

**COUNTY OF SAN MATEO  
DEPARTMENT OF PUBLIC WORKS**

**PRELIMINARY SITE PLAN REVIEW CHECK LIST  
FOR PLANNING OR BUILDING PERMIT**

- Site Plan standard sizes, drawn to scale
- All plans must be blackline prints only (no color prints, shading, aerials, etc.)
- Pay all applicable review and inspection fees
- Contact information (name, address, phone)
- Project Name and Site Address
- Abbreviations and Legends
- Location Map, oriented the same direction
- Bar Scale and North Arrow
- Parcel Size (net & gross)
- Building area, percentage of lot coverage existing and proposed
- All existing and proposed improvements
- Show and dimension all streets and city/county limits
- Property Lines, Lease Lines, Easements, and setbacks, fully dimensioned, monuments
- Topographic information showing existing and proposed grades on the property including the roadway to within 25 feet of the property lines
- Show all existing and proposed underground utilities location and elevations: storm water lines, sanitary sewer lines, water lines etc.
- Show all existing and proposed overhead utilities: power poles, power lines, telephone, lighting poles etc.
- Show locations of existing and proposed streams, berms, sidewalks, ditches, etc.
- Show proposed detention/retention areas, swales, and drainage structures for storm water with preliminary hydrologic calculations, using the County of San Mateo Storm Water Drainage Review Guidelines, and stormwater pollution prevention devices as required. At point of discharge, please provide pre and post construction stormwater volumes and velocities.
- Show plan and profile of driveways including conforms, culvert pipes at the road
- Show locations of proposed inlet and outlet structures
- Provide photographs of the existing site.
- Use County approved standard details where possible
- Professional Engineer's Stamp and Signature, if project expects over 150 sq ft of grading
- FINAL Site plan should include all of the above Final information plus details for all improvements including connections, conforms, elevations, and materials.