A

CITY OF SAN CARLOS
COMMUNITY DEVELOPMENT
PLANNING DIVISION

600 ELM STREET
SAN CARLOS, CA 94070
(650) 802-4263
CITYOFSANCARLOS.ORG

SINGLE-FAMILY RESIDENTIAL COMPLIANCE REVIEW SUBMITTAL REQUIREMENTS

All application materials must be uploaded to CSS Permit Portal.
No materials will be accepted in person. Incomplete submittals will not be accepted.

ITEMS REQUIRED FOR SUBMITTAL:

☐ **APPLICATION FORMS**
Completely typed out, with owner and applicant signature/date and all contact information (phone, email, and address) included.
- ☐ A. This Submittal Checklist (page 1)
- ☐ B. Planning Application Form (page 2)

☐ **REVIEW IMPORTANT INFORMATION**
- ☐ C. Zoning/GIS/Contact Information (page 3)
- ☐ D. Project Data Table Information (page 4)

☐ **DATA TABLES**
Completely filled out and included in plan set.
- ☐ E. Table 1 – Project Data (page 5)
- ☐ F. Table 2 – Objective Design Standards (ODS) Criteria (pages 6-11)
- ☐ G. Table 3 – Hillside Requirements (pages 12-13)

☐ **PLAN SHEET INFORMATION**
Electronic plans must be submitted scaled and dimensioned to the specifications outlined in following checklist.
- ☐ H. Plan Sheet Checklist (pages 14-17)

☐ **TREE INVENTORY**
- ☐ I/J. Compliance Checklist (pages 18-19)
- ☐ I. Tree Inventory (page 18) – Must also be included in plan set.

☐ **OTHER REQUIRED FORMS/MATERIALS**
- ☐ K. Stormwater Checklist (pages 20-22)
- ☐ L. Land Use Indemnification Statement (page 23)
- ☐ M. SB 1214 Acknowledgment (page 24)
- ☐ N. Levine Act (page 25)
- ☐ O. Title Report Checklist (page 26) – A preliminary title report no more than six months old is required for **new homes** or as requested by Planning staff.
- ☐ P. Model Water Efficient Landscape Ordinance (MWELO) Checklist - All MWELO forms can be found on the Planning Application site under 'Planning Application Forms' - 'MWELO'
- ☐ Q. ALUCP Overflight Notification Form - for new homes only.
- ☐ R. Climate Mitigation and Adaption Plan (CMAP) Checklist

B

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COMPLIANCE REVIEW – APPLICATION FORM
SINGLE-FAMILY RESIDENTIAL DEVELOPMENT PROJECTS

A staff-level Compliance Review is required for all single-family residential projects.

APPLICATION TYPE (check one):

- ☐ **First Floor Addition**
- ☐ **Second Floor Addition**
- ☐ **New Home**

New home or additions that create a total of 3,000 square feet of floor area or more will require Neighborhood Notification, which incurs an additional notification fee. Contact staff at planning@cityofsancarlos.org for the current fee schedule.

Some projects may require additional fees or deposits to cover the costs of additional staff time or review by outside consultants such as a Peer Review Architect, Historic Consultant, or an Arborist.

Note that these fees only cover the Planning Compliance Review application; additional fees are incurred at the Building Permit stage.

ADDRESS/APN: _____

DESCRIBE SCOPE OF WORK: _____

PROPERTY OWNER NAME: _____

Address: _____

_____

Phone: _____

Phone (alternate): _____

E-Mail: _____

Signature: _____

APPLICANT NAME: _____

Business Name: _____

Address: _____

_____

Phone: _____

E-Mail: _____

Signature: _____

Date: _____ **Date:** _____

PROCESS AND TIMELINE

Within 30 calendar days from submitting your application, you will be notified of the status of your application. To accelerate the review process, all application materials must be submitted. The time it takes for Planning Division approval greatly depends on whether plans demonstrate compliance with the City's zoning standards and regulations.

If your planning application is approved, you will be required to digitally submit a complete set of plans, including all uniform building code requirements, to the Building Division for any required Building permit. Contact the Building Division at building@cityofsancarlos.org for information about their review process, permit and development fees, and plan review turn-around times.

Information on this document is deemed public information; any file maintained for this project is subject to public review

C

ZONING ORDINANCE DEVELOPMENT STANDARDS AND REGULATIONS

San Carlos Zoning Ordinance is available online at: http://www.codepublishing.com/CA/sancarlos/

For regulations on **single-family homes**, refer to Section 18.04.030 Development Standards - RS Districts and Section 18.04.040 - Objective Design Standards - RS Districts.

For regulations on **landscaping**, refer to Chapter 18.18 Landscaping.

For regulations on the **Hillside Overlay District**, refer to Chapter 18.12 Hillside (H) Overlay District.

For regulations on the **Stream Overlay District**, refer to Chapter 18.14 Stream Development and Maintenance (SDM) Overlay District.

SAN CARLOS GIS

San Carlos GIS 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 or APN from the search bar.

QUESTIONS?

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

Building Division (650) 802-4261 or building@cityofsancarlos.org

D

PROJECT DATA TABLES

Tables 1 and 2 are required to be copied directly onto the plan set for **all projects**.

Table 3 is required to be copied directly onto the plan set if the project is within the Hillside-Overlay District.

Tree inventories are required to be copied directly onto the plan set for **all projects**.

E

Table 1: Project Data (SCMC Section 18.03 Rules of Measurement)

Indicate N/A where data is not applicable to the project scope.

Zoning District:	Lot Area:	Hillside Overlay? Y / N (See Table 3)
Lot Depth:	Lot Width:	% of Exterior Walls to be Removed:

Is the project adjacent to a creek? Y / N If yes, project is subject to a 25 ft. setback (SCMC 18.14)
A meeting with staff prior to applying is **strongly recommended** as the project might be subject to the California Department of Fish and Wildlife and/or the Army Corps of Engineers.

San Carlos Municipal Code (SCMC) Section 18.04.030
Development Standards – RS District

Standard	**Existing**		**Requirement**		**Proposed**	
Setbacks:	First Floor	Second Floor	First Floor	Second Floor	First Floor	Second Floor
Front						
Rear						
Side (Left)						
Side (Right)						
Garage (to P/L)						
Setback of Garage behind front wall of residence						
Square Footage:	SCMC Section 18.03.080 – **Rules for Determining Floor Area**					
Below Grade*			N/A		*	
First Floor (excluding garage)			N/A			
Second Floor			N/A			
Garage			N/A			
Detached Buildings			N/A			
ADU*/JADU			N/A		*	
Floor Area Total						
Lot Coverage:	SCMC Section 18.03.100 - **Rules for Determining Lot Coverage**					
Primary Building & accessory structures					*	
*ADU exempt from floor area and lot coverage up to 800 square feet; basement exempted from floor area if meeting requirements in SCMC 18.03.080.						
Garage/Parking:	SCMC Sections 18.04.040- A (2), 18.20.040, 18.20.100					
# of Parking Spaces						
Interior Garage Dimensions						
Height:	SCMC Section 18.04.030 **Development Standards – RS District**					
Main Building Height						
Accessory Building Height						

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Table 2: Objective Design Standards Compliance Review Criteria

Use the below table to include information for the proposed residential project. Indicate N/A where not applicable or there is no proposed change to the existing condition.

Standard	Code Requirement	Notes
Entryway And Street Connectivity SCMC Section 18.04.040(A)-1		
Principle Entry	Is the principal entryway street facing? ☐ Yes ☐ No ☐ N/A	
Separate Principal Entry Walkway	Is the principal entryway a minimum 36" in width? ☐ Yes ☐ No ☐ N/A	
Entry Walkway Materials	Is it differentiated from driveway materials? ☐ Yes ☐ No ☐ N/A	
For Lot width ≤ 60' *Where the garage is in the front half of the lot & faces the street:*	Is the garage frontage ≤ 50% of the front façade width of the building? ☐ Yes ☐ No ☐ N/A	
Lot width > 60' *Where the garage is in the front half of the lot & faces the street:*	Is the garage frontage ≤ 40% of the front façade width of the building? ☐ Yes ☐ No ☐ N/A	

Garage Design SCMC Section 18.04.040(A)-3		
Street Facing Garage Door Design Elements *Skip this if doesn't apply to your project.*	Shall have one (1) of the following elements. Check all that apply: ☐ Overhang ≥ 18" ☐ Windows ☐ Colors or materials that are similar to the primary building ☐ Trellis	
Side-Loaded Garages *Skip this if doesn't apply to your project.*	Shall have one (1) of the following elements. Please check all that apply.: ☐ Landscaping with a mature height of ≥ 24" ☐ Planters ≥ 12" w/ mature landscaping ≥ 12" ☐ Windows ☐ Trellis ☐ Material change relative to those used for building	

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Alley Access Garages *Skip this if doesn't apply to your project.*	• Entrance setback 4' from alley • 45° visibility triangle on both sides of the garage/carport • Garage door behind property line when opening/ closing	Setback: Visibility Triangle: Is the garage door behind the property line? ☐ Yes ☐No ☐N/A
Building Design SCMC Section 18.04.040(B)		
Massing	No façade can run continuously for ≥ 25' without at least one (1) or more. Check all that apply: ☐ Change in wall plane ≥ 4' in depth. ☐ Use of at least two distinct materials and colors on each façade. ☐ Recess entry ≥ 3' in depth. ☐ Protruding window ≥ 2' depth ☐ Supper-story balcony in front step back	

F

Articulation	No façade can run continuously ≥ 15' without providing at least one (1) or more of the below elements: • Window • Entry door • Change in materials. • Shutters • Trellis	*Front Façade:* ☐ Window ☐ Entry door ☐ Change in materials. ☐ Shutters ☐ Trellis ☐ N/A *Left Side meets this requirement:* ☐ Window ☐ Entry door ☐ Change in materials. ☐ Shutters ☐ Trellis ☐ N/A *Right Side meets this requirement:* ☐ Window ☐ Entry door ☐ Change in materials. ☐ Shutters ☐ Trellis ☐ N/A *Rear Façade meets this requirement:* ☐ Window ☐ Entry door ☐ Change in materials. ☐ Shutters ☐ Trellis ☐ N/A
Ground Floor Entry	Shall have one (1) of the following, check all that apply: ☐ Porch ☐ Recessed Entry ☐ Deep Overhang	
Porch Design *This only applies if you selected porch as your ground floor entry above*	Shall meet all the below requirements: ☐ Porch must be part of the primary entrance and connect to the front yard. ☐ Depth ≥ 3' for up to 30sf ☐ ≤ 10' tall from grade to bottom of eve	
Recessed Entry *This only applies if you selected recessed entry as your ground floor entry above*	Shall meet all the below requirements: ☐ Recess ≥ 3' from building façade & street oriented ☐ ≤ 12' in height floor to ceiling	

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Deep Overhang *This only applies if you selected deep overhang as your ground floor entry above*	Shall meet all the below requirements: ☐ Depth ≥ 3' and ≤5' ☐ ≤ 12' tall from grade to top of the overhang	
Architectural Style SCMC Section 18.04.040 (B) 5. b	Shall include at least four (4) of the following design features, check all that apply:. ☐ Roof type and characteristics pitch (required) ☐ Roof rake, eave overhang, and cornice detail ☐ Wall façade symmetry asymmetry, and detail ☐ Wall material and arrangement relative to the roof ☐ Window type, relative proportion, shape, and detail ☐ Door type, relative proportion, shape, and detail ☐ Porch type, relative proportion, shape, and detail	
Roof Treatment SCMC Section 18.04.040 (B)-6.a *For rooflines that are ≥ 30' in length street facing to > 50' on any other side*	Shall include at least one (1) of the following techniques, check all that apply: ☐ Change in the roof ridge ☐ Change in the shape of the roof ☐ Change of the angle of the slope ☐ Change in the eave depth ☐ Change in detailing in the form of dormers ☐ Change in the Detailing in the form of skylights	
Roof Form Detail	Sloped roofs: Eaves ≥ 8" in depth. Is this requirement met? ☐ Yes ☐ No ☐ N/A Flat Roofs: visually cap the building with ≥ 3" deep and ≥ 12" tall. Is this requirement met? ☐ Yes ☐ No ☐ N/A	
Window Detail	Shall have at least one (1) of the following design features. Check all that apply:. ☐ Trim ≥ 1" in depth ☐ Window recess ≥ 2" from the surrounding wall	
Materials SCMC Section 18.04.040 (B)-8		

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Materials & Color	At least three (3) materials or colors shall be used consecutively on the entire building façade and be appropriate to the selected architectural style. Elements that count towards this requirement include: (check all that apply) ☐ Main building ☐ Wainscoting ☐ Trim work ☐ Exterior doors ☐ Garage Doors ☐ Decorative elements including a trellis, ironwork, planter boxes, etc. each with a minimum of ten square feet in surface area	**Please describe the color and materials being used**:
Wainscotting	Is the wainscoting ≥ 18" in height from finished grade and shall wrap around the building continuously. Is this condition met? ☐ Yes ☐ No ☐ N/A	
Landscape SCMC Section 18.04.040 (C)-1		
Front Yard Requirement	Within required yard are impervious surface must be ≤ 50%. Is this condition met? ☐ Yes ☐ No ☐ N/A	
Front Yard Trees	Is at least one (1) of the required on-site trees street-oriented? ☐ Yes ☐ No ☐ N/A	
Lighting SCMC Section 18.04.040 (C)-2		
Brightness	Shall not exceed 450 lumen per light fixture and shall not exceed 5-foot candles in any given spot. Is this condition met and has cut sheet been included? ☐ Yes ☐ No ☐ N/A	
Direction of Lighting	Light elements shall be screened to minimize light spillage and direct light away from neighbors. See Lighting SCMC 18.04.040 (C)-2.c for additional requirements. Is this condition met? ☐ Yes ☐ No ☐ N/A	

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Utilities SCMC Section 18.04.040 (C)-3		
Ground Level Utilities	Must comply with screening requirements in SCMC 18.15.090. Is this condition met? ☐ Yes ☐ No ☐ N/A	
Above-Ground Public Utilities	Are any utilities or mechanical equipment serving the primary or secondary units located in the front yard? ☐ Yes ☐ No ☐ N/A	
Above-Ground Public Utilities	Mechanical equipment shall be screened using at least one (1) of the below methods. Check all that apply: ☐ Landscaping ☐ Raised planters ≥ 12” w/ landscaping ☐ Mesh fence for vertical vegetation ☐ Walls or fencing similar to the architecture of the main building	

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Table 3: Hillside Overlay District Data (Lots with 20% or Greater Grade)

Hillside Overlay District Determination: *See SCMC Section 18.12.020 for applicability and slope determination guidelines* "The provisions of this chapter [Hillside Overlay District] apply to all lots and sites that have an average slope of twenty percent (20%) or greater. The average slope shall be determined using the formula set forth in Section 18.03.070, Determining average slope…"			
Determining Average Slope SCMC Section 18.03.070			
Average Lot Slope (See formula below):			
Average Lot Slope Formula: S= 100(I)(L) A	S=Average cross slope of parcel in percent I= Interval of measured contours L=Combined length of contours in feet (i.e. map measurement of contours in inches x scale) A=Area of parcel in square feet		
Hillside Overlay Development Standards SCMC Section 18.12			
Development Standard	Existing	Code Requirement	Compliance review/ note
Downhill Building/ Street Facing Face Height		20' max from finished grade	Height:
Visible Deck Support Structure		Max 6' above finished grade	Height:
Natural State		35% See exceptions per SCMC18.12.050(C)	Percentage: Exceptions:
Garage Front Setback		Setback requirement of the base zoning district, see SCMC section 18.12.050(B) for adjustments	
Driveway Slope		18% max	
Building Height		35' max from lowest finished grade	
Underfloor Height		6' max between the lowest floor and the approved finished grade	

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Retaining Wall Height (in front and rear setback)		6’ max	
Retaining Wall Offset		• Retaining walls higher than 8’ must be divided into terraces • Retaining not run longer than 30’ in length without a recessed offset feature	

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SUBMITTAL CHECKLIST

Please include the following plan sheets in the order outlined below. Applications must be submitted online and uploaded as PDF documents. No materials will be accepted in-person. Incomplete submittals will not be accepted.

☐ **TITLE/COVER SHEET**

- ☐ Vicinity Map.
- ☐ Project Data Tables, including tree inventory, completed and copied from this application directly onto the plans.
- ☐ Project Address, Assessor's Parcel Number (APN), Zoning District.
- ☐ Table of Contents.
- ☐ Written Scope of Work.

☐ **TOPOGRAPHIC SURVEY**
Required for all **new homes** only unless otherwise requested.

- ☐ Topographic survey prepared by a qualified surveyor illustrating the legal boundaries, dimensions of all property lines, easements, right-of-way, trails, public utilities and utility poles, location of all existing improvements/structures, setback of existing improvements/ structures, tree trunks, tree species (if possible), and accurate depiction of tree canopies/drip line along with spot elevations across the site, including designated spot elevations from where the building height will be measured.
- ☐ Survey ties into City Benchmarks (Benchmarks available through Public GIS Map: https://gis.cityofsancarlos.org).
- ☐ Slope calculations as applicable.
- ☐ Surveys shall be signed and stamped and shall be a separate sheet from site plans.

☐ **EXISTING AND PROPOSED SITE PLANS** (Scale 1/8", 10' or similar) – Separate sheet from survey

- ☐ North arrow, property lines with dimensions, adjacent street(s) labeled. Show the entire lot on one sheet.

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- ☐ Footprint and eaves of all existing and proposed buildings, accessory structures, and fences on the site.
- ☐ For two story or taller projects, show approximate locations and setbacks of neighboring buildings and windows, as well as Protected (Significant or Heritage) trees on neighboring lots.
- ☐ Driveways, parking areas, paths, and walkways. Note paving materials and label driveway dimensions.
- ☐ Improvements in the public right-of-way (streets, curbs, sidewalks, and trees).
- ☐ Creeks or waterway easements on or adjacent to the property. Indicate top of bank as defined by SCMC 18.14.
- ☐ Easements (public or private, and indicate who the easement benefits).
- ☐ Label dimensions of all required and proposed setbacks including any special setbacks (e.g. non-conforming setbacks or creek setback) measured.
- ☐ Clearly indicate (via shading or another method) the difference between the first and second floors.
- ☐ All existing and proposed trees. Indicate the size and species of trees. An arborist report may be required for trees to be removed and/or tree protection measures.
- ☐ Indicate any trees proposed for removal (if applicable).
- ☐ Location of existing and proposed overhead and underground utility distribution lines (water, gas, sewer, cable, irrigation, etc.). Location of gas and electric meters.

☐ **DEMOLITION PLAN (**Scale 1/4" = 1') *If more than 40% but less than 50% exterior walls are proposed to be demolished, the applicant, owner, and contractor will be required to sign an "existing walls to remain" affidavit. Planner to furnish this form if required.

- ☐ Complete demolition plans indicating what is proposed for removal (windows, walls, exterior finish, etc.). Please note if the house is proposed for complete demolition; this can be combined with the existing floor plan.
- ☐ Calculation of total length of existing exterior walls. Calculation of exterior walls to be removed. Exterior walls that are becoming interior walls are considered “removed.” Demonstrate percentage of walls to be removed. Calculate this separately for each building.
- ☐ A key indicating the shading or hatching for “Walls to Remain,” “Walls to be Removed.”

☐ **EXISTING AND PROPOSED FLOOR PLANS** (Scale 1/4" = 1')

- ☐ Existing and proposed floor plans: include demising walls, existing uses, identify the use of each room, indicate how the interior of the building affects the exterior design, particularly window and door placement, space usage, stairs, etc..

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- [ ] A key indicating “Walls to Remain,” “Walls to be Removed,” and “New Walls.”
- [ ] Diagram showing total floor area and blocked-out areas and calculations for each block to determine total floor area (overlay this information on a separate floor plan).
- [ ] Diagram showing total lot coverage and blocked-out areas and calculations for each block to determine lot coverage compliance (overlay this information on a separate floor plan).
- [ ] Dimension the interior width and depth of the parking area (free and clear of chimneys, washer and dryer, water heater, stairs, etc.).
- [ ] Show location of washer/dryer, furnace, water heater, any stairs, etc. on floor plans (demonstrate they are not encroaching into the minimum garage dimensions).

- [ ] **ROOF PLAN** (Scale 1/4" = 1')

- [ ] Show roof pitches and dimension overhang depths. Include arrows that indicate the direction of the slope of the roof and include the slope of the roof in each direction.
- [ ] Differentiate between the wall lines and the location of the eaves. Dimension the width of the eaves.
- [ ] Indicate roof material.

- [ ] **EXISTING AND PROPOSED ELEVATIONS** (Scale 1/4" = 1')

- [ ] Existing Elevations of all sides of buildings, including accessory structures.
- [ ] Proposed Elevations of all sides of buildings, including accessory structures.
- [ ] Height indicated on each elevation (include ridge height, plate height, and measured to the top-most materials).
- [ ] Label and accurately depict siding and roofing materials, trim, windows, entry, garage doors, stairs, balconies, doors, eaves, chimneys, lighting, window trim, porch columns, railings, and other architectural features on proposed elevations.
- [ ] Provide a typical window detail including the proposed window type, recess, and trim.
- [ ] Call out the downhill building face (for Hillside Overlay District only).

- [ ] **SECTIONS** (Scale 1/4" = 1')

- [ ] Provide a lengthwise section drawing on the floor plans through the residence to indicate where section is cut from. Include minimum of one longitudinal and one transversal section. For more complex projects and those within the Hillside Overlay District, provide additional sections as needed.

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☐ **LANDSCAPE PLAN** (Scale 1/8” = 1' = 10’)

☐ All existing trees including size and species. Protected trees and their Tree Protection Zones shall be appropriately identified. Trees numbered to match any submitted arborist report.

☐ Indicate whether any trees are proposed for removal. Tree removal application may be required and incurs additional fees. Removal application can be submitted along with other project materials.

☐ New trees proposed (size, number, and species).

☐ Demonstrate there is no more than 50% paving within the required front yard (measured as the total area of the width of the lot multiplied by the required front setback).

☐ Demonstrate a maximum of 25% lawn within the required front yard and exterior side yard (if a corner lot).

☐ Growth information, root depth, etc. for new trees if there is the potential for conflict with utilities.

☐ General planting plan.

☐ If work is proposed within an area ten (10) times the diameter of a Protected Tree (i.e. the dripline / Tree Protection Zone), a Tree Protection plan completed by a certified arborist is required.

Protected Tree Ordinance Compliance Checklist

ITEMS REQUIRED FOR SUBMITTAL:

- ☐ **1.** Tree Inventory – required for all projects.
- ☐ **2.** Tree Site/Landscape Plan
- ☐ **3.** Tree Protection Plan (TPP)
- ☐ **4.** Review Important Tree Information

1. Tree Inventory to include:

- A list of **all** trees (**protected *and* unprotected**) and any protected trees on adjacent lots or in the public right of way with a TPZ that intersects any proposed construction activity on site. See the example inventory below.
- The inventory must include all of the following details:
  a. Size
  b. Species
  c. Condition (based on a 0 to 100% scale)
  d. Protected status
  e. Remove/Keep
  f. Construction Activity Proposed within TPZ
  g. Analyze if work within the TPZ will be within the tolerance of the tree or not

Example Tree Inventory						
Tree #	**Size (Inches)**	**Species**	**Protected Status**	**Remove or Keep?**	**Condition**	**Construction within TPZ?**
#1	24”	Valley oak	Yes, Heritage	Keep	Good	Yes, see TPP
#2	12”	Liquidambar	Yes, Significant	Keep	Fair	Yes, see TPP
#3	13”	Eucalyptus	No	Remove	Poor	N/A

Project Tree Inventory – must be copied onto plan set						
Tree #	**Size (Inches)**	**Species**	**Protected Status**	**Remove or Keep?**	**Condition**	**Construction within TPZ?**

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2. Tree Site/Landscape Plan must include:

a. **All tree locations identified**. Draw an X at location of each tree trunk on the subject lot and of any trees whose driplines overlap with the project site. All trees should be included in the Tree Inventory. Number each tree (Tree #1, #2, #3… etc.).

b. **Measurement of each tree**. Trees shall be measured at 54" above the natural grade. For more information, see the Protected Tree Administrative Guidelines for rules of measurement. Determine whether the tree is protected by ordinance.

c. **The Tree Protection Zone (TPZ) of each protected tree**. Draw a circle around the trunk showing the location of the TPZ of any protected tree on the subject lot and any trees within thirty feet of the subject lot. The Tree Protection Plan is defined by a radius 10 times the diameter of the tree.

3. Tree Protection Plan Requirements:

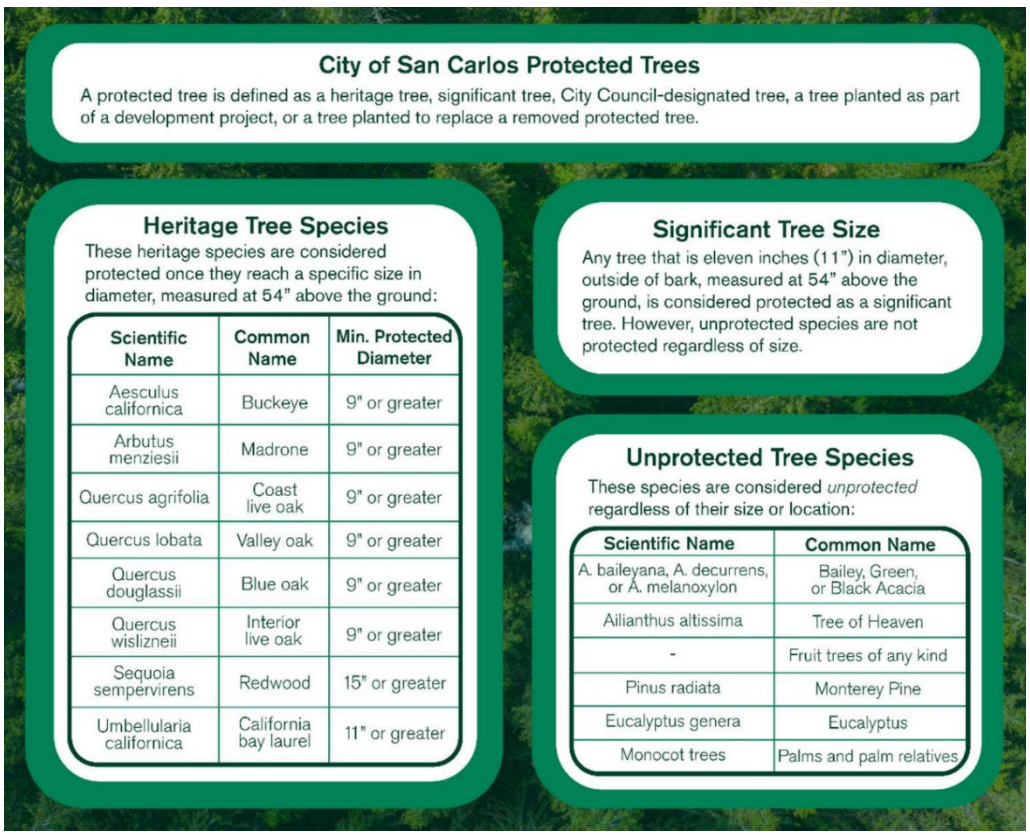
If any construction activity is proposed within the TPZ of any Protected tree, a Tree Protection Plan prepared by an **ISA Certified Arborist** is required and must conform to the City's guidelines. Construction activity is defined as "any construction work associated with or requiring a permit… including but not limited to storing/staging of materials, site access, parking, placement of temporary structures, debris disposal, additional excavation and landscaping."

4. Important Tree Information:

Review the Administrative Guidelines or visit the San Carlos Tree site to learn more about how to determine if a tree is protected and how to measure trees.

If protected trees are proposed to be removed or pruned (more than 25% of the canopy), a removal application can be uploaded with the other project submittal materials.

For additional resources, review the TPP checklist to assist with this process.



SAN MATEO COUNTYWIDE Water Pollution Prevention Program

Stormwater Checklist for Small Projects

Municipal Regional Stormwater Permit (MRP)

CITY OF SAN CARLOS
600 ELM STREET
(650) 802-4200
http://www.cityofsancarlos.org/depts/publicworks/engineering/stormwater_program/

Complete this form for stand-alone single family home projects of any size that are not part of a larger project; or for projects in the following categories that create and/or replace less than 5,000 square feet of impervious surface: restaurants, retail gasoline outlets, auto service facilities[1] and parking lots (stand-alone or part of another use); or for any other type of project that creates and/or replaces less than 10,000 square feet of impervious surface.

A. Project Information

A.1 Project Name: _____

A.2 Project Address: _____

A.3 Project APN: _____

B. Select Appropriate Site Design Measures

B.1 Does the project create and/or replace 2,500 square feet or more of impervious surface[2]? ☐ Yes ☐ No

- *If yes, and the project received final discretionary approval on or after December 1, 2012, the project must include at least one of the Site Design Measures listed below in section a through f.[3] Fact sheets regarding site design measures a through f may be downloaded at www.flowstobay.org/newdevelopment#flyers*
- *If no, or the project received final discretionary approval before December 1, 2012, the project applicant shall be encouraged to implement appropriate site design measures[4] from the list below, which may be required at municipality discretion. Consult with municipal staff about requirements for your project.*

B.2 On the list below, indicate whether each site design measure is included in the project plans and the plan sheet number:

Yes	No	Plan Sheet No.	
☐	☐		a. Direct roof runoff into cisterns or rain barrels and use rainwater for irrigation or other non-potable use.
☐	☐		b. Direct roof runoff onto vegetated areas.
☐	☐		c. Direct runoff from sidewalks, walkways, and/or patios onto vegetated areas.
☐	☐		d. Direct runoff from driveways and/or uncovered parking lots onto vegetated areas.
☐	☐		e. Construct sidewalks, walkways, and/or patios with permeable surfaces.
☐	☐		f. Construct bike lanes, driveways, and/or uncovered parking lots with permeable surfaces.
☐	☐		g. Minimize land disturbance and impervious surface (especially parking lots).
☐	☐		h. Maximize permeability by clustering development and preserving open space.
☐	☐		i. Use micro-detention, including distributed landscape-based detention.
☐	☐		j. Protect sensitive areas, including wetland and riparian areas, and minimize changes to the natural topography.
☐	☐		k. Self-treating area (see Section 4.2 of the C.3 Technical Guidance)
☐	☐		l. Self-retaining area (see Section 4.3 of the C.3 Technical Guidance)
☐	☐		m. Plant or preserve interceptor trees (Section 4.1, C.3 Technical Guidance)

[1] See Standard Industrial Classification (SIC) codes here.

[2] Complete the C.3/C.6 Development Review Checklist if the project is not an individual single family home, and it creates and/or replaces 10,000 square feet or more of impervious surface; or if it is a restaurant, retail gasoline outlet, auto service facility, or parking lot project that creates and/or replaces 5,000 square feet or more of impervious surface.

[3] See MRP Provision C.3.i.

[4] See MRP Provision C.3.a.i.(6).

C. Select appropriate source controls *(Encouraged for all projects; may be required at municipal discretion. Consult municipal staff.[5])*

Are these features in project?		Features that require source control measures	Source control measures (Refer to Local Source Control List for detailed requirements)	Is source control measure included in project plans?		
Yes	No			Yes	No	Plan Sheet No.
☐	☐	Storm Drain	▪ Mark on-site inlets with the words "No Dumping! Flows to Bay" or equivalent.	☐	☐	
☐	☐	Floor Drains	▪ Plumb interior floor drains to sanitary sewer [or prohibit].	☐	☐	
☐	☐	Parking garage	▪ Plumb interior parking garage floor drains to sanitary sewer.[6]	☐	☐	
☐	☐	Landscaping	▪ Retain existing vegetation as practicable. ▪ Select diverse species appropriate to the site. Include plants that are pest- and/or disease-resistant, drought-tolerant, and/or attract beneficial insects. ▪ Minimize use of pesticides and quick-release fertilizers. ▪ Use efficient irrigation system; design to minimize runoff.	☐	☐	
☐	☐	Pool/Spa/Fountain	▪ Provide connection to the sanitary sewer to facilitate draining.[6]	☐	☐	
☐	☐	Food Service Equipment (non-residential)	Provide sink or other area for equipment cleaning, which is: ▪ Connected to a grease interceptor prior to sanitary sewer discharge.[6] ▪ Large enough for the largest mat or piece of equipment to be cleaned. ▪ Indoors or in an outdoor roofed area designed to prevent stormwater run-on and run-off, and signed to require equipment washing in this area.	☐	☐	
☐	☐	Refuse Areas	▪ Provide a roofed and enclosed area for dumpsters, recycling containers, etc., designed to prevent stormwater run-on and runoff. ▪ Connect any drains in or beneath dumpsters, compactors, and tallow bin areas serving food service facilities to the sanitary sewer.[6]	☐	☐	
☐	☐	Outdoor Process Activities[7]	▪ Perform process activities either indoors or in roofed outdoor area, designed to prevent stormwater run-on and runoff, and to drain to the sanitary sewer.[6]	☐	☐	
☐	☐	Outdoor Equipment/ Materials Storage	▪ Cover the area or design to avoid pollutant contact with stormwater runoff. ▪ Locate area only on paved and contained areas. ▪ Roof storage areas that will contain non-hazardous liquids, drain to sanitary sewer[6], and contain by berms or similar.	☐	☐	
☐	☐	Vehicle/ Equipment Cleaning	▪ Roofed, pave and berm wash area to prevent stormwater run-on and runoff, plumb to the sanitary sewer[6], and sign as a designated wash area. ▪ Commercial car wash facilities shall discharge to the sanitary sewer.[6]	☐	☐	
☐	☐	Vehicle/ Equipment Repair and Maintenance	▪ Designate repair/maintenance area indoors, or an outdoors area designed to prevent stormwater run-on and runoff and provide secondary containment. Do not install drains in the secondary containment areas. ▪ No floor drains unless pretreated prior to discharge to the sanitary sewer. [6] ▪ Connect containers or sinks used for parts cleaning to the sanitary sewer. [6]	☐	☐	
☐	☐	Fuel Dispensing Areas	▪ Fueling areas shall have impermeable surface that is a) minimally graded to prevent ponding and b) separated from the rest of the site by a grade break. ▪ Canopy shall extend at least 10 ft. in each direction from each pump and drain away from fueling area.	☐	☐	
☐	☐	Loading Docks	▪ Cover and/or grade to minimize run-on to and runoff from the loading area. ▪ Position downspouts to direct stormwater away from the loading area. ▪ Drain water from loading dock areas to the sanitary sewer.[6] ▪ Install door skirts between the trailers and the building.	☐	☐	
☐	☐	Fire Sprinklers	▪ Design for discharge of fire sprinkler test water to landscape or sanitary sewer[6]	☐	☐	
☐	☐	Miscellaneous Drain or Wash Water	▪ Drain condensate of air conditioning units to landscaping. Large air conditioning units may connect to the sanitary sewer.[6] ▪ Roof drains shall drain to unpaved area where practicable. ▪ Drain boiler drain lines, roof top equipment, all washwater to sanitary sewer [6].	☐	☐	
☐	☐	Architectural Copper	▪ Drain rinse water to landscaping, discharge to sanitary sewer [6], or collect and dispose properly offsite. See flyer "Requirements for Architectural Copper."	☐	☐	

[5] See MRP Provision C.3.a.i(7).

[6] Any connection to the sanitary sewer system is subject to sanitary district approval.

[7] Businesses that may have outdoor process activities/equipment include machine shops, auto repair, industries with pretreatment facilities.

D. Implement construction Best Management Practices (BMPs) *(Required for all projects.)*

D.1 Is the site a "High Priority Site"? (*Municipal staff will make this determination; if the answer is yes, the project will be referred to construction site inspection staff for monthly stormwater inspections during the wet season - October 1 through April 30.*) ("High Priority Sites" require a grading permit, are "hillside projects" [defined **starting 7/1/16** as disturbing >= 5,000 sq.ft. of land area and a slope based on municipal criteria or map or >=15%] are adjacent to a creek, or are otherwise high priority for stormwater protection during construction per MRP Provision C.6.e.ii(2).) Yes ☐ No ☐

D.2 All projects require appropriate stormwater BMPs during construction - indicate which BMPs are included in the project, below.

Yes	No	Best Management Practice (BMP)
☐	☐	Attach the San Mateo Countywide Water Pollution Prevention Program's construction BMP plan sheet to project plans and require contractor to implement the applicable BMPs on the plan sheet.
☐	☐	Temporary erosion controls to stabilize all denuded areas until permanent erosion controls are established.
☐	☐	Delineate with field markers the following areas: clearing limits, easements, setbacks, sensitive or critical areas, buffer zones, trees to be protected and retained, and drainage courses.
☐	☐	Provide notes, specifications, or attachments describing the following: ▪ Construction, operation and maintenance of erosion and sediment controls, include inspection frequency; ▪ Methods and schedule for grading, excavation, filling, clearing of vegetation, and storage and disposal of excavated or cleared material; ▪ Specifications for vegetative cover & mulch, include methods and schedules for planting and fertilization; ▪ Provisions for temporary and/or permanent irrigation.
☐	☐	Perform clearing and earth moving activities only during dry weather.
☐	☐	Use sediment controls or filtration to remove sediment when dewatering and obtain all necessary permits.
☐	☐	Protect all storm drain inlets in vicinity of site using sediment controls (e.g., berms, socks, fiber rolls, or filters.)
☐	☐	Trap sediment on-site, using BMPs such as sediment basins or traps, earthen dikes or berms, silt fences, check dams, compost blankets or jute mats, covers for soil stock piles, etc.
☐	☐	Divert on-site runoff around exposed areas; divert off-site runoff around the site (e.g., swales and dikes).
☐	☐	Protect adjacent properties and undisturbed areas from construction impacts using vegetative buffer strips, sediment barriers or filters, dikes, mulching, or other measures as appropriate.
☐	☐	Limit construction access routes and stabilize designated access points.
☐	☐	No cleaning, fueling, or maintaining vehicles on-site, except in a designated area where washwater is contained and treated.
☐	☐	Store, handle, and dispose of construction materials/wastes properly to prevent contact with stormwater.
☐	☐	Contractor shall train and provide instruction to all employees/subcontractors re: construction BMPs.
☐	☐	Control and prevent the discharge of all potential pollutants, including pavement cutting wastes, paints, concrete, petroleum products, chemicals, washwater or sediments, rinse water from architectural copper, and non-stormwater discharges to storm drains and watercourses.

Name of applicant completing the form:_____

Signature:_____ Date:_____

E. Comments (for municipal staff use only):

_____

_____

F. NOTES (for municipal staff use only):

Section A Notes:_____

Section B Notes:_____

Section C Notes:_____

Section D Notes:_____

L

CITY OF SAN CARLOS
COMMUNITY DEVELOPMENT
PLANNING DIVISION

600 ELM STREET
SAN CARLOS, CA 94070
(650) 802-4263
CITYOFSANCARLOS.ORG

LAND USE INDEMNIFICATION STATEMENT

ACKNOWLEDGMENT REGARDING COMPLIANCE WITH SAN CARLOS MUNICIPAL CODE CHAPTER 1.30

I, the undersigned owner (or authorized agent) of the property herein described, 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 give 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 (printed): _____

PROJECT ADDRESS: _____

CITY: _____

DATED: _____

_____
Signature (If other than owner, must have letter from owner)

CITY OF SAN CARLOS
COMMUNITY DEVELOPMENT
PLANNING DIVISION

600 ELM STREET
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STATE LAW SB 1214 ACKNOWLEDGEMENT

Per State Law SB 1214, I choose the following option with regard to public viewing of copyrighted plans:

1) I elect that my plans be viewable only in person to the public at the City's Planning Counter. I understand that if I choose this option, I will be required to provide a site plan and massing diagram to be posted online and/or for distribution to the public upon request.
2) I elect to allow my plans to be viewed online and/or copied and distributed to the public upon request.

I certify that I am the owner of the copyright of the plans referenced by this application packet at

Address

Signed by:

_____ _____

Design Professional/Owner of Copyright Name

_____

Date

California Levine Act Statement

California Government Code Section 84308, commonly referred to as the "Levine Act," prohibits any San Carlos City Council Member from participating in any action related to a contract or application if they receive any political contributions from the business or applicant totaling more than $500 within the previous twelve months, and for twelve months following the date of a final decision.

The Levine Act also requires a member of the San Carlos City Council who has received such a contribution to disclose the contribution on the record of the proceeding.

Current San Carlos City Council Members are listed at: www.cityofsancarlos.org/CityCouncil. Proposers are responsible for accessing this link to review the names prior to answering the following questions:

1. Have you or your company, or any agent on behalf of you or your company, made any political contributions of more than $500 to any San Carlos City Council Member in the 12 months preceding the date of the submission of your proposal or application, or the anticipated date of any Council action?

☐ Yes. List Council Member(s): _____
☐ No

2 Do you or your company, or any agency on behalf of you or your company, anticipate or plan to make any political contribution of more than $500 to any San Carlos City Council Member in the 12 months following any Council action related to your proposal or application?

☐ Yes. List Council Member(s): _____
☐ No

Answering yes to either of the two questions above does not preclude the San Carlos City Council from awarding a contract or approving an application or any subsequent action. It does however, preclude the identified Council Member(s) from participating in any actions related to your proposal or application.

_____
Signature of authorized individual

_____
Date

_____
Company/Applicant Name

O

TITLE REPORT CHECKLIST

A preliminary title report no more than six months old is required for all **new homes** or as requested by Planning staff.

Choose one:

☐ A title report is not applicable to this project.

☐ This project is a new home.

☐ Staff has instructed me to provide a title report with my submittal materials.