

**CONDITIONS OF APPROVAL**  
**2360 Galway Drive**  
**Westborough Preschool Expansion Project**  
**P25-0064: DR25-0013 & ND26-0001**

**As recommended by City Staff on February 19, 2026**

**Introduction**

The term “applicant”, “developer”, “project owner” or “project sponsor” used hereinafter shall have the same meaning- the applicant for the 2360 Galway Drive 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 Dorman Associates, dated December 12, 2025. 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, prepared by Dorman Associates, dated December 12, 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. Applicant shall submit a checklist showing compliance with Conditions of Approval with building permit plans 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 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.
11. Applicant shall comply with all permitting requirements of PG&E related to the project, and provide proof of permits and/or approval prior to building permit issuance for these project elements.
12. The applicant shall comply with all terms and conditions specified in the lease agreement with the City for the property.
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, subject to any extensions provided under the Subdivision Map Act or other applicable law. 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. No construction activities (including demolition) shall occur on days that there are City events taking place in Westborough Park. Coordinate with Parks and Recreation staff for said dates.
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**

1. 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.
2. 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.
3. Plant materials shall be replaced when necessary with the same species originally specified unless otherwise approved by the Chief Planner.
4. 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).
5. 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.

6. 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.
7. All landscaping installed within the public right-of-way by the applicant shall be maintained by the property owner.
8. 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.
9. Prior to issuance of any building or construction permits, the applicant shall submit interim and final phasing plans (if applicable) and minor modifications to interim and final phasing plans for review and approval by the Chief Planner, City Engineer and Chief Building Official.
10. 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.
11. 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.
12. 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.

For questions regarding Planning Division COAs, please contact Christy Usher at Christy.Usher@ssfca.gov or (650) 877-8535.

## **ENGINEERING DIVISION**

Below are the conditions that apply to the subject permit, which may overlap with any standard development conditions – these conditions are subject to change.

### **Permits**

1. At the time of each permit submittal, the Applicant shall submit payment 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 fee amount calculation.
  - b. Hauling/Grading plan check and permit processing. Provide Cubic Yards for fee 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 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 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.
5. 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.

### **Plan Submittal**

6. 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).

7. Prior to building permit issuance, the Applicant shall obtain a grading permit with the Engineering Division and shall submit an application, all documentation, fees, 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.**

8. 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.**

An engineer's cost estimate for the scope of work shown on the approved Public 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.

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

## **Mapping**

11. Applicant shall submit all documents required for review of any mapping application as a separate application from the improvement plans.
12. Applicant shall pay for all Engineering Division deposits and fees required for any mapping application prior to review.

## **Right-of-Way**

13. 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 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.

14. 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.
15. The portion of the curb from the driveway entrance along Galway Drive to the parking lot shall be painted red to prohibit drop-off off/ loading or unloading as shown on the entitlement plans and the traffic study. The purpose of the red zone is to prevent vehicles queueing back into the driveway and intersection.
16. The Applicant shall reconstruct the existing driveway aprons on Galway Drive and Westborough Boulevard to comply with current City Standards conforming to ADA requirements. The reconstructed driveway aprons shall include detectable warnings on each approach.
17. 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.
18. Applicant shall ensure that any pavement markings impacted during construction are restored and upgraded to meet current City standards current to the time of Encroachment Permit approval.
19. The Applicant shall be responsible for maintaining all street trees and landscaped irrigation systems installed within the Public right-of-way.
20. Prior to the issuance of an Encroachment Permit, the Applicant shall provide an engineer's estimate for all work performed within the public right-of-way.
21. Prior to the issuance of an Encroachment Permit, the Applicant shall submit Traffic and Pedestrian Control Plans for proposed work on Galway Drive, Westborough Boulevard and/or any area of work that will obstruct the existing pedestrian walkways.
22. 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.
23. 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.
24. 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.

25. Prior to the issuance of a building permit, the Applicant shall coordinate with Scavenger and submit all garbage related plans.

### **Stormwater**

26. The Applicant shall submit to the City Engineer a storm drainage and hydraulic study for the fully improved development analyzing existing conditions and post-development conditions. The study shall confirm that the proposed development will meet the goal of reducing peak runoff by 15% based on a 25-year, 5-minute design storm for each drainage basin or subwatershed within the project site. Methods for reducing 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. The study shall be submitted to the City Engineer for review and approval.
27. 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.
28. Hydraulic Grade lines shall not be less than 1 foot from the ground surface.
29. Runoff Coefficients used for hydraulic calculations shall be as follows:
  - a. Pervious areas—0.35
  - b. Impervious areas—0.95
30. 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.
31. 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.
32. 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 Municipal Regional Permit.
33. 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.
34. 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.

### **Sanitary Sewer**

35. Applicant shall video inspect the City 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.

36. 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.
37. The Applicant shall install new sewer lateral to City Standards.
38. The Sanitary Sewer plans 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.
39. All utility crossings for new gravity facilities shall be potholed, verified and shown on the plans prior to the building permit submittal.
40. 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.
41. 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.
42. 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**

43. All 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.
44. The proposed transformer along the project frontage on Galway Drive shall be properly screened with landscaping or other measures to the satisfaction of the Engineering and Planning Division.

### **Domestic Water**

45. 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.
46. 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.
47. 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**

48. All internal driveways must comply with the City of South San Francisco Municipal Code Section 20.330.010. One-way travel lanes must be clearly marked and signed accordingly. Internal driveways that also function as Emergency Vehicle Access (EVA) routes must be at least 20 feet wide.
49. The light poles and fixtures shall match City Standards or as otherwise directed by the City Engineer.
50. Staging or storing of trash bins shall not be permitted on Public right-of-way.
51. The Applicant shall submit a construction access plan that clearly identifies all areas of proposed access during the proposed development.
52. 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.
53. 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.
54. 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.
55. 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 does not obstruct clear lines of sight for vehicles entering or exiting the site.

### **Grading**

56. 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.
57. 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.
58. 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.
59. 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.

60. 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.
61. 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.
62. 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.

For questions regarding Engineering Division COAs, please contact Anthony Schaffer at [Anthony.Schaffer@ssfca.gov](mailto:Anthony.Schaffer@ssfca.gov) or (650) 829-6667.

## **FIRE DEPARTMENT**

After reviewing the proposed application and plans provided for this project, the Fire Department has the following comments. This plan is being APPROVED WITH CONDITIONS NOTED BELOW.

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 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 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/construction 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. 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.
8. An approved water supply capable of supplying the required fire flow for fire protection shall be provided to premises on which facilities, buildings or portions of buildings are hereafter constructed or moved into or within the jurisdiction, in accordance with CFC Section 507, Appendices B & C.
  - a. Fire-flow requirements for buildings or portions of buildings and facilities shall be determined by adopted CFC Appendix B and SSF Municipal Code.
  - b. Fire hydrant systems shall comply with adopted CFC Section 507.5.1 through 507.5.8 and Appendix C.
9. **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 CBC & CFC Chapter 33.
10. **Prior to issuance of building permits**, in accordance with CFC Section 105.6 the fire code official shall have the authority to require fire construction permit 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. Only the following fire construction permits are approved for deferred submittal: (1) Automatic fire extinguishing systems, (2) Emergency responder communication coverage system (ERCCS), and (3) Fire alarm and detection systems and related equipment.
11. 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 prohibited unless approved by the fire code official.
    - ii. Should a security gate(s) be planned to serve the facility, they shall be automatic and 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.
12. Prior to the 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.

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

## **POLICE DEPARTMENT**

All construction must comply with **South San Francisco Municipal Code (SSFMC) Chapter 15.48.070 – Minimum Security Standards for Non-Residential Buildings** (Ord. 1477 § 1C, 2013; Ord. 1166 § 1, 1995).

Additionally, per **SSFMC Section 15.48.085 – Additional Security Measures**, the following requirements shall also apply:

### **1. Emergency Access System for First Responders**

Applicants shall install and maintain a secure access system that enables first responders to enter the building via a keypad or similar electronic device. A permanent access code must be provided to the South San Francisco Police Department. *Please note: physical keys or access cards will not satisfy this requirement.*

- This is separate from the Fire Department's "Knoxbox" requirement.
- Access must be provided at two separate entry points, located on different sides of the building, to ensure tactical advantage during emergency response.

### **2. Exterior and Interior Double Door Configuration**

All exterior double-door entries shall have only one exterior handle, located on the right-hand door (from the outside perspective).

- This design prevents external tampering, such as locking or chaining doors shut.
- The same requirement applies to interior double doors that lead to shared or common areas.

### **3. Door Hardware and Anti-Tampering Measures**

Double door hardware shall be designed to prevent doors from being secured (using a rope, chain, cable, etc.) to adjacent doors or fixed objects within four feet.

- This is a life safety measure to ensure unrestricted ingress and egress.
- Pay special attention to glass door configurations.

*Illustrative examples of acceptable and unacceptable designs may be found below.*

Acceptable:



Unacceptable:



#### **4. Exterior Lighting**

All exterior doorways must be illuminated during darkness **with** white, full cut-off pedestrian-scale lighting.

#### **5. Bicycle Racks**

Any exterior bicycle racks must be of the inverted “U” design, or a comparable design that provides two distinct locking points per bicycle.

#### **6. Public Benches**

Publicly accessible benches shall be designed to discourage sleeping or lying down, such as including a center armrest or railing.

#### **7. Public Power Outlets**

All publicly accessible power outlets must be secured or disabled during non-business hours.

- Locking covers must be metal and installed prior to final inspection.
- Plastic covers are not acceptable.

## **8. Surveillance System**

Applicants must install and maintain a video surveillance system compliant with SSFMC Section 8.66.050 – Minimum Technological Standards (Ord. 1515, 2016).

- Cameras shall function as both a deterrent and investigative aid.
- Minimum coverage must include:
  - All exterior entrances and exits
  - Outdoor areas of the property

## **9. Secure Perimeter**

A fenced perimeter with childproof, lockable gates is required. This includes fully enclosed and secure play areas, where applicable.

## **10. Controlled Main Entrance**

The facility must include a secured main entrance equipped with a buzz-in or intercom system to control access.

## **11. Window Coverings**

All windows shall be fitted with easy-to-use, rapid-deploy window coverings appropriate for emergency lockdown scenarios.

## **12. Classroom Door Security**

All classroom doors must be capable of being locked from the inside and should include supplemental door barricade devices to enhance occupant safety during lockdowns or intruder incidents.

*Example illustrations of door barricade systems are available upon request.*



Applicants must acknowledge these requirements and identify the corresponding security features in the submitted construction plans. The South San Francisco Police Department reserves the right to review and comment on revised or updated plans as needed.

For questions concerning this project, please contact the Planning Sergeant at (650) 877-8927 or at [planningsergeant@ssfca.gov](mailto:planningsergeant@ssfca.gov).

## **WATER QUALITY CONTROL DIVISION**

**APPROVED WITH 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:**

1. **PCBs Screening Form**
2. **QAQC checklist**
3. **Contractor's Report**
4. **Analytical Results (if applicable)**
5. If PCBs Screening and Assessment result in any **materials containing PCBs in concentrations > 50 ppm**, appropriate Best Management Practices (BMPs) from the attached **Specified BMPs for Demolition Projects** will be required on the Erosion Control Plan (submitted as part of plan set) and on site until completion of the demolition process (including Erosion Control, Sediment Control, and management of Dust, Waste, Materials and Non-stormwater).
6. **As site falls in a Moderate Trash Generation area per South San Francisco's ATTACHED Trash Generation Map (<http://www.flowstobay.org/content/municipal-trash-generation-maps>)**, determined by the Water Quality Control Division:
  - Regional Water Quality Control Board-approved **full trash capture devices** must be installed to treat the stormwater drainage from the site.
  - At a **minimum**, a device must be installed before the onsite drainage enters the City's public stormwater system (i.e. trash capture must take place no farther downstream than the last private stormwater drainage structure on the site).

-An Operation & Maintenance Agreement will be required to be recorded with San Mateo County, ensuring the device(s) will be properly maintained.

*-A full trash capture system is any single device or series of devices that traps all particles retained by a 5 mm mesh screen and has a design treatment capacity of not less than the peak flow rate resulting from a one-year, one-hour storm in the sub-drainage area or designed to carry at least the same flow as the storm drain connected to the inlet.*

7. Roof leaders/gutters must NOT be plumbed directly to storm drains; they shall discharge to stormwater treatment devices or landscaping first.
8. Fire sprinkler test drainage must be plumbed to sanitary sewer and be clearly shown on plans.
9. Install a condensate drain line connected to the sanitary sewer for rooftop equipment and clearly show on plans.
10. Garbage Disposals in Industrial/Commercial facilities are prohibited by City of South San Francisco Municipal Code. Do not include/Remove Garbage Disposal(s) in plans.
11. 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).
12. **Site is 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). The following items will be required and will be reviewed by the city's C3 consultant;**
13. 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.

14. 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.flowsstobay.org/newdevelopment>**  
**A completed copy must also be emailed to [andrew.wemmer @ssf.net](mailto:andrew.wemmer@ssf.net)**

15. Sign and have engineer wet stamp forms for Low Impact Development.

16. Submit flow calculations and related math for LID.

17. 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@ssf.net](mailto:Andrew.wemmer@ssf.net)  
*Exhibit Templates can also be found within Chapter 6 the C.3 Technical Guidance at <http://www.flowsstobay.org/newdevelopment>.*

18. The onsite catch basins are to be stenciled with the approved San Mateo Countywide Stormwater Logo (No Dumping! Flows to Bay).

19. 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.

20. A SWPPP must be submitted (if > 1 acre). Drawings must note that erosion control shall be in effect all year long.

21. A copy of the state approved NOI must be submitted (if > 1 acre).

For questions concerning Water Quality Control Division COAs, please contact Andrew Wemmer with any questions at [Andrew.Wemmer@ssfca.gov](mailto:Andrew.Wemmer@ssfca.gov) or (650) 829-3840.

## **BUILDING DIVISION**

This project is being returned as approved with condition – The following items may have influences on the project.

1. Provide separate Demo permit for the project.
2. Provide J permit from Bay Area Air Quality Management District.
3. Provide project to full compliance with 2022 California Building Code 11B Accessibility.
4. Provide project to comply with Stormwater Pollution Prevent, 2022 California Energy Code and 2022 California Green Code.

Note: May have more comments during plan check.

For questions concerning Building Division COAs, please contact Gary Lam at [gary.lam@ssfca.gov](mailto:gary.lam@ssfca.gov) or (650) 829-6683.