General Planning Application:

A project Application must be submitted for any project that seeks an entitlement from the Planning Division, such as a Design Review or a Conditional Use Permit.

Cost for Time and Materials: Any time and materials exceeding initial fees charged for services provided may be subject to additional fees.

Customer Service Hours are located at 600 Elm Street San Carlos, CA 94070 during the hours of 9:00 AM – 12:00 PM. For more information call (650)-802-4263, or email the Planning Division at planning@cityofsancarlos.org

Entitlements

How to Submit:

Application must be submitted in person at Development Services Center between the hours of 9:00 AM – 12:00 PM or staff will be available by appointment on Tuesday and Thursdays 9:00 AM – 12:00 PM. For wireless submittals,

What to Submit:

No incomplete applications will be accepted by the Planning Division. All submittals must have the following:

- One complete and signed application, including the following:
- An electronic copy (USB drive or box.com) of plans formatted to print at 11” x 17”.
- Please see the Project Submittal Checklist for more information about the required contents of plan submittals.
- A letter of Authorization from the owner(s) designating an Authorized Agent to communicate with the Planning Division on their behalf.
- Current or historical photograph(s) of the property.
SAN CARLOS PLANNING

- All supplemental entitlement applications (e.g. Conditional Use, Variance) and information for environmental review, as indicated in this Project Application.
- Payment via check, money order or debit/credit card for the total fee amount for all required supplemental applications. (See Fee Schedule)

Review and Approval Process

1. Within 30 days, Planning is required to determine a submittal complete or incomplete. Incomplete applications will be held until all required materials are provided, then the complete application can be deemed accepted.
2. Within 90 days of the accepted date, Planning will issue a first Plan Check Letter identifying the specific outstanding Planning Code and environmental review issues with the project, and any other required materials or applications.
3. Once the requested applicant provides all materials, additional applications, project modifications, Planning Will determine whether this response to the first Plan Check Letter complete or incomplete within 30 days.

Planning Commission Hearing Materials

- Three weeks prior to hearing: Project Sponsor submits draft project graphics (plans, rendering, etc.) to project planner
- Two weeks prior to hearing: Project planner submits Draft staff report (must include draft attachments) to Team Leader for review.
- Ten days prior to hearing: Deadline for submittal of all other sponsor material and public comment to be included in Commission packets.
- One week prior to hearing: Project planner delivers complete Commission packets to the Commission Secretary.
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General Information

Property Information

Project Address: __________________________

Block/ Lot(s): ____________________________

Property Owner’s Information

Name: ___________________________________

Address: __________________________________

Email: ___________________________________

Telephone: _________________________________

Applicant Information:

☐ Same as above

Name: ___________________________________

Company/ Organization: ____________________

Address: __________________________________

Email: ___________________________________

Telephone: _________________________________
Please Select Billing Contact:

- Owner
- Applicant
- Other (see details below)

Name: __________________________ Email: __________________________ Phone: __________________________

Please Select Primary Project Contact:

- Owner
- Applicant
- Billing Contact

Related Applications

Related Building Permit Applications (any active building permits associated with project):

- N/A

Building Permit Application No(s): __________________________

Related Protected Tree Removal Applications:

- N/A

TRE Application No: __________________________ Date & Decision: __________________________
Project Information

**Project Description:**

Please provide a narrative project description that summarizes the project and its purpose. Please list any required approvals (e.g. Variance) or changes to the Planning Code or Zoning Maps if applicable.

**Project Details:**

- Change of Use
- New Construction
- Demolition
- Façade Alterations
- ROW Improvements
- Additions
- Legislative/ Zoning Changes
- Lot Line Adjustments- Subdivision
- Other: ________________________________
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Residential:  □ Senior Housing  □ Affordable  □ Inclusionary Housing Required

□ State Density Bonus

Indicate whether the project proposes rental or ownership units:  Rental

□ Ownership Units  □ Don’t Know

Non-Residential:  □ Formula Retail  □ Financial Service  □ Massage Establishment

□ Commercial Cannabis Bus. Permit  □ Offices:  □ Hotel:  

□ R&D/ Biotech:  □ Other:

Project and Land Use Data

General Land Use- Gross Square Footages

<table>
<thead>
<tr>
<th></th>
<th>Existing</th>
<th>Proposed</th>
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<tbody>
<tr>
<td>Parking (GSF)</td>
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<tr>
<td>Residential (GSF)</td>
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<td>Retail/ Commercial (GSF)</td>
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<td>Office (GSF)</td>
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<td>Visitor (GSF)</td>
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<td>CIE (Cultural, Institutional, Educational)</td>
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<td>Useable Open Space (GSF)</td>
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<td>Public Open Space</td>
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### Project Data

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<tr>
<td>Dwelling Units - Affordable</td>
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<tr>
<td>Dwelling Units - Market Rate</td>
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<tr>
<td>Dwelling Units - Total</td>
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<tr>
<td>Hotel Rooms</td>
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<td>Number of Building(s)</td>
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<td>Number of Stories</td>
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<tr>
<td>Parking Spaces</td>
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<td>Loading Spaces</td>
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<td>Bicycle Spaces</td>
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<td>EV/ Carpool Spaces</td>
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<td>Other:</td>
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### Land Use – Residential Data

<table>
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<tr>
<td>Studio Units</td>
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<tr>
<td>One Bedroom Units</td>
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<td>Two Bedroom Units</td>
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<td>Three Bedroom (or +) Units</td>
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<td>SRO Units</td>
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<tr>
<td>Accessory Dwelling Units (List all unit types and square footage area for each unit.)</td>
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Environmental Information Form (CEQA)

Environmental Evaluation

The California Environmental Quality Act (CEQA) requires that various development projects be analyzed by local governments to determine whether the project will have a significant effect on the environmental.

In order for the City to expedite your application and comply with State law, complete the attached Environmental Information Form. This form is required to be completed and submitted as part of the project application package for projects subject to CEQA. An environmental fee or deposit for an environmental consultant may be required after application submittal.

All Project Applications must include an Environmental Information Form. This form will determine if further environmental review is necessary.

The Planning Division may, during the course of its initial review of the application, determine that additional information is required, such as biological resources, historical references, traffic, noise, air quality or archeological studies.
Environmental Information Form

General Information

1. Name and address of developer or project sponsor: _______________________________
2. Address of project: ____________________________________________________________
   Assessor’s Block and Lot Number: ______________________________________________
3. Name, address, and telephone number of person to be contacted concerning this project: __________________________________________________________________________
4. Indicate number of the permit application for the project to which this form pertains: __________________________________________________________________________
5. List and describe any other related permits and other public approvals required for this project: including those required by city, regional, state and federal agencies: __________________________________________________________________________
6. Existing Zoning District: _______________________________________________________
7. Proposed use of site (Project for which this form is filed): __________________________

Project Description

8. Site size
9. Square footage
10. Number of floors of construction
11. Amount of off-street parking provided
12. Attach plans
13. Proposed Scheduling
14. Associated projects
15. Anticipated incremental development
16. If residential, include the number of units, schedule of unit sizes, range of sale process or rents, and type of household size expected.
17. If commercial, indicate the type, whether neighborhood, city or regionally oriented, square footage of sales area and loading facilities.
18. If industrial, indicate type, estimated employment per shift and loading facilities.
19. If institutional, indicate major function, estimated employment per shift, estimated occupancy, loading facilities, and community benefits to be derived from the project.
20. If the project involves a variance, conditional use or rezoning application, state this and indicate clearly why the application is required.

Are the following items applicable to the project or its effects? Discuss below all items checked yes (attach additional sheets as necessary.)

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21. Change in existing features of any bays, tidelands, benches, or hills, or substantial alteration of ground contours.
22. Change in scenic views or vistas from existing residential areas or public lands or roads.
23. Change in pattern, scale or character of general area of project.
24. Significant amounts of solid waste or litter.
25. Change in dust, ash, smoke, fumes or odors in vicinity.
26. Change in ocean, bay, lake, stream or ground water quality or quantity, or alteration of existing drainage patterns.
27. Substantial change in existing noise or vibration levels in the vicinity.
28. Site on filled land or on slope of 10 percent or more.
29. Use of disposal of potentially hazardous materials, such as toxic substances, flammables or explosives.

30. Substantial change in demand for municipal services (police, fire, water, sewage, etc.).

   Yes
   No

31. Substantially increase fossil fuel consumption (electricity, oil, natural gas, etc.).

32. Relationship to a larger project or series of projects.

Environmental Setting

33. Describe the project site as it exists before the project, including information on topography, soil stability, plants and animals, and any cultural, historical or scenic aspects. Describe any existing structures on the site, and the use of the structures. Attach photographs of the site. Snapshots or polaroid photos will be accepted.

34. Describe the surrounding properties, including information on plant~ and animals and any cultural, historical or scenic aspects. Indicate the type of land use (residential, commercial, etc.), intensity of land use (one-family, apartment houses, shops, department stores, etc.), and scale of development (height, frontage, setback, rear yard, etc.). Attach photographs of the vicinity. Snapshots or polaroid photos will be accepted.
Hazardous Materials and Substances

1. Is the project proposed on land that is or was developed with a dry cleaning, automobile repair, gasoline station, industrial or manufacturing use, listed on the State’s Cortese List, or other similar type of use that may have resulted in site contamination?
   ____ Yes  ____ No

   a. If Yes, describe: ________________________________________________________
      ________________________________________________________________________

   If YES, a Phase I Environmental Site Assessment (ESA) is required.

Historic, Cultural and/or Architecturally Significant Site or Structure

1. Does this project involve any structures, buildings, street lighting systems, spaces, sites or components thereof which are designated or may be eligible for designation in any of the following?  ____ Yes  ____ No

If YES, describe the property or provide a reference number:

   a. National Register of Historic Places: ____________________________________________
   b. California Register of Historic Places: __________________________________________
   c. City of San Carlos Local Designation: __________________________________________
   d. City of San Carlos Historic District: ___________________________________________

2. Does the Project affect any structure fifty (50) or more years old that does not have a local, state, or federal designation for cultural or historic preservation?
   ____ Yes  ____ No

If YES, describe type and location:

   __________________________________________________________________________
   __________________________________________________________________________
   __________________________________________________________________________
Wildland Urban Interface

1. Designate which fire zone your property is located in on https://egis.fire.ca.gov/FHSZ/
   - [ ] Very High
   - [ ] High
   - [ ] Moderate

Certification

I hereby certify that the statements furnished above and in the attached exhibits present the data and information required for this initial evaluation to the best of my ability, and that the facts, statements, and information presented are true and correct to the best of my knowledge and belief.

Date: ______________________________
Signature: ____________________________
For: ___________________________________________________________________________
Land Use Indemnification Statement

ACKNOWLEDGEMENT REGARDING COMPLIANCE WITH
SAN CARLOS MUNICIPAL CODE CHAPTER 1.30

I, the undersigned owner (or authorized agent) of the property herein describe, hereby, make application for approval of the plans submitted and made a part of this application in accordance with the provisions of the City Ordinances, and I hereby certify that the information given is true and correct to the best of my knowledge and belief.

I understand that the requested approval is for my benefit (or that of my principal). Therefore if the City grants the approval, with or without conditions, and that action is challenged by a third party, I will be responsible to defending against this challenge pursuant to Chapter 1.30 of the San Carlos Municipal Code entitled “Developer Indemnity”. I therefore agree to accept this responsibility for defense at the request of the City and also agree to defend, indemnify and hold the City harmless from any costs, claims or liabilities arising from the approval, including, without limitation, and award of attorney’s fees that might result from the third party challenge.

PROPERTY OWNER: ___________________________________________________________
PROJECT ADDRESS: __________________________________________________________
PROPERTY OWNER ADDRESS: _________________________________________________
DATE: __________________________
SAN CARLOS PLANNING

Applicant’s Affidavit

Under penalty of perjury the following declarations are made:

a. The undersigned is the owner or authorized agent of the owner of this property.
b. The information presented is true and correct to the best of my knowledge.
c. Other information or applications may be required.
d. I hereby authorize the City of San Carlos Planning staff to conduct a site visit of this property as part of the City’s review of this application, making all portions of the interior and exterior accessible through completion of construction and in response to the monitoring of any condition of approval.
e. I attest that personally identifiable information- i.e. social security numbers, driver’s license numbers, bank accounts- have not been provided as part of this application. Furthermore, where supplemental information is required by this application, personally identifiable information has been redacted prior to submittal to the Planning Division. I understand that any information provided to the Planning Division becomes part of the public record and can be made available to the public for review and/or posted to Planning’s websites.

______________________________  ________________________________
Signature                     Name (Printed)

______________________________
Date

______________________________  ________________________________
Relationship to Project       Phone       Email
(i.e. Owner, Architect, etc.)