



CITY OF SOUTH SAN FRANCISCO
PLANNING DIVISION
315 Maple Avenue, South San Francisco, CA 94080
(650) 877-8535

TENTATIVE SUBDIVISION MAP
Application Instructions

No application shall be accepted unless it includes the following:

1. Filing Fee	See Fee Schedule
2. Owner Statement and Application Form	1 Copy
3. Title Report	2 Copies
4. Environmental Information Form	1 Copy
5. Tentative Subdivision Map	8 full-sized 24" x 36" copies and 35 11" x 17" reductions
6. Required Statements and Reports	8 Copies
7. All maps and materials shall be collated and Folded to 8 ½" x 11" before submittal.	See attachment

Explanation of the above items:

1. All processing fees are to cover the costs of investigation and preparation of the Tentative Subdivision Map and are not refundable if the map is denied.
2. The owner's statement and application form must be completed in accordance with the attached form.
3. A Title Report of the land within the proposed area for parceling is necessary to verify the applicant's ownership.
4. See attached Environmental Analysis Form.
5. Tentative Maps shall be prepared in accordance with the provisions of the City's Subdivision Ordinance (Title 19 of the South San Francisco Municipal Code) and the State Subdivision Map Act. See attached checklist.
6. All statements, reports and information required by the City's Subdivision Ordinance; see attached checklist. Note: Projects for condominiums and planned developments require additional materials; see Section 19.36.040 of the South San Francisco Municipal Code.
7. Materials should be collated into complete sets; all maps shall be folded to 8 ½" x 11" size. See instructions in attachments. 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.

TENTATIVE SUBDIVISION 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 SUBDIVIDER 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 SIGNATURE	PRINT NAME

DESCRIPTION OF EXISTING PARCEL(S):	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

NAMES OF ALL EXISTING AND PROPOSED STREETS:

PROPOSED USE OF PROPERTY

PARK DEDICATION / IN-LIEU FEE: IT IS OUR DESIRE TO :

PAY PARK IN-LIEU FEE , DEDICATE PARK LAND, OR A COMBINATION OF BOTH

FOR OFFICIAL USE ONLY

PARCEL MAP NO. _____

APPLICATION RECEIVED _____

RECEIPT NO. _____

FEE: \$ _____

HEARING DATE _____

SOUTH SAN FRANCISCO
PLANNING COMMISSION

APPROVED DENIED

PLANNING DIRECTOR

DATE

CITY OF SOUTH SAN FRANCISCO PLANNING DIVISION
SUBDIVISION CHECK LIST

All Tentative Maps Submitted To This Office Must Include the Following Information

- I. Tentative map, data required and design.** The proposed subdivision design and improvements shall comply with the requirements of Chapters 19.16 through 19.24 of the South San Francisco Municipal Code. The following data shall be shown on the tentative subdivision map or maps:
- A. A plan indicating the location of the proposed subdivision in relation to the surrounding area or region, to a minimum scale of one inch equals one thousand feet. The plan shall show land use in surrounding area;
 - B. Name and address of record owner and sub-divider;
 - C. Name, address, and license number of land surveyor or registered civil engineer who prepared the tentative map;
 - D. Date, north point (generally pointing up on the map) and scale. Minimum scale one inch equals one hundred feet or as otherwise approved by the city engineer. Minimum map size eighteen inches by twenty-six inches;
 - E. Title of proposed subdivision and of all adjacent subdivisions. Locations of, names and widths of adjacent streets, highways, lanes and ways, and easements of all kinds, together with the type and location of street improvements thereon, including fire hydrants and street light locations;
 - F. The contour of the land within the proposed sub- division and extending approximately two hundred feet into adjacent properties at intervals of one foot of elevation up to five percent slope; two foot intervals of one foot of elevation up to five percent slope; two foot intervals up to ten percent and five foot intervals over ten percent, as required by the city engineer;
 - G. Sufficient data to define the boundaries of the tract, or a legal description of the tract and blue border on reverse side of map to indicate tract boundaries. The tentative map shall show probable sequence of multiple final maps;
 - H. Width, approximate location and purpose of all existing and proposed easements and adjacent easements adjoining the subdivision;
 - I. The width and approximate grade of all streets, highways, lanes, and other rights-of-way whether proposed for dedication or not;
 - J. The approximate radii of all curves;

- K. All lots numbered consecutively throughout the entire development. The approximate dimensions of all lots shall be shown and the approximate lot areas shall be shown for all parcels not rectangular in shape;
- L. The approximate locations of areas subject to inundation by storm water overflow, and the location, width and direction of flow of all water- courses existing and proposed;
- M. The location and outline to scale of each existing building or structure, including underground utilities, within the subdivision, noting thereon whether such building or structure is to be removed or remain. The existing and proposed future use of the building or structure shall be shown on the tentative map;
- N. Approximate elevation of street intersections;
- O. The location, pipe size and approximate grades of proposed sewers, water lines, and underground storm drains, including the proposed location of fire hydrants, street lights, gas mains, power, communications and TV cables and equipment;
- P. The location of all trees over four inches in diameter at the base of tree (where stands of trees are located individual trees need not be shown, but may be shown as a group);
- Q. The location of existing fences, ditches, wells, sumps, cesspools, reservoirs, sewers, culverts, drain pipes, underground structures, utility lines and sand, gravel or other excavations within two hundred feet of any portion of the subdivision, noting thereon whether they are to be abandoned or used. (Ord. 861 S10.03, 1981).

II. Statements. The following statements, reports, and information shall accompany the tentative map or shall be placed on the map:

- A. The existing zoning and proposed use of the subdivision,
- B. A preliminary soils report, prepared by a civil engineer registered in this state, and based upon adequate test borings. The requirement for a preliminary soils report may be waived by the city engineer if it is determined that, based on the information available to him concerning soils qualities of the soils of the subdivision, 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;
- C. If the preliminary soils report, as required by subsection B of this section, indicates the presence of critically expansive soils or other 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 the 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;

- D. A statement of the method by which the subdivider proposes to control erosion;
- E. A statement indicating the improvements to be constructed by the subdivider, as required in Chapters 19.20 and 19.24 of the South San Francisco Municipal Code, and other ordinances of the city;
- F. The depth of front yards and building setback lines;
- G. The proposed source of water supply and method of sewage disposal;
- H. The type and size of tree planting to be installed;
- I. A statement indicating proposed public areas to be dedicated or scenic easements proposed,
- J. The type and location of street lighting proposed,
- K. A statement indicating the proposed development of lots (whether for sale as lots or fully developed house and lot),
- L. A statement indicating the subdivision purpose (whether for sale, lease, or financing),
- M. Four copies of the preliminary title report,
- N. Justification and reasons for any exceptions to the provisions of this title,
- O. The subdivider shall submit a copy of a letter to each serving utility agency requesting submission of utility easement requirements and a copy of the reply from each affected utility agency;
- P. A geological report shall be required in any area, so determined by the city engineer, where there are known geological hazards.
- Q. Three copies of any condition, restrictive reservation or covenant existing or proposed shall accompany the map.

III. Condominiums and Planned Developments require additional materials. See Section 19.36.040 of the South San Francisco Municipal Code.



Department of Recreation
And Community Services
(650) 829-3800

PARK DEDICATION /
IN-LIEU FEE REGULATIONS

This is to assist you in understanding the City's application of the park dedication/in-lieu fee program. The City of South San Francisco includes within its Residential Subdivision Ordinance regulations for parks and recreation improvements (Section 19.24.030 of the Municipal Code):

"Every subdivider who subdivides land shall dedicate a portion of such land, pay a fee, or do both ... for the purpose of providing park and recreation facilities to serve future residents of such subdivision."

Summary of significant issues within the regulations:

1. The amount of land required to be dedicated by a sub-divider shall be based on a gross area included in the subdivision.
2. Where a fee is required to be paid in lieu of land dedication, the amount of such fee shall be equal to the Fair Market Value of the amount of buildable land within the subdivision that would have otherwise been required to be dedicated.

The Fair Market Value shall be determined just prior to the submission of the final map. The cost of the appraisal shall be reimbursed to the City by the developer.

3. In subdivisions containing fifty (50) parcels or less, only the payment of fees shall be required.
4. Credit is given for on site open space as defined in the Ordinance.
5. Payment of fees occurs when the first dwelling unit receives final inspection or certificate of occupancy, whichever occurs first.

This summary is not intended to be all-inclusive and the developer is encouraged to read the entire Ordinance and seek assistance for further clarification.

The formula for land dedication is based on the standard of three acres of usable recreation land per 1,000 population and includes provisions for improving the land making it acceptable for recreational purposes.

Where a fee is required to be paid in lieu of land dedication, the formula for determining the fee includes the same three acres per 1,000 population standard as well as a 20% cost for the off site improvements which would have been paid in a land dedication.

For further information regarding the Park Dedication/In Lieu Fee Regulation, please contact the Director of Recreation and Community Services (650) 829-3800.

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			Phone #
City	State	Zip	E-mail
2. Address of Project:			
City	State	Zip	
Assessor's Parcel Number			
3. Name of PERSON to be contacted concerning this project			
Address			Phone #
City	State	Zip	E-mail
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. If 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 patten, 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 digital 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 digital 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: _____

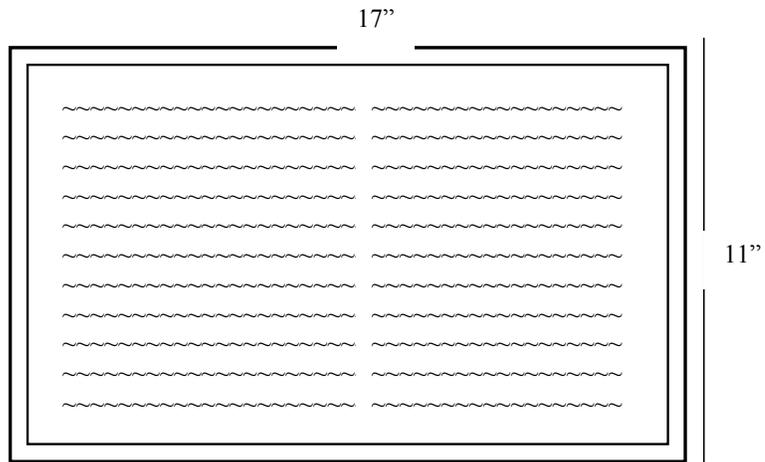
Title: _____

Applicant (3)

Date: _____

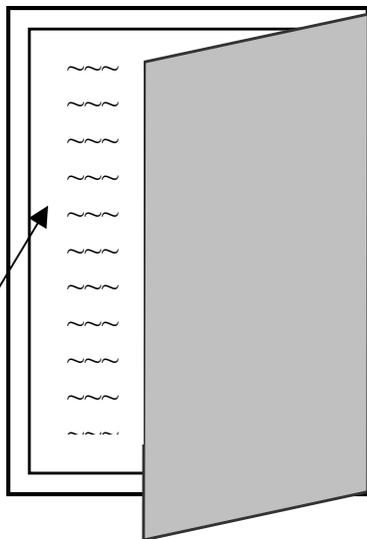
Print Name: _____

Title: _____

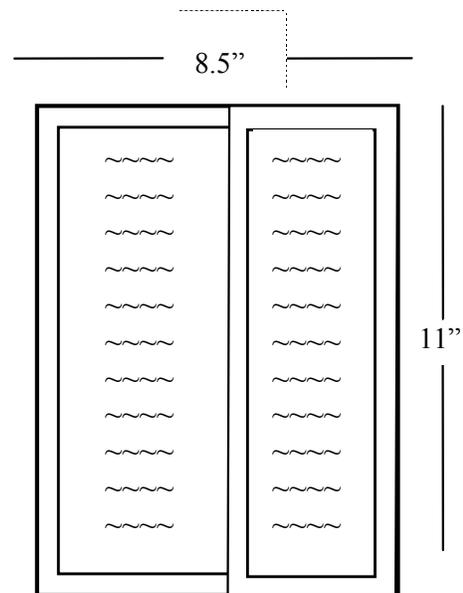
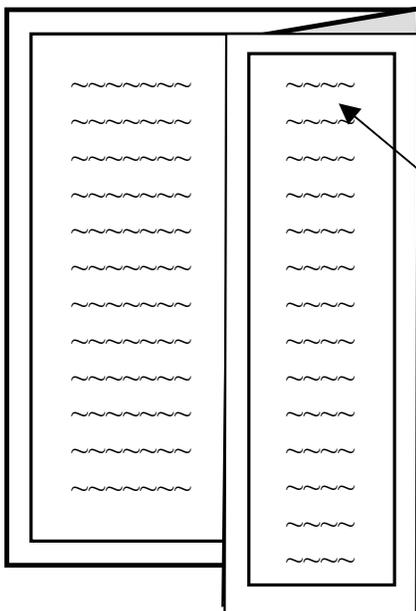


Guide for folding 11"X17" Plan sets

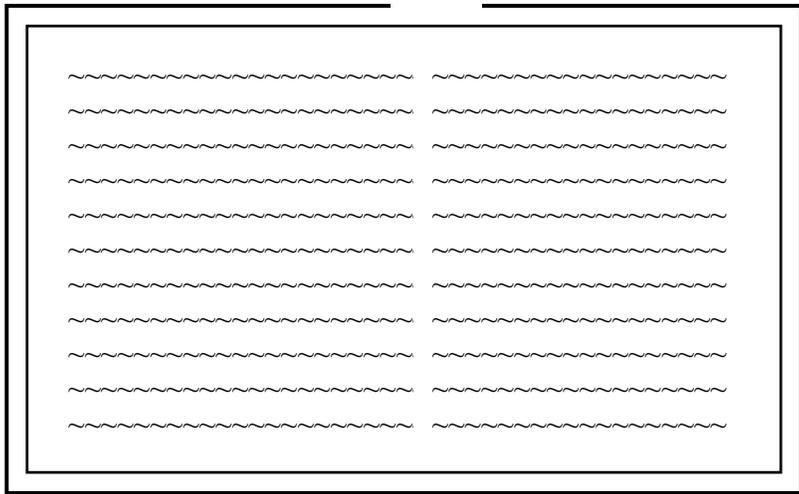
Fold in
half with
drawings
on inside.



Fold each
end in
half once
more to
show
drawings.



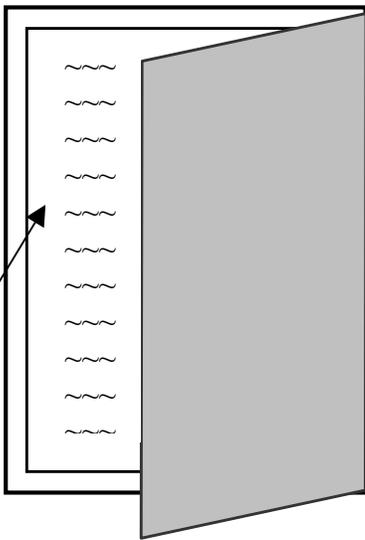
36"



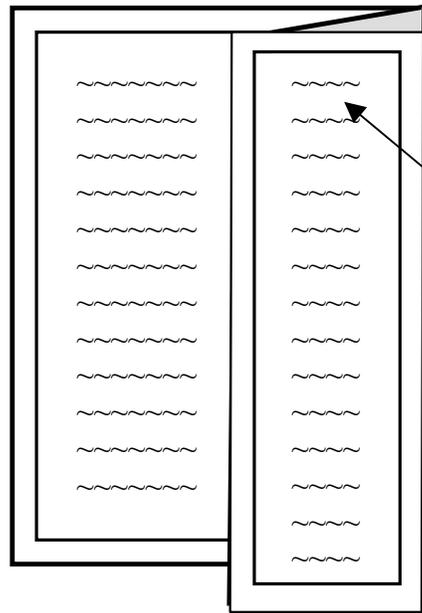
24"

Guide for folding 24"X36" Plan sets

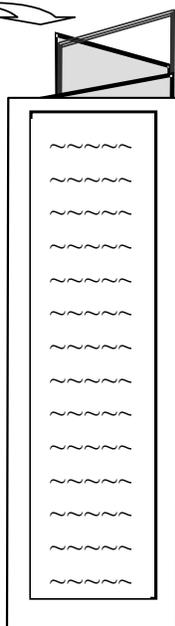
Fold in
half with
drawings
on inside.



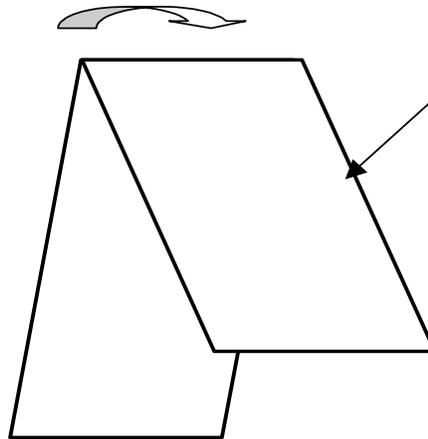
Fold each
end in
half once
more to
show
drawings.



The Plans
should
look like
a long
rectangle



Fold in
half from
the top
down with
address
showing.



APPLICATION CHECKLIST

Note: Failure to submit all required information could result in the application being removed from the Agenda and returned to the applicant.

	Appl.	Staff
1. Fee	<input type="checkbox"/>	<input type="checkbox"/>
2. Completed & Signed Application	<input type="checkbox"/>	<input type="checkbox"/>
3. Dated Plans (include name & telephone number of architect/designer)	<input type="checkbox"/>	<input type="checkbox"/>
4. Site Plan including:		
A. Property lines & dimensions	<input type="checkbox"/>	<input type="checkbox"/>
B. Setback lines	<input type="checkbox"/>	<input type="checkbox"/>
C. Existing/Proposed structures	<input type="checkbox"/>	<input type="checkbox"/>
D. Lot coverage calculations	<input type="checkbox"/>	<input type="checkbox"/>
E. Roof Plan	<input type="checkbox"/>	<input type="checkbox"/>
F. Open Parking Areas	<input type="checkbox"/>	<input type="checkbox"/>
5. Elevations including		
A. Trims & Finishes	<input type="checkbox"/>	<input type="checkbox"/>
B. Roof Pitch	<input type="checkbox"/>	<input type="checkbox"/>
C. Any existing or proposed roof equipment	<input type="checkbox"/>	<input type="checkbox"/>
D. Any retaining walls & fences	<input type="checkbox"/>	<input type="checkbox"/>
E. Any signs	<input type="checkbox"/>	<input type="checkbox"/>
6. Floor plans clearly showing:		
A. Existing and proposed floor plan	<input type="checkbox"/>	<input type="checkbox"/>
B. Room function & size	<input type="checkbox"/>	<input type="checkbox"/>
C. Existing & proposed gross floor	<input type="checkbox"/>	<input type="checkbox"/>
D. Garage dimensions	<input type="checkbox"/>	<input type="checkbox"/>
7. Landscape plan including:		
A. Species types	<input type="checkbox"/>	<input type="checkbox"/>
B. Planting sizes and numbers	<input type="checkbox"/>	<input type="checkbox"/>
C. Type of irrigation system	<input type="checkbox"/>	<input type="checkbox"/>
Note: Landscape plans are not required for additions to existing single-family dwellings.		
8. 8 ½" x 11" Colors & Materials board	<input type="checkbox"/>	<input type="checkbox"/>
9. 8 ½" x 11" Mounted Photographs	<input type="checkbox"/>	<input type="checkbox"/>
10. Required copies of plans	<input type="checkbox"/>	<input type="checkbox"/>
11. Electronic files of color renderings & plans	<input type="checkbox"/>	<input type="checkbox"/>
12. City Attorney Cost Recovery Agreement	<input type="checkbox"/>	<input type="checkbox"/>