

FINDINGS OF APPROVAL

P23-0086: DR23-0019

616 MAPLE AVENUE

(As approved by the Planning Commission on October 16, 2025)

As required by the Design Review Procedures (SSFMC Chapter 20.480), the following findings are made in support of a Design Review Permit to construct four residential buildings consisting of six units at 616 Maple Avenue in the Downtown Residential Medium (DRM) Zoning District in accordance with Title 20 of the South San Francisco Municipal Code (SSFMC), based on public testimony and materials submitted to the South San Francisco Planning Commission which include, but are not limited to: Application materials submitted July 10, 2025; project plans dated September 22, 2025; Planning Commission staff report dated October 16, 2025; and Planning Commission hearing of October 16, 2025.

1. Design Review

- A. The Project is consistent with the applicable standards and requirements of the Zoning Ordinance because, as submitted and modified through the Design Review Process, this Project meets or complies with the applicable standards included in Chapter 20.080 (Downtown Residential Districts) and Chapter 20.310 (Site and Building Design Standards).
- B. The Project is consistent with the General Plan because it is consistent with the policies and design direction provided in the South San Francisco General Plan for the Medium Density Residential land use designation.
- C. The Project is consistent with the applicable design guidelines adopted by the City Council in that the proposed Project is consistent with the DRM Zoning District development standards and the Citywide development standards for residential development, as evaluated in the Zoning Ordinance Compliance analysis for the Project.
- D. The Project is consistent with other planning or zoning approvals that the project requires for the reasons stated above.

CONDITIONS OF APPROVAL

P23-0086: DR23-0019

616 MAPLE AVENUE

(As recommended by the Planning Commission on October 16, 2025)

PLANNING DIVISION CONDITIONS

Introduction

The term “applicant”, “developer”, “project owner” or “project sponsor” used hereinafter shall have the same meaning: the applicant for the 616 Maple Avenue project or the property / project owner if different from applicant.

GENERAL

1. The Project shall be constructed and operated substantially as indicated on the plan set prepared by Winnie Tam, dated September 22, 2025, and approved by the Planning Commission in association with P23-0086, as amended by the conditions of approval. The final plans shall be subject to the review and approval of the City’s Chief Planner.
2. The construction drawings shall comply with the Planning Commission approved plans, as amended by the conditions of approval, including the plans prepared by Winnie Tam, dated September 22, 2025.
3. The permit shall be subject to revocation if the project is not operated in compliance with the conditions of approval.
4. Neither the granting of this permit nor any conditions attached thereto shall authorize, require or permit anything contrary to, or in conflict with any ordinances specifically named therein.
5. Prior to construction, all required building permits shall be obtained from the City’s Building Division.
6. Demolition of any existing structures on site will require demolition permits.
7. All conditions of the permit shall be completely fulfilled to the satisfaction of the affected City Departments and Planning and Building Divisions prior to occupancy of any building.

8. The applicant shall submit a checklist showing compliance with Conditions of Approval with the building permit plans and application.
9. Prior to issuance of any building or construction permits for the construction of public improvements, the final design for all public improvements shall be reviewed and approved by the City Engineer, Fire Marshal, and Chief Planner.
10. Prior to issuance of building permits, the applicant shall execute and record an Affordable Housing Agreement consistent with SSFMC Chapter 20.380, Inclusionary Housing Regulations.
11. Prior to issuance of any building or construction permits for grading improvements, the applicant shall submit final grading plans for review and approval by the City Engineer, Fire Marshal, and Chief Planner.
12. Prior to the recordation of the Covenants Conditions & Restrictions (CC&Rs) with the San Mateo County Recorder, the applicant shall submit the final CC&Rs to the Chief Planner for review and approval.
13. Any modification to the approved plans shall be subject to SSFMC Section 20.450.012 (“Modification”), whereby the Chief Planner may approve minor changes. All exterior design modifications, including any and all utilities, shall be presented to the Chief Planner for a determination.
14. Unless the use has commenced or related building permits have been issued within two (2) years of the date this permit is granted, this permit will automatically expire on that date. A one-year permit extension may be granted in accordance with provisions of the SSFMC Chapter 20.450 (“Common Procedures”).
15. The permit shall not be effective for any purpose until the property owner or a duly authorized representative files a signed acceptance form, prior to the issuance of a building permit, stating that the property owner is aware of, and accepts, all of the conditions of the permit.
16. Prior to scheduling a Final Inspection with the Planning Division, the applicant must submit a Planning Final Inspection Request form, which states that the project has been built according to approved plans, and any revisions have been approved by the Planning Division.

CONSTRUCTION

17. The applicant is responsible for maintaining site security prior to, and throughout the construction process. This includes installation of appropriate fencing, lighting, remote monitors, or on-site security personnel as needed.

18. The applicant shall include in all building permit plans and post onsite the name and telephone number of an individual empowered to manage construction-related complaints generated from the project. The individual's name, telephone number, and responsibility for the project shall be posted at the project site for the duration of the project in a location easily visible to the public. The individual shall record all complaints received and actions taken in response, and submit written reports of such complaints and actions to the City's construction coordination representative on a weekly basis.
19. During construction, the applicant shall provide parking for construction workers within the project site, or arrange for a parking location that does not impact neighborhood street parking.
20. Prior to proceeding with exterior construction, the applicant shall provide a full-scale mockup of a section of exterior wall that shows the cladding materials and finishes, windows, trim, and any other architectural features of the building to fully illustrate building fenestration, subject to site inspection and approval by Planning Division staff.
21. After the building permits are approved, but before beginning construction, the owner/applicant shall hold a preconstruction conference with City Planning, Building, Fire and Engineering staff and other interested parties. The developer shall arrange for the attendance of the construction manager, contractor, and all relevant subcontractors.

DESIGN REVIEW / SITE PLANNING

22. All equipment (either roof, building, or ground-mounted) shall be screened from view through the use of integral architectural elements, such as enclosures or roof screens, and landscape screening or shall be incorporated inside the exterior building wall. Equipment enclosures and/or roof screens shall be painted to match the building. Prior to issuance of a building permit the applicant shall submit plans showing utility locations, stand-pipes, equipment enclosures, landscape screens, and/or roof screens for review and approval by the Chief Planner or designee.
23. Prior to issuance of any building or construction permits for landscaping improvements, the applicant shall submit final landscaping and irrigation plans for review and approval by the City's Chief Planner. The plans shall include documentation of compliance with SSFMC Section 20.300.008 ("Landscaping").
24. Plant materials shall be replaced when necessary with the same species originally specified unless otherwise approved by the Chief Planner.

25. All landscape areas shall be watered via an automatic irrigation system, which shall be maintained in fully operable condition at all times, and which complies with SSFMC Chapter 20.300 (“Lot and Development Standards”).
26. All planting areas shall be maintained by a qualified professional; the landscape shall be kept on a regular fertilization and maintenance program and shall be maintained weed free.
27. Plant materials shall be selectively pruned by a qualified arborist; no topping or excessive cutting-back shall be permitted. Tree pruning shall allow the natural branching structure to develop.
28. All landscaping installed within the public right-of-way by the property owner shall be maintained by the property owner.
29. Prior to issuance of certificate of occupancy, the applicant shall submit final landscaping and irrigation plans demonstrating compliance with the State’s Model Water Efficiency Landscaping Ordinance (MWELo), if applicable (See SSFMC Section 20.300.008, and the City’s [WELO Document Verification package](#)).
 - a. Projects with a new aggregate landscape of 501 – 2,499 sq. ft. may comply with the prescriptive measures contained in Appendix D of the MWELo.
 - b. Projects with a new aggregate landscape of 2,500 sq. ft. or greater must comply with the performance measures required by the MWELo.
 - c. For all projects subject to the provisions of the MWELo, the applicant shall submit a Certificate of Completion to the City, upon completion of the installation of the landscaping and irrigation system.
30. Prior to issuance of any building or construction permits, the applicant shall submit interim and final phasing plans and minor modifications to interim and final phasing plans for review and approval by the Chief Planner, City Engineer and Chief Building Official (if applicable).
31. The applicant shall contact the South San Francisco Scavenger Company to properly size any required trash enclosures and work with staff to locate and design the trash enclosure in accordance with the SSFMC Section 20.300.014 (“Trash and Refuse Collection Areas”). Applicant shall submit an approval letter from South San Francisco Scavenger to the Chief Planner prior to the issuance of building permits.
32. The applicant shall incorporate the recommendations of the Design Review Board (DRB) from their meeting of August 15, 2023 and included in the DRB Comment Letter, dated August 21, 2023, in the building permit plans and application.

33. Landscaped areas in the project area may contain trees defined as protected by the South San Francisco Tree Preservation Ordinance, Title 13, Chapter 13.30. Any removal or pruning of protected trees shall comply with the Tree Preservation Ordinance, and applicant shall obtain a permit for any tree removals or alterations of protected trees, and avoid tree roots during trenching for utilities.
34. Permanent project signage is not included in project entitlements. Prior to installation of any project signage, the applicant shall submit an appropriate sign application per Chapter 20.360 of the Zoning Ordinance for review and approval.
35. Windows for multi-family residential development must meet the requirements of SSFMC 20.310.004 (D) ("Windows"): Trim at least two inches in width and one inch in depth must be provided around all windows, or windows must be recessed at least three inches from the plane of the surrounding exterior wall.

TRANSPORTATION / PARKING

36. Residential parking spaces shall be assigned to units, to minimize conflict within the parking area.
37. Residential parking areas shall be secure, with access provided via key card or fob.
38. Per SSFMC 20.330.005 (B) (Unbundling Parking from Residential Uses), parking may be sold or rented separate from the residential unit as follows:
 - a. Condominium or other Multiple-Unit Ownership Projects. Parking in excess of one space per unit may be sold or rented separately from the residential unit.
 - b. Rental Apartment Developments. All of the provided parking for units that are not deed-restricted affordable units may be unbundled, subject to approval of a parking management and monitoring plan by the Planning Commission.
 - c. Deed-Restricted Affordable Units. Parking for deed-restricted units may be unbundled at the same prorated cost as the units (i.e., a 50 percent unbundling discount for a unit at 50 percent AMI).

IMPACT / DEVELOPMENT FEES

****Fees are subject to annual adjustment and will be calculated based on the fee in effect at the time that the payment of the fee is due. The fees included in these Conditions of Approval are estimates, based on the fees in place at the time of project approval. Estimates are subject to change, based on final plans submitted for building permits. Credits for existing uses will be calculated and applied to applicable fees.****

39. PARKS AND RECREATION FEES: Prior to the date of final inspection or the date the certificate of occupancy is issued, whichever occurs first, the applicant shall pay the Parkland Acquisition Fee and Parkland Construction Fee in accordance with South San Francisco Municipal Code Chapter 8.67. The fee is subject to annual adjustment. Based on the plans reviewed and approved by the Planning Commission on October 16, 2025, the Parks and Recreation Impact Fee estimate for the project is:

Residential (5-19 Units): \$ 25,536.14 x 6 units = \$153,216.84

40. CHILDCARE FEE: Prior to the date of final inspection or the date the certificate of occupancy is issued, whichever occurs first, the applicant shall pay any applicable Childcare Fees in accordance with South San Francisco Municipal Code Chapter 8.77. This fee is subject to annual adjustment. Based on the plans approved by the Planning Commission on October 16, 2025, the Childcare Impact Fee estimate for the project is:

Residential (18+ du/ac): \$3,105.46 x 6 units = \$18,632.76

41. LIBRARY IMPACT FEE: Prior to the date of final inspection or the date the certificate of occupancy is issued, whichever occurs first, the applicant shall pay applicable Library Impact Fees in accordance with South San Francisco Municipal Code Chapter 8.74. Based on the plans approved by the Planning Commission on October 16, 2025, the Library Impact Fee for the project is:

Residential (18+ du/ac): \$621.09 x 6 units = \$3,76.54

42. PUBLIC SAFETY IMPACT FEE: Prior to the date of final inspection or the date the certificate of occupancy is issued, whichever occurs first, the applicant shall pay applicable Public Safety Impact Fees in accordance with South San Francisco Municipal Code Chapter 8.75. Based on the plans approved by the Planning Commission on October 16, 2025, the Public Safety Impact Fee for the project is:

Residential (18+ du/ac): \$1,242.33 x 6 units = \$7,453.98

43. CITYWIDE TRANSPORTATION FEE: Prior to the date of final inspection or the date the certificate of occupancy is issued, whichever occurs first, the applicant shall pay applicable transportation impact fees in accordance with South San Francisco Municipal Code Chapter 8.73. The fee is subject to annual adjustment. Based on the plans reviewed and approved by the Planning Commission on October 16, 2025, the Citywide Transportation Fee estimate for the project is:

Residential (Multi-Family): $\$4,658.54 \times 6 \text{ units} = \$27,951.24$

44. SEWER CAPACITY CHARGE FEE: Prior to the date of final inspection or the date of certificate of occupancy is issued, whichever occurs first, the applicant shall pay applicable sewer capacity charge fees in accordance with South San Francisco Municipal Code Section 14.08.300. Based on the plans reviewed by the Planning Commission on October 16, 2025, this fee requires specialized calculations per project:

The estimated Sewer Capacity Fee will be \$29,684.00.

Please contact the Water Quality Control Plant for information on calculating the Sewer Capacity Fee: (650) 877-8555.

45. SCHOOL DISTRICT FEE: Prior to issuance of the first building permit, the applicant shall pay applicable school district fees in accordance with South San Francisco Unified School District (SSFUSD). Based on the plans reviewed by the Planning Commission on October 16, 2025, the school district estimate for the Project is:

Proposed Residential Buildings: 10,390 SF
Residential: $\$3.79/\text{SF} \times 10,390 \text{ SF} = \$39,378.1$

For questions regarding Planning Division COAs, please contact Victoria Kim at victoria.kim@ssfca.gov.

BUILDING DIVISION CONDITIONS

1. For all residential projects that include additions and new structures, please contact PG&E and obtain preliminary clearance for your project prior to submitting for permit. [Plan Submittal & Permit Requirements | City of South San Francisco \(ssf.net\)](#).
2. As new construction the following provisions apply:
 - a. As such building will need to follow provisions in SSF Municipal code chapter 15 for the installation of photovoltaic, all electric construction. [15.26.020 Amendments to the Energy Code/Building Energy Efficiency Standards. \(qcode.us\)](#)
 - b. As such building will need to be sprinklered.
 - c. As such building will need to follow provisions under California Green Code for the installation of EV chargers for single family dwellings.
3. Construction type is VA.
4. There may be other comments generated by the Building Division and/or other City departments that will also require your attention and response.

For questions concerning Building Division COAs, please contact Erik Rietdorf at Erik.Rietdorf@ssfca.gov or (650) 829-6670.

ENGINEERING DIVISION CONDITIONS

Permits

1. At the time of each permit submittal, the Applicant shall submit a deposit for each of the following permit reviews and processing:
 - a. Building Permit plan check and civil review. Provide an engineer's estimate or opinion of probable cost of on-site improvements for deposit amount calculation.
 - b. Hauling/Grading plan check and permit processing. Provide Cubic Yards for deposit amount calculation.
 - c. Encroachment for Public Improvements plan check and permit processing. Provide an engineer's estimate or opinion of probable cost of ROW improvements for fees and deposits amount calculation.
2. A Grading Permit is required for grading over 50 cubic yards and if 50 cubic yards or more of soil is exported and/or imported. The Applicant shall pay all permit and inspection fees, as well as any deposits and/or bonds required to obtain said permits. The Grading Permit requires several documents to be submitted for the City's review and approval. The Grading Permit Application, Checklist and Requirements may be found on the City website at <http://www.ssf.net/departments/public-works/engineering-division>.
3. A Hauling Permit shall be required for excavations and off-haul or on-haul, per Engineering requirements; should hauling of earth occur prior to grading. Otherwise, hauling conditions would be included with the grading permit. Hauling Permit may be found on the City website at: <http://www.ssf.net/departments/public-works/engineering-division>.
4. The Applicant shall submit a copy of their General Construction Activity Storm Water Permit Notice of Intent and Storm Water Pollution Prevention Plan (SWPPP), where required by State or Federal regulations, to the Engineering Division for our information. These documents shall be submitted prior to receiving a grading or building permit for the subject project.
5. The City of South San Francisco is mandated by the State of California to divert sixty-five percent (65%) of all solid waste from landfills either by reusing or recycling. To help meet this goal, a city ordinance requires completion of a Waste Management Plan ("WMP") for covered building projects identifying how at least sixty-five percent (65%) of non-inert project waste materials and one hundred percent (100%) of inert materials ("65/100") will be diverted from the landfill through recycling and salvage. The Contractor shall submit a WMP application and fee payment prior to the issuance of a building or grading permit.

6. An Encroachment Permit is required for any work proposed within the public right-of-way. The Applicant shall pay all permit, plan check, and inspection fees, as well as, any deposits and/or bonds required to obtain said permits.
7. Prior to the issuance of a building permit, the Applicant shall submit written evidence from the County or State Regulators in charge, indicating that the site is cleared of hazardous materials and hazardous groundwater to a level that poses no impacts to human health. The Applicant shall also confirm that any existing groundwater monitoring wells on the project site have been properly closed and/or relocated as necessary as approved by the County or State Regulators in charge.

Plan Submittal

8. The Applicant shall submit detailed plans printed to PDF and combined into a single electronic file, with each being stamped and digitally signed by a Professional Engineer registered in the State of California. Incorporated within the construction plans shall be applicable franchise utility installation plans, stamped and signed and prepared by the proper authority. Plans shall include the following sheets;

Cover, Separate Note Sheet, Existing Conditions, Demolition Plan, Grading Plan, Horizontal Plan, Striping and Signage Plan, Utility Plan(s), Detail Sheet(s), Erosion Control Plan, and Landscape Plans, (grading, storm drain, erosion control, and landscape plans are for reference only and shall not be reviewed during this submittal).

9. Prior to building permit issuance, the Applicant shall obtain a grading permit with the Engineering Division and shall submit an application, all documentation, fees, deposits, bonds and all necessary paperwork needed for the grading permit. The Applicant shall submit a grading plan that clearly states the amount of cut and fill required to grade the project. The Grading Plans shall include the following plans:

Cover, Notes, Existing Conditions, Grading Plans, Storm Drain Plans, Stormwater Control Plan, and Erosion Control Plan.

10. Prior to building permit issuance, the Applicant shall obtain an Encroachment Permit for all proposed work within the City ROW and shall submit an application, all documentation, fees, deposits, bonds and all necessary paperwork needed for the Encroachment Permit. Applicant shall prepare and submit a separate Public Improvement Plan set that shall include only the scope of work within the City ROW (with reference to the on-site plans) consisting of the following plans:

Civil Plans, Landscape Plans, and Joint Trench Plans.

11. Along with the building permit and grading permit submittals, Applicant shall submit separate Right-of-Way (ROW) improvement plans for the Public Improvement Permit Application. An engineer's cost

estimate for the scope of work shown on the approved ROW improvement plans is required to determine the performance and payment bond amount. The submittal of the bonds is required prior to the execution of the Subdivision Improvement Agreement.

12. All improvements shall be designed by a registered civil engineer and approved by the Engineering Division.
13. The Engineering Division reserves the right to include additional conditions during review of the building permit, grading permit, or encroachment permit.

Mapping and Agreements

14. The Applicant shall record a Final Map for a one-lot subdivision for Condominium Purposes to authorize up to 6 residential units on a single parcel. Said Final Map shall be approved by the City and recorded with the San Mateo County Recorder's Office prior to the issuance of a Building Permit.
15. The Applicant shall follow the procedures of the State Department of Real Estate (DRE) for subdividing the land into Condominiums including the preparation of a Condominium Map and CC&Rs. The Applicant shall provide copies of the Condominium Map and CC&Rs for review and approval prior to submission to the DRE.
16. The Applicant shall ensure the proposed structures within the project site do not encroach into the building setbacks.
17. Applicant shall submit all documents required for review of any mapping or agreement application as a separate application from the improvement plans.
18. Prior to the approval of any Permits, the Applicant shall enter into a Maintenance Agreement with the City. This agreement shall be approved by the City Attorney and City Engineer prior to execution and shall require the Applicant to maintain frontage landscape improvements along the project frontage within the City right-of-way. Said Agreement shall be recorded with the San Mateo County Recorder and may be transferred to the property owner.
19. Applicant shall pay for all Engineering Division deposits and fees required for any mapping application prior to review.

Right-of-Way

20. Prior to building permit issuance and prior to any work within the City Right-of-Way, the Applicant shall obtain an Encroachment Permit from the Engineering Division. All new public improvements required to accommodate the development shall be installed at no cost to the City and shall be approved by the City Engineer and constructed to City Standards. All new public improvements shall be completed prior to Final Occupancy of the project or prior to any Temporary Occupancy as approved by the City Engineer.

21. **Placeholder for Trash Recycling condition** The Applicant shall coordinate with SF Scavenger to develop a plan for collecting trash/recycling bins from the project site that is acceptable to the City. Trash bins shall not be stored on the public right-of-way. On trash/recycling collection days, bins may be placed along the street curb and gutter in front of the project site but removed from the public right-of-way immediately after collection by SF Scavenger. The placement of bins on collection days shall be in a manner that minimizes the impact to on-street public parking as approved by the City. The Applicant and SF Scavenger shall consider the use of shared bins for the tenants to reduce the number of bins to be staged on the street on collection days.
22. Prior to Building Permit issuance, the Applicant shall submit a video survey of the adjacent streets (perimeter of proposed property location) to determine the pre-construction condition of the streets at no cost to the City. The Applicant will be responsible to ensure that the condition of the streets and striping is in at least existing condition or better after construction is completed.
23. Prior to the submittal of off-site improvement plans for review by the City, the applicant shall submit a traffic study prepared by a Traffic Engineer for City approval, that addresses on-site circulation and the traffic to and from the development site. The Study shall identify off-site improvements that may be necessary on South Maple Avenue, Hawthorne Place or on other Public Streets impacted by the proposed Development. All on-site and off-site improvements identified in the traffic study shall be implemented by the Applicant at the Applicants expense.
24. Internal driveways shall be a minimum of 15' wide for one-way travel and 25' wide for areas subject to two-way travel. One-way travel lanes within the site shall be clearly posted and marked appropriately.
25. The Applicant shall reconstruct the curb, gutter and sidewalk along Maple Avenue and Hawthorne Place.
26. The Applicant shall install landscaping with irrigation within the parkway planting strip along the project frontage on Maple Avenue.
27. The Applicant shall install streetlights along the project street frontages on Maples Avenue and Hawthorne Place. The light poles and fixtures shall be ornamental streetlights to match City Standards.
28. Upon completion of construction and landscape work at the site, the Applicant shall clean, repair or reconstruct, at their expense, as required to conform to City Standards, all public improvements including driveways, curbs, gutters, sidewalks and street pavements along the street frontages of the subdivision to the satisfaction of the City Engineer.
29. The Applicant shall be responsible for maintaining all street trees and landscaped irrigation systems installed within the Public right-of-way.
30. Prior to the issuance of an Encroachment Permit, the Applicant shall provide an engineer's estimate for all work performed with in the public right-of-way and submit a bond equal to 110% of the estimate.
31. Prior to the issuance of an Encroachment Permit, the Applicant shall submit Traffic and Pedestrian Control

Plans for proposed work on Maple Avenue, Hawthorne Place and/or any area of work that will obstruct the existing pedestrian walkways.

32. No private foundation or private retaining wall support shall extend into the City Right-of-Way without express approval from the Engineering Department. Applicant shall design any bioretention area or flow-through planters adjacent to the property line such that the facility and all foundations do not encroach within the City Right-of-Way or into an adjacent parcel.
33. Applicant shall ensure that any pavement markings impacted during construction are restored and upgraded to meet City standards current to the time of Encroachment Permit approval.
34. The project shall not include any permanent structural supports (retaining walls, tiebacks, etc.) within the ROW. City Engineer approval is required for any temporary structural supports within the ROW. Any temporary structural supports shall be removed after construction.
35. Any work within the public sidewalk and/or obstructing pedestrian routes shall require pedestrian routing plans along with traffic control plans. Temporary lane or sidewalk closures shall be approved by the City Engineer and by the Construction Coordination Committee (if within the CCC influence area). For any work affecting the sidewalks or pedestrian routes greater than 2 days in duration, the adjacent parking lane or adjacent travel lane shall be closed and temporary vehicle barriers placed to provide a protected pedestrian corridor. Temporary ramps shall be constructed to connect the pedestrian route from the sidewalk to the street if no ramp or driveway is available to serve that purpose.
36. Prior to the issuance of a building permit, the Applicant shall coordinate with Scavenger and submit all garbage related plans.

Stormwater

37. The Applicant shall submit to the City Engineer a hydraulic study for the fully improved development comparing existing predevelopment conditions and post-development conditions. The study shall confirm that the post development condition will meet the goal of not increasing peak stormwater runoff from the project site based on a 25-year, 5-minute design storm. Methods for not increasing peak stormwater flow shall include stormwater storage on-site if necessary. The study shall also evaluate the capacity of each new storm drain installed as part of the development. Precipitation shall be based on NOAA Atlas 14 data for the site.
38. On-site storm drainage conveyance systems shall be designed to accommodate the 10-year design storm. Precipitation used for the hydraulic analysis shall be based on NOAA Atlas 14 data for the project site. Storm duration shall be equal to the time of concentration with an initial minimum of 10 minutes.
39. Hydraulic Grade lines shall not be less than 1 foot from the ground surface.
40. Runoff Coefficients used for hydraulic calculations shall be as follows:

- a. Pervious areas—0.35
 - b. Impervious areas—0.95
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- 41. Drainage runoff shall not be allowed to flow across lot lines or across subdivision boundaries onto adjacent private property without an appropriate recorded easement being provided for this purpose.
 - 42. All off-site upgrades to drainage facilities required by the City Engineer to accommodate the runoff from the subdivision shall be provided by the Applicant at no cost to the City.
 - 43. All building downspouts shall be connected to rigid pipe roof leaders which shall discharge into an approved drainage device or facility that meets the C3 stormwater treatment requirements of the Municipal Regional Permit (MRP)3.0.
 - 44. All storm drainage runoff shall be discharged into a pipe system or concrete gutter. Runoff shall not be surface drained into surrounding private property or public streets.
 - 45. Existing on-site drains that are not adequately sized to accommodate run-off from the fully developed property and upstream drainage basin shall be improved as required by the Applicant's civil engineering consultant's plans and specifications as approved by the City Engineer. These on-site improvements shall be installed at no cost to the City.
 - 46. The on-site storm drainage system shall not be dedicated to the City for ownership or maintenance. The storm drainage system and any storm water pollutions control devices within the subdivision shall be owned, repaired, and maintained by the property owner or Homeowner's Association.

Sanitary Sewer

- 47. Applicant shall video inspect the sanitary sewer mains along the project frontage to the nearest manholes upstream and downstream of the project point of connection both prior to construction and post construction. The video must be submitted to City Engineering for review as part of the improvement plans submittal and shall confirm the number of existing sewer laterals serving the site that must be abandoned.
- 48. The Applicant shall abandon all existing private sewer laterals from the project site connected to the sanitary sewer system. The number of sewer laterals to be abandoned shall be shown on the plans and shall be confirmed by the review of a video inspection of the private sanitary sewer main.
- 49. The Applicant shall install new sewer laterals to City Engineering Division Standards.
- 50. Sanitary Sewer plan shall show all existing and proposed utilities. Be sure to provide minimum

horizontal and vertical clearances for all existing and proposed utilities. Also include all existing and proposed manhole, catch basin and pipe invert elevations.

51. All utility crossings shall be potholed, verified and shown on the plans prior to the building permit submittal.
52. The on-site sanitary sewer system/plumbing shall be designed and installed in accordance with the Uniform Plumbing Code, as amended and adopted by the City, and in accordance with the requirements of the South San Francisco Building Division.
53. Each on-site sanitary sewer manhole and cleanout shall be accessible to maintenance personnel and equipment via pathway or driveways as appropriate. Each maintenance structure shall be surrounded by a level pad of sufficient size to provide a safe work area.
54. The on-site sanitary sewer system up to the public sanitary sewer manhole connection shall not be dedicated to the City for maintenance. The sanitary sewer facilities within the subdivision shall be repaired and maintained by the property owner Homeowner's Association.

Dry Utilities

55. All new electrical and communication lines serving the property shall be placed underground within the property being developed and to the nearest overhead facility or underground utility vault. Pull boxes, junction structures, vaults, valves, and similar devices shall not be installed within pedestrian walkway areas.

Domestic Water

56. The Applicant shall be responsible to coordinate with California Water Service (Calwater) to determine if their existing public water distribution system has the capacity to serve the development. Any off-site water system improvements that may be needed, as determined by Calwater, will be the responsibility of the Applicant at the Applicant's expense.
57. The Applicant shall coordinate with the California Water Service (Calwater) for all water-related issues. All on-site private water mains and services shall be installed to the standards of Calwater at the expense of the applicant.
58. The Applicant shall install fire hydrants at the locations specified by the Fire Marshal. Installation shall be in accordance with City Standards as administered by the Fire Marshal.

On-site Improvements

59. Internal driveways shall be a minimum of 15-feet wide for one-way travel and 25-feet wide for areas subject to two-way travel. One-way travel lanes within the site shall be clearly posted and

marked appropriately.

60. Staging or storing of trash bins shall not be permitted on Public right-of-way.
61. The Applicant shall submit a construction access plan that clearly identifies all areas of proposed access during the proposed development.
62. Prior to receiving a Certificate of Occupancy from the Building Division, the Applicant shall require its Civil Engineer to inspect the finished grading surrounding the building and to certify that it conforms to the approved site plan and that there is positive drainage away from the exterior of the building. The Applicant shall make any modifications to the grading, drainage, or other improvements required by the project engineer to conform to intent of his plans.
63. The Applicant shall submit a proposed workplan and intended methodologies to ensure any existing structures on or along the development's property line are protected during proposed activities.
64. All common areas are to be landscaped and irrigated and shall meet the requirements of the City's Water Efficiency Landscape Ordinance (WELO). Submit landscape, drainage and grading plans for review and approval by the Engineering Division.
65. Any monument signs to be installed for the project shall be located completely on private property and shall not encroach into the City's right-of-way. The Developer shall ensure that placement of the monument signs do not obstruct clear lines of sight for vehicles entering or exiting the site.

Grading

66. The recommendations contained within the geotechnical report shall be included in the Site Grading and Drainage Plan. The Site Grading and Drainage Plan shall be prepared by the developer's civil engineer and approved by the project geotechnical engineer.
67. During grading operations, the entire project site shall be adequately sprinkled with water to prevent dust or sprayed with an effect dust palliative to prevent dust from being blown into the air and carried onto adjacent private and public property. Dust control shall be for seven days a week and 24 hours a day. Should any problems arise from dust, the developer shall hire an environmental inspector at his/her expense to ensure compliance with the grading permit.
68. Haul roads within the City of South San Francisco shall be cleaned daily, or more often, as required by the City Engineer, of all dirt and debris spilled or tracked onto City streets or private driveways.
69. The Applicant shall submit a winterization plan for all undeveloped areas within the site to control silt and stormwater runoff from entering adjacent public or private property. This plan shall be

submitted to the City Engineer for review and approval prior to September 1 of each year. The approved plan shall be implemented prior to November 1 of each year.

70. Prior to placing any foundation concrete, the Applicant shall hire a licensed land surveyor or civil engineer authorized to practice land surveying to certify that the new foundation forms conform with all setbacks from confirmed property lines as shown on the Plans. A letter certifying the foundation forms shall be submitted to the Engineering Division for approval.
71. The applicant is required by ordinance to provide for public safety and the protection of public and private property in the vicinity of the land to be graded from the impacts of the proposed grading work.
72. All hauling and grading operations are restricted to between the hours of 8:00 a.m. to 6:00 p.m. for residential areas and 7:00 a.m. to 6:00 p.m. for industrial/commercial areas, Monday through Friday, excluding holidays.
73. Unless approved in writing by the City Engineer, no grading in excess of 200 cubic yards shall be accomplished between November 1 and May 1 of each year.

Engineering Impact Fees

74. The Applicant shall pay the following Fees prior to receiving a Building Permit for the subject project:
 - a. The Citywide Transportation Impact Fee per the formula established by Resolution 120-2020.

For questions concerning Engineering COAs, please contact Matthew Ruble at Matthew.Ruble@ssfca.gov.

FIRE DEPARTMENT CONDITIONS

1. Projects shall be designed in compliance with established regulations adopted by the City of South San Francisco affecting or related to structures, processes, premises, and safeguards in effect at the time of building permit application.
2. Fire service features for buildings, structures and premises shall comply with all City adopted building standards in effect at the time of the building permit application.
3. Permit(s) shall be required as set forth in adopted California Building Code (CBC) Section 105 and California Fire Code (CFC) Sections 105.5 and 105.6. Submittal documents consisting of construction documents, statement of special inspection, geotechnical report, referenced documents, and other data shall be submitted electronically with each permit application. The construction documents shall be prepared by a registered design professional. Where special conditions exist, the fire code official is authorized to require additional construction documents to be prepared by a registered design professional.
4. Construction documents shall be to scale (graphic scale required on all plan sheets), dimensioned and drawn on suitable electronic media. Construction documents shall be of sufficient clarity to indicate the location, nature and extent of the work proposed and show in detail that it will conform to the provisions of adopted codes and relevant laws, ordinances, rules, and regulations, as determined by the fire code official.
5. Shop drawings for the fire protection system(s) and other hazardous operations regulated by the fire department shall be submitted directly to the Fire Department to indicate conformance with adopted codes and standards. The construction documents shall be approved prior to the start of system installation.
6. The construction documents submitted with the application for permit shall be accompanied by a site plan showing to scale the size and location of new construction and existing structures on the site, distances from lot lines, the established street grades and the proposed finished grades and it shall be drawn in accordance with an accurate boundary line survey. In the case of demolition, the site plan shall show construction to be demolished and the location and size of existing structure and construction that are to remain on the site or plot.
7. Prior to submittal of building permits, design documents for proposed fire service features, such as fire apparatus access road(s), access to building opening(s) and roof(s), premise identification, key boxes, fire protection water supplies, fire department connection location(s), and fire command center location(s) shall be submitted to the fire department for review and approval.
 - a. Where fire apparatus access roads or a water supply for fire protection are required to be

- installed, such protection shall be installed and made serviceable prior to and during the time of construction except where approved alternative methods of protection are provided. Temporary street signs shall be installed at each street intersection where construction of new roadways allows passage by vehicles.
- b. Construction documents for proposed fire apparatus access, location of fire lanes, security gates across fire apparatus access roads and construction documents and hydraulic calculations for fire hydrant systems shall be submitted to the fire department for review and approval prior to construction.
8. Prior to issuance of building permits, the owner or owner's authorized agent shall be responsible for the development, implementation, and maintenance of an approved written site safety plan approved by the fire code official in accordance with Section 3303.
9. Prior to issuance of building permits, the fire code official shall have the authority to require construction documents and calculations for all fire protection and life safety systems and to require permits be issued for the installation, rehabilitation or modification of any fire protection and life safety systems. Construction documents for fire protection and life safety systems shall be submitted for review and approval prior to system installation
10. Fire apparatus access roads shall be approved by the fire code official, installed and maintained in accordance with CFC Section 503 and Appendix D.
- a. Approved fire apparatus access roads shall be provided for every facility, building or portion of a building hereafter constructed or moved into or within the jurisdiction in accordance with adopted codes and standards at time of building permit application.
 - i. Traffic calming measures (bollards, speed cushions, humps, undulations, etc.) are required to be approved by the fire code official prior to installation.
 - ii. Should a security gate(s) be planned to serve the facility, they shall be approved by the fire code official prior to installation.
 - b. Required Fire Department access roads shall be signed "No Parking – Fire Lane" per current Fire Department standards and California Vehicle Code (CVC) Section 22500
11. The following is a list of submittal items that are required by the Fire Department prior to approval of this planning application and shall be submitted directly to the Fire Department. Additional items may be called out based on subsequent reviews:
- a. Fire apparatus access site plan and fire protection water supply.

For questions concerning Fire Department COAs, please contact Ian Hardage at Ian.Hardage@ssfca.gov or (650) 829-6645.

POLICE DEPARTMENT CONDITIONS

1. All construction must conform to South San Francisco Municipal Code Chapter 15.48.050 Minimum security standards for multi-family dwellings. (Ord. 1166 § 1, 1995; Ord. 1477 § IA, 2013)

a. § 15.48.050 Minimum security standards for multiple-family dwellings.

(a) Exterior doors shall comply with the following:

- (1) Exterior doors (excluding individual unit-entry doors) and doors leading from garage areas into multiple dwelling buildings, and doors leading into stairwells below the sixth-floor level, shall have self-locking (deadlatch) devices, allowing egress from the building or into the garage area, or stairwell, but requiring a key to be used to gain access to the interior of the building from the outside or garage area or into the hall-ways from the stairwell.
- (2) Exterior doors (excluding individual unit-entry doors) and doors leading from the garage areas into multiple dwelling buildings and doors leading into stairwells, shall be equipped with self-closing devices, if not already required by other regulations, ordinances or codes.

(b) Hinged entrance doors to individual motel, hotel and multiple-family dwelling units, shall comply with the following:

- (1) All wood doors shall be of solid core with a minimum thickness of one and three- fourths inches.
- (2) Hinged entrance doors to individual units shall have deadbolts with one-inch minimum throw and hardened steel inserts in addition to door dead latches with one-half inch minimum throw. Strike plates shall be secured to wooden jambs with at least two and one-half inch wood screws. (Refer to Section **15.48.060(a)(1)(H).**)
- (3) An interviewer or peephole shall be provided in each individual unit entrance door and shall allow for one hundred eighty degree vision.

- (4) Doors swinging out shall have nonremovable hinge pins or hinge studs to prevent removal of the door.
 - (5) Door closers may be provided on each individual unit entrance door, and are encouraged in hotel and motel projects.
 - (6) In-swinging exterior doors shall have rabbited jambs.
 - (7) Jambs for all entry doors shall be constructed or protected to prevent violation of the function of the strike and shall meet the framing requirements of Section **15.48.060(a)(1)(H)**.
- (c) Sliding patio-type doors opening onto patios or balconies which are accessible from the outside shall comply with the following (this includes accessibility from adjacent balconies):
- (1) The movable section of a single sliding patio door(s) shall be adjusted in such a manner that the vertical play is taken up to prevent lifting with a pry tool to defeat the locking mechanism.
 - (2) Deadlocks shall be provided on all sliding patio doors. Mounting screws for lock case shall be inaccessible from the outside. Lock or hook bolts shall be of hardened material or have hardened steel inserts and shall be capable of withstanding a force of eight hundred pounds applied in a horizontal direction. The lock or hook bolts shall engage the strike sufficiently to prevent its being disengaged by any movement of the door within the space or clearances provided for installation and operation. The strike area shall be reinforced to maintain effectiveness of bolt strength.
 - (3) In addition to the primary locking device, auxiliary or secondary locking devices shall be provided on all accessible sliding glass doors.
 - (4) Double sliding patio doors shall be locked at the meeting rail and meet the locking requirements of subsection (c)(2) of this section.
- (d) Windows.
- (1) A window, skylight or other natural light source forming a part of the

enclosure of a dwelling unit shall be constructed, installed and secured as set forth in subsection (d)(2) of this section, when such window, skylight or light source is not more than twelve feet above the ground of a street, roadway, yard, court, passageway, roadway, corridor, balcony, patio, breezeway, a portion of the building which is available for use by the public or other tenants, or similar area. A window enclosing a private garage with an interior opening leading directly to a dwelling unit shall also comply with subsection (d)(2) of this section.

(2) Window Protection.

- i. Windows shall be so constructed that when a window is locked it cannot be lifted from the frame and the sliding portion of a window shall be on the inside track. The vertical play shall be taken up to prevent lifting of the movable section to defeat the locking mechanism.
- ii. Window locking devices shall be capable of withstanding a force of four hundred pounds applied in any direction.
- iii. Louvered windows shall not be used.
- iv. Accessible windows that open should be equipped with secondary locking devices.

(e) Garages. Those multiple-family dwelling complexes providing individual enclosed garage spaces shall meet the same requirements for garages as single-family dwellings as required by Section **15.48.060(c)**. Floor to ceiling demising walls shall separate individual garage areas having their own entrance.

(f) If community laundry rooms are provided, laundry room doors shall be equipped with a window to allow visibility into the interior of the room. The laundry room shall be kept locked and the lock shall be keyed so that unit keys can open the lock. The light switch shall be controlled by a switch that is not readily accessible.

(g) Keying Requirements. Upon occupancy by the owner or proprietor, each single unit in a tract or commercial development, constructed under the same general plan, shall have locks using combinations which are interchange free from locks used in all other separate dwellings, proprietorships or similar

distinct occupancies.

- (h) Numbering of Buildings. There shall be positioned at each entrance of a multiple-family dwelling complex an illustrated diagrammatic representation of the complex which shows the location of the viewer and the unit designations within the complex. The illuminated diagrammatic representation shall be protected by the use of vandal-resistant covers. In addition, each individual unit within the complex shall display a prominent identification number not less than two inches in height, which is easily visible to approaching vehicular and pedestrian traffic. The numerals shall be of contrasting color to the background to which they are attached.

(Ord. 1166 § 1, 1995; Ord. 1477 § IA, 2013)

- 2. The Police Department reserves the right to review and comment upon the submission of revised and updated plans.

For questions concerning Police Department COAs, please contact Sean Curmi at planningsergeant@ssfca.gov or (650) 877-8927.

WATER QUALITY CONTROL DIVISION CONDITIONS

The following items must be included in the plans or are requirements of the **Water Quality Control Stormwater and/or Pretreatment Programs** and must be completed prior to the issuance of a building permit:

1. Storm drains must be protected during construction. Discharge of any demolition/construction debris or water to the storm drain system is prohibited.
2. Do not use gravel bags for erosion control in the street or drive aisles. Drains in street must have inlet and throat protection of a material that is not susceptible to breakage from vehicular traffic.
3. No floatable bark shall be used in landscaping. Only fibrous mulch or pea gravel is allowed.
4. After 7/1/19, Demolition Projects must complete a **PCBs Screening Assessment Form** (attached and available in Building Division). If screening determines the building is an applicable structure, the Protocol for Evaluating PCBs-Containing Materials before Building Demolition shall be followed.

Submit a PCB screening package for each address/building containing:

- a. **PCBs Screening Form**
 - b. **QAQC checklist**
 - c. **Contractor's Report**
 - d. **Analytical Results (if applicable).**
5. Roof leaders/gutters must NOT be plumbed directly to storm drains; they shall discharge to stormwater treatment devices or landscaping first.
 6. Fire sprinkler test drainage must be plumbed to sanitary sewer and be clearly shown on plans.
 7. Applicant will be required to pay a **Sewer Capacity Fee (connection fee)** based on SSF City Council-approved EDU calculation (involving anticipated flow, BOD and TSS calculations and including credits for previous site use). Based on the information received, **the estimated Sewer Capacity Fee will be \$29,684.00, payable with the Building Permit.**
 8. Elevator sump drainage (if applicable) shall be connected to an oil/water separator prior to connection to the sanitary sewer.
 9. Drains in parking garage (if applicable) must be plumbed through an oil/water separator and then into the sanitary sewer system and clearly shown on plans.

10. Wherever feasible, install landscaping that minimizes irrigation runoff, promotes surface infiltration, minimizes use of pesticides and fertilizers and incorporates appropriate sustainable landscaping programs (such as Bay-Friendly Landscaping).
11. Site may be subject to C.3 requirements of the Municipal Regional Stormwater Permit (please see SMCWPPP C.3 Regulated Projects Guide at <https://www.flowstobay.org/newdevelopment> for guidance). If C.3 is applicable, the following items will be required;
12. Applicant shall provide 100% Low-Impact Development for C.3 stormwater treatment for all of the project's impervious areas per MRP Section C.3.b. In-lieu of feasible on-site treatment, qualifying applicants may apply for the **Special Project Status** exemption per Provision C.3.e.ii to Low Impact Development for C.3 treatment. However, **the applicant must provide a complete Infeasibility Narrative establishing all of the following (while still treating as much of the runoff via LID onsite as possible):**
 - a. **Infeasibility of treating 100%** of the amount of runoff identified in Provision C.3.d for the project's drainage area with LID treatment measures **onsite**;
 - b. **Infeasibility of treating 100%** of the amount of runoff identified in Provision C.3.d for the project's drainage area with LID treatment measures **offsite** within South San Francisco, providing LID treatment of an equivalent amount of runoff either at a:
 - i. Available Regional Stormwater Project in same watershed ;
 - ii. Property owned by the project proponent in the same watershed; or
 - iii. Planned South San Francisco Green Infrastructure (GI) Stormwater Project.
 1. Project options to be made available by City Engineering staff upon request
 - c. **Infeasibility of treating 100%** of the amount of runoff identified in Provision C.3.d for the project's drainage area with some combination of LID treatment measures onsite, offsite or at a Regional Project in the same watershed;
 - d. **Infeasibility of installing LID treatment within the Right-of-Way.** If Applicant chooses to treat any of their Project's impervious areas within the ROW, Applicant shall size the treatment measures to treat both the Project's impervious areas and the ROW. The ROW area to be treated shall be from the property line to the street centerline or crown whichever is a greater distance along the entire project frontage. Sizing and design shall conform to the San Mateo Countywide Water Pollution Prevention Program design templates and technical guidance and be approved by the Water Quality Control Plant and the Engineering Division. Applicant shall maintain all treatment measures required by the project and enter into a Stormwater Treatment Measure Maintenance Agreement with the City.
13. Completed attached forms for Low Impact Development (C3-C6 Project Checklist).
Forms must be on 8.5in X 11in paper and signed and wet stamped by a professional engineer.

Calculations must be submitted with this package.

Use attached forms for completing documents, as old forms are no longer sufficient

Forms can also be found at <http://www.flowstobay.org/newdevelopment>

A completed copy must also be emailed to andrew.wemmer@ssfca.gov

14. Sign and have engineer wet stamp forms for Low Impact Development.
15. Submit flow calculations and related math for LID.
16. Complete attached Operation and Maintenance (O&M) agreements.
Use attached forms for completing documents, as old forms are no longer sufficient
Do not sign agreement, as the city will need to review prior to signature. Prepare packet and submit including a preferred return address for owner signature.
Packet should also be mailed or emailed to:
Andrew Wemmer
City of SSF WQCP
195 Belle Air Road
South San Francisco, CA 94080
Andrew.wemmer@ssfca.gov
Exhibit Templates can also be found within Chapter 6 the C.3 Technical Guidance at <http://www.flowstobay.org/newdevelopment>.
17. The onsite catch basins are to be stenciled with the approved San Mateo Countywide Stormwater Logo (No Dumping! Flows to Bay).
18. Landscaping shall meet the following conditions related to reduction of pesticide use on the project site:
 - a. Where feasible, landscaping shall be designed and operated to treat stormwater runoff by incorporating elements that collect, detain, and infiltrate runoff. In areas that provide detention of water, plants that are tolerant of saturated soil conditions and prolonged exposure to water shall be specified.
 - b. Plant materials selected shall be appropriate to site specific characteristics such as soil type, topography, climate, amount and timing of sunlight, prevailing winds, rainfall, air movement, patterns of land use, ecological consistency and plant interactions to ensure successful establishment.
 - c. Existing native trees, shrubs, and ground cover shall be retained and incorporated into the landscape plan to the maximum extent practicable.
 - d. Proper maintenance of landscaping, with minimal pesticide use, shall be the responsibility of the property owner.
 - e. Integrated pest management (IPM) principles and techniques shall be encouraged as part of the landscaping design to the maximum extent practicable. Examples of IPM principles and techniques include:
 - i. Select plants that are well adapted to soil conditions at the site.

- ii. Select plants that are well adapted to sun and shade conditions at the site. In making these selections, consider future conditions when plants reach maturity, as well as seasonal changes.
 - iii. Provide irrigation appropriate to the water requirements of the selected plants.
 - iv. Select pest-resistant and disease-resistant plants.
 - v. Plant a diversity of species to prevent a potential pest infestation from affecting the entire landscaping plan.
 - vi. Use “insectary” plants in the landscaping to attract and keep beneficial insects.
19. A SWPPP must be submitted (if > 1 acre). Drawings must note that erosion control shall be in effect all year long.
20. A copy of the state approved NOI must be submitted (if > 1 acre)

For questions concerning Water Quality Control Division COAs, contact Andrew Wemmer at Andrew.Wemmer@ssfca.gov or (650) 829-3840.