

CITY OF BRISBANE

MODIFICATION OF SUBDIVISION PROVISIONS APPLICATION CHECKLIST

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 agendas.

➤ **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 SUBDIVISION PROVISIONS MODIFICATION APPLICATIONS:

The following information and documents are required for all subdivision provisions modification applications, unless specifically waived by staff:

- APPLICATION – A completed electronic planning application.
 - Signature(s) of the legal owner(s) of all of the property** must be provided on a [Property Owner Authorization Form](#) authorizing the "APPLICANT" to submit the application on the owner's behalf.
- APPLICATION FEE – Refer to line P40 of the [Master Fee Schedule](#). Fee may be paid by Visa or MasterCard (please note 2% additional processing fee), or by check.
Following application review, an additional Environmental Determination fee (Line P49) may also be required, as determined by the project planner.

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:
 - Site Plan, showing:
 - Existing and/or proposed structures

- Accurately dimensioned property lines, adjacent properties (and their uses), streets and easements; existing and proposed utilities, landscaping and bike/pedestrian paths; a small scaled vicinity map.
- Topographic Map that shows changes in slope at 5 foot intervals. (A proposed tentative parcel or subdivision map which includes the above information may be submitted to meet this requirement.)
- SUPPORTING STATEMENTS – A written statement of findings from Attachment A of this checklist, as applicable to the project and zoning district.
- 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: GIF, JPG, JPEG, PNG, PDF, BMP, or TIF.

CODE REFERENCES. Please refer to Brisbane Municipal Code Chapter [16.36](#).

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 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 application form and fee (Line P47) are required to make a formal appeal.

FOR FURTHER INFORMATION, PLEASE CONTACT THE COMMUNITY
DEVELOPMENT DEPARTMENT
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 |
50 PARK PLACE | BRISBANE, CA 94005 | (415) 508-2120**

SUPPORTING STATEMENTS

Please refer to Brisbane Municipal Code Section [16.36.010](#).

What special circumstances, such as size, shape, title limitations of record, or topographical location or conditions of the property, apply to your site?

How do these special circumstances make it impossible, impractical or undesirable to fully conform to the regulations?

Chapter [16.36](#) - MODIFICATIONS

16.36.010 - Modification of provisions of this title.

Whenever real property located in any subdivision is of such size or shape, or is subject to such title limitations of record, or is affected by such topographical location or conditions, or is to be devoted to such use that it is impossible, impractical or undesirable in a particular case for the subdivider to fully conform to the regulations set forth in this title, the planning commission may permit such modification thereof as may be reasonably necessary if such modifications conform with the spirit and purpose of this title.

16.36.020 - Application for modification.

Whenever the subdivider desires to modify any of the provisions of this title pursuant to the provisions of this chapter, he shall file an application with the planning department in a form to be prescribed by such department. Such application shall set forth in detail the requested modification and a general sketch of the proposed tentative map or tentative parcel map as proposed to be modified.

16.36.030 - Referral of proposed modification to proper department.

Each proposed modification shall be reviewed by the departments having jurisdiction over the regulations involved and each such department shall transmit to the planning commission its written recommendation, which shall be reviewed prior to the granting of any modification.

16.36.040 - Modification by the commission.

The planning commission may approve modification from the provisions of this chapter if it finds such modification to be warranted. The commission may make its approval subject to appropriate conditions.

16.36.050 - Time of filing of application.

An application for modification pursuant to this chapter shall be filed after completion of the review period established for the various city departments, public utilities, and other public agencies pursuant to Sections 16.16.120 and 16.16.130. Such application shall be filed prior to the filing of the tentative map or tentative parcel map pursuant to this title.

16.36.060 - Report of modification to council or city engineer.

In the event that any modification is approved, a written statement of such modification shall be transmitted to the city council, at the time of approval of a final map, or the city engineer, in the case of approval of a final parcel map.

16.36.070 - Duration of validity of actions.

The action of the planning commission in granting a modification shall be within the life of the tentative map or tentative parcel map approval. If a final map or final parcel map is filed within such period of time, it may contain such modifications from the provisions of this title as have been permitted pursuant to this chapter. Except as modified in this chapter all subdivision maps shall comply with all of the provisions of this title.

