



City of Millbrae

APPLICATION FOR PLANNING ACTION

SUBJECT PROPERTY

Assessor Parcel No.: _____

Acreage: _____

Address/Location: _____

Existing Land Use: _____

General Plan Designation: _____ Zoning Classification: _____

Proposed Land Use: _____

AUTHORIZED APPLICANT OR AGENT (Authority granted by Property Owner signature below or attached letter.)

Name: _____ Phone: _____ Email: _____

Address: _____

I hereby declare under penalty of perjury that I am the authorized applicant or agent for this property and that all data, information, documents, and evidence herewith submitted are, to the best of my knowledge and belief, true and correct. In addition to the fees checked above, I agree to pay all other fees and costs incurred by the City in its processing of this application, including those charged by City Departments/Divisions and consultant(s) and legal counsel retained by the City to provide services in connection with this application.

I agree to deposit with the City the amount of \$ _____ to cover the above described fees and costs incurred by the City. I authorize the City to provide me with periodic accountings of the fees and costs incurred and to deduct them from the amount of the deposit. If the initial deposit is insufficient to cover the fees and costs, within 20 days of notice from the City, I have the obligation to increase the amount of the deposit as requested by the City, with the understanding that any further processing of my application will be suspended until the increased deposit on all past due amounts have been paid in full. If at the conclusion of the final action resulting from this application, certain fees and costs incurred by the City have not been reimbursed by the amount on deposit and the deposited amount is depleted, I will make full payment of any amounts due and owing to the City within 5 days or the City may withhold issuance of any permits or other entitlements. In the event there are monies remaining in the deposit, the City will return them to the applicant.

Signature of Applicant / Authorized Agent

Date

PROPERTY OWNER

Name: _____ Phone: _____ Email: _____

Address: _____

I hereby certify that I am the owner of record of the above described property and that I authorize this application for the action requested herein. I understand that all conditions of approval and cost recovery requirements for processing the application as more particularly described herein are binding upon both the applicant and the landowner.

Signature of Property Owner

Date

PROPERTY OWNER AND COPYRIGHT HOLDER

We, the owner and copyright holder, grant the City of Millbrae the authority to post plans submitted with this application on the City's website as part of the Planning approval process and waive any claims against the City arising out of or related to such action. We will indemnify, defend, and hold harmless the City, its agents, officers, and employees from any and all claims, actions, lawsuits, damages, losses, liabilities arising or resulting from any City decision or approval pertaining to this project, including any action to attack, set aside or void such decision or approval. This obligation to indemnify, defend and hold harmless shall include, but not be limited to, paying all fees and costs incurred by legal counsel of the City's choice in representing the City in connection with such claims, actions, or lawsuits, any expert fees, and any award of damages, judgments, verdicts, court costs or attorneys' fees in any such claims, actions or lawsuits.

Signature of Property Owner

Date

Signature of Designer/Copyright
Holder

Date

Name (print)

Name (print)

Development Applications: Department Review Fee (SRB Meeting) \$2,881.56 Design Review**: ☐ *Preliminary Application (No Development Approval) \$8,643.54 ☐ *New Single-Family Construction \$8,643.54 ☐ *All Other New Construction \$11,523.96 ☐ Exterior Remodel (Non-Residential) \$7,202.76 ☐ *Single-Family Addition (PC Review) \$8,643.54 ☐ Single-Family Addition, Remodel, or Exterior Modification (Staff Review) \$5,761.98 Exceptions**: ☐ Fence \$287.47 ☐ Height, Setback, Floor Area Ratio, Sign \$20,167.50 Variances**: ☐ Single-Family Residential \$1,728.25 ☐ All Other \$5,761.98 Deposit-Based Fees***: ☐ CEQA Initial Studies/Negative Declaration/Mitigated Negative Declaration/Environmental Impact Report TBD ☐ Conditional Use Permit, Major \$15,000 ☐ Conditional Use Permit, Minor \$5,000 ☐ Design Review (Outside Consultant) TBD ☐ Design Review (Projects between 10,000 sq. ft. and 50,000 sq. ft., and/or between 10 units and 49 units) \$30,000 ☐ Design Review (Projects over 50,000 sq. ft., and/or 50 units or more) \$45,000 ☐ Exceptions (Height, Setback, Floor Area Ratio, Sign) \$10,000 ☐ General Plan/Specific Plan Amendment \$20,000 ☐ Master Sign Program \$2,500 ☐ *MSASP Site Development Plan \$45,000 ☐ *Specific Plan Development or PD Development Plan \$45,000 ☐ Zoning Ordinance (Map/Text) Amendment \$15,000 Environmental Determination: Categorical Exemption ☐ Residential \$287.47 ☐ Commercial \$864.70 Signs: ☐ *Sign over 50 sq. ft. and/or illuminated Hourly Rate ☐ *Sign up to 50 sq. ft. (and MSP signs) Hourly Rate ☐ Temporary Sign Permit \$287.47 ☐ *Temporary Special Event Permit \$2,016.86		Antenna/Wireless Communication Facilities Commercial: ☐ Administrative Use Permit \$11,523.96 ☐ *Discretionary Use Permit (PC Review) \$20,167.50 ☐ Renewal of Administrative Permit \$6,338.06 ☐ Renewal of Discretionary Permit \$8,643.54 Non-Commercial: ☐ Administrative Use Permit \$5,761.98 ☐ *Discretionary Use Permit (PC Review) \$8,643.54 ☐ Renewal of Administrative Permit \$2,881.56 ☐ Renewal of Discretionary Permit \$4,321.20 Permit Approval Extensions and Modifications: Approved Plan/Permit <u>Extension</u> ☐ Administrative \$864.70 ☐ Discretionary \$2,881.56 Approved Plan/Permit <u>Modification</u> ☐ Administrative \$1,152.17 ☐ Discretionary \$2,881.56 Other Development Review Applications**: ☐ Lot Line Adjustment or Lot Merger \$2,881.56 ☐ Parcel Map \$4,321.20 ☐ Tract Map \$7,202.76 Appeals: ☐ Appeal to Planning Commission \$4,321.20 Appeal by <u>applicant</u> or on behalf of applicant ☐ Public Hearing Notification Fee \$1,728.25 ☐ Appeal PC decision to City Council \$5,761.98 ☐ Legal Notice for Planning Commission Appeal \$2,016.86 Appeal by an <u>interested party</u> (not on behalf of applicant) ☐ Public Hearing Notification Fee \$472.59 ☐ Appeal PC decision to City Council \$1,440.50 ☐ Legal Notice for Planning Commission Appeal \$504.22 Miscellaneous Review/Action: ☐ Planning Commission \$2,881.56 ☐ Staff Review / Hourly Rate \$270.81/hour ☐ Zoning Clearance \$72.44 ☐ Zoning Confirmation and Verification letters \$287.47 ☐ Parklet Permit Application \$270.81 ☐ Parklet (per parking space per year) \$1,319.09 TOTAL APPLICATION FEES: \$	
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*** Indicates that additional fees for the Public Works Department review may be required.
 **** Indicates that if any Planning applications are submitted concurrently, then the highest fee will be taken and all other fees will be collected at 25% of the permit fee.
 ***** Indicates that if concurrent applications are with a deposit-based fee, only the deposit-based fee will be collected.