



**CITY OF DALY CITY**  
**Planning Division**

333 90th St. - Second Floor  
Daly City, CA 94015  
Phone (650) 991-8033

# **MINOR DEVELOPMENT PROJECT APPLICATION**

**(contact Planning Division for invoice)**

Please check appropriate box. I am applying for:

Administrative Use Permit (New)

Design Review Committee

Administrative Use Permit (Renewal)

Design Review (Concurrent)

Administrative Design Review

Variance — Major / Minor

Use Permit — Tenant Improvement

Use Permit / Sign Program

Please describe the project and where it is.

\_\_\_\_\_  
Property Address

\_\_\_\_\_  
Assessor Parcel Number

\_\_\_\_\_  
Project description, including any required off-site improvements and the size of the parcel

Please identify who is applying:

\_\_\_\_\_  
Applicant Name

\_\_\_\_\_  
Applicant Email Address

\_\_\_\_\_  
Applicant Address

\_\_\_\_\_  
Applicant Phone Number

\_\_\_\_\_  
Property Owner Name (printed)

\_\_\_\_\_  
Property Owner Signature (notarization required)

# MINOR DEVELOPMENT SUBMITTAL REQUIREMENTS

(please provide digital plans and documents only — 20 megabyte file maximum per file)

Does the application involve changes to the building interior only? You'll need the following:

Floor plan (professionally drawn)      Site Plan, unless waived by Planning Division  
Written description of the project (nature of the use, hours of operation, etc.)

Does the application involve a new building? If so, also you'll also need the following:

Site Plan      Landscape Plan      Lighting Plan  
Building elevations and perspective drawings, including all proposed signs  
Noise study, unless waived by Planning Division  
Preliminary grading and drainage plan  
Water study (unless waived by City Engineer)  
Sewer study (unless waived by City Engineer)  
Traffic study / vehicle queuing analysis (unless waived by City Engineer)  
Stormwater treatment design and checklist (see [www.dalycity.org/stormwater](http://www.dalycity.org/stormwater))

Does the application involving building a new wireless facility? You'll need the following:

A site plan drawn to a measurable scale showing the metes and bounds and existing features of the site including existing structures, roads, trees, and other significant natural features;  
A map showing how the proposed facility fits into the individual service provider's network of existing and proposed antenna sites;  
A map identifying all of the applicant's existing telecommunications facilities within city limits. The map shall include an illustration of the estimated coverage area (search area) for all existing and proposed antenna sites for the applicant and/or service provider;  
A letter explaining the site selection process including information about other sites that were considered and reasons for their rejection. In addition, carders must demonstrate that facilities have been designed to attain the minimum height required from a technological standpoint for the proposed site;  
Visual impact demonstrations using photo-simulations, story poles, elevations or other visual or graphic illustrations to determine potential visual impact including proper coloration and blending of the facility with the proposed site (number of copies, if applicable, to be determined by the director);  
A landscape plan that shows existing vegetation, indicating any vegetation proposed for removal, and identifying proposed plantings by type, size and location; and  
A letter to the director stating that the system, including the antennas and associated base transceiver stations, conforms to the radio-frequency radiation emission standards adopted by the FCC.