



# HILLSIDE AREA CONSTRUCTION PERMIT

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## PURPOSE

The City of Burlingame has designated that development in most areas in the hillsides will require a Hillside Area Construction Permit. The permit is required for all new residences; new accessory structures; or additions to any existing residence or accessory structure including changes in roof elevations (Code Section 25.61). Fences that meet code requirements are not subject to Hillside Area review. The intent is to allow neighbors, the Planning Commission and City Council an opportunity to review all construction in the hillside area that could affect existing distant views from inside structures on nearby properties.

## REVIEW PROCEDURE

1. A complete application for Hillside Area Construction Permit includes an application form and submittal of a site plan, floor plan and building elevations. Two (2) full size and three (3) half size sets of plans are required at the time of submittal. A filing fee of \$3778 is required upon submittal of an application.
  2. A cover letter notice and plans will be sent to all property owners within 100 feet of the project, Planning Commission and City Council members for a 7-day review period.
  3. If no person receiving initial notice or otherwise aware of the application calls the project up for a public hearing by the Planning Commission within seven (7) days of the postmark on the notice, the Hillside Area Construction Permit is approved and the applicant may commence with an application for a building permit. A Hillside Area Construction Permit is valid for one year, and a building permit must be issued before the approval expires.
  4. If an application is called up for review at a public hearing, the project will be scheduled on a Planning Commission agenda for study, public hearing and review action. The applicant will be responsible for meeting all application requirements. No additional fee is charged for the public hearing. The project will be scheduled according to the date of the appeal and the completion of a submittal by the applicant.
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