

# 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.

➤ **ELECTRONIC SUBMITTAL REQUIRED:**

- Please submit all required items as PDF, Microsoft Office (Word, Excel, etc.), or JPG/TIF/PNG file types, as appropriate to the items listed below. You may compress or archive multiple file types into a single folder and upload the compressed (zipped) folder to our [electronic planning application](#). (Max 125 MB per file or folder.)
- Development plans MUST be submitted in PDF format;** CAD or other drafting file types will not be accepted. Development plan pages must be contained in one single PDF file; PDF files of individual plan pages will not be accepted. Please see the [Plan Preparation Guidelines](#) for digital file submittal standards.

**ALL FINAL MAP APPLICATIONS:**

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

- APPLICATION – A completed electronic planning application. Applications may be electronically signed and may require a [Property Owner Authorization Form](#).
- APPLICATION FEE – Refer to the [Master Fee Schedule](#). Fee may be paid by Visa or MasterCard (please note 2% additional processing fee), or by check.
  - Final Subdivision Map (5 or more lots): See Line PW14
  - Final Parcel Map (4 or less lots): See Line PW11
  - Note: Planning fees are non-refundable.
- SUPPORTING MATERIALS – The below documents and plans must be electronically submitted with any use permit application.
  - PROJECT DESCRIPTION – A complete project description, which shall describe all components and phases of the proposed project.
  - DEVELOPMENT PLANS – The below-listed development plans prepared in accordance with the Community Development Department's plan preparation guidelines:
    - Final Map prepared in compliance with the requirements of [Brisbane Municipal Code](#) §16.20.020-.080, §16.16.100-170 & §16.20.250.A

- 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 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.

FOR FURTHER INFORMATION, PLEASE CONTACT THE COMMUNITY  
DEVELOPMENT DEPARTMENT  
[planning@brisbaneca.org](mailto:planning@brisbaneca.org)

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 |  
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