



**CITY OF SOUTH SAN FRANCISCO
PLANNING DIVISION**

**315 Maple Avenue, South San Francisco, CA
(650) 877-8535**

TENTATIVE PARCEL MAP APPLICATION REQUIREMENTS

No application will be accepted unless it contains the following items:

Filing Fee (check payable to City of South San Francisco)	See "Fee Schedule"
Owner Statement and application (attached)	1 Copy
Title Report	1 Copies
A statement as to the disposition of all existing structures, trees, walls, tanks, irrigation and public utility lines and facilities. In addition, a description of the proposed method of sewerage disposal, water, electric, gas, and the telephone service connections of relocation is necessary, along with the names and addresses and telephone numbers for each such agency supplying service to the site.	
Tentative Parcel Map	8 full sized copies (24" X 36") & 35 reductions (11"x17")
Environmental Information Form (attached)	1 Copy
Preliminary Soils Report (if required by City Engineer)	3 Copies
Maps for condominium projects require additional information.	

***Note: All exhibits must be folded to 8 ½" x 11" size before submittal;
See instructions in attachment.

An electronic copy of all plans and color renderings shall be submitted in a PDF or TIFF format with the application package.

Applications may be submitted at any time but the deadline for each planning cycle is always the last Friday of each month. Applications shall be processed according to a schedule that has been determined for the entire year. Copies of the schedule are available at the Planning Division and online at http://www.ssf.net/depts/comms/planning/design_review/default.asp.

ANY APPLICANT WISHING TO WITHDRAW OR CONTINUE AN ITEM WHICH HAS BEEN SCHEDULED ON THE AGENDA SHALL SUBMIT A LETTER OF REQUEST TO THE PLANNING DIVISION.

*Mailing Address: P.O. Box 711, South San Francisco, CA 94083

Rev. September 2004

TENTATIVE PARCEL MAP APPLICATION

TO BE COMPLETED BY THE APPLICANT
(PLEASE PRINT OR TYPE)

NAME OF ENGINEER OR LICENSED SURVEYOR		LIC. #	DAYTIME TELEPHONE #	
			E-MAIL	
ADDRESS	CITY		STATE	ZIP CODE
NAME OF DEVELOPER OR AGENT		LIC. #	DAYTIME TELEPHONE #	
			E-MAIL	
ADDRESS	CITY		STATE	ZIP CODE
NAME OF OWNER(S) ON RECORD			DAYTIME TELEPHONE #	
			E-MAIL	
ADDRESS	CITY		STATE	ZIP CODE

I HEREBY CERTIFY THAT I AM THE OWNER OF THE PROPERTY INVOLVED IN THIS APPLICATION AND THAT THE FOREGOING FACTS AND STATEMENTS HEREWITH SUBMITTED ARE IN FACT TRUE AND CORRECT TO THE BEST OF MY KNOWLEDGE AND BELIEF. **LEGAL NOTICE DEPOSIT:** EFFECTIVE JANUARY 22, 2003, THE PLANNING DIVISION IS REQUIRING A DEPOSIT FOR LEGAL NOTICING PROCEDURES. THIS INCLUDES NEWSPAPER AD, PUBLIC HEARING NOTICE TO NEIGHBORS AS REQUIRED BY CEQA AND ANY ENVIRONMENTAL DOCUMENT NOTICING THAT MAY BE REQUIRED BY LAW (SEE FEE SCHEDULE FOR DETAILS). **PLEASE NOTE THAT THIS IS A DEPOSIT AND YOU WILL BE REQUIRED TO REIMBURSE THE CITY OF SOUTH SAN FRANCISCO IF THE COSTS EXCEED THE INITIAL DEPOSIT.**

DATE	OWNER'S SIGNATURE	PRINT NAME

DESCRIPTION OF EXISTING PARCEL(S):	NO. OF LOTS	ASSESSORS PARCEL NO.

PARCEL(S) LOCATED IN DOWNTOWN CENTRAL REDEVELOPMENT AREA	<input type="checkbox"/> YES
	<input type="checkbox"/> NO

LOCATION	AREA (AREA OR SQ FT)	ZONE

EXISTING USE OF PROPERTY

LEGAL DESCRIPTION (MAY BE ON ATTACHED SHEET)

DESCRIPTION OF PROPOSED PARCEL(S): NO. OF LOTS

LOT AREA OF
EACH PARCEL

A.

B.

D.

E.

DESCRIPTION OF ACTIONS TO BE ACCOMPLISHED WITH MAP

PROPOSED USE OF PROPERTY

FOR OFFICIAL USE ONLY

PARCEL MAP NO. _____

APPLICATION RECEIVED _____

RECEIPT NO. _____

FEE: \$ _____

HEARING DATE _____

SOUTH SAN FRANCISCO
PLANNING COMMISSION

CONDITIONALLY APPROVED

DENIED

PLANNING DIRECTOR

DATE

CITY OF SOUTH SAN FRANCISCO PLANNING DIVISION
TENTATIVE PARCEL MAP

All Tentative Maps Submitted to this Office
Must Include the Following Information

I. Map Format

- A. Place Map Title in lower right hand corner as follows:
 - 1. Map Number (obtain from City Planner)
If revised map, indicate "Revision No.1, 2, etc."
 - 2. Name, address, and phone number of sub-divider.
 - 3. Name, address, and phone number of owner.
- B. Name, address, and phone number of person or firm who prepared the map, and date of preparation.
- C. North arrow and scale (map shall be orientated to the north and shall not be less in scale than 1"=100', unless approval has been granted by the Planning Division to reduce the scale.) The scale shall be of such a size that the plat boundaries cover over 25 percent of the area within the sheet border. In no case shall any map be less than 18"x26".
- D. Utility Services Summary. This summary shall include all public or private utilities companies that will serve the subdivision (including water, sewers, gas, electricity, telephone, cable T.V., etc.).
- E. Lot Summary. This summary shall include the total acreage and the total lots in the proposed subdivision (including an individual summary of single-family, multiple-family, commercial, and industrial lots, school sites, park sites, church sites, and open space lots).

II. Location Map.

A vicinity or area map at minimum scale of 1"=1000' showing the major existing circulation pattern, and all proposed major streets, existing major water courses, and existing flood control channels within one mile of the exterior boundaries of the subdivision.

III. Map Specifications

- A. All boundary lines of the subdivision with approximate bearing and distances.
- B. Existing contour lines, their extension 100 feet beyond the tract boundary and sufficient additional topography to define adjacent drainage channels and justify feasibility of extending streets that dead-end at tract boundaries. The contour intervals shall be as follows:
 - 1. One foot when the slope of ground is less than five percent.

2. Two feet when the slope of ground is between five and ten percent.
 3. Five feet when the slope of ground is between ten and twenty-five percent.
 4. Ten feet when the slope is greater than twenty- five percent. (At least every fifth contour shall be clearly labeled and indicated so as to be distinctive.)
- C. Individual lot lines, dimensions, pad elevations, and number of each lot. Each lot and its dimensions shall be shown on one sheet of the map.
- D. The proposed use and classification of each lot.
- E. All existing land use structures, fences, tree rows, trees, wells, and prominent features within the subdivision, including those on immediately adjoining land.
- F. Top and toe of all proposed slopes or embankments shall be shown as dotted lines, and proposed slopes or embankments shall be shaded lightly so as not to obscure other data. All contemplated grading shall be so indicated.
- G. Daylight line between "cut and fill" slopes shall be shown.
- H. Type of grading to be performed on all "cut and fill" slopes shall be shown and labeled.
- I. Water courses, estimated ultimate quantity of water (Q) in cubic feet per second in each watercourse at various locations, storm water drainage easements, irrigation lines, drainage structures, wells, sub drains, and tile drains. The extension of off-site drainage system, cross-section, and slope of drainage channels shall be shown.
- J. Existing and proposed easements.
- K. Existing and proposed public utilities.
- L. Dedication described, dimensions given, tract number of adjacent tracts, and adjoining property uses.
- M. Water supply -source and size of service connections.
- N. Proposed sewerage disposal system including location, size, and grades of pipes and sewer connection point and elevation.
- O. Proposed retaining walls.
- P. Proposed storm drainage facilities, including location, size, and grades of catch basins, underground pipes and surface drains.

IV. Street Data

- A. Street location width, names.
- B. Adjacent and connecting streets with width of right-of-way.
- C. Proposed street grades in percentages with proposed centerline elevations shown at intersections and at least every 150 feet along alignment.
- D. Centerline radius of street curves.
- E. Beginning and ending of vertical curves on streets.
- F. Finish grade at street intersections.
- G. Proposed tree planting.
- H. Proposed fire calls boxes and hydrants.
- I. Proposed streetlights.
- J. Proposed traffic regulatory devices.
- K. Proposed cross-section for new street improvements showing curb, gutter, sidewalk, planting strips, public utility easements, median islands, and pavement section.
- L. Location of all known earth faults.

V. Preliminary Soils Report

- A. If required by the city Engineer, a preliminary soils report, prepared by a civil engineer registered in this state, and based upon adequate test borings, shall be prepared. A preliminary soils report may not be necessary if the City Engineer determines that, based on the information available to him concerning soils information available to him concerning soils qualities of the soils of the parcel map, a preliminary analysis is not necessary. If a soils report is prepared, it shall comply with the requirements set forth in Chapters 29 and 70 of the Uniform Building Code ordinance of the city.
- B. If a preliminary soils report is required in accordance with subsection A of this section, and it indicates that the soils problems which, if not corrected, would lead to structural defects, a soils investigation of each lot in the subdivision may be required by the city Engineer. Such soils investigation shall be done by a civil engineer registered in this state, who shall recommend that corrective action which is likely to prevent structural damage to each structure proposed to be constructed in the area where such soils problem exists. The City Engineer may require these recommendations to be incorporated in the construction of each structure as a condition to the issuance of any building permit.

CITY OF SOUTH SAN FRANCISCO

ENVIRONMENTAL INFORMATION FORM

This form is to be used for the initial evaluation of all projects not included within the lists of ministerial projects and categorically exempt projects for South San Francisco.

The applicant shall complete the form and return it to the Planning Division, which shall determine if the project may have, or could not leave, a significant effect on the environment.

Based on the determination from the Environmental Information Form, the applicant shall be advised of whether a Negative Declaration or Environment Impact Report is required. Environmental analysis determination and completion of environmental review Pursuant to South San Francisco's Environmental Review Process is required prior to proceeding with any Project.

General Information (to be completed by applicant): _____
(Date Filed)

GENERAL INFORMATION	
1. NAME OF DEVELOPER OR PROJECT SPONSOR	
ADDRESS OF DEVELOPER OR PROJECT SPONSOR	PHONE #
CITY STATE ZIP	
2. ADDRESS OF PROJECT:	
ASSESSOR'S PARCEL NUMBER	
3. NAME OF PERSON TO BE CONTACTED CONCERNING THIS PROJECT	
ADDRESS OF PERSON TO BE CONTACTED CONCERNING THIS PROJECT	PHONE #
CITY STATE ZIP	
4. INDICATE NUMBER OF THE PERMIT APPLICATION FOR THE PROJECT TO WHICH THIS FORM PERTAINS:	
5. LIST AND DESCRIBE ANY OTHER RELATED PERMITS AND OTHER PUBLIC APPROVALS REQUIRED FOR THIS PROJECT, INCLUDING THOSE REQUIRED BY CITY, REGIONAL, STATE, AND FEDERAL AGENCIES.	
6. EXISTING ZONING	
7. PROPOSED USE OF THE SITE (PROJECT FOR WHICH FORM IS FILED)	

PROJECT DESCRIPTION
(ATTACH ADDITIONAL SHEETS AS NECESSARY)

8.	SITE SIZE
9.	SQUARE FOOTAGE OF BUILDINGS
10.	NUMBER OF FLOORS OF CONSTRUCTION
11.	AMOUNT OF OFF-STREET PARKING PROVIDED
12.	ATTACH PLANS
13.	PROPOSED SCHEDULING
14.	ASSOCIATED PROJECTS
15.	ANTICIPATED INCREMENTAL DEVELOPMENT
16.	IF RESIDENTIAL, INCLUDE THE NUMBER OF UNITS, SCHEDULE OF UNIT SIZE, RANGE OF SALE PRICES OR RENTS AND TYPE OF HOUSEHOLD SIZE EXPECTED.
17.	IF COMMERCIAL, INDICATE THE TYPE AND WHETHER IT IS NEIGHBORHOOD, CITY OR REGIONALLY ORIENTED. SQUARE FOOTAGE OF SALES AREA AND LOADING FACILITIES.
18.	IF INDUSTRIAL, INDICATE TYPE, ESTIMATED EMPLOYMENT PER SHIFT, AND LOADING FACILITIES.
19.	IF INSTITUTIONAL, INDICATE THE MAJOR FUNCTION, ESTIMATED EMPLOYMENT PER SHIFT, ESTIMATED OCCUPANCY, LOADING FACILITIES, AND COMMUNITY BENEFITS TO BE DERIVED FROM THE PROJECT.
20.	THE PROJECT INVOLVES A VARIANCE, CONDITIONAL USE OR ZONING APPLICATION, STATE THIS AND INDICATE CLEARLY WHY THE APPLICATION IS REQUIRED.

ARE THE FOLLOWING ITEMS APPLICABLE TO THE PROJECT OR ITS EFFECTS? DISCUSS BELOW ALL ITEMS CHECKED YES (ATTACH ADDITIONAL SHEETS AS NECESSARY)

YES	NO	
<input type="checkbox"/>	<input type="checkbox"/>	21. CHANGE IN EXISTING FEATURES OF ANY BAYS, TIDELANDS, BEACHES, LAKES OR HILLS, OR SUBSTANTIAL ALTERATION OF GROUND CONTOURS.
<input type="checkbox"/>	<input type="checkbox"/>	22. CHANGE IN SCENIC VIEWS OR VISTAS FROM EXISTING RESIDENTIAL AREAS OR PUBLIC LANDS OR ROADS.
<input type="checkbox"/>	<input type="checkbox"/>	23. CHANGE IN PATTERN, SCALE OR CHARACTER OF GENERAL AREA OF PROJECT.
<input type="checkbox"/>	<input type="checkbox"/>	24. SIGNIFICANT AMOUNTS OF SOLID WASTE OR LITTER.
<input type="checkbox"/>	<input type="checkbox"/>	25. CHANGE IN DUST, ASH, SMOKE, FUMES OR ODORS IN VICINITY.
<input type="checkbox"/>	<input type="checkbox"/>	26. CHANGE IN OCEAN, BAY, LAKE, STREAM, OR GROUND WATER QUALITY OF QUANTITY, OR ALTERATION OF EXISTING DRAINAGE PATTERNS.
<input type="checkbox"/>	<input type="checkbox"/>	27. SUBSTANTIAL CHANGE IN EXISTING NOISE OR VIBRATION LEVELS IN THE VICINITY.
<input type="checkbox"/>	<input type="checkbox"/>	28. SITE ON FILLED LAND OR ON SLOPE OF 10 PERCENT OR MORE GRADE.
<input type="checkbox"/>	<input type="checkbox"/>	29. USE OF DISPOSAL OF POTENTIALLY HAZARDOUS MATERIALS, SUCH AS TOXIC

		SUBSTANCES, FLAMMABLE OR EXPLOSIVES.	
YES	NO		
<input type="checkbox"/>	<input type="checkbox"/>	30.	SUBSTANTIAL CHANGE IN DEMAND FOR MUNICIPAL SERVICES (POLICE, FIRE, WATER, SEWAGE, ETC).
<input type="checkbox"/>	<input type="checkbox"/>	31.	RELATIONSHIP TO A LARGER PROJECT OR SERIES OR PROJECTS.
<input type="checkbox"/>	<input type="checkbox"/>	32.	RELATIONSHIP TO A LARGER PROJECT OR SERIES OF PROJECTS.

ENVIRONMENTAL SETTING

33. DESCRIBE THE PROJECT SITE AS IT EXISTS BEFORE THE PROJECT, INCLUDING INFORMATION ON TOPOGRAPHY, SOIL STABILITY, PLANTS AND ANIMALS, AND ANY CULTURAL, HISTORICAL OR SCENIC ASPECTS. DESCRIBE ANY EXISTING STRUCTURES ON THE SITE, AND THE USE OF THE STRUCTURES. ATTACH PHOTOGRAPHS OF THE SITE. SNAPSHOTS OR POLAROID PHOTOS WILL BE ACCEPTED.

34. DESCRIBE THE SURROUNDING PROPERTIES, INCLUDING INFORMATION ON PLANTS AND ANIMALS AND ANY CULTURAL, HISTORICAL OR SCENIC ASPECTS. INDICATE THE TYPE OF LAND USE (RESIDENTIAL, COMMERCIAL, ETC.), INTENSITY OF LAND USE (ONE-FAMILY, APARTMENT HOUSES, SHOPS, DEPARTMENT STORES, ETC.) AND SCALE OF DEVELOPMENT (HEIGHT, FRONTAGE, SET-BACK, REAR YARD, ETC.). ATTACH PHOTOGRAPHS OF THE VICINITY. SNAPSHOTS OR POLAROID PHOTOS WILL BE ACCEPTED.

CERTIFICATION

I HEREBY CERTIFY THAT THE STATEMENTS FURNISHED ABOVE AND IN THE ATTACHED EXHIBITS PRESENT THE DATA AND INFORMATION REQUIRED FOR THIS INITIAL EVALUATION TO THE BEST OF MY ABILITY, AND THAT THE FACTS, STATEMENTS, AND INFORMATION PRESENTED ARE TRUE AND CORRECT TO THE BEST OF MY KNOWLEDGE AND BELIEF.

DATE	SIGNATURE
	FOR



CITY OF SOUTH SAN FRANCISCO

COST REIMBURSEMENT AND HOLD HARMLESS AGREEMENT

The City Council has authorized cost reimbursement for City Attorney services for the following types of projects requiring discretionary approval:

1. All non-residential projects requiring approval of:
 - (a) Conditional use permit
 - (b) Planned Unit Development Permit
 - (c) Development Agreement
 - (d) Zoning amendment
 - (e) General plan amendment or;
 - (f) Specific plan or amendment thereto or other discretionary approval.
2. All residential or mixed use projects containing four (4) or more residential units and/or those residential projects requesting an owner participation agreement, disposition and development agreement, affordable housing agreement or development agreement;
3. Any project requiring a mitigated negative declaration, environmental impact report, or an addendum to an environmental impact report.

Applicant agrees to pay all personnel and related direct, indirect and overhead costs of the City Attorney for review and processing necessary for the subject project, even if the application is withdrawn, not approved, approved subject to conditions, or modified on approval. Applicant agrees to make an initial deposit of two thousand dollars (\$2,000) unless the proposed project requires an Environmental Impact Report, Development Agreement, General Plan Amendment or a Specific Plan, in which case the deposit shall be five thousand dollars (\$5,000.00). Deposits shall be applied toward the above referenced costs. Applicant further agrees that no final building permit and/or inspection for the project will occur until all costs are paid. Any refund of amounts deposited shall be made in the name of the applicant, to the address noted for billing information.

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, certified mail to:

Chief Planner
City of South San Francisco
315 Maple Avenue
South San Francisco, CA 94080

Applicant hereby understands and agrees that the costs incurred by the City Attorney for review and processing of the proposed project are attributable to the project and may not be assigned without the prior written consent of the City. Applicant shall remain responsible for all

outstanding costs incurred by the City. The City reserves the right to request an additional deposit from applicant, should the City Attorney incur additional costs or if costs exceed the amount on deposit.

Applicant agrees to hold City harmless for all costs and expenses, including attorney's fees incurred by the City, and 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.

This agreement shall be only executed by an authorized representative of the applicant. The person 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)

Date: _____

Print Name: _____

Title: _____

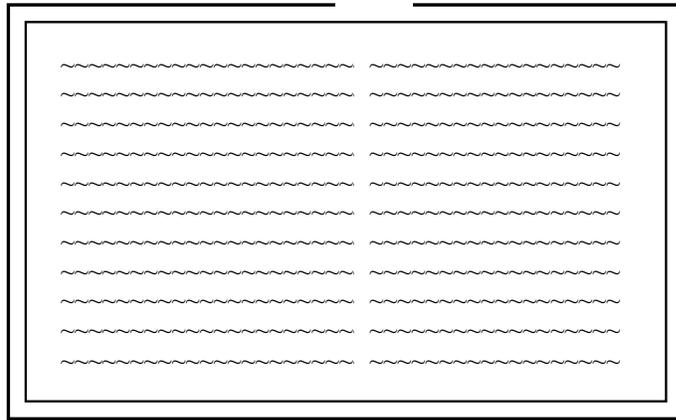
Applicant (3)

Date: _____

Print Name: _____

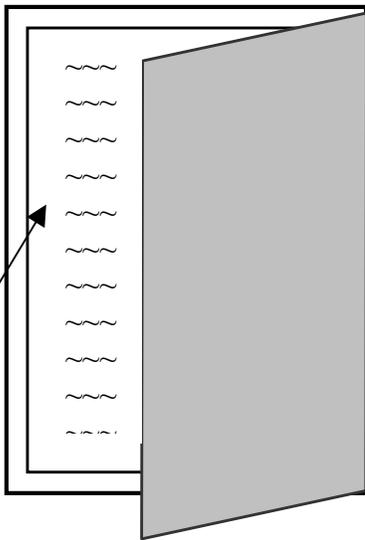
Title: _____

17"



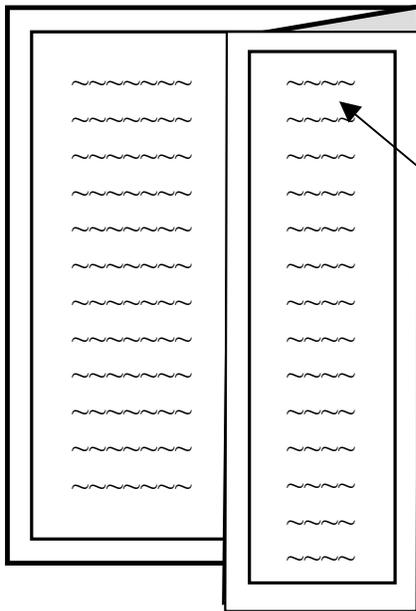
11"

Fold in half with drawings on inside.

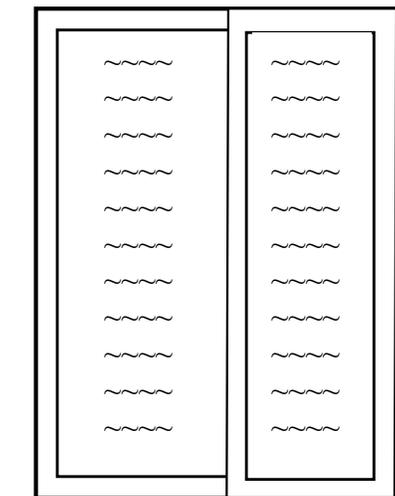


Guide for folding 11"X17" Plan sets

Fold each end in half once more to show drawings.

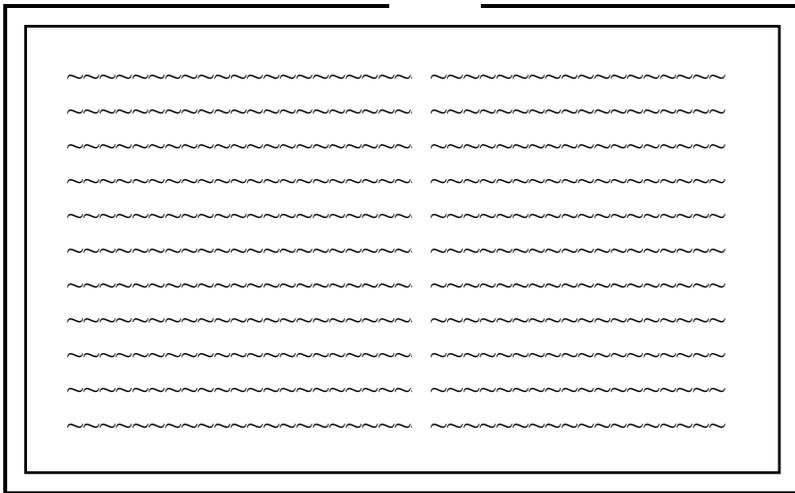


8.5"



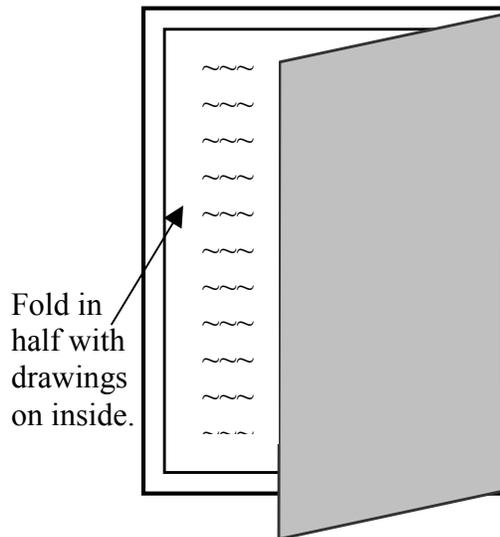
11"

36"

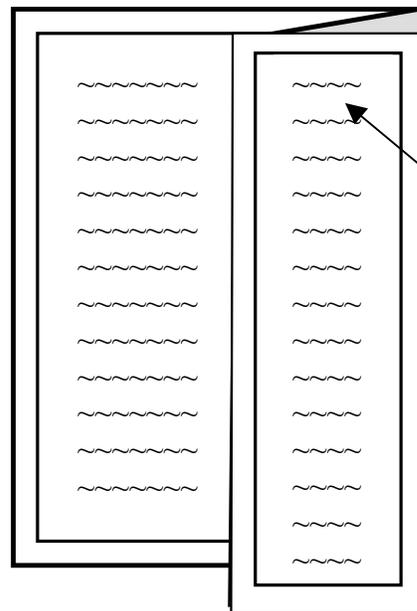


24"

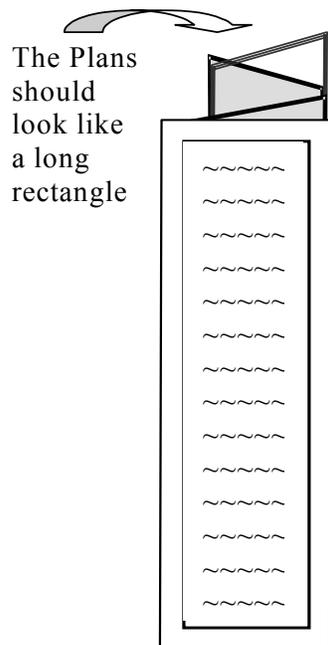
Guide for folding 24"X36" Plan sets



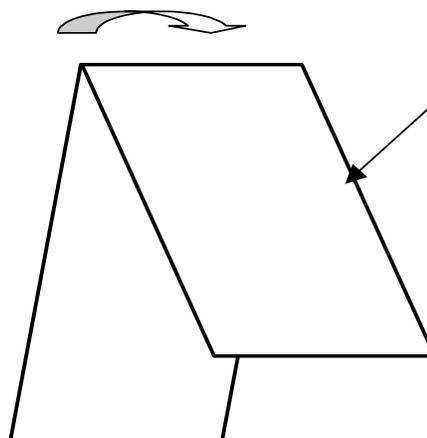
Fold in half with drawings on inside.



Fold each end in half once more to show drawings.



The Plans should look like a long rectangle



Fold in half from the top down with address showing.