

## CITY OF BRISBANE

### TENTATIVE MAP APPLICATION INFORMATION

**SUBMITTAL REQUIREMENTS.** For the Planning Commission 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 Planning Commission agenda.

#### ALL TENTATIVE MAP APPLICATIONS:

The following information and documents are required for all Tentative Map applications, unless specifically waived by staff:

- APPLICATION AND FEE - A completed planning application and filing fee. Refer to Line P15a of the Master Fee Schedule. Note: Planning fees are non-refundable.

Tentative Subdivision Map (5 or more lots): See Line P32 & Line PW10 in the current Master Fee Schedule

Tentative Parcel Map (4 or less lots): See Line P34 & Line PW10

Vesting Tentative Map: See Line P41 & Line PW10

An additional Environmental Determination fee (Line P49) may also be required.

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

- Tentative Map;
- Conceptual Grading/Drainage Plans;
  - One (1) complete set of development plans reduced to 11"X17".
  - An electronic copy of required plans in PDF or other acceptable file format. (Consult with the project planner.)

- TITLE REPORT – A title report prepared within six (6) months prior to the filing of the application;

- GRADING PERMIT APPLICATION – A grading permit application shall be submitted to the Public Works Department in conjunction with submittal of the tentative map application;

- SOILS & GEOLOGIC INVESTIGATIONS/ PRELIMINARY SOILS REPORT - A preliminary soils report, prepared by a state-licensed soils engineer and based upon adequate test borings or pits, subject to review by the City Engineer;

- DRAINAGE STUDY - A drainage study prepared by a state-licensed civil engineer;

- PHOTOS - Photos of the site and surrounding area. A list with the file name, date the photo was taken, the photographer, brief description, and diagram or site plan showing the point and direction for each photograph taken must accompany all photos. Photos may be submitted digitally in the following formats: JPEG, BMP, or TIF.
  
- ACCOMPANYING STATEMENTS AND MATERIALS – Per BMC Section 16.16.070:
  - Profiles drawn to scale to show clearly all details thereof showing centerline, existing ground and finished grade elevations of all streets. All elevations shall be indicated to the nearest one (1) foot and shall be referred to mean sea level datum, as established by the United States Coast and Geodetic Survey or to elevations or bench marks as established by the city engineer. The planning director may waive this requirement if, in his judgment, the condition of the topography makes it unnecessary;
  - Typical cross-sections of all streets and, when required, details of berms, curbs, gutters, walks and other improvements, drawn to scale to show clearly all details thereof;
  - A statement as to proposed uses of the land with a percentage amount of the uses in proportion to the total area;
  - A plan for street trees and other landscaping;
  - A statement of the improvements proposed to be made or installed by the developer, and the time at which such improvements are proposed to be made or completed;
  - A statement of the improvements proposed to be made or previously installed by the utility company or public agency and the time within which such improvements are proposed to be made or completed, and statements from such utilities or public agencies as to the adequacy of the right-of-way or easements proposed;
  - A statement as to the relation to known and inferred fault lines;
  - A copy of any proposed conditions, covenants and restrictions for review by the city attorney;
  - Such other information as may be required by the planning director or city engineer in order to determine conformance with city requirements.
  
- ENVIRONMENTAL INFORMATION FORM (separate checklist); and

**VESTING TENTATIVE MAP APPLICATIONS:**

- All items listed above under “All Tentative Map Applications.”

- ADDITIONAL ITEMS REQUIRED FOR VESTING TENTATIVE MAPS - Per BMC Section 16.42.050:**
  - At the time a vesting tentative map is filed, it shall have printed conspicuously on its face the words "Vesting Tentative Map."
  - If the proposed project which is the subject of the vesting tentative map application does not require a planned development permit, then the applicant shall submit the information which would be required for a planned development permit (see separate application checklist).
  - If the proposed project does not require a design permit, then the applicant shall submit the information which would be required for a design permit (see separate application checklist).
  - Any additional information reasonably required, and any additional requirements reasonably imposed, by the Planning Director during the vesting tentative map approval process.

**MOBILE HOME PARK CONVERSIONS:**

- All items listed above under "All Tentative Map Applications."
- A report on the impact of the conversion upon the displaced residents of the mobile home park to be converted. In determining the impact of the conversion on displaced mobile home park residents, the report shall address the availability of adequate replacement space in mobile home parks.

**CODE REFERENCES.** Please refer to Brisbane Municipal Code Title 16, Chapters 16.16 and 16.42 for applicable Subdivision Ordinance provisions for tentative and vesting tentative maps.

**NOTIFICATION OF MEETINGS AND HEARINGS.** 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 the Friday before the scheduled hearing. Copies of the agenda and agenda report are also available at the Planning Department and on the City's website, [www.brisbaneca.org](http://www.brisbaneca.org) by noon on the Friday before the scheduled hearing. Please contact the project planner if you have not received a copy prior to the meeting.

**NOTIFICATION OF ACTION.** The project planner will notify you by mail to confirm the action taken. Contact the project planner if you do not receive such notification.

**APPEALS.** Anyone may appeal the action of the Planning Commission to the City Council not later than ten (10) calendar days after the Commission's action. An appeal application form and fee (Line P46) is required to make a formal appeal.

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**