

# Planning Permit Application Form

Permit Numbers

Primary: \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_

## Applicant/Owner Information

Applicant: \_\_\_\_\_

Mailing Address: \_\_\_\_\_

Zip: \_\_\_\_\_

Phone,W: \_\_\_\_\_

H: \_\_\_\_\_

FAX: \_\_\_\_\_

Name of Owner (1): \_\_\_\_\_

Name of Owner (2): \_\_\_\_\_

Mailing Address: \_\_\_\_\_

Mailing Address: \_\_\_\_\_

Zip: \_\_\_\_\_

Zip: \_\_\_\_\_

Phone,W: \_\_\_\_\_

Phone,W: \_\_\_\_\_

H: \_\_\_\_\_

H: \_\_\_\_\_

## Project Information

**Project Location** (address): \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**Assessor's Parcel Numbers:**

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**Zoning:** \_\_\_\_\_

**Parcel/lot size:** \_\_\_\_\_

List all elements of proposed project:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

List any other permits or approvals already obtained for this project (include date, agency and application/permit numbers):

\_\_\_\_\_  
\_\_\_\_\_

## Signatures

We hereby certify that the information stated above and on forms, plans and other materials submitted herewith in support of the application is true and correct to the best of our knowledge. It is our responsibility to inform the County of San Mateo through our assigned project planner of any changes to information represented in these submittals.

Owner's signature: \_\_\_\_\_

Owner's signature: \_\_\_\_\_

Applicant's signature: \_\_\_\_\_

# Planning Permit Application Check List

This form filled out by **Staff Only** Primary Permit No.: \_\_\_\_\_

Planning Approvals Required	Accompanying Materials Required																				Fees								
	Specific Application Form	Application Companion Page	Proof of Ownership (Deed or Tax Bill)	Grant Deed	Owner's Concurrence	Chain of Title	Title Report (within past 2 mo.)	Environmental Information Form	Tentative Map ②	Master Land Division Plan ①	Density Analysis/Certification	Ag. Land Mgmt. Plan ⑤	Grading Plans ①	Geotechnical Report	Erosion/Sediment Control	Dust Control Plan	Permanent Storm Water Controls	Manure Management Plan	Supporting Statements	Location Map ①	Site Plans ①	Elevation Plans ①	Floor Plans ①	Plan Reductions (8.5" X 11")	Other	CEQA: _____	Health: _____	CDF: _____	
Agricultural Preserve		✓	✓		✓		✓													✓	✓								
Architectural Review		✓	✓		✓																✓	✓	✓	✓	✓	✓			
Architectural Review Exemption			✓		✓		✓														✓	✓	✓	✓	✓	✓			
Certificate of Compliance - Type A			✓		✓	✓																					✓		
Certificate of Compliance - Type B		✓	✓		✓	✓	✓	✓													✓				✓				
Coastal Development		✓	✓		✓		✓	✓							✓		✓				✓	✓	✓	✓	✓	✓			
Coastal Development Exemption	✓																												
Concept Plan		✓	✓		✓				✓	✓											✓	✓	✓	✓	✓	✓			
Confined Animal Permit or Exempt.		✓	✓		✓												✓		✓		✓	✓	✓	✓	✓	✓			
Design Review	✓		✓		✓											✓	✓	✓			✓	✓	✓	✓	✓	✓			
Drilling - Oil & Gas		✓	✓		✓		✓	✓								✓	✓				✓	✓					✓		
General Plan Amendment		✓	✓		✓														✓		✓	✓	✓	✓	✓	✓			
Grading		✓	✓		✓								✓	✓	✓	✓					✓	✓			✓ <sup>④</sup>				
Grading Exemption		✓	✓		✓								✓								✓	✓							
Home Improvement Exception		✓	✓		✓														✓		✓	✓	✓	✓	✓ <sup>④</sup>	✓			
Kennel/Cattery		✓	✓		✓											✓					✓	✓	✓	✓	✓	✓			
Lot Line Adjustment		✓	✓		✓		✓	✓		✓											✓								
Merger			✓	✓	✓																	✓							
Off-Street Parking Exception			✓		✓																✓				✓				
Planned Agriculture		✓	✓		✓		✓	✓		✓	✓					✓	✓				✓	✓	✓	✓	✓	✓			
Resource Management			✓		✓		✓	✓								✓	✓				✓	✓	✓	✓					
Rezoning		✓	✓		✓																✓	✓	✓	✓	✓				
Stable		✓	✓		✓											✓	✓				✓	✓	✓	✓	✓				
Street Improvement Exception		✓	✓		✓																✓	✓							
Street Name/Change																					✓								
Subdivision		✓	✓		✓		✓	✓	✓	✓						✓					✓				✓				
Surface Mining		✓	✓		✓											✓	✓				✓	✓					✓		
Timberland Preserve			✓		✓		✓	✓													✓	✓	✓	✓	✓				
Use Permit		✓	✓		✓											✓	✓				✓	✓	✓	✓	✓	✓			
Variance		✓	✓		✓																✓	✓	✓	✓	✓	✓			
Other ③																					✓	✓	✓	✓	✓	✓			

- ① = 5 sets of all plans (folded to 8½ x 11")
- ② = 7 copies of Subdivision Maps (folded to 8½ x 11")
- ③ = GPC, Text Amend., Timber Harvest, Topsoil, etc.

- ④ = Needed only if a public hearing is required
- ⑤ = Required if property is 20 acres or more.

Other Fees  
Total Fees