



PARCEL OR SUBDIVISION MAP WAIVER

COMMUNITY DEVELOPMENT DEPARTMENT
50 PARK PLACE | BRISBANE, CA 94005

APPLICATION PROCESSING STEPS

STEP 1 CHECK WITH STAFF - Planning staff will explain the requirements and procedures to you.

STEP 2 SUBMIT YOUR APPLICATION - When you apply, file all of the following:

- **FORM** - One (1) copy of the completed planning application form.
- **FEE** - Refer to the Master Permit Fee Schedule, as applicable.
- **PLAT MAP** - Three (3) copies of a plat map showing the proposed property configuration and including all required information listed on page 2 of this checklist, one (1) copy of a legible 11" x 17" reduced copy of this map, and an electronic copy of the map in PDF file format on a portable drive or CD, or emailed to the project planner.
- **LEGAL DESCRIPTION OF EXISTING PARCELS** – Prepared by licensed land surveyor or civil engineer authorized to practice land surveying under State law.
- **LEGAL DESCRIPTION OF NEW PARCELS** – Prepared by licensed land surveyor or civil engineer authorized to practice land surveying under State law.
- **LEGAL DESCRIPTION OF THE PORTION OF LAND TO BE TRANSFERRED BY DEED (BETWEEN DIFFERENT PROPERTY OWNERS)** – Prepared by licensed land surveyor or civil engineer authorized to practice land surveying under State law, as applicable.
- **CURRENT TITLE REPORTS FOR ALL AFFECTED PROPERTIES** – Prepared within the past six (6) months of application submittal.

STEP 3 APPLICATION PROCESSING

- **STAFF DETERMINATION** - Staff will review the application and will notify the applicant if anything is missing. The project planner will contact the applicant once the application is determined to be complete. Once the application is complete, staff will check the application to determine if the required findings listed below can be made. If all findings can be made the requested waiver will be approved. This decision can be appealed to the Planning Commission within 10 days of the decision.
- **FINAL ACTION** - Staff's action is final unless appealed.

BASIS FOR REQUEST

State the basis for the request for the waiver based on the required findings ([BMC Section 16.12.050](#) or [BMC Section 16.12.025](#)).

Applicant signature:

Date:

FINDINGS REQUIRED FOR APPROVAL (Staff Use Only)

	YES	NO
1. The proposal conforms with the Subdivision Map Act and Title 16 (Subdivisions) of the Brisbane Municipal Code as to area, improvement and design, floodwater drainage control, and appropriate improved public roads, sanitary disposal facilities and water supply are available:		
2. A Parcel Map is not necessary to insure proper legal description of property, location of property lines and monumenting of property lines:		
3. The proposal will not have an adverse effect on the environment:		
4. The proposal conforms to the Brisbane General Plan:		
5. The proposal conforms to Title 17 (Zoning) of the Brisbane Municipal Code, or no existing nonconformity will be increased:		
6. The proposal conforms with all other applicable City Ordinances:		

CITY APPROVAL

By:	By:
Community Development Director	City Engineer
Date:	Date:

**PARCEL OR SUBDIVISION MAP WAIVER
REQUIRED INFORMATION TO BE SHOWN ON PLAT MAP**

The size of the plat shall be drawn to a minimum scale of one inch equals fifty feet (1" = 50'), up to a scale of one inch equals eight feet (1" = 8") for smaller parcels, unless otherwise approved by the City Engineer, and shall be clearly and legibly drawn.

Information to be shown on map:

1. Date, north arrow and scale;
2. Boundary lines of entire parcels, as they presently exist, divided with dimensions based on existing survey data or property description;
3. Division line(s), including bearing(s), curve information, and dimension(s), (existing property lines to be shown as a dashed line and proposed property line to be shown as a solid line);
4. Approximate acreage or square footage of parcels;
5. Each parcel shall be identified with a letter or number;
6. Indicate and dimension all existing surface and underground improvements on all parcels;
7. Number of stories or height of each existing structure;
8. The names, widths and locations of existing and proposed streets with a designation as to whether they are public or private;
9. Any existing trees in excess of 6" in diameter;
10. Location, purpose and owners of existing or proposed easements or private right-of-ways (shown in dotted lines);
11. Location and width of watercourse or areas subject to flooding;
12. Location of structures, irrigation ditches and any other permanent fixture(s);
13. Location of railroad, if any; and
14. Vicinity map.

NOTE: The County Assessor-Recorder's Office may require tax bonds be posted for all properties involved. If the properties are located within an assessment district, an apportionment may also be required. Contact the San Mateo County Assessor-Recorder's Office for to confirm whether their office will impose any such requirements:

SMC County Assessor-Recorder's Office

Assessor Division

555 County Center, First Floor
Redwood City, CA 94063-1665

Phone: (650) 363-4500

Fax: (650) 363-1903

E-mail: assessor@smcare.org

Applicable Excerpts from the Brisbane Municipal Code

[BMC §16.12.025 - Tentative and final subdivision map—Waiver of requirements.](#)

A subdivider may apply for a waiver of the requirements for a tentative and final subdivision map under [Section 16.12.010\(B\)](#) for a condominium project of five (5) or more units on a single parcel. The planning director may waive such requirements if the planning director finds that the proposed subdivision complies with requirements established pursuant to this title as to the following:

- A. Area;
- B. Improvement and design;
- C. Floodwater drainage control;
- D. Appropriate improved public roads;
- E. Sanitary disposal facilities;
- F. Water supply availability;
- G. Environmental protection;
- H. Recorded monumentation of the boundaries of the parcels;
- I. Other requirements of this title and the Subdivision Map Act.

[BMC §16.12.050 - Parcel map—Waiver of requirements.](#)

A subdivider may apply for a waiver of the requirements for a tentative and final parcel map under [Section 16.12.030](#). The planning director may waive such requirements if the planning director finds that the proposed subdivision complies with requirements established pursuant to this title as to the following:

- A. Area;
- B. Improvement and design;
- C. Floodwater drainage control;
- D. Appropriate improved public roads;
- E. Sanitary disposal facilities;
- F. Water supply availability;
- G. Environmental protection;
- H. Recorded monumentation of the boundaries of the parcels;
- I. Other requirements of this title and the Subdivision Map Act.