

CITY OF BRISBANE

USE PERMIT APPLICATION CHECKLIST FOR CONDITIONAL USES PER DISTRICT REGULATIONS

**FOR INTERIM USES IN THE BAYLANDS, PLEASE REFER TO THE APPLICABLE
SPECIFIC APPLICATION CHECKLIST**

SUBMITTAL REQUIREMENTS. For the Planning Commission to thoroughly review a proposal, certain information is required from you, the applicant. You should be aware that incomplete applications will not be placed on the Planning Commission agenda.

➤ **ELECTRONIC SUBMITTAL REQUIRED:**

- Please submit all required items as PDF, Microsoft Office (Word, Excel, etc.), or JPG/TIF/PNG file types, as appropriate to the items listed below. You may compress or archive multiple file types into a single folder and upload the compressed (zipped) folder to our [electronic planning application](#). (Max 125 MB per file or folder.)
- Development plans MUST be submitted in PDF format;** CAD or other drafting file types will not be accepted. Development plan pages must be contained in one single PDF file; PDF files of individual plan pages will not be accepted. Please see the [Plan Preparation Guidelines](#) for digital file submittal standards.

ALL USE PERMIT APPLICATIONS:

The following information and documents are required for all use permit applications, unless specifically waived by staff:

- APPLICATION – A completed electronic planning application.
 - Signature(s) of the legal owner(s) of all of the property** must be provided on a [Property Owner Authorization Form](#) authorizing the "APPLICANT" to submit the application on the owner's behalf.
- APPLICATION FEE – Refer to line P2 of the [Master Fee Schedule](#). Fee may be paid by Visa or MasterCard (please note 2% additional processing fee), or by check.

Following application review, an additional Environmental Determination fee (Line P49) may also be required, as determined by the project planner.

Note: Planning fees are non-refundable.

- SUPPORTING MATERIALS – The below documents and plans must be electronically submitted with any use permit application.
 - PROJECT DESCRIPTION – A complete project description, which shall describe all components and phases of the proposed project. For non-residential applications, detail the operations of the proposed use, including numbers of existing and proposed employees broken down by type of use

(office/warehouse/industrial), and list any potentially hazardous chemical materials used or stored on the site or any noise/odor generators associated with the proposed use.

- DEVELOPMENT PLANS – The below-listed development plans prepared in accordance with the Community Development Department’s plan preparation guidelines:
 - Site Plan, showing:
 - Existing and/or proposed structures with dimensioned floor plans (with the use of each room/space labeled).
 - Accurately dimensioned property lines, adjacent properties (and their uses), streets and easements; existing and proposed utilities, landscaping and bike/pedestrian paths; a small scaled vicinity map.
 - Existing and/or proposed parking, paving details, improved street width (curb-to-curb), sidewalks, and driveway cuts; for non-residential applications, identify compact and handicapped spaces and include a calculation of the required parking per the Brisbane Municipal Code.
 - Floor Plans
 - Exterior Elevations
 - Conceptual Grading/Drainage Plan
 - Conceptual Landscape Plan
 - Topographic Map
 - Demolition Plan
- Note:** Staff may waive certain plan components based on the specific project proposal. Consult with staff prior to submittal to confirm required components.
- SUPPORTING STATEMENTS – A written statement of findings from Attachment A of this checklist, as applicable to the project and zoning district.
 - PHOTOS – Photos of the site and surrounding area. A list with the file name, date the photo was taken, the photographer, brief description, and diagram or site plan showing the point and direction for each photograph taken must accompany all photos. Photos may be submitted digitally in the following formats: GIF, JPG, JPEG, PNG, PDF, BMP, or TIF.
 - STORMWATER CHECKLIST – A completed C.3/C.6 Checklist or Small Projects checklist, depending on the project type and scope. (Check with Community Development staff prior to completing.)
 - ENVIRONMENTAL INFORMATION – Environmental Information Form (check with Community Development staff prior to completing).

- GREEN BUILDING DOCUMENTATION- Per BMC Chapter 15.80, as applicable to the project.

CODE REFERENCES: For information regarding the conditional uses within a specific district, please refer to the applicable chapter of the Brisbane Municipal Code. Please refer to BMC Section [17.40.060](#) for the findings which must be made to approve any Use Permit application.

NOTIFICATION OF MEETINGS AND HEARINGS. Applicants must attend all hearings to present their case and respond to any questions or comments. The project planner will notify you of the date of the public hearing via the notice of public hearing, and will provide the meeting agenda and a copy of the agenda report the Friday before the scheduled hearing. Copies of the agenda and agenda report are also available at the Planning Department and on the City's website, www.brisbaneca.org by noon on the Friday before the scheduled hearing. Please contact the project planner if you have not received a copy prior to the meeting.

NOTIFICATION OF ACTION. The project planner will notify you by mail to confirm the action taken. Contact the project planner if you do not receive such notification.

USE PERMIT APPEALS. Anyone may appeal the action of the Planning Commission to the City Council not later than seven (7 calendar days) after the Commission's action. An application form and fee (Line P47) are required to make a formal appeal.

FOR FURTHER INFORMATION, PLEASE CONTACT THE COMMUNITY
DEVELOPMENT DEPARTMENT
planning@brisbaneca.org
(415) 508-2120

Please call or email ahead to make an appointment.



SUPPORTING STATEMENTS

Findings Required for Approval of All Use Permits

Brisbane Municipal Code [§17.40.060](#)

In order to approve any use permit application, the Planning Commission must affirmatively make the findings of approval in BMC Chapter 17.40, which are reproduced below. Supplemental findings may also be required depending on your specific project and the applicable zoning district and are listed in this attachment.

Please respond to each required finding as it relates specifically to your proposal and include a reference to the applicable plan sheet in the development plans. Attach additional pages if necessary, or provide written responses on a separate document.

1. How has the project been designed and operated in order to be compatible with the nature and condition of all adjacent uses and structures, and with general and specific plans for the area in question?

	Plan Sheet Page(s)

2. How will the propose use be designed and operated in order to not be detrimental to the health, safety, comfort and general welfare of the persons residing or working in the neighborhood?

	Plan Sheet Page(s)

3. How will the proposed use be designed and operated in order to not be injurious or detrimental to property and improvements in the neighborhood or the general welfare of the city?

	Plan Sheet Page(s)