



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 Subdivision Map Application

This is the Tentative Subdivision Map Application for the City of South San Francisco. This application is for all subdivisions creating five or more parcels, five or more condominiums, a community apartment project containing five or more parcels, the conversion of a dwelling to a stock cooperative containing five or more dwelling units and/or the conversion of rental units to condominiums. The proposed subdivision 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 Subdivision 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	
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 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. 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 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 		
6	<p>Statements, Reports, and Information placing on the map:</p> <ul style="list-style-type: none"> • The existing zoning and proposed use of the subdivision. • A preliminary soils report, prepared by a civil engineer registered in this state, and based upon adequate test borings. The requirement for a preliminary soils report may be waived by the city engineer if it is determined that, based on the information available to him concerning soils qualities of the soils of the subdivision, a preliminary analysis is not necessary. If a soils report is prepared, it shall comply with the requirements set forth in Chapters 29 and 70 of the Uniform Building Code ordinance of the city. • If the preliminary soils report, as required by the above section, indicates the presence of critically expansive soils or other soils problems which, if not corrected, would lead to structural defects, a soils investigation of each lot in the subdivision may be required by the city engineer. Such soils investigation shall be done by a civil engineer registered in this state, who shall recommend corrective action which is likely to prevent structural damage to each structure proposed to be constructed in the area where such soils problem exists. The city engineer may require these recommendations to be incorporated in the construction of each structure as a condition to the issuance of any building permit. • A statement of the method by which the subdivider proposes to control erosion. • A statement indicating the improvements to be constructed by the subdivider, as required in Chapter 19.20 and Chapter 19.24 of the South San Francisco Municipal Code, and other ordinances of the city. • The depth of front yards and building setback lines. 	<input type="checkbox"/>	<input type="checkbox"/>

Required Materials		Checklist	
		Applicant	City staff
	<ul style="list-style-type: none"> • The proposed source of water supply and method of sewage disposal. • The type and size of tree planting to be installed. • A statement indicating proposed public areas to be dedicated or scenic easements proposed. • The type and location of street lighting proposed. • A statement indicating the proposed development of lots (whether for sale as lots or fully developed house and lot). • A statement indicating the subdivision purpose (whether for sale, lease, or financing). • Justification and reasons for any exceptions to the provisions of this title. • The subdivider shall submit a copy of a letter to each serving utility agency requesting submission of utility easement requirements and a copy of the reply from each affected utility agency. • A geological report shall be required in any area, so determined by the city engineer, where there are known geological hazards. 		
7	<p>Additional Materials for Condominiums and Planned Developments (as applicable):</p> <ul style="list-style-type: none"> • See Section 19.36.040 (Tentative Map – Data Required) of the South San Francisco Municipal Code 	<input type="checkbox"/>	<input type="checkbox"/>

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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