

**Chamber San Mateo County
Project Endorsement Process**

DEVELOPMENT REVIEW INFORMATION FORM

Development Name:

Location:

Developer:

Developer Contact (name, phone, e-mail):

City Staff Contact (name, phone, e-mail):

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 attach a project description or project plans that provide the information requested here.

Location of Project	
Proposed Density (net)	
Proposed Heights	
Site Size	
Mixed Use? Square Footage?	
Proposed Parking Spaces & Ratio	
Proximity to Public Transit	
Proximity to Services (Retail, schools, parks, etc.)	
Proximity to Jobs	

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Green Building Features	
Current General Plan Designation & Zoning	
Current Uses on Site	
Compatibility w/ Surrounding Uses	
Community Concerns & Actions to Address Concerns	
Status of the Planning Process <ul style="list-style-type: none">• Anticipated Timeline• Milestones, permits, approvals• Relevant hearing dates	
Other Information	
Community Benefits	

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Endorsement Process

The applicant should submit a Development Review Information Form at least six weeks before any action by the Chamber is required, to 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.

Once a project has been endorsed by the Chamber, the form of support may include any or all of the following:

- A letter from the Chamber that can be publicly circulated at the discretion of the applicant;
- Letters from individual Chamber member organizations for public circulation;
- Active advocacy, including testimony at public hearings and media statements.