



**Crestmoor Neighborhood Rebuilding from the Glenview Fire  
Submittal Checklist for Use Permit Applications  
Review by the Architectural Review Committee**

1. General Requirements

- Completed application form including owner's signature.
- All application materials saved to a CD in PDF format.
- Brief written description of proposed green building techniques.
- Five (5) sets of full size plans stapled and folded to approximately 8.5" x 11". Additional plan sets may be required due to revisions during the review process.
- One (1) complete set of plans reduced to 8.5" x 11".
- One (1) color and material sample board.

2. Site Plan

- Scale (1/8" = 1' or similar) and show north arrow.
- Property lines with dimensions. Show the entire lot on one sheet. Lots are typically set back several feet from the sidewalk. Show the sidewalk and dimension the distance from the sidewalk to the property line.
- Proposed buildings and structures. Indicate the use of each structure, dimensions, and distances to property lines.
- Roof plan showing slopes and eave widths.
- Driveways, parking areas, paths and walkways, and any other impervious surfaces.
- Rights-of-way and easements.
- For two-story projects, show approximate locations and setbacks of neighboring buildings. (Check with planning staff to see if a house is approved at adjacent properties.)
- Project data: (a) lot size in square feet; (b) proposed lot coverage; (c) floor area of proposed buildings; (d) size of proposed garage in square feet; (e) impervious surfaces in square feet; (f) amount of landscaping in square feet.
- Legend: (a) project address and description; (b) names, addresses and phone numbers of architect/designer and applicant; (c) date of preparation and any revision dates.

3. Floor Plans

- Scale (1/4" = 1' or similar).
- Identify use of each room (e.g., living room, kitchen, bedroom, garage, etc.).

#### 4. Elevations

- Scale (1/4" = 1' or similar).
- Label each elevation by its orientation (e.g., north, south, east, west).
- Label and accurately depict architectural details, such as; siding, roof materials, trim, windows, doors, gutters and downspouts, and other features such as stairs, balconies, chimneys, and vents.
- Indicate maximum building height (see Municipal Code 12.80.245 for definition).

#### 5. Landscaping Details

- Scale (1/8" = 1' or similar) and show north arrow.
- Proposed trees, shrubs, and ground cover.
- Landscaping features such as planters, paved areas, retaining walls, and irrigation lines.

If you have questions, contact the Planning Division at 650-616-7074 or [planning@sanbruno.ca.gov](mailto:planning@sanbruno.ca.gov).