



# TOWN OF COLMA PROJECT PERMIT APPLICATION

PLANNING DEPARTMENT  
1198 EL CAMINO REAL, COLMA, CA 94014  
Monday – Friday 8:00am – 5:00pm  
Phone: 650.757.8888 – Fax: 650.757.8890

Property Address: \_\_\_\_\_ APN: \_\_\_\_\_

Check all applicable permits: (Complete and attach Supporting Statements/Information)

- |                                                  |                                              |                                                 |
|--------------------------------------------------|----------------------------------------------|-------------------------------------------------|
| <input type="checkbox"/> Address Assignment      | <input type="checkbox"/> Planned Development | <input type="checkbox"/> Use Permit             |
| <input type="checkbox"/> Accessory Dwelling Unit | <input type="checkbox"/> Rezoning            | <input type="checkbox"/> Variance               |
| <input type="checkbox"/> CEQA Documents          | <input type="checkbox"/> Sign Permit         | <input type="checkbox"/> Zoning Clearance (RMU) |
| <input type="checkbox"/> Design Review           | <input type="checkbox"/> Subdivision Map     | <input type="checkbox"/> Zoning Letter          |
| <input type="checkbox"/> Parcel Map/Lot Line     | <input type="checkbox"/> Tree Permit         | <input type="checkbox"/> Other _____            |

## BOTH SIGNATURES REQUIRED BELOW

Project Summary: \_\_\_\_\_

Property Owner(s): \_\_\_\_\_

Address: \_\_\_\_\_ City: \_\_\_\_\_ State: \_\_\_\_\_ Zip Code: \_\_\_\_\_

Email: \_\_\_\_\_ Phone: \_\_\_\_\_

I certify that I am the owner of the property affected by the proposed project and that I am fully aware of this application

X \_\_\_\_\_ Date: \_\_\_\_\_  
Property Owner's Signature

Applicant(s): (if different than owner) \_\_\_\_\_

Address: \_\_\_\_\_ City: \_\_\_\_\_ State: \_\_\_\_\_ Zip Code: \_\_\_\_\_

Email: \_\_\_\_\_ Phone: \_\_\_\_\_

I certify under penalty of perjury under the laws of the State of California that I am ☐ **the applicant** ☐ **an authorized agent** (check one) for the applicant and that the information set forth in this application and all attachments is true and correct, to the best of my knowledge and belief.

X \_\_\_\_\_ Date: \_\_\_\_\_  
Applicant's Signature

## Hazardous Waste and Substances:

The project ☐ is ☐ is not located on a site listed by the state or county as a hazardous waste site. (Lists may be reviewed at the City Planner's office.)

## STAFF USE ONLY

\_\_\_\_ Fee: \$ \_\_\_\_\_

\_\_\_\_ CEQA Fee: \$ \_\_\_\_\_

\_\_\_\_ Required Documents

\_\_\_\_ Supporting Information

Received By: \_\_\_\_\_

Date Rec'd Stamp

## Fee Schedule:

### Planning Services Flat Fees:

- ☐ Accessory Dwelling Unit.....\$611.00
- ☐ Address Assignment.....\$267.00
- ☐ Administrative Use Permit.....\$5,928.00
- ☐ Design Review, Minor.....\$4,104.00
- ☐ Landscape Plan.....\$3,192.00
- ☐ 1<sup>st</sup> Sign Permit.....\$2,500.00

- ☐ Sign Review, Major.....\$4,500.00
- ☐ Tree Removal Permit, Minor.....\$500.00
- ☐ Use Permit Minor.....\$11,970.00
- ☐ Zoning Clearance (RMU).....\$912.00
- ☐ Zoning Letter.....\$2280.00
- Totals: \$ \_\_\_\_\_

### Planning Services Deposit Against Actual Cost:

- ☐ Design Review, Major.....\$13,909.00
- ☐ General Plan Amendment.....\$17,555.00
- ☐ Lot Line Adjustment.....\$13,518.00
- ☐ Master Sign Program.....\$15,000.00
- ☐ Tree Removal Permit, Major.....\$4,500.00
- ☐ Parcel Map Minor.....\$10,260.00

- ☐ Parcel Map Major.....\$14,819.00
- ☐ Planned Development.....\$36,199.00
- ☐ Stormwater (Preliminary).....\$2,168.00
- ☐ Tentative Subdivision Map.....\$12,767.00
- ☐ Use Permit, Major.....\$15,047.00
- ☐ Zoning Reclassification.....\$15,162.00
- Totals: \$ \_\_\_\_\_

### Planning Services, City Attorney Time, Deposit Against Actual Cost:

- ☐ CEQA Exemptions < 2,000 sq ft.....\$824.00
- ☐ CEQA Exemptions > 2,000 sq ft.....\$2,061.00
- ☐ CEQA Neg/Mitigated Declaration.....\$4122.00

- ☐ Environmental Impact Reports.....\$7,650.00
- ☐ Agreements.....\$2,000.00Min
- ☐ Other.....\$ \_\_\_\_\_
- Totals: \$ \_\_\_\_\_

### Planning Services CEQA Review:

- ☐ Categorical Exemption (Per Permit).....\$684.00
- ☐ Mitigated Neg Declaration (by town)... \$38,876.00

- ☐ Negative Declaration (by town).....\$6,613.00
- ☐ Other.....\$ \_\_\_\_\_
- Totals: \$ \_\_\_\_\_

### Other Fees (PAYABLE TO OUTSIDE AGENCIES)

#### (Check Payable to) Colma Fire Protection District

- ☐ CFPD Design Plan Review.....\$1900.00
- ☐ Design Plan Review for Signs, New Addresses,  
and other Small Project.....\$500.00
- ☐ Other.....\$ \_\_\_\_\_

Totals: \$ \_\_\_\_\_

#### (Check Payable to) San Mateo County

- ☐ Document Handling Fee.....\$50.00
- ☐ California Fish and Game Fee.....\$ \_\_\_\_\_

Totals: \$ \_\_\_\_\_

**PROJECT TOTAL: \$ \_\_\_\_\_**

## Project Description:

Attach additional sheets as needed

### Existing Conditions:

Lot Size: \_\_\_\_\_

Lot Width: \_\_\_\_\_

Lot Depth: \_\_\_\_\_

Building Floor Area: \_\_\_\_\_

Building Height: \_\_\_\_\_

# of Stories: \_\_\_\_\_

# Parking Spaces: \_\_\_\_\_

Landscape Area: \_\_\_\_\_

### Proposed Conditions:

Lot Size: \_\_\_\_\_

Lot Width: \_\_\_\_\_

Lot Depth: \_\_\_\_\_

Building Floor Area: \_\_\_\_\_

Building Height: \_\_\_\_\_

# of Stories: \_\_\_\_\_

# Parking Spaces: \_\_\_\_\_

Landscape Area: \_\_\_\_\_

### Residential Projects:

# of Units: \_\_\_\_\_

Unit Sizes: \_\_\_\_\_

Rent Prices: \_\_\_\_\_

Sale Prices: \_\_\_\_\_

Household Size: \_\_\_\_\_

### Commercial Projects:

Types of use : \_\_\_\_\_

\_\_\_\_\_

# of Employees: \_\_\_\_\_

Sales Area: \_\_\_\_\_

Loading Facilities: \_\_\_\_\_

\_\_\_\_\_

## Initial Study Information:

Answer yes or no to each of the following questions. Will the proposed project have an effect on any of the items listed below? Please explain the items checked yes.

Yes    No

1.                  Change in existing features of lakes, hills or substantial alteration of ground contours?
2.                  Change in scenic views or vistas from existing residential areas or from public lands or roads?
3.                  Change in pattern scale or character of development?
4.                  Create significant amounts of solid waste or litter?
5.                  Change in amount of dust, ash, smoke, fumes or odors in the vicinity?
6.                  Alteration of existing drainage patterns or change in water quality or quantity of any lake, stream or ground water aquifer?
7.                  Substantial change in existing noise and vibration levels in the area?
8.                  Is the site on filled land or on a slope of ten percent or more?
9.                  Does the project involve the use or disposal of potentially hazardous materials, such as toxic substances, flammables or explosives?
10.               Substantial change in demand for municipal services (police, fire, water, sewer, etc.)?
11.               Substantial increase in fossil fuel consumption (electricity, oil, natural gas, etc.)?

## SUPPORTING STATEMENTS / INFORMATION:

Supporting statements, drawings, and other materials are required for specific types of permit applications in addition to the information provided in the permit application form. You must also provide written responses to the questions below for each type of permit requested in your application. You must also provide all required drawings, documents, or other materials for each type of permit requested in your application. The Planning Department may require additional information determined to be necessary for review of the proposed work.

Attach additional sheets as needed

### ☐ Conditional Use Permit

1. A conditional use permit application will not be deemed complete unless the applicant provides written responses to the following questions:

a) Explain how the proposed project fits with other land uses in the area.

---

---

---

b) Explain how surrounding properties will be protected from damage.

---

---

---

2. For projects where construction is proposed, the applicant must submit accurate scale drawings (one full size copy and five copies reduced to 11" x 17"), prepared by a qualified professional (this varies depending on the type of project, however, the services of an architect, landscape architect or registered engineer should be utilized where appropriate for preparation of design and construction drawings). See the Development Review Checklist (Form Pg. 8) for a list of required exhibits. The applicant is advised to contact the City Planner at (650) 757-8888 prior to filing the application to confirm what drawings are necessary to adequately describe the project.

### ☐ Administrative Use Permit

1. Provide a full description of the use. Include hours of operation, description of electrical, water or temporary restroom facilities required, and any necessary structures required,

2. The application will not be deemed complete unless the applicant provides written responses to the following questions:

a) Explain how the proposed project fits with other land uses in the area.

---

---

---

b) Explain how surrounding properties will be protected from damage.

---

---

---

3. For projects where permanent or temporary construction is proposed, the applicant must submit accurate scale drawings (one full-size set and five sets reduced to 11" x 17"), prepared by a qualified professional. (This varies depending on the type of project, however, the services of an architect, landscape architect, or registered engineer should be utilized where appropriate for the preparation of design and construction drawings.) The applicant is advised to contact the City Planner at (650) 757-8888 prior to filing the application to confirm what drawings are necessary to adequately describe the project.

**❑ Minor Design Review**

The applicant must provide accurate scale drawings (one full-size set, and one set reduced to 11" x 17") showing the existing conditions, area of work, site plan, floor plan (if building footprint is increasing or decreasing), existing and proposed building elevation, and materials/color samples and brochures.

**❑ Variance from the Zoning Ordinance**

1. A variance application will not be deemed complete unless the applicant provides written responses to the following questions:

- a) Describe any special circumstances applicable to the property affected by the permit that make it different from other properties in the vicinity such as size, shape, topography, location or surroundings.

---

---

- b) Identify any other properties in the vicinity having the same zoning designation as the subject property which enjoy the privilege that would result from the granting of the variance requested.

---

---

- c) Explain how the public health, safety and welfare will be protected if the variance is granted.

---

---

2. Where a variance from the ordinance involves a measured distance such as the setback for a building, the applicant must include an accurate scale drawing (three full size copies and one copy reduced to 11" X 17") showing the existing conditions of the property and identifying the area where the variance is to be applied.

**❑ Zoning Reclassification**

A rezoning application will not be deemed complete until the applicant provides written responses to the following questions. A reference copy of the Colma General Plan and Zoning Map can be reviewed in the Planning Department and in the City Clerk's office.

1. Explain how the proposed zoning will be consistent with the Colma General Plan:

---

---

2. Explain how the public health, safety and welfare will be protected if the proposed zoning is granted.

---

---

## ☐ **General Plan Amendment**

A request for a general plan amendment will not be deemed complete until the applicant has provided written responses to the following questions. A reference copy of the Colma General Plan can be reviewed in the Planning Department and in the City Clerk's office.

1. Explain why the proposed change is in the best future interest of the community.

---

---

---

2. Explain how the proposed change will be compatible with the Colma General Plan:

---

---

## ☐ **Retail Merchandise Unit (RMU)**

A permit is required to operate an RMU anywhere in the Town. An application for an RMU vending permit must include the following:

1. Name, address and telephone number of the RMU vendor.
2. An accurately drawn plan showing the proposed RMU location.
3. A drawing or photograph of the proposed RMU.
4. For RMU vendors not affiliated with the owner or lessee of the property:
  - a) Written permission of the owner or lessee of the property.
  - b) Verification that the vendor's State Equalization number lists the property address as point of sale.
  - c) For RMU vendors operating a food establishment, verification of a SMC Health Department permit.

## ☐ **Lot Line Adjustment (CMC 5.02.030)**

An application for a Lot line Adjustment must include the following:

1. A completed application;
2. Preliminary title report on all lots whose lines are being adjusted;
3. Current deeds for all lots whose lines are being adjusted;
4. New legal descriptions and corresponding revised deeds;
5. A plot plan showing the location of the old and new lot lines;
6. A diagram showing the proposed change and the relationship between the new lot line and any existing structures on properties affected by the change;
7. Any other information determined to be necessary for review of the proposed work; and
8. Required fee(s).

## ☐ **Tree Removal Permit**

The applicant must provide accurate scale drawings showing: 1) Tree Location, the subject property, the location and type of the tree(s) to be removed; and 2) Tree Replacement, the location and type of replacement trees, and an irrigation plan for the replacement trees.

## ☐ **Subdivision Map or Parcel Map**

All applications must include an accurate scaled map (three full size copies and one copy reduced to 11"x17") prepared by a registered civil engineer or licensed land surveyor in accordance with State of California Subdivision Map Act and Town of Colma Subdivision Ordinance standards. Applicants are advised to have their

civil engineer or land surveyor contact the City Engineer at (650) 757-8888 to confirm the map and submittal requirements.

#### **❑ Sign Permit**

The applicant must provide an accurate scale drawing (three full-size copies and one copy reduced to 11" X 17") showing the existing conditions/signage on the property and identifying the area/buildings where the proposed signage is to be located. Sign production drawings should be included showing sign faces, dimensions and placement on building elevations, pole and/or monument treatments. Applications for pole signs must include an estimate of the useful life of the pole sign and the cost to construct and erect the sign.

#### **❑ San Mateo County Storm Water Pollution Prevention Program**

All projects will be reviewed at the planning permit phase and again at the building permit phase for compliance with the requirements of the San Mateo County Storm Water Pollution Prevention Program. This review relates to projects that propose new construction, grading, or involve construction-related activities. A list of Best Management Practices for the prevention of stormwater pollution is available at the website: [www.flowstobay.org](http://www.flowstobay.org). Submit C-3/C-6 checklist (refer to County website at [www.flowstobay.org](http://www.flowstobay.org).)

As of December 1, 2011, projects are required to comply with new Low Impact Development (LID) standards. Consultation with Planning Department staff is recommended before submittal.

For projects of one (1) or more acres, a Notice of Intent (NOI) and a copy of the SWPPP must be submitted to the State Water Resources Board. A copy of the NOI and SWPPP should be filed with the Colma Building Department prior to issuance of building and/or grading permits.

#### **❑ Irrigation Water Management Plans**

Water use for landscape irrigation purposes is regulated by state law. An Irrigation Water Management Plan (IWMP) is required for all projects where the cumulative land area of all landscaping exceeds 2,500 square feet. Exempted from these regulations are single-family homes unless constructed by a developer, and ecological restoration projects where a permanent irrigation system is not required. Cemeteries are exempt from water use regulations, but they are required to maintain and repair their irrigation systems and to educate their maintenance crews to water efficiently. The IWMP is typically prepared by a landscape architect or contractor for submittal to the City along with the detailed landscape and irrigation plans for a project.

For projects in Colma, the maximum amount of water, from public and private sources, that can be used for landscape irrigation purposes is twenty (20) gallons per square foot per year. An additional three (3) gallons per square foot per year can be added to account for rainfall. Landscape and irrigation plans must identify the type of watering devices to be used, the volume of water to be delivered by each device, a seasonal irrigation schedule and an annual total for irrigation water that will be used. Guidelines for preparing Irrigation Water Management Plans are available from the City Clerk.

#### **❑ Building Code Compliance Analysis**

Applications for new development and those for new uses in an existing building are required to include a building code analysis to verify the intended building is suitable for the type of use that is proposed. Applications will be rejected, as incomplete, if the existing or proposed building does not meet standards for the proposed use. Regardless if a building can be shown to comply with the building code, the application could be denied if it is determined that the proposed use would be incompatible with other uses in the vicinity.

## DEVELOPMENT REVIEW CHECKLIST

For projects which propose construction of new buildings, the following is a checklist for exhibits that may be required during the development review process. The initial discussion with the City Planner should give the applicant an idea as to all items that would be appropriate for a specific project or permit request. **For applications that relate to a PD or DR project, all items are required.** For conceptual review, a preliminary site plan (with project statistics), a conceptual grading plan, conceptual elevations, and floor plans are necessary.

**\* 1) Site Plan**, including the following:

- ☐ Scale, north arrow.
- ☐ Vicinity map.
- ☐ Property boundary, existing topography, drainage courses and landscape.
- ☐ Proposed buildings, streets (public / private), driveways, parking, refuse enclosures and sidewalks with pad and / or finish surface elevations. (Show typical required setbacks).
- ☐ Proposed vehicular / man gates, perimeter walls and fencing.
- ☐ Project statistics including but not limited to: no. of units / density, amount of gross square feet for each type of use, lot coverage (buildings, hardscape, open space / landscape), off-street parking, private / common open space.

**\* 2) Schematic Architecture**, including the following:

- ☐ Proposed floor plans for all levels of all buildings.
- ☐ Elevations for all buildings and structures. Show building heights, roof pitch, and vertical separation between finish floor and adjacent grade.
- ☐ Design drawings for any accessory structures such as trellises, patios or trash enclosures.
- ☐ Proposed building face signage.
- ☐ Color and material samples or brochures.

**\* 3) Conceptual Landscape Plan**, including the following:

- ☐ All existing landscape with designations for elements to be retained and/or removed.
- ☐ All proposed landscape including trees, shrubs, and ground cover or turf areas. (Indicate types, sizes, and quantities.)
- ☐ Depict all flatwork including driveways, walkways, patios, and decks with typical dimensions, materials, and any special enhancements.
- ☐ Locations and typical elevation / detail for all gates, fences and walls.
- ☐ Monument and / or wall-mounted signage.
- ☐ Location and typical detail for street and walkway lighting.
- ☐ Any accessory structures such as trellises, arbors, portals, and group mailboxes.
- ☐ Landscape and other screening treatments for transformers, backflow prevention devices, air conditioner compressors, group meter locations, and trash enclosures.

**\* 4) Preliminary Grading Plan**, including the following:

- ☐ The proposed site plan.
- ☐ Property boundary, topography, existing on-site landscape, and structures and buildings on both the project site and surrounding parcels within 30 feet of the project site.
- ☐ Public rights of way, streets, alleys, sidewalks, medians (breaks), fire hydrants, telephone poles, traffic signals, street lights, crosswalks, and bus stops within 100 feet of the project site.
- ☐ Proposed street spot elevations, grades, and grade breaks.
- ☐ All building pad, finish floor/surface elevations and their relation to the 100-year flood elevation.
- ☐ Conceptual drainage plan with detention area location and tie-in to off-site drainage facilities.
- ☐ Sewer, water, gas, electrical, and other utility off-site tie-ins and proposed on-site infrastructure.
- ☐ The location of all retaining walls (heights) and cut/fill slopes (heights and gradients).
- ☐ Conceptual erosion and sediment control plan.
- ☐ Draft Geotechnical Investigation Report (stamped and signed).