



# PRE-APPLICATION REVIEW REQUEST FORM & AUTHORIZATION

## PLANNING DIVISION

315 Maple Avenue, South San Francisco, CA 94080

Phone: (650) 877-8535

Email: [planning@ssf.net](mailto:planning@ssf.net)

Website: [www.ssf.net/planning](http://www.ssf.net/planning)

OFFICE USE ONLY

PERMIT #: \_\_\_\_\_

Project Address: \_\_\_\_\_ Assessor Parcel #: \_\_\_\_\_

Zoning Designation: \_\_\_\_\_ Lot Size: \_\_\_\_\_

Present and/or Previous Use: \_\_\_\_\_

Adjacent Uses: \_\_\_\_\_

Description of Proposal (attach separate sheets if needed):

OFFICE USE ONLY

Fees: \_\_\_\_\_

Date Application Received: \_\_\_\_\_

Staff Initial: \_\_\_\_\_

### Preliminary Application Conditions

South San Francisco Municipal Code Section 20.450.003 authorizes Pre-Application Review as an optional review process in order to provide information on large or complex projects and projects that are potentially controversial. If an applicant chooses to utilize this process, a completed application accompanied with a deposit for further review is required. This further review may include internal review of the project and zoning consistency, site plan evaluation, coordination with other City departments for comments or feedback, communication with the applicant(s) and/or their designee/consultants, and any other associated effort prior to submittal of a formal application. By signing below, applicant acknowledges that the pre-application review is not subject to the requirements of the California Permit Streamlining Act. Neither the pre-application review nor the provision of information and/or pertinent policies shall be construed as a recommendation for approval or denial of the application by City representatives. Any recommendations that result from pre-application review shall be considered advisory only and shall not be binding on either the applicant or the City. **Applicant further acknowledges that a payment pursuant to this Preliminary Application does not constitute a formal application to the City.**

Name: \_\_\_\_\_

e-mail: \_\_\_\_\_

Address: \_\_\_\_\_

Phone: \_\_\_\_\_

Signature: \_\_\_\_\_

Date: \_\_\_\_\_

**CITY OF SOUTH SAN FRANCISCO**  
**PRE-APPLICATION REVIEW**  
**PAYMENT AND HOLD HARMLESS AGREEMENT**

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As part of the City’s preliminary application review of the project, Applicant agrees to pay all personnel and related direct, indirect and overhead costs of the City for review of the subject preliminary application review project, including but not limited to City staff costs and City Attorney costs. Applicant agrees to pay these costs even if the pre-application is withdrawn, not approved, approved subject to conditions, or modified on approval. **See fee schedule for pre-application fees.**

Applicant shall provide written notice to the City’s Chief Planner in the event there is a change in the applicant’s interest in the property, project, or the billing contact person for said project. Said notice shall be mailed first class, postage paid, and certified mail to:

Planning Manager  
City of South San Francisco  
315 Maple Avenue  
South San Francisco, CA 94080

Applicant, and any other signatories below, hereby understand and agree that the costs incurred by City Staff for preliminary review of the proposed project may not be assigned without the prior written consent of the City.

Applicant, and any other signatories below, agree to defend, indemnify, and hold harmless the City of South San Francisco and its agents, officers, and employees from any action, claim, or proceeding brought against the City or its agents, officers, or employees which challenges the validity of any approval by the City, its agencies, boards, Commission, or Council with respect to applicant’s project. Applicant, and other signatories below agree that this indemnification shall apply to any attorney fees incurred by the City, costs of suit, damages, or other expenses awarded against the City, its agents, officers, and employees in connection with the action. This indemnification releases the City from and against all liability in connection with City’s defense of its action in any proceeding brought in any state or federal court challenging the City’s actions with respect to the applicant’s project.

In the event that an action, claim, or proceeding is initiated against the City with respect to the applicant’s project the applicant, and other signatories below, shall cooperate fully in the defense upon receipt of notification by the City. Nothing in this agreement shall prohibit the City from participating in the defense of any claim.

This agreement shall be only executed by an authorized representative of the applicant. The person(s) executing this agreement represents that he/she is authorized to enter into agreement on behalf of the applicant. If more than one person or entity is named as Applicant for the proposed project, all entities/persons must sign as indicated below.

Project Name: \_\_\_\_\_

Site Address: \_\_\_\_\_

\_\_\_\_\_  
Applicant Signature

\_\_\_\_\_  
Date

Print Name: \_\_\_\_\_

Title: \_\_\_\_\_

\_\_\_\_\_  
Property Owner Signature (*If different than applicant*)

\_\_\_\_\_  
Date

Print Name: \_\_\_\_\_

Title: \_\_\_\_\_

Additional applicants:

\_\_\_\_\_  
Applicant (2)

Print Name: \_\_\_\_\_

Date: \_\_\_\_\_

Title: \_\_\_\_\_

\_\_\_\_\_  
Applicant (3)

Print Name: \_\_\_\_\_

Date: \_\_\_\_\_

Title: \_\_\_\_\_