COUNTY OF SAN MATEO
PLANNING AND BUILDING

455 County Center, 2nd Floor | Mail Drop PLN 122
Redwood City, CA 94063
(650) 363-4161
planning.smcgov.org

Request for Planning/Zoning/Building Research or Review

Name:_____ Date:_____

Address:_____ City:_____ Zip:_____

Email Address:_____ Telephone:_____

Address of Subject Property: _____

APN(s): _____

Please describe the information you seek as clearly and completely as possible. Attach any documents which you believe will be helpful. A staff person will be assigned to investigate and respond to your inquiry. Please note that effective October 5, 2018, all Planning research time in excess of 1/2 hour is charged to the requester; the current rate is $100.00 per hour per the Planning Fee Schedule approved by the Board. Effective January 15, 2021, all Building property research is $85.00 per parcel for the first 30 minutes of staff time, and $165 per hour after that, per the Building Permit and Inspection Fee Schedule approved by the Board. Please initial that you agree to pay this fee:_____

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STAFF USE ONLY

Received by:_____ Date:_____

Referred to:_____ Date:_____

Time/Cost estimate if over 1/2 hour:_____

Inquirer contacted by:_____ Date:_____

Research fee paid: _____ Date:_____

Updated: 06/28/2023