COUNTY OF SAN MATEO
PLANNING AND BUILDING

455 County Center, 2nd Floor | Mail Drop PLN 122
Redwood City, CA 94063
(650) 363-4161
planning.smcgov.org

Coastside Design Review Application Submittal Checklist

This checklist is intended to be used by the Applicant during the Design Stage up to the time of the submittal of a complete application to the Current Planning Staff. During the Design Stage, this checklist is used to certify Pre-application Conference Attendance and to help the Applicant compile all the materials and information required for complete application submittal.

DESIGN STAGE

1. DESIGN SHALL CONFORM TO APPLICABLE REGULATIONS AND STANDARDS

The following samples are enclosed in this packet to illustrate materials required for application (see application requirements):

a. *Maximum Building Heights in Unincorporated San Mateo County*
b. *Survey Sample*
c. *Sample Primary Building Elevation (Guidance for Presentation of Color and Exterior Material Samples)*

Other regulations and standards are available at the Planning and Building Department's Website and at the Planning Counter:

a. *Midcoast Design Review Standards*
b. *Design Review (DR) Zoning District Ordinance (includes Bayside DR Standards and Required Findings for Permit Approval)*
c. *Coastside Design Review Committee (CDRC) Policies on the Story Pole Installation and Major/Minor Modifications*

2. PRE-APPLICATION CONFERENCE REQUIREMENT

Prior to finalizing the design of a project in the Design Review District and submitting an application for Design Review, the project designer (which can be the owner) must participate in a pre-application conference with the Design Review Officer. The purpose of the pre-application conference is to assure that the designer and owner are aware of the design standards, expectations, and application requirements of the County prior to finalizing the design of a project. Requests for Design Review Pre-application meetings with Planning staff shall be made through the Online Permit Center. Please reach out to the Planning counter at planningprojects@smcgov.org or (650) 363-1825 for any questions or further assistance.

Updated: 10/28/2026

APPLICATION STAGE

3. APPLICATION REQUIREMENTS

The following items are necessary for submittal of a complete application:

a. Proof of owner's interest in property (copy of deed, tax bill, etc.).

b. Owner's concurrence shall be provided if owner does not sign application.

c. NPDES Impervious Surface Form (if project will result in 2,500 sq. ft. or more of impervious surface after December 1, 2012).

d. Completed Environmental Information Form.

e. Fees as set by resolution of the Board of Supervisors.

f. A brief written explanation of how the design of the project conforms to the Design Review standards.

g. For Coastside, include manufacturer's brochure(s) of all exterior light fixtures.

h. Four (4) 8 1/2" x 11" color copies of exterior color/material (wall, trim, windows, accent). Include color chips from paint stores or manufacturers. Fire-rated materials are required in State Responsibility Areas (SRA) or Local Responsibility Areas (LRA). If specific materials are proposed, they must comply with this requirement.

i. One (1) set of 8 1/2" x 11" paper reproductions of site plan, floor plans, building elevations and cross section.

j. Whenever possible, provide electronic file of plans (prefer vector drawings).

k. Five (5) full-scaled sets of preliminary drawings (not construction plans, minimum 18" x 24" paper size). **Plans shall include the following information:**

❒ SURVEYS

- o A topographical survey prepared by a licensed land surveyor or a registered civil engineer (minimum scale of 1 inch = 10 feet).

- o A boundary survey (required for additions located less than 5 feet from a minimum setback line) prepared by a licensed land surveyor or a registered civil engineer (minimum scale of 1 inch = 10 feet).

- o Survey(s) shall show baseline elevation datum point and its elevation as established by a licensed land surveyor or engineer. (This datum point shall be used during construction to verify the elevation of the finished floors relative to the existing natural grade of the site or finished grade depending on the applicable zoning district; garage slab, finished first floor, peak roof elevation and, if applicable, daylight planes must be shown on the plans submitted for a building permit.)

❒ SITE PLAN

- o Property Lines: Clearly defined and accurate, including their respective linear lengths.

- o All existing and proposed improvements (<u>clearly</u> differentiated), including buildings, structures, decks, paving, fences, walls, etc. If, in the case of additions, minimum setback compliance is proposed, a focused boundary survey shall be submitted confirming the exact location of the existing and proposed addition's distance to the closest property line.

- o Dimensions of all setbacks.

- o Easements (public and private) and utility lines. Access easement should be deducted from lot area for purposes of lot coverage and floor area ratio (FAR).

- o Existing grade and proposed grade contour lines <u>as they relate to finished floor levels</u>. Define grading and areas of disturbance by shading.

- o Tree Plan showing:

    - ◊ Bayside DR Districts (Emerald Lake Hills, Palomar Park, Devonshire): All existing trees 6" in diameter or 19" in circumference (significant trees). Number trees on plans and identify species/type.

    - ◊ Outside of Bayside DR Districts: All existing trees 12" in diameter or 38" in circumference (significant trees). Number trees on plans and identify species/type.

    - ◊ Trees to be removed, as marked with an "X."

- o Information Table on Title Sheet showing:

    - ◊ Parcel size.

    - ◊ Square footage of structures (existing and proposed).

    - ◊ Lot coverage, include calculations.

    - ◊ Floor area ratio (FAR), include calculations.

- o Minimum 20-foot wide access road and driveway profile with a maximum slope of 20%.

- o For new houses in Emerald Lake Hills only, the location of two (2) guest parking stalls is required. Guest parking stalls are recommended elsewhere. If the garage/carport is located less than 20 feet from front property line, site plan shall be expanded to show how guest parking will be accommodated on- and/or off-site to the satisfaction of the Department of Public Works.

❒ **BUILDING ELEVATIONS**

- o Minimum scale of 1/4 inch = 1 foot.

- o Natural grade clearly indicated in relation to all exterior walls.

- o Building heights of all elevations.

- o All exterior walls. In cases of additions/alterations to existing buildings, the existing and proposed development shall be clearly differentiated.

- o Show decks, exterior lights, and other structures or fixtures.

- o Identify type of roof and exterior materials to be used. Include manufacturer's brochure, if available.

❒ **FLOOR PLANS**

- o Show all dimensions on all floors.

- o In cases of additions/alterations to existing buildings, the existing and proposed development shall be clearly differentiated.

❒ **BUILDING CROSS SECTION:** Short and long cross sections showing maximum height, with elevation callouts of first floor, finished grade, and ridge height. Elevation callouts shall be consistent with the datum point provided on survey.

❒ **LANDSCAPE PLAN:** Landscape/tree replacement plan, including the location, size and type of replacement trees to be planted. (Removal of any significant tree shall be replaced at a 1:1 ratio on the Coastside and up to 3:1 in the Bayside Design Review Districts.)

❒ **GRADING PLAN:** Include amounts of cut and fill in cubic yards. Total = Cut + Fill.

❒ **ROOF PLAN:** Include ridgeline elevations.

❒ **ACCESS AND DRAINAGE PLANS (Required by the Department of Public Works)**

- o Driveway profile (stipulating driveway slope), from centerline of roadway to garage slab.

- o Site Distance Study by Civil Engineer (required on a case-by-case basis).

- o Drainage Plans.

❒ **ADDITIONAL INFORMATION IF NEEDED BY DESIGN REVIEW OFFICER:** Check with Design Review Officer to see which items are required:

- o Extended scaled cross section elevations, showing (in outline or silhouette form) houses on adjacent properties.
- o Expanded site plan showing location of houses on all adjacent properties.

INTAKE STAFF REVIEW OF APPLICATION SUBMITTAL

❒ Complete at Intake.

❒ Incomplete at Intake:

❒ Application returned to Applicant. The following items were missing:

1. _____
2. _____
3. _____
4. _____
5. _____

❒ See Incomplete Letter prepared by Planning Staff.

PROJECT NOTICING STAGE (10 DAYS PRIOR TO HEARING)

4. NOTICING REQUIREMENTS

Applicant will be given "NOTICE OF DESIGN REVIEW" cards which SHALL be posted on your parcel, visible from the street beginning ten (10) calendar days prior to and remaining posted through the date of your confirmed Design Review Committee hearing.

5. STORY POLES

Story Poles are required for Coastside projects. See *"Coastside Design Review Committee (CDRC) Policies on the Story Pole Installation and Major/Minor Modifications,"* which outlines story pole requirements.

San Mateo County Planning & Building Department

Maximum Building Heights in Unincorporated San Mateo County

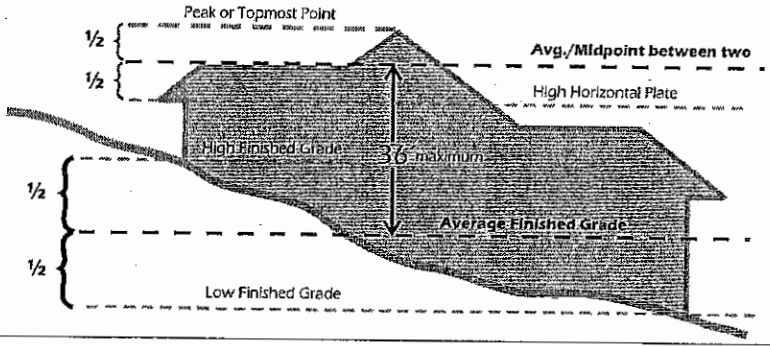
Heights Verification, per County procedures, is required for all homes, designed within 2 feet of the maximum height limit, and is required for all homes in Design Review Districts, regardless of proposed height. See Planner for additional information.

NOTE: All elevation exhibits shown below are intended only as examples to illustrate how height is generally calculatedfor the cited zoning districts; height compliance confirmation is applicable to all elevation plans (critical with variable topography). Always refer to the respectiv building height regulations for the applicable zoning district.

Zoning/Combining Districts: S-1 thru S-11, S-81, S-83, SS-103, S-108, RM RM-CZ, TPZ, TPZ-CZ, PAD:

35 ft./36 ft. Height Limit

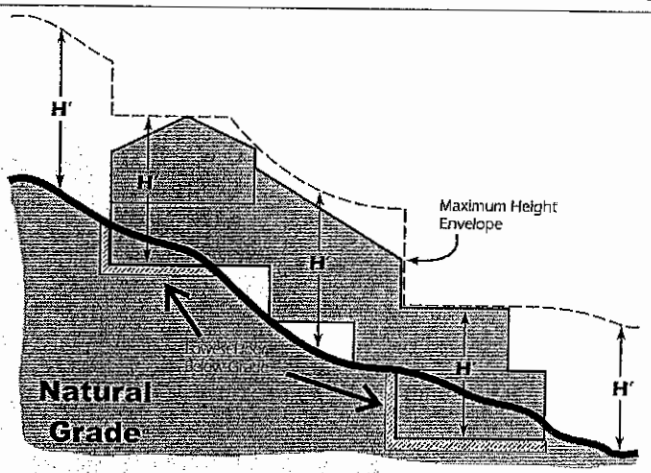
(Average Finished Grade to Average Roofline)



Zoning/Combining Districts: S-71, S-91, S-102, RH

28 ft. to 30 ft. Height Limit

(Natural Grade[2] (or lowest floor below grade) to topmost point of the building immediately above).



Zoning/Combining Districts: S-17, S-50, S-72 thru S-74, S-82, S-90, S-92 thru S-94, S-100, S-105

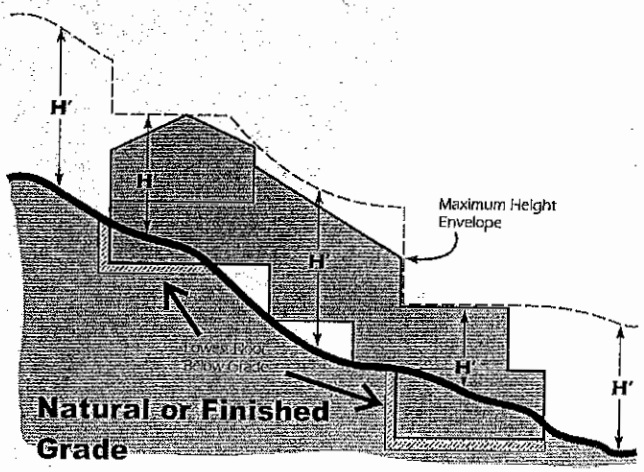
(Natural Grade[2] to topmost point of building immediately above).

28 ft. to 33 ft. Height Limit

Zoning/Combining Districts: S-95, S-101, S-104, S-106, S-110

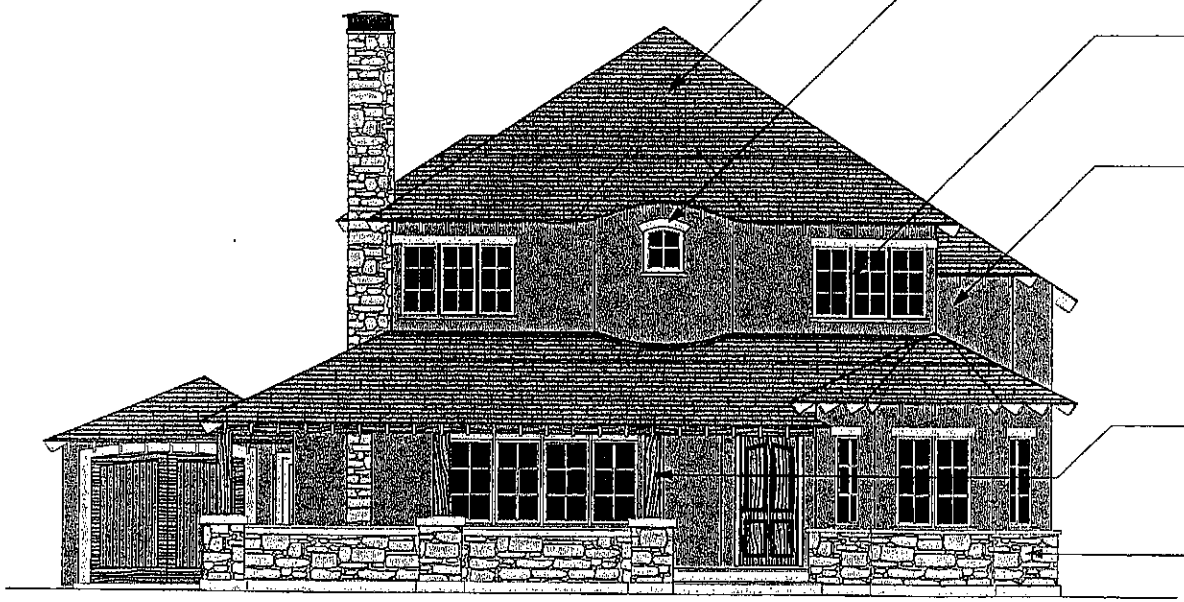
(Natural Grade[2] or Finished Grade[1] to topmost point of building immediately above, whichever is lower).

28 ft. to 30 ft. Height Limit



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[1] Finished Grade (pursuit to sec. 6102.14) is defined as the topographic contours which result after completion of construction on the site. Average finished grade is the average level of the finished grade adjacent to building walls. The outer edges of projecting decks & balconies shall not be counted as "walls" if they are unenclosed below (supporting posts OK) & uncovered above. The average grade shall be calculated by topographic elevations noted at all building wall corners, noted both on the site plan & corresponding elevation plans.
[2] Natural Grade is defined as the topographic contours which exist prior to any disturbance related to construction on the site.



ROOFING: Asphalt composition shingles
Elk Prestique II-Weathered wood color

EXTERIOR TRIM: Painted wood
Kelly Moore "Graystone" KM-230

WINDOWS: Painted wood sash casements
Kolbe&Kolbe Heritage series-Kelly Moore "Graystone" KM-230

EXTERIOR WALLS: Cement Plaster-smooth finish
Western Blended Products, Sacramento Stucco - "Prairie Sage" #1017

GARAGE DOORS: Natural wood roll-up doors
Douglas Fir rch top door - Clear polyurethane finish

PORCH POSTS: Natural wood
12X12 Douglas Fir #1-Watco natural linseed oil finish

CHIMNEY/MASONRY BASE: Natural stone veneers
Boquet Canyon Ledgerstone-Peninsula Building Materials

SAMPLE PRIMARY BUILDING ELEVATION: Project Location
ABC Architects, Any Town, CA (650) 123-4567

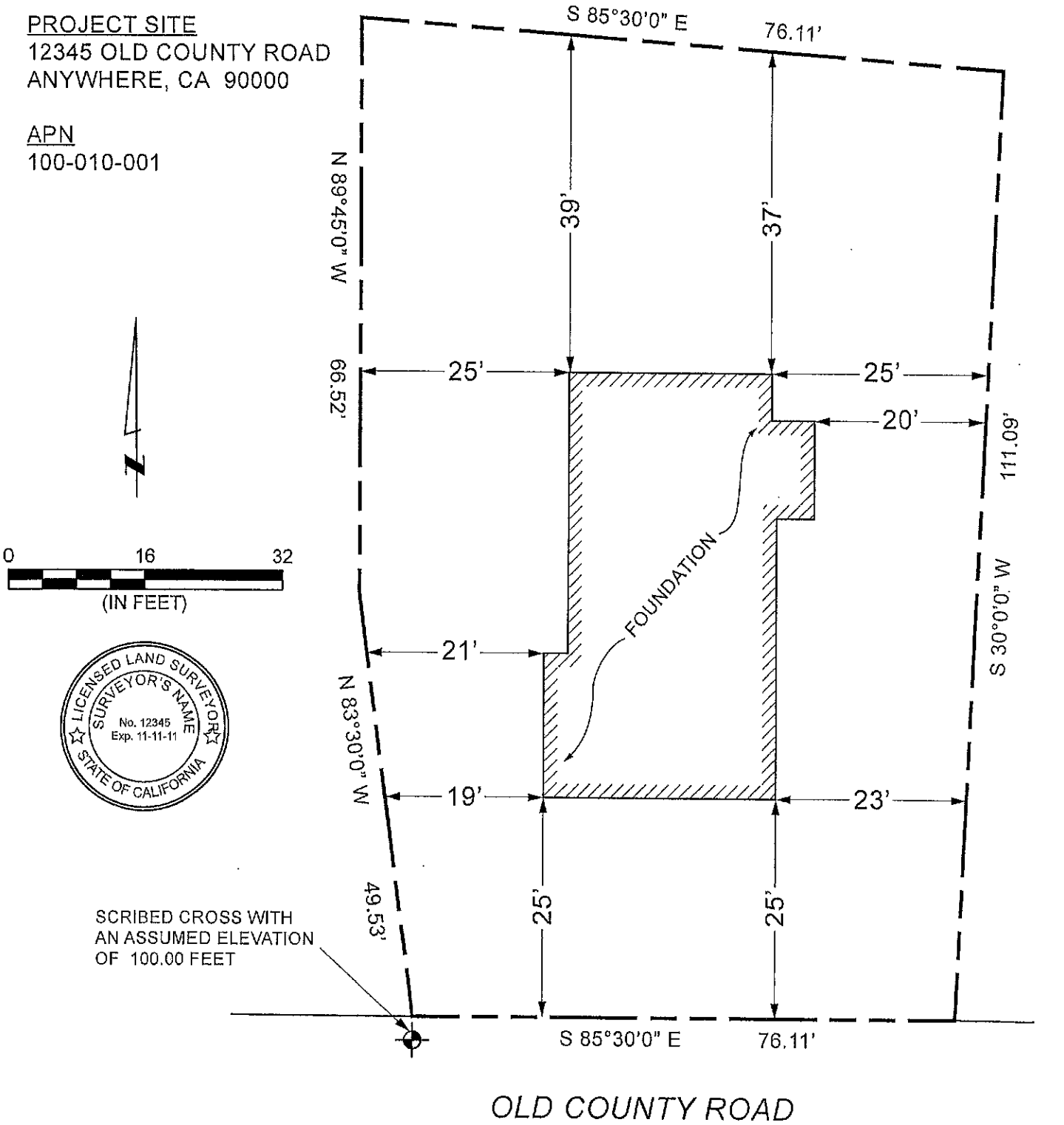
The colors and materials represented here have been approved by the San Mateo County Design Review Board. Please call (650) 363-4161 with any questions, comments, or concerns. This is project #2003-0001. (psd/design review colors (dark wood).psd 7-12-04 ss)

San Mateo County Planning & Building Department

SURVEY SAMPLE

PROJECT SITE
12345 OLD COUNTY ROAD
ANYWHERE, CA 90000

APN
100-010-001



0 16 32
(IN FEET)

LICENSED LAND SURVEYOR
SURVEYOR'S NAME
No. 12345
Exp. 11-11-11
STATE OF CALIFORNIA

COUNTY OF SAN MATEO
PLANNING AND BUILDING DEPARTMENT

Survey Requirements
(For: Survey Professional)

Project Address: _____

Assessor's Parcel Number: _____

The front of this property for survey purposes is:

_____

A Survey is always required for new construction within 5 feet of a required setback. For other cases of when a Survey is required, please contact Planning and Building staff.

The minimal information needed on a Site Planning Survey varies depending on the project. Below is to help define the minimal information needed by the Planning and Building Department based on the type of project proposed, and can be passed to the appropriate licensed professional for clarification.

REQUIRED		
Yes	No	PROPERTY LINES
		Front
		Rear
		Right Side
		Left Side
		Other
		EXISTING DEVELOPMENT – A *minimum of 2 dimensions must be clearly indicated from each property line required above to the nearest existing development.*
		Residence: ☐ front wall ☐ rear wall ☐ right wall ☐ left wall ☐ other
		Detached accessory building (garage, carport, storage shed, playhouse, other): ☐ front wall ☐ rear wall ☐ right wall ☐ left wall ☐ other
		Detached accessory structure (gazebo, trellis, fence, retaining wall, play structure, swimming pool, other).
		Driveways, paved areas (e.g.. patios, parking areas).
		Well and/or septic system.
		NATURAL ENVIRONMENT
		Trees (≥ 6" d.b.h. in Emerald Lake Hills area or ≥ 12" d.b.h. in any residential zoning district), show actual diameter at breast height and dripline.
		Waterways
		Topographical contours; extent of topographical contours on-site.
		OTHER
		Benchmark with elevation identified (for height verification purposes). *See Height Verification Handout for further details.*

Please contact the San Mateo County Planning Department at 650/363-1825 with questions.

SSB:pac - FRM00498.doc (12/2/11)