

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.

➤ **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 TENTATIVE MAP APPLICATIONS:

The following information and documents are required for all Tentative 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.

Tentative Subdivision Map (5 or more lots): See Line P32 & Line PW10

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

Vesting Tentative Map: See Line P41 & Line PW10

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:
 - Tentative Map
 - Conceptual Grading/Drainage Plans, including:
 - 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.
 - Conceptual Landscaping and Irrigation Plans.
 - 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 in rights-of-way.
- GRADING PERMIT APPLICATION – A grading permit application shall be submitted to the Public Works Department in conjunction with submittal of the tentative map application.
- TITLE REPORT – A title report prepared within six (6) months prior to the filing of the 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: GIF, JPG, JPEG, PNG, PDF, BMP, or TIF.
- ACCOMPANYING STATEMENTS AND MATERIALS – Per BMC §16.16.070:



- 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.

ADDITIONAL INFORMATION MAY BE REQUIRED BY THE COMMUNITY DEVELOPMENT DIRECTOR OR CITY ENGINEER IN ORDER TO DETERMINE CONFORMANCE WITH CITY REQUIREMENTS.

- ENVIRONMENTAL INFORMATION – Environmental Information Form (check with Community Development staff prior to completing).

VESTING TENTATIVE MAP APPLICATIONS:

- All items listed above under “All Tentative Map Applications.”
- ADDITIONAL ITEMS REQUIRED FOR VESTING TENTATIVE MAPS - Per BMC [§16.42.050](#):
 - The words "Vesting Tentative Map" shall be printed conspicuously on its face;
 - For projects that do not require a planned development permit, all information required for a planned development permit (see separate application checklist);
 - For projects that do not require a design permit, all information required for a design permit (see separate application checklist);

ADDITIONAL INFORMATION AND REQUIREMENTS MAY BE REASONABLY REQUIRED OR IMPOSED BY THE COMMUNITY DEVELOPMENT DIRECTOR OR CITY ENGINEER 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. This report

shall be prepared by a consultant contracted by the City of Brisbane. The applicant shall be responsible for the cost of the consultant contract.

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 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
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.

