COUNTY OF SAN MATEO
PLANNING AND BUILDING

County Government Center
455 County Center, 2nd Floor
Redwood City, CA 94063
650-363-4161 T
650-363-4849 F
plngbldg@smcgov.org
www.planning.smcgov.org

Development Footprint Analysis
Application Submittal Checklist

Prior to submittal of an application for a parcel map or tentative map, a development footprint analysis shall be conducted for all subdivisions not subject to the requirement to prepare a Master Land Division Plan, pursuant to Section 6364, 6451, 6757 or 6970 of the Zoning Regulations. The Development Footprint Analysis (DFA) shall comprehensively evaluate site development constraints and potential impacts that may include preservation or removal of trees or vegetation, wildlife habitat protection, avoidance of hazards such as steep/unstable slopes, fault traces, and flood prone areas, as well as potential impacts from proposed improvement such as utility corridors, driveways, and buildings.

EARLY ASSISTENCE MEETING

Prior to submitting a Development Footprint Analysis application (Subdivision Ordinance Section 7010), the applicant shall request an early assistance meeting. The purpose of the meeting is for staff to review the preliminary plan for environmental and site planning issues, consistency with policies, and to explain procedures. Prior to the meeting, the applicant shall have prepared a preliminary subdivision plan. Early Assistance meeting requests must be submitted online through the Online Permit Center.

DEVELOPMENT FOOTPRINT ANALYSIS

Prior to the submittal of a DFA application, the applicant shall have completed the Early Assistance Meeting. Following completion of the Early Assistance Meeting, the applicant shall prepare the following in preparation for DFA application submittal.

APPLICATION REQUIREMENTS

The following items are necessary for submittal of a complete application:

1. Context Map, Site Analysis Map, Non-Development Area Map, and Preliminary Subdivision Layout shall be prepared by a registered civil engineer or licensed land surveyor. Five copies of each of the maps in 24” x 36” sheet size.

PLAN SETS SHALL INCLUDE THE FOLLOWING INFORMATION:

☐ **CONTEXT MAP (based on survey)**

A vicinity map, including the parcels and roadways surrounding it, as well as the parent parcel(s). Include the Assessor's Parcel Number(s) of the parent parcel(s), the size in acres, land use designation and the name of the property owner.

☐ **SITE ANALYSIS MAP (based on survey)**

A map depicting the subject site and all abutting parcels and rights-of-way within a 50-foot radius, upon which an analysis of the site's natural resources and hazards shall be portrayed for the purpose of identifying areas to be protected and/or avoided as outlined below.

☐ Topographic Map. Sites up to 5 acres = 1-foot contours; Sites 5 acres and above = 2-foot contours.

☐ Geology and Soils. Prepared by a civil engineer in accordance with the San Mateo County Minimum Standards for Geotechnical Reports. If report indicates presence of geotechnical or other hazards, a soils investigation is necessary.

☐ Hydrology. Drainage patterns, flow quantity from any on-site springs, size/location of all water courses on/abutting property. Presence and capacity of any existing wells. Analysis of the capacity to locate septic tanks or fields. Available water and sewer service.

☐ Fluvial and Tidal Flooding or Coastal Erosion. FEMA flood zone designations. Projected sea level rise and storm flooding including a 100-year storm. Projected coastal erosion. Projections of flooding shall be based on site and/or near shore bathymetry.

☐ Vegetation, Wetlands, and Wildlife. Sausals, wetlands, and riparian corridors. Identification of sensitive habitat with all heritage and significant trees with 25% or more of their dripline area overhanging the subject site. Which trees are to be saved and which are to be removed.

☐ Fire Hazard Areas. Based on the most recent Fire Hazards Severity Zone maps produced by CalFire with State Responsibility Areas and Local Responsibility Areas depicted. Note combustible vegetation, steeply sloping terrain, prevailing winds, historical wildland fire activity and official fire management plan.

☐ Cultural and Scenic Resources. Historic artifacts, buildings and structures, tribal cultural resources and known archaeological sites on the property. Scenic corridors, shorelines, ridgelines, and skylines as defined in the County General Plan.

☐ Existing Improvements. All man-made structures and pathways, including below ground infrastructure and utilities.

☐ Access. Adjacent street system, including vehicular ingress and egress for the site and all off-site easements that border the property.

- [ ] Energy Conservation Report. How the proposed design provides for future passive or natural heating or cooling opportunities.
- [ ] Noise Contours. Location of the 60, 65, and 70 CNEL contours.
- [ ] Additional Information. As determined by the Community Development Director.
- [ ] Data and Reports required on a case-by-case basis. School facilities report (written statement concerning the necessity for temporary or permanent school facilities obtained from the school district(s) where the proposed subdivision is located).

- [ ] **NON-DEVELOPMENT AREA MAP (based on Site Analysis Map)**

Based on the Site Analysis Map, a map showing the portion or portions of the parent parcel that may not be developed based on the following criteria and using dashes lines.

- [ ] Non-development areas should be based on resource, sensitive habitats, and hazards locations.
- [ ] Trees. For significant and heritage trees, the maximum permissible intrusion into the dripline area of each tree to remain, including off-site trees based on the applicant's consulting arborist's report and in consultation with the County Arborist.
- [ ] Watercourses, springs, ponds, and wetlands. Buffer areas as required by the Local Coastal Program for parcels within the coastal zone and by other federal or state requirements for parcels located outside the Coastal Zone.
- [ ] Fault lines. Minimum building setback from active and inactive faults as required by state law.
- [ ] Areas smaller than 100 sq. ft. should generally not be designated as non-development areas unless the resource or hazard is of critical importance and can be physically isolated.
- [ ] Non-development areas, regardless of size, when less than 10 feet from each other should be aggregated to create one contiguous non-development area.

- [ ] **PRELIMINARY SUBDIVISION LAYOUT (based on Non-Development Area Map)**

Based on the Non-Development Area Map, the subdivision layout shall avoid or minimize intrusion of proposed development into the non-development areas and shall also comply with all applicable regulations of the zoning district.

- [ ] Location of all non-development and developable areas.
- [ ] Numbered list of trees to be preserved and removed.
- [ ] Location of all existing and proposed property lines.
- [ ] Location of all vehicular ingress/egress for each proposed lot.
- [ ] Location of water supply, sewerage, drainage, gas, electric, and communications facilities for each proposed lot.

☐ Location and type of improvements proposed for the protection of natural resources or the avoidance of natural or man-made hazards.

SUBDIVISION APPLICATION SUBMITTAL

Following completion of the Development Footprint Analysis, the applicant may then submit a subdivision application (Subdivision Ordinance Section 7011) or, if applicable, submit an application for a Major Pre-Application Review procedure (Zoning Regulations Section 6415.0.).

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