



COUNTY OF SAN MATEO
PLANNING AND BUILDING

Request for
Planning/Zoning/Building
Research or Review

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

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 time in excess of 1/2 hour is charged to the requester; the current rate is \$165 per hour, per the Building Permit and Inspection Fee Schedule approved by the Board. Please initial that you agree to pay this fee: _____

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: _____