PLANNING DIVISION
PRE-APPLICATION REVIEW

An appointment is necessary to submit for Pre-Application Review. Please email planning@cityofsancarlos.org or call (650) 802-4263 for an appointment.

ADDRESS/APN: ________________________________________________________________

DESCRIBE REQUEST: ____________________________________________________________________________

PROPERTY OWNER NAME: _____________________  APPLICANT NAME: __________________________
Address: ______________________________________  Business Name: _____________________________
Address: ______________________________________

Phone (H): ____________________________________   Phone: ___________________________
Phone (W): ____________________________________
E-Mail: _______________________________________  E-Mail: _____________________________________
Signature: ____________________________________  Signature: ___________________________________

Date Date

REQUIRED SUBMITTAL INFORMATION IS ON PAGES 2-3

ZONING ORDINANCE DEVELOPMENT STANDARDS AND REGULATIONS
San Carlos Zoning Ordinance is available online at: http://www.codepublishing.com/CA/sancarlos/

ZOOM IN ON ZONING
Zoom In On Zoning is a web-based application designed for the general public. This application provides site-specific information including allowable land uses and standards for development as well as site APN, parcel size, and owner and address on file with the San Mateo County Assessor’s Office. Anyone can access the City’s zoning information from the map-based interface by simply visiting the link below, zooming in and clicking on a parcel, or typing in an address for APN from the search bar.

http://zoning.cityofsancarlos.org

QUESTIONS?
Planning Division (650) 802-4263 or Planning@cityofsancarlos.org

**Information on this document is deemed public information; any file maintained for this project is subject to public review**
2019-20 (Revised 07-01-19)
REQUIRED SUBMITTAL INFORMATION

1. The specific location, including parcel numbers, a legal description, and site address, if applicable.
2. The existing uses on the project site and identification of major physical alterations to the property on which the project is to be located.
3. A site plan showing the location on the property, elevations showing design, color, and material, and the massing, height, and approximate square footage, of each building that is to be occupied.
4. The proposed land uses by number of units and square feet of residential and nonresidential development using the categories in the applicable zoning ordinance.
5. The proposed number of parking spaces.
6. Any proposed point sources of air or water pollutants.
7. Any species of special concern known to occur on the property.
8. Whether a portion of the property is located within any of the following:
   a. A very high fire hazard severity zone, as determined by the Department of Forestry and Fire Protection pursuant to Section 51178.
   c. A hazardous waste site that is listed pursuant to Section 65962.5 or a hazardous waste site designated by the Department of Toxic Substances Control pursuant to Section 25356 of the Health and Safety Code.
   d. A special flood hazard area subject to inundation by the 1 percent annual chance flood (100-year flood) as determined by the Federal Emergency Management Agency in any official maps published by the Federal Emergency Management Agency.
   e. A delineated earthquake fault zone as determined by the State Geologist in any official maps published by the State Geologist, unless the development complies with applicable seismic protection building code standards adopted by the California Building Standards Commission under the California Building Standards Law (Part 2.5 (commencing with Section 18901) of Division 13 of the Health and Safety Code), and by any local building department under Chapter 12.2 (commencing with Section 8875) of Division 1 of Title 2.
   f. A stream or other resource that may be subject to a streambed alteration agreement pursuant to Chapter 6 (commencing with Section 1600) of Division 2 of the Fish and Game Code.
9. Any historic or cultural resources known to exist on the property.
10. The number of proposed below market rate units and their affordability levels.
11. The number of bonus units and any incentives, concessions, waivers, or parking reductions requested pursuant to Section 65915.
12. Whether any approvals under the Subdivision Map Act, including, but not limited to, a parcel map, a tentative map, or a condominium map, are being requested.
13. The applicant’s contact information and, if the applicant does not own the property, consent from the property owner to submit the application. (Application with signatures)
14. For a housing development project proposed to be located within the coastal zone, whether any portion of the property contains any of the following:
   a. Wetlands, as defined in subdivision (b) of Section 13577 of Title 14 of the California Code of Regulations.
   b. Environmentally sensitive habitat areas, as defined in Section 30240 of the Public Resources Code.
   c. A tsunami run-up zone.
   d. Use of the site for public access to or along the coast.
15. The number of existing residential units on the project site that will be demolished and whether each existing unit is occupied or unoccupied.

16. A site map showing a stream or other resource that may be subject to a streambed alteration agreement pursuant to Chapter 6 (commencing with Section 1600) of Division 2 of the Fish and Game Code and an aerial site photograph showing existing site conditions of environmental site features that would be subject to regulations by a public agency, including creeks and wetlands.

17. Non-Refundable Application fee

SUBMITTAL QUANTITY

The submittal shall include the following:

- Four (4) sets of plans. Full-size plans shall be stapled and folded to approximately 8.5" x 11".
- One (1) complete set of 8.5" x 11" reduced plans
- Two (2) copies of any supporting documents
- All application materials saved to a flash drive in PDF format