COUNTY OF SAN MATEO
PLANNING AND BUILDING

Subdivision Application Submittal Checklist

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

Application Materials

- ☐ Statement in support of required findings (see Section 4 of the application).
- ☐ Proof of owner's interest (copy of deed or tax bill) and a statement of owner's concurrence in the application (if the owner does not sign the application).
- ☐ Completed Density/Slope Analysis: if located within zoning district RM, RM-CZ, PAD, TPZ, TPZ-CZ, S-11, SS-104, or RH.
- ☐ A completed C.3. and C.6 Development Review Checklist.
- ☐ Preliminary title report showing the legal owners at the time of application, all easements, encumbrances, and reservations.
- ☐ Tentative Map/Parcel Map, including the following information and features:

    a. Name and Address of Preparer: The Tentative Map/Parcel Map must be prepared by a registered civil engineer or a licensed land surveyor, and the name, address, registration or license number, and signature of the engineer or surveyor must be shown on the map, along with the date of preparation. The name and license or registration number of any geologist or soils engineer who may have helped prepare the map should also be indicated.

    b. Legal Owner's and Subdivider's Name(s) and Address(es)

    c. Proposed Subdivision Name

    d. Scale

    e. North Orientation & North arrows

    f. Font Size: font must be a minimum of 1/8" in size.

g. Vicinity Map[1]: showing adjacent properties on all sides and indicating the current record owner of such property. The location, names, and widths of adjacent rights-of-way shall be shown.

h. Assessor's Parcel Number

i. Legal Description of Property: defining the boundaries of the proposed subdivision and establishing the parcel to be divided as legally available for division must be included. If the description is not printed on the map itself, then it must be in a separate, attached document.

j. Zoning and Land Use: existing zoning district, existing and proposed land use, and any proposed zoning changes.

k. Development Schedule: if the subdivider plans to develop the site in phases, the proposed sequence and timing of construction phases must be shown on the map.

l. Lot Dimensions and Area: The map must show existing and proposed parcel lines, along with their dimensions. Existing property lines must be shown with dotted lines, and proposed property lines with solid lines. The area of each parcel must be indicated in square feet if less than one acre, and in acres if one acre or larger. Each parcel should be consecutively numbered, beginning with the number.

m. Existing and Proposed Streets: The map must show the locations, names, widths, centerline radii, centerline slopes, and angle of intersection of all existing and proposed streets within the subdivision. Existing and proposed street improvements, such as pavement type, curbs, gutters, or sidewalks, should be indicated. Whether streets are publicly or privately maintained, or proposed to be publicly or privately maintained, should also be noted. The location of official plan lines or projected streets and highways, as indicated in the State Transportation Improvement Plan, the County General Plan, or any adopted area plan, should be shown, if applicable.

n. Easements: The map must show the location, width, and purpose of all existing and proposed easements, together with all applicable building and use restrictions.

o. Recreation Areas: Existing and proposed recreation areas, trails, bike paths, or parks for private or public use, including proposed shoreline access points, must be shown.

p. Common Areas and Open Space: Proposed common areas and public open spaces must be shown.

[1] Alternatively, adjacent properties and owner data may be shown on the tentative map/parcel map. Vicinity maps must be of sufficient scale and quality to clearly show the location of the proposed subdivision including access from public roads, cross streets, north arrow and other distinguishing geographic features.

q. Non-Development Areas: All non-development areas resulting from the development footprint analysis specified in Chapter 9.16 shall be depicted on a separate sheet of the tentative map submittal, along with a non-development area map. Additional methods of depicting and/or describing particular non-development areas associated with a tentative map may be required on a case-by-case basis to best document and implement such areas.

☐ Topographic Map, including the following information and features:

☐ Existing and Proposed Topography

a. Existing and proposed topography must be shown by contours at 2-foot intervals if the existing ground slope is less than 10 percent, and at not less than 5-foot intervals for existing ground slopes equal to or greater than 10 percent.[2]

b. Contour lines must be labeled at least every 150 feet and should be continued, in general, at least 50 feet beyond the boundaries of the site within urban areas, or at least 100 feet within rural areas.

c. Existing contours must be represented by dashed or screened lines, and proposed contours by solid lines.

d. The source and date of contour information must be specified.

e. The preliminary design of all grading should be shown, including the approximate finished grade of each parcel, the elevation of proposed building pads, and the top and toe of cut and fill slopes.

f. Existing and proposed profiles, sight distance, and point of access shall be shown for all driveways, and compliance with all applicable County standards shall be demonstrated.

g. A separate grading plan may be required, if necessary, to show all details of the existing and proposed topography clearly.

☐ Trees: The map must indicate the type (species), circumference, diameter, and dripline of existing significant or heritage trees, as defined by the County Protected Tree Ordinance. Any trees proposed for removal, along with the locations of replacement trees to be planted, shall be indicated.

[2] Maps should include at least 2 contour lines. If the site has less than a 2-foot elevation change, contours may be shown at smaller intervals (e.g., 1/2-foot).

☐ Existing Structures: The type, location, and outline of existing structures must be shown and marked as to whether they will remain or be removed.

☐ Utilities and Infrastructure: The Topographic Map must show the location and size of all existing and proposed utility service lines and facilities, including the following:

a. All provisions for water supply for domestic use, agricultural use, and fire protection purposes, including source (water mains, wells), quality, and approximate quantity expressed as gallons per minute.

b. All provisions for sewage disposal, storm drainage, and flood control, including the approximate grade and elevation of existing and proposed sewers and storm drains, location of septic systems and their expansion areas, and location of the soil percolation test sites.

c. All provisions for utility services, such as gas, electricity, telephone, and cable television. These utilities shall be undergrounded unless specifically prohibited by County policy or the County determines, on a case-by-case basis, that such undergrounding would have adverse environmental impacts greater than the adverse impacts of not undergrounding.

☐ Environmental and Land Features-Flood, Coastal Erosion, or Sea Level Rise Hazard Areas: The Topographic Map must show the location of all areas of special flood hazard that are subject to inundation, stormwater, or tide water overflow, as illustrated on the Flood Insurance Rate Maps on file with the Planning Division. The location, width, and direction of flow of each watercourse and the base flood level (as shown on the National Flood Insurance Program Maps prepared by the Federal Emergency Management Agency) and flooding from Sea Level Rise (using the latest available science-based projections) should also be indicated. Projections of landward erosion over the life of the development should also be shown.

Additional Studies (As Required)

The following data may be required on a case-by-case basis, as outlined in the County Subdivision Regulations or identified during the Development Footprint Analysis (Section 9.16):

☐ Preliminary Geotechnical/Soils Report

☐ School Facilities Statement

☐ Energy Conservation Analysis

- ☐ Noise Contours
- ☐ Arborist Report
- ☐ Archaeologic/Historic Study

Fees

See the current fee schedule adopted by the Board of Supervisors. Fees vary based on project scope. May Include:

- ☐ Subdivision type - Minor (four or fewer parcels) or Major (five or more parcels)
- ☐ Environmental Review Requirements
- ☐ Additional permit applications
- ☐ Environmental Health Service fee for unsewered parcels or sewered parcels
- ☐ County Fire Department
- ☐ California Division of Forestry