



City of Burlingame Minor Use Permit – Review Procedure

PURPOSE

The City recognizes that certain uses, due to the nature of use, intensity, or size, require special review to determine if the use proposed, or the location of that use, is compatible with surrounding uses, or through the imposition of development and use conditions, can be made compatible with surrounding uses. The City has determined that some uses may be processed by administrative review (Chapter 25.66).

REVIEW PROCEDURE

1. A complete application for a Minor Use Permit includes an application form and submittal of a site plan, floor plan and building elevations (if exterior of building is changing). One (1) full size and one (1) half size sets of plans for plan check are required at the time of submittal. The filing fee will be calculated by Planning staff prior to submittal of an application.
2. A cover letter notice and plans will be sent to all property owners within 300 feet of the project for a 10-day review period.
3. If no person receiving initial notice or otherwise aware of the application calls the project up for a public hearing by the Planning Commission within the 10-day period stated in the notice, the Minor Use Permit shall be approved and the applicant may commence with an application for a building permit. A granted Minor Use Permit is valid for two (2) years, and a building permit must be issued before the approval expires.
4. If an application is called up for review at a public hearing, the project will be scheduled on a Planning Commission agenda for study, public hearing and review action. The applicant will be responsible for meeting all application requirements. No additional fee is charged for the public hearing. The project will be scheduled according to the date of the appeal and the completion of a submittal by the applicant.