



PROJECT ENDORSEMENT FORM

Endorsement Process

The applicant should submit a Project Endorsement Form at least six weeks before any action by Chamber San Mateo County (The Chamber) is required. This will allow time for review by at least one committee and the Board of Directors.

Developers may contact The Chamber at any time prior to submitting an endorsement request. The Chamber typically invites applicants to make one or more informational presentations before taking formal action.

Because the planning process provides useful information about a project and often leads to project revisions, The Chamber offers three tiers of support based on the timing of the endorsement request in relation to the formal public process: Please let us know which tier you are asking for.

- **Conceptual Endorsement** – before the project has begun formal public review by the jurisdictional authority.
- **Conditional Endorsement** – during the public process but before one or more key issues or details are resolved or pending the availability of specific information.
- **Full Endorsement** – during the public process when technical review is complete, and the project details are finalized.

After receiving Conceptual Endorsement, the applicant should describe how the project has evolved when requesting higher levels of support.

Once a project has been endorsed, the Chamber may offer the following:

- A letter of support from the Chamber
- Encouraging letters of support from Chamber members
- Written and/or verbal testimony at public hearings
- Active advocacy as needed in coordination with Chamber staff

Endorsement Form

Please provide the information requested below. Indicate if the information is not yet available or does not apply to the proposed project. Rather than completing this form, you may instead attach a project description or project plans that provide the information requested here.

Please return your answers electronically to [Amy Buckmaster](#).

For questions, contact the Chamber at 650-364-1722.

Development/Project Name:	
Location of Development/Project:	
Developer:	
Developer Contact(s) (name, phone, e-mail):	
City Staff Contact(s) (name, phone, e-mail):	
Proposed Density (net)	
Proposed Heights	
Site Size (acreage)	
Mixed Use? Square Footage?	

Proposed Parking Spaces & Ratio	
Proximity to Public Transit	
Proximity to Services (Retail, schools, parks, etc.)	
Proximity to Jobs	
Green Building Features	
Current General Plan Designation & Zoning	
Current Uses on Site	
Compatibility w/ Surrounding Uses	

Community Benefits	
Community Concerns & Actions to Address Concerns	
How has the project evolved since the Chamber offered its last level of support (if requesting Conditional or Full Endorsement)?	
Status of the Planning Process <ul style="list-style-type: none"> • Anticipated timeline • Milestones, permits, approvals • Relevant hearing dates 	
Other Information	