



Rebuilding the Crestmoor Neighborhood

The City of San Bruno has implemented an expedited review process to rebuild homes in the Crestmoor neighborhood that were destroyed or severely damaged by the Glenview fire. This process is facilitated by the Community Development Department and includes plan review by the Fire Department and Public Services Department.

Step 1: Initial Meeting

Contact the Planning Division to discuss the review process, Municipal Code requirements and Residential Design Guidelines. Staff is available for individual meetings in person or over the phone. Planning Division: 650-616-7074 or email planning@sanbruno.ca.gov.

Step 2: Preliminary Submittal

Prepare preliminary plans for Planning Division staff to review. Include the site plan, floor plans, and elevations. They can be submitted on paper or electronically via email to the project planner. Planning staff will provide preliminary feedback and confirm the review process that will be required for the project. Some projects will require review by the Architectural Review Committee first, then submittal to the Building Division for a building permit. Some projects can be submitted directly to the Building Division for a building permit.

Please keep these things in mind when preparing the preliminary plans:

Development Standards- The City's requirements for floor area, lot coverage, setbacks, and similar standards are summarized in a handout available at http://www.sanbruno.ca.gov/Glenview_rebuild.html

Residential Design Guidelines- All rebuilt properties must comply with the Guidelines. They are also available at http://www.sanbruno.ca.gov/Glenview_rebuild.html

Survey- The City has completed a boundary survey and topographic survey. Owners or project designers can contact the Engineering Division to receive the survey in print (hard copy) or electronically to use as a reference during the project design stage. If you have any questions on the survey, contact Ray Razavi, Acting City Engineer at 650-616-7075 or email at razavi@sanbruno.ca.gov.

The survey will show most easements but the designer will also need to research any additional easements on the property and ensure that all improvements are located outside of easements. Please include all easements on the site plan.

Wildland-Urban Interface – New homes located adjacent to the canyon on Claremont Drive and Glenview Drive will be required to utilize non-combustible exterior building materials. This includes use of cement roof tiles, metal roofing, cement fiber, slate or other non-combustible roofing. Exterior building finish can be stucco, cement fiber (Hardi-Plank, CertainTeed, GAF, etc.), or other non-combustible materials. For patio areas, use concrete, stone or pavers. If you have questions, contact Gary Lepori, Building Official at 650-616-7076 or glepori@sanbruno.ca.gov.

Step 3: Formal Submittal- Architectural Review Committee

A planner will determine whether this step applies to your project. Many projects will skip this step.

The expedited review process is related to the timing for review of projects, but does not change the development standards or design expectations for single-family houses. The City has a number of thresholds related to floor area, parking, and related standards. When a project exceeds any of the thresholds, it is subject to review and a public hearing to ensure that it meets the community's design standards. In the Crestmoor neighborhood, the Architectural Review Committee reviews each project individually and evaluates the proposed design in its specific context. During this process, planning staff may make recommendations on the project and the Architectural Review Committee may require design changes or additional conditions of approval.

The submittal checklist for review by the Architectural Review Committee is available at http://www.sanbruno.ca.gov/Glenview_rebuild.html

Once you submit your application and staff deems the plans complete, staff will schedule a special Architecture Review Committee meeting. The timeline is typically 3-4 weeks. For additional information, please contact the Planning Division at 650-616-7074 or email planning@sanbruno.ca.gov.

Step 4: Submittal for a Building Permit

The Building Division will review your project for compliance with the building code. The submittal requirements include plans, structural calculations, Title 24, California Green Building Standards Code - Tier 1, and geotechnical soils report. A more detailed list of submittal requirements is available at http://www.sanbruno.ca.gov/Glenview_rebuild.html. Please note that Title 24 and the Tier 1 green building checklists shall be included on full size sheets in the plan set. An architect or engineer may be required for structural calculations.

Staff has committed to an expedited plan review process. Anticipate 1-2 weeks for plan review comments. If you have any questions or for additional information, please contact the Building Division at 650-616-7076.

Additional information about building permit submittals:

Building Code - The City Council adopted the 2010 California Codes. Homes shall be designed to comply with the new codes.

Green Building - Projects shall also include the new Green Building Standards Code, Tier 1, as adopted by the City of San Bruno. Submit the completed checklist within the building permit plans. The checklist and directions are available under Forms at:

http://www.sanbruno.ca.gov/comdev_bldgInspection.html.

The entire California Green Building code is also available at:

http://www.documents.dgs.ca.gov/bsc/CALGreen/2010_CA_Green_Bldg.pdf.

Soils Report - A geotechnical soils report will be required with the building permit submittal. The geotechnical report shall provide requirements for foundation, retaining wall, and other structure designs. Soil or geological conditions can vary from lot to lot. Make sure your project is designed appropriately for the site conditions.

Utility Connections - The pre-existing private sanitary sewer lateral will need to be replaced with a new sanitary sewer lateral and cleanout per City Standard Detail SS-01.

A new 1.5-inch water service and meter shall be installed per City Standard Detail W-05.

On-Site Drainage- Storm water from new and existing roof down spouts and other on-site drainage, shall be collected and drained to an underground storm water system or through an under sidewalk curb drain to the gutter.

Erosion and Stormwater - An erosion control plan and storm water pollution prevention plan is required during construction. The erosion control plan shall be submitted with the building permit submittal. The applicant shall show existing storm drain inlets and other storm water collection locations protected by silt screens or silt fence on the plan. The work shall conform to the current NPDES requirements.

If you have questions on utility connections, drainage, or erosion and stormwater measures, please contact Nader Dahu, Associate Engineer at 650-616-7047 or ndahu@sanbruno.ca.gov.

Step 5: Submittal for Fire Sprinklers

A NFPA 13D fire sprinkler system is required for all new homes. The coverage shall include standard 13D fire sprinkler requirements, plus coverage to the garage and a single pilot head to the attic.

Submit plans to the Building Division for a Fire Sprinkler Permit. The plans shall be submitted prior to the issuance of the building permit for the residence. For fire flow information or to ask questions, contact the Fire Marshall Jim Allan at 650-616-7093 or jallan@sanbruno.ca.gov.

Step 6: Pre-Construction Meeting

When the plans and supporting materials are approved, contact the project planner to schedule a pre-construction meeting. The property owner, contractor, and designer should attend the meeting. Staff will review the plans and inspection process, and answer any questions.

Step 7: Permit Issuance

An Encroachment Permit is required from the Public Works Department for all work in the City's public right-of-way. The Encroachment Permit must be issued before the building permit can be issued.

Building Division staff will issue the building permit once the plans are approved, the Encroachment Permit has been issued, and the Fire Sprinkler plans have been submitted.

Please do not hesitate to contact the Community Development Department at 650-616-7074 if you have questions on the process. This handout is available online at http://www.sanbruno.ca.gov/Glenview_rebuild.html