Permit, Minor Use Permit, Environmental Form.

— **PROJECT DESCRIPTION**

Provide a letter describing the proposed project in detail.

— **STATE DENSITY BONUS**

If applying for State Density Bonus, provide letter including all information in Government Code Section 65915 and Municipal Code Section 25.33.010.

— **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 Project Application Form.

— **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**

- Electrical, plumbing, water, sewer connections shown on floor plan, including fixtures (toilet, sink, laundry).
- Floor plan of any proposed or existing loft/attic area and labeled use of that space.

— **FENCE VARIANCE**

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

CITY OF BURLINGAME - SUBMITTAL REQUIREMENTS RESIDENTIAL DESIGN REVIEW CHECKLIST

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

GENERAL INFORMATION REQUIRED/PROJECT DATA

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

SITE PLAN (1/8" = 1' or 1" = 10' 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 Divisions).
 - ___ 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 Divisions).
 - ___ b. Show location and dimensions of easements, if any, and identify type of easement.
 - ___ c. Show outline of nearest edge of structures on adjacent lots to each side.
- ___ 8. Show and dimension all existing structures on site plan.
 - ___ a. Include location & dimensions of main structure, garages, carports, covered or enclosed porch areas, decks (show height from grade to deck surface), trellises, arbor & accessory structures such as lanai, lath house, recreation room, gazebo, covered spa or 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 setback dimensions.
 - ___ a. Make sure building & setback dimensions add up to property length/width dimensions.
 - ___ b. If a change to the existing front setback is proposed or if a second story is proposed, provide measurements of all existing front setbacks on this side of block, as measured from property line established in 7a.
- ___ 11. Show location & material of at grade walkways and approaches.

SITE PLAN (continued)

- ___ 12. Show all at grade parking.
 - ___ 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.
 - ___ c. Existing/proposed curb cut(s).
- ___ 13. Show location of steps, terraces, porches (label whether covered or uncovered), fences, gates & retaining walls.
- ___ 14. Show species, 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" or greater as measured 54" above grade will be removed, contact the Parks Division.
 - ___ 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. Show spot elevations at:
 - ___ a. Top of curb in front of property corners (these elevations must be surveyed by a licensed professional);
 - ___ b. Finished floor at entry & relative to top of curb elevations;
 - ___ c. The four property corners;
 - ___ d. The 15' front & 15' rear setback lines where they intersect with the side property line;
 - ___ e. The four corners of the building at grade.

FLOOR AND ROOF PLANS (1/4" = 1' minimum scale, see #20 for accessory structure requirements.)

- ___ 16. Show all existing/proposed floor plans & roof plans as required.
 - ___ a. Indicate walls/structures to be removed (dashed lines).
 - ___ b. Indicate walls to remain (double lines).
 - ___ c. Indicate walls to be constructed (shaded lines).
 - ___ d. Show overall exterior dimensions & individual room dimensions.
 - ___ e. Identify all rooms.
 - ___ f. Show doors and windows.
 - ___ g. Show total square footage space (existing and proposed).
 - ___ h. Show line of floor above/below if different.
 - ___ i. Show location of laundry facilities, both in main structure and in accessory structure.

BUILDING ELEVATIONS AND BUILDING SECTIONS

- ___ 17. Show all building elevations.
 - ___ a. For additions (most existing exterior walls will remain), show original existing elevations of house from average top of curb to roof ridge(s) prior to proposed addition/remodel/demolition. Each existing elevation should be shown on the same sheet as the proposed elevation for that side.
 - ___ b. Clearly show new addition (in bold lines) in relationship to existing structure. All projects with additions must shade existing walls that will be removed (studs removed, foundation altered, doors or windows removed) and must provide a calculation to show the percentage of existing first floor walls that will be removed.
 - ___ c. Include all existing and proposed windows, doors & roof pitches.
 - ___ d. Show existing or proposed (if any) change in grade on all elevations. Identify which existing windows and doors will be moved or eliminated.
 - ___ e. Provide a building section(s). Show all open spaces greater than 12 feet in height.
 - ___ f. Identify exterior materials (roof, siding, windows and window trim).
 - ___ g. Provide finished floor to top of plate dimensions for each level.
- ___ 18. 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.
- ___ 19. Declining Height Envelope notation drawn on the elevation.
 - a. All declining height envelopes should be dimensioned and the point of departure (elevation point) clearly labeled on the elevation drawings.
 - b. If applying for a declining height envelope exception, on applicable elevation, show change in grade, if any, from this property to nearest wall of adjacent property. Show setback and outline of adjacent residence; show height to top of plate of both structures (measure height from average elevation between the 15' front & rear setback elevations at the side property line).

ACCESSORY STRUCTURES

- ___ 20. When submitting plans for improvements to an accessory structure (detached garage, accessory dwelling unit (ADU), shed, workshop, lanai, lath house, recreation room, covered spa or similar structure) please provide the following additional information on:
 - ___ a. Floor Plans:
 - 1. Location of mechanical equipment.
 - 2. Electrical equipment.
 - 3. All water & sewer connections.
 - 4. Location of doors & windows, including skylights.
 - 5. Location of laundry facilities.

ACCESSORY STRUCTURES (continued)

- ___ b. Building Elevations:
 - 1. Location of/change in grade on all elevations.
 - 2. Height from lowest adjacent grade to top of plate.
 - 3. Height from lowest adjacent grade to ridge.
 - 4. Pitch of roof.

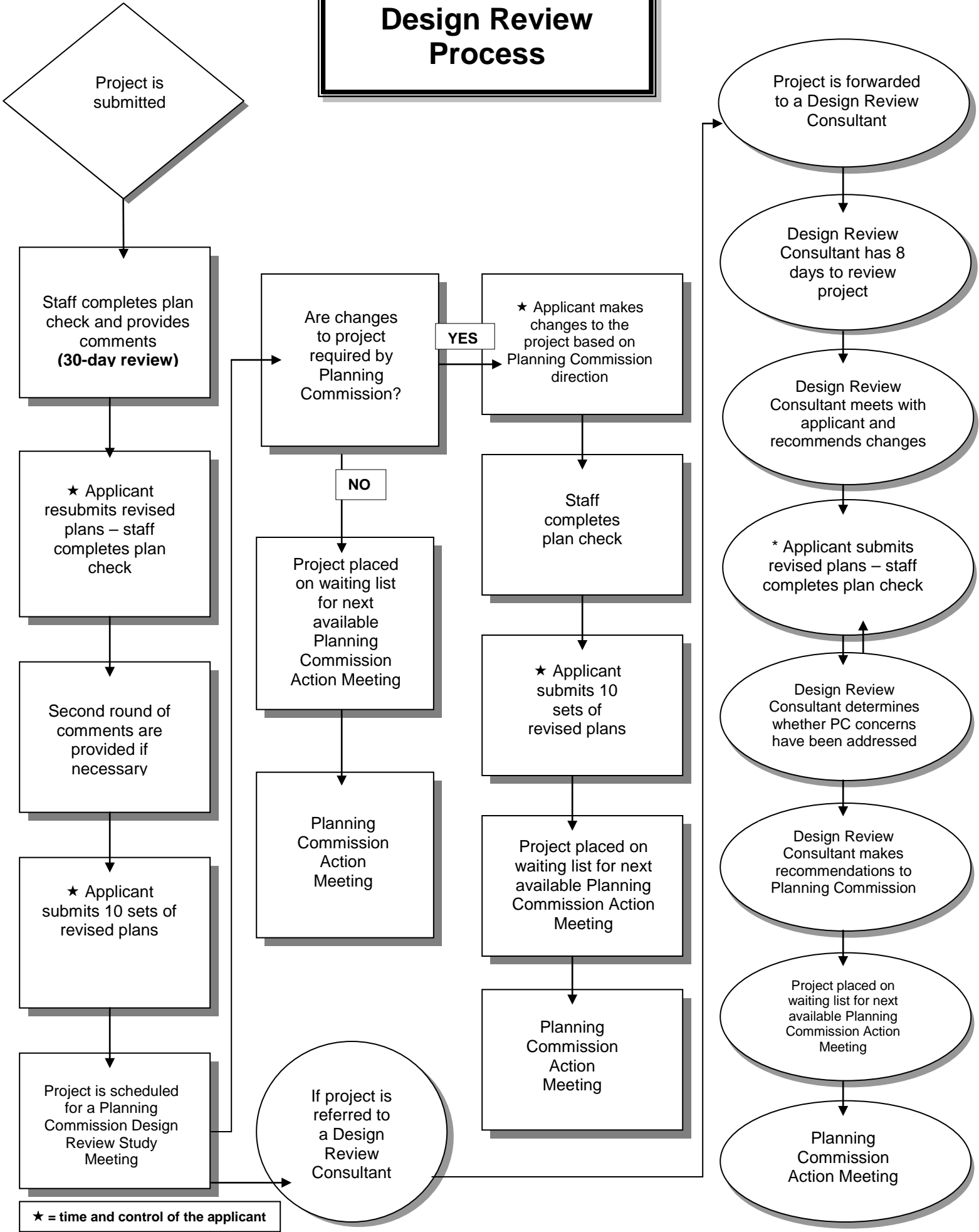
LANDSCAPE PLAN

- ___ 21. Minimum landscape requirement is 1 landscape tree (non-fruit) for every 1,000 SF of living space. New trees must be 24-inch box size or larger. On landscape plan note all planting materials, identify plants by common and/or botanical name.
 - ___ a. Existing location and size.
 - ___ b. Proposed size at planting.
- ___ 22. Show location, circumference and canopy dripline of existing trees. Measure circumference from a point 54" above grade.
 - ___ a. Note which trees are to be removed. If any tree with a circumference of 48" as measured 54" above grade will be removed, contact the Parks Division.
 - ___ b. If no trees are to be removed, note on plans.
 - ___ c. Show location and identify type of new trees (minimum 24" box size). You must have one non-fruit tree for every 1000 SF of floor area.
 - ___ d. For a second story, place new trees and vegetation to screen addition from street and neighbors.
 - ___ e. 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.
- ___ 23. Note the container size for proposed landscaping (i.e. - flat, one gallon, 24" box, etc.).
- ___ 24. Show all existing & proposed structures (deck, trellis, arbors, gazebo, barbecue, fence, retaining walls, etc.).
- ___ 25. Note the finished grade at both sides of abrupt changes of grades, such as wall slopes, etc.
 - ___ a. Provide other elevations which may be necessary to show grading & drainage.

FENCES AND HEDGES

- ___ 26. Before submitting plans to build a fence, please review the fence and hedge regulations from the Planning Division. 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.

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