



PLANNING DIVISION

315 Maple Avenue, South San Francisco, CA 94080

Phone: (650) 877-8535 Email: planning@ssfca.gov

Website: <https://www.ssfca.gov/planning>

Tentative Parcel Map Application

This is the Tentative Parcel Map Application for the City of South San Francisco. This application is for all minor subdivisions creating four or fewer parcels and meeting all the criteria described in [Section 19.32.020](#) of the South San Francisco Municipal Code. The proposed parcel map design and improvements shall comply with the requirements of City's Municipal Code [Chapter 19.16](#) through [Chapter 19.24](#).

The City of South San Francisco requires that all planning applications be submitted online through the City's Permitting Portal which can be found here: <https://permits.ssf.net/>

After you submit the Tentative Parcel Map Application, City staff will review your application within 30 days of submittal for completeness.

Questions? Contact Planning Division staff at planning@ssfca.gov or 650-877-8535.

Project Information

Project Address	
Assessor Parcel Number(s)	
Current Use of Property	
Description of the Existing Parcel(s) Please include details about the existing use of the site, landscaping, and other information.	
Legal Description (May be on attached sheet)	
Proposed Use of Property	
Proposed Number of Lots	
Description of Proposed Parcel(s)	

Please include details about the proposed use of the site, landscaping, and other information.				
Number of Lots				
Lot Area of Each Parcel	A.	B.	C.	D.
Names of All Existing and Proposed Streets				

Required Application Materials

Applicants must submit the following application materials. Please submit digital files of all materials through the City's Permitting Portal at <https://permits.ssf.net/>. If an applicant fails to submit all required materials, City staff will issue an incomplete letter.

	Required Materials	Checklist	
		Applicant	City staff
1	Completed and signed application	<input type="checkbox"/>	<input type="checkbox"/>
2	Payment of Fees	<input type="checkbox"/>	<input type="checkbox"/>
3	Title Report	<input type="checkbox"/>	<input type="checkbox"/>
4	Preliminary Soils Report (as applicable)	<input type="checkbox"/>	<input type="checkbox"/>
5	Tentative map, data required and design showing: <ul style="list-style-type: none"> A vicinity map: A plan indicating the location of the proposed subdivision in relation to the surrounding area or region, to a minimum scale of one inch equals one thousand feet (1"=1000'). The plan shall show land use in surrounding area. Name and address of record owner and sub-divider. Name, address, and license number of land surveyor or registered civil engineer who prepared the tentative map. Date, north point (generally pointing up on the map) and scale. Minimum scale one inch equals one hundred feet (1"=100') or as otherwise approved by the city engineer. Title of proposed subdivision and of all adjacent subdivisions. Locations of, names and widths of adjacent streets, highways, lanes and ways, and easements of all kinds, together with the type and location of street improvements thereon, including fire hydrants and street light locations. The contour of the land within the proposed sub-division and extending approximately two hundred feet into adjacent properties at intervals of one foot of elevation up to five percent slope; two foot intervals of one foot of elevation up to five percent slope; two foot intervals up to ten percent and five foot 	<input type="checkbox"/>	<input type="checkbox"/>

Required Materials	Checklist	
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<p>intervals over ten percent, as required by the city engineer.</p> <ul style="list-style-type: none"> • Sufficient data to define the boundaries of the tract, or a legal description of the tract and blue border on reverse side of map to indicate tract boundaries. The tentative map shall show probable sequence of multiple final maps. • Width, approximate location and purpose of all existing and proposed easements and adjacent easements adjoining the subdivision. • The width and approximate grade of all streets, highways, lanes, and other rights-of-way whether proposed for dedication or not. • The approximate radii of all curves 		

Property Owner Authorization

Property Owner: In signing this application, I, as property owner, have full legal capacity to, and hereby do, authorize the filing of this application. I understand that conditions of approval are binding. I agree to be bound by those conditions, subject only to the right to object at a hearing or during the appeal period.

Property Owner Name	
Address (City, State, Zip Code)	
E-mail address	
Phone number	

Signature: _____

Date: _____

Applicant (if other than Property Owner) Signature

Applicant other than Property Owner: In signing this application, I as applicant, represent to have obtained authorization of the property owner to file this application. If this application has not been signed by the property owner, I have attached separate documentation of full legal capacity to fill this application and agreement to conditions of approval, subject only to the right to object at the hearings or during the appeal period.

Applicant Name	
Address (City, State, Zip Code)	
E-mail address	
Phone number	

Signature: _____

Date: _____

Licensed Engineer or Surveyor Information

Please provide the name of the licensed engineer / surveyor for the project.

Engineer / Surveyor Name	
Address (City, State, Zip Code)	
E-mail address	

Phone number	
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