



TWO-UNIT DEVELOPMENT OVERLAY DISTRICT URBAN LOT SPLIT PLAN REQUIREMENTS

The following items must be provided on the plans, fully and accurately dimensioned and drawn to scale:

A. Cover Sheet

Residential Data Information		
Site Address:		
APN:		
Zoning Classification:		
Lot Size (Sq. Ft.):		
Permitted Floor Area Ratio:		
Maximum Permitted Floor Area (Sq. Ft.):		
	Existing:	Proposed:
Floor Area (Sq. Ft.): ^{1, 2}		
Single-family residence:		
Attached/detached garage:		
Front porch:		
Covered patios/balconies:		
Detached accessory structures:		
Front porch exemption (subtract up to 100 sq. ft.):		
Total Floor Area:		
Existing Interior Floor Area to be Remodeled:		
Percentage and Linear Feet of Existing Exterior Residence/ Garage Walls to be Demolished: ³		
Total Floor Area for Parking Requirements (See SMMC 27.18.110 and Government Code Section 65852.21 (c)(1)):		
Total Garage Parking Stalls (min. 10' x 18'):		
Total Uncovered Parking Stalls (Tandem not Permitted):		
List of All Protected Trees including Species and Size:		
Cubic Yards of Soil Disturbance: (required in order to determine if a Stormwater Pollution Prevention Construction Permit is required)		
1. See SMMC 27.04.200 (b)(1) for full Floor Area definition. 2. See SMMC 27.04.200 (b)(2) for full list of Floor Area exclusions. 3. Existing exterior walls that are converted to interior walls shall be counted as walls to be demolished. Doors, including garage doors, entry doors, and sliding glass doors, shall not be included in the percentage calculation of an existing structure's exterior walls.		

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B. Tentative Map (No smaller than 1/8" scale or 10' scale. Pursuant to Chapter 26 of the San Mateo Municipal Code, the tentative map shall contain or be accompanied by the following information):

- ☐ The location of the proposed subdivision.
- ☐ Tract name and number (if assigned).
- ☐ Date of preparation.
- ☐ North arrow and scale.
- ☐ Names, addresses and telephone numbers of: the record owner; subdivider; and the person who prepared the map. (The registration or license number of the preparer shall also be supplied).
- ☐ Lot lines, approximate dimensions of all lots and their area to the nearest square foot
- ☐ Lot or parcel numbers in consecutive sequence.
- ☐ Location, name, and present improved width(s) of the adjacent street(s).
- ☐ Lot, block and parcel numbers of adjacent lots and the name of the owner of record.
- ☐ Location, width and outline to scale all existing and proposed:
 - Pedestrian paths; public areas; conservation easements; and public utilities easements.
 - Size of storm drains, sanitary sewers, gas and water lines and source of water supply and sewage disposal.
 - Fire hydrants, power, and telephone or communications lines and other public utilities.
 - Provisions for drainage, flood and erosion control.
 - Building sites; driveways; fences; retaining walls; swimming pools; including whether they are to remain or be removed, and the distances between buildings and between buildings and proposed or existing property lines and other structures, if known
 - Groves of trees and the location of all individual trees with a trunk diameter of four inches or more (twelve and one-half inches circumference) as measured at two feet above natural grade, and other significant vegetation, indicating whether removal is intended and showing trees and vegetation to be planted other than street trees
- ☐ Approximate location of any area which may be subject to inundation, the location, width and direction of all watercourses.
- ☐ Existing and proposed contours
 - Existing and proposed contours of the property; proposed elevation at all lot pads; and the grades of proposed streets and drainage facilities. On flat lands, where the predominant slopes are five percent or less, a contour interval of not to exceed two feet shall be used. Where the predominant slopes are in excess of five percent, a contour interval of not to exceed five feet shall be used. Ninety percent of all contours shall be accurate within two feet and all contours shall be accurate within four feet. In cases where the effective use of the lands to be subdivided necessitates extensive cuts and fills for streets, the proposed

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grading shall be clearly shown by means of both contour lines and supplementary cross sections through such cuts and fills. The source of the topographic information shown shall be indicated.

- ☐ Any proposed conditions, restrictions, and covenants.
- ☐ Preliminary soils report and the report of an engineering geologist, provided that the latter may be waived by the City engineer.
- ☐ Statement of the improvements proposed to be made or previously installed by private utilities or public agencies and a statement from such utilities or agencies as to the adequacy of such installations and the rights-of-way or easements therefor or proposed
- ☐ Statement of the improvements proposed to be made or previously installed including:
 - Profiles drawn to scale showing clearly all details thereof, showing centerline, existing ground and finished grade elevations of all streets, including the radii of all curves, sanitary sewer and storm drains.

(Profiles other than centerlines shall be shown if requested by the City engineer. All elevations shall be indicated to the nearest one foot and shall be referred to mean sea level datum, as established by the United States Coast and Geodetic Survey, or to elevations according to the San Mateo datum All dimensioned property lines consistent with County Assessor's Parcel Map or Site Survey.
 - Typical cross sections of all streets, and when required by the City engineer, detail of curbs, gutters, walks, trails and other improvements drawn to scale and clearly showing all details thereof
 - Location, species and size of all street trees

Site Plan (No smaller than 1/8" scale or 10' scale)

- ☐ North arrow and scale.
- ☐ All dimensioned property lines consistent with the Site Survey.
- ☐ Adjacent streets drawn and dimensioned to the centerline of the street, showing sidewalks or curb line. Label the distance between the back of the sidewalk or curb and the property line.
- ☐ Location and identification of items of all utilities (PG&E, water, sewer lateral, and sewer cleanout) and any obstructions on sidewalks and curbs, such as fire hydrants, utility meters, utility poles, and street lights.
- ☐ Transformers, underground vaults, PG&E gas meters, Fire BFDs, and other above-ground and below ground utility equipment. It is the City's policy that all utility equipment, including vaults and meters be located on private property and must be screened with a fence/wall or landscaping.
- ☐ Existing and/or proposed driveways and walkways with width of all paved areas (See [SMMC 27.18.070](#) – [SMMC 27.18.080](#), Limits on Paving).
- ☐ Footprint and overhangs or projections (eaves/bay windows/chimneys/balconies/decks) for all structures located on the site. Include all accessory structures, covered patios, covered porches,

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carports, outdoor mechanical equipment, and any structures with walls and/or a roof on the property.

- ☐ All required garage and uncovered parking stalls (See [SMMC 27.18.110](#))
- ☐ Location, dimension and type of easements.
- ☐ Outline of structures on adjacent properties- window locations may be required in some instances.
- ☐ Topographic elevation of the first floor level and spot elevations of existing and finished grade around property to determine daylight plane compliance and adjacent to building footprint for height measurement.
- ☐ All existing, proposed and required yard setbacks measured to the ground and upper floors and to all detached structures (see [SMMC 27.18.070](#) – [SMMC 27.18.100](#)).
- ☐ Distance between structures.
- ☐ All existing and proposed fencing or retaining walls including height and location (see [SMMC 27.84.010](#)). Elevations and sections are required for some fencing.
- ☐ Landscaped areas showing areas of existing and/or new turf, shrubs, groundcover and trees. A separate full landscape plan is required for all projects proposing a new residence.
- ☐ Completed Water Conservation in Landscaping Screening Form; if the screening form indicates the project is subject to the Water Conservation in Landscaping Ordinance ([SMMC 23.72.030](#)), additional documentation prescribed by the screening form should also be included with the site plan.
- ☐ Location, species and size (diameter when measured at 54" above natural grade) of all existing trees both on site and in the City right-of-way (street trees) and note whether they are to be removed.
- ☐ Creeks, steep slopes or other special environmental features.

C. Floor Plans (1/4" scale preferred)

- ☐ Overall exterior dimensions and individual room dimensions for all levels and stories.
- ☐ Location of all doors and windows, including window sizes.
- ☐ Label or shade all walls and structures proposed to be demolished. Provide the calculation of the percentage of exterior walls to be demolished or converted. Provide the calculation of the total lineal feet of existing exterior walls and the total lineal feet proposed for demolition. Existing exterior walls that are converted to interior walls shall be counted as walls to be demolished. Doors, including garage doors, entry doors, and sliding glass doors, shall not be included in the percentage calculation of an existing structure's exterior walls.)

D. Floor Area Calculations overlaid on proposed floor plans (scale same as floorplan.)

- ☐ Provide a single plan sheet showing the floor area calculations with blocked-out areas and calculations for each block to the tenth decimal point.

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E. Elevations (1/4" scale preferred)

- ☐ The existing dwelling unit(s) (without showing the proposed addition)
- ☐ The proposed dwelling unit(s) (including the proposed additions)
- ☐ Detached accessory structures, if new or any addition is proposed to an existing structure.
- ☐ Daylight Plane, drawn and dimensioned from the property lines, for main structure (see [SMMC 27.18.050.b](#)). Please review the "Dormer" definition in detail and consult with a planner before application submittal if any dormer intrusions are proposed.
- ☐ Daylight Plane, drawn and dimensioned from the property lines, for new/renovated accessory structures (see [SMMC 27.18.100](#)).
- ☐ Grade elevation where the height is measured and finished floor elevations. For hillside properties, show existing and proposed grades.
- ☐ Building plate height measured from existing grade to top of building plate line (maximum 24 feet). This height is measured from existing grade at any point along the perimeter of a building, to the highest plate line of the structure directly above that point, regardless of whether that point is on the same plane as the building where it touches the ground (see [SMMC 27.04.080](#)).
- ☐ Building total height measured from existing grade to top of building roof peak (maximum 32 feet)
- ☐ Types and colors of exterior materials for siding, roof, trim, railings, eaves, other architectural detailing, and windows for both existing and new. Show window grid patterns, window operation types, and any obscured glazing. Note roof pitch(es).
- ☐ Front building elevations of structures on adjacent properties.

F. Building Sections (1/4" scale preferred)

- ☐ The proposed dwelling unit(s), including any proposed additions.
- ☐ Grade elevation where the height is measured and finished floor elevations. For hillside properties, show existing and proposed grades.
- ☐ Building plate height measured from existing grade to top of building plate line (maximum 24 feet). This height is measured from existing grade at any point along the perimeter of a building, to the highest plate line of the structure directly above that point, regardless of whether that point is on the same plane as the building where it touches the ground
- ☐ Building total height measured from existing grade to top of building roof peak (maximum 32 feet)
- ☐ Finished floors and interior heights for all levels.

G. Roof Plans. (1/4" scale preferred)

- ☐ Show roof pitches and dimension overhang depths.
- ☐ Show and shade any areas of an existing roof proposed for demolition. Provide the calculation of the % of existing roof structure to be demolished.

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H. Hillside Parcels. If the proposed development footprint is located on areas with slopes over 15%, the items noted below may be required:

- ☐ Topographic map with contour intervals of 5 feet and the area of the site with greater than 15% slope indicated.
- ☐ Structural Calculations.
- ☐ Geotechnical Report.
- ☐ Hydraulic Report.
- ☐ Grading and Drainage Plan.

I. Full Site Survey. Required for all subdivisions. The site survey is required to be stamped and signed by a Land Surveyor licensed by the State of California.

- ☐ The survey is required to illustrate the legal boundaries, dimensions of all property lines, easements, right-of-way, creeks, public utilities and utility poles, location of all existing improvements/structures, setback of existing improvements/ structures, tree trunks, tree species (if possible) and accurate depiction of tree canopies/drip line along with spot elevations across the site, including designated spot elevations from where the building height and daylight planes will be measured.
- ☐ If located within a Special Flood Hazard Area, the survey must show the Base Flood Elevation (BFE) and the elevation of the lowest floor of the proposed structure.
- ☐ If the project is located adjacent to a creek or waterway, the survey must illustrate the top of bank, centerline of the creek and easement line (if any).

J. Hillside Parcels. A separate, full landscape plan by a licensed Landscape Architect is required for all projects proposing a new residence and/or projects that rehabilitate and/or provide new landscape area of 2,500 square-feet or more of landscape area.

- ☐ All existing plant material to remain and to be removed
- ☐ Species size, and location of all proposed plant material
- ☐ A site plan diagram measuring all rehabilitated and new landscape areas
- ☐ Hydrozone information and Water Budget Calculations