

# CITY OF BRISBANE

## FINAL MAP APPLICATION CHECKLIST

**SUBMITTAL REQUIREMENTS.** For City staff and the City Council to thoroughly review a proposal, certain information is required from you, the applicant. You should be aware that incomplete applications will not be placed on the City Council agenda.

- APPLICATION AND FEE - A completed planning application and filing fee.

Final Subdivision Map (5 or more lots): See Line PW14 in the current Master Fee Schedule

Final Parcel Map (4 or less lots): See Line P34 & Line PW11

Note: Planning fees are non-refundable.

- DEVELOPMENT PLANS - Five (5) complete sets of development plans prepared in accordance with the Community Development Department's plan preparation guidelines (separate document), including:

- Final Map prepared in compliance with the requirements of Brisbane Municipal Code §16.20.020-.080, §16.16.100-170 & §16.20.250.A

- A reproducible, reduced copy of the Final Map no larger than 11" x 17";

- OFFER OF DEDICATION as applicable, per [BMC §16.20.180](#);

- ADDITIONAL ITEMS REQUIRED FOR MAP FILING per [BMC §16.20.250.B – H](#) & [§16.20.280](#);

**CODE REFERENCES.** Please refer to [Brisbane Municipal Code Chapter 16.20](#) regarding Final Map Procedures. Also note the City Engineer's authority to approve certain final parcel maps as specified in [BMC §16.16.290](#)

**NOTIFICATION OF MEETINGS AND HEARINGS.** Final maps are subject to final approval by the City Council. Applicants must attend all hearings to present their case and respond to any questions or comments. The project planner will notify you of the date of the public hearing via the notice of public hearing, and will provide the meeting agenda and a copy of the agenda report at least 72 hours before the scheduled hearing. The City Council agenda and staff reports are also posted on the City's website at [www.brisbaneca.org](http://www.brisbaneca.org) under "CITY GOVERNMENT"—"ALL MEETINGS" at least 72 hours before the meeting.

FOR FURTHER INFORMATION, PLEASE CONTACT THE COMMUNITY  
DEVELOPMENT DEPARTMENT

Community Development Department Hours:  
8 A.M - 5 P.M. Mondays, Tuesdays & Thursdays  
8 A.M. – 8 P.M. Wednesdays  
8 A.M. - 1 P.M. Fridays

Please call ahead to make an appointment.



**COMMUNITY DEVELOPMENT DEPARTMENT | CITY OF BRISBANE |  
50 PARK PLACE | BRISBANE, CA 94005 | (415) 508-2120**