



TWO-UNIT DEVELOPMENT OVERLAY DISTRICT

SUBMITTAL REQUIREMENTS CHECKLIST

- ☐ **Property ownership:** Verification of property ownership in the form of a preliminary title report that is no more than a year old, showing the current owners of the property, the names of record owners of the land, and all existing easements and other reservations, restrictions, or covenants.
- ☐ **Plans:** A digital submittal is preferred through a single PDF of the plans with a file size no larger than 10 MB. If a hard copy submittal is made, provide 5-8 bound and folded sets of full-size project plans (24" x 36" maximum preferred), including a CD or flash drive (will not be returned) with a single PDF of the plans as described. Please see the following pages for more information about required plans.
- ☐ **Written Description:** Written description of the proposed project, which may be included on the cover sheet of the plan set. If hard copy submittal, please provide 5-8 copies.
- ☐ **Photos of the property:** Please provide digital photos of the project site along with photos of the adjacent properties.
- ☐ **Payment:** of the Processing Deposit and Fees for all application types.
- ☐ **Materials Board:** showing proposed color, roofing material, window types, trim, and other exterior materials (clear photos or manufacturer's brochures may suffice.).
- ☐ **Arborist Report and a Tree Protection Plan:** by a certified arborist for any work near and/or removal of a Protected Tree, as defined by SMMC 13.40.030. If an Arborist Report is required, please provide a copy in PDF and provide the Arborist Report reproduced within the project plans. If a Tree Protection Plan is required, please provide the Tree Protection Plan within the project plans. Any removal or major pruning requires submittal of a Protected Tree Work Application to the City's Parks and Recreation Department and a copy of the approved permit shall be submitted to the Planning Division prior to the decision on the Planning Application. For more information, please visit: <https://www.cityofsanmateo.org/Trees>
- ☐ **Full Site Survey:** A full site boundary survey is required for all subdivisions and is required to be stamped and signed by a Land Surveyor licensed by the State of California. (See Section I). A topographic and boundary survey is required for all properties with grades over 15% (See Section H).
- ☐ **Renderings and Photo Simulations:** High-quality building renderings and photo simulations are required as needed.

Required Completed Forms & Checklists:

- ☐ Two-Unit Development Overlay District Planning Application Form – signed by all property owners
- ☐ Property Owner Authorization Form
- ☐ Planning Application Deposits and Processing Costs Form
- ☐ Two-Unit Development Overlay District Two-Unit (Duplex) Development Screening Criteria Form

CITY OF SAN MATEO PLANNING DIVISION

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COMMUNITY DEVELOPMENT DEPARTMENT

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- ☐ Two-Unit Development Overlay District Urban Lot Splits Screening Criteria Form
- ☐ Two-Unit Development Overlay District Application Submittal Requirements Checklist
- ☐ Two-Unit Development Overlay District Tenant Disclosure Affidavit
- ☐ Two-Unit Development Overlay District Urban Lot Split Owner Occupancy Affidavit
- ☐ Completed [Tree Disclosure Statement Form](#)
- ☐ Completed [Water Conservation in Landscaping Screening Form](#)

Additional items may be determined necessary by the planner during the Planning Application review.

All plans must be signed by the person who prepared the plans, and if a licensed architect prepared them, they must provide evidence of their acceptance of responsibility, which is typically a signed license stamp.

Partial submittal of revised sheets is not acceptable. Once submitted, the plans and all planning application material are public record and cannot be returned to the applicant.