



UNIVERSAL PLANNING APPLICATION

Town of Atherton Planning Department

80 Fair Oaks Lane, Atherton, CA 94027

(650) 752-0544 | planningdept@ci.atherton.ca.us

Website: www.ci.atherton.ca.us/199/Planning

APPLICATION TYPE (check all that apply)

- | | |
|--|--|
| ☐ Appeal
☐ Conditional Use Permit
☐ Final Parcel Map
☐ Regular Subdivision
☐ Starter Home Subdivision (SB 684/1123)
☐ Urban Lot Split (SB 9)
☐ Extension Request
☐ General Plan Amendment
☐ Heritage Tree Requests (Commission Approval)
☐ Heritage Tree Removals
☐ Tree Protection Zone Exceptions
☐ Home Occupation Permit
☐ Initial Study (CEQA)
☐ Lot Line Adjustment/ Lot Merger
☐ Lot Line Redesignation (Front/Rear)
☐ Preliminary Application (SB 330)
☐ School Master Plan | ☐ Special Structures Permit
☐ Tentative Parcel Map
☐ Regular Subdivision
☐ Starter Home Subdivision (SB 684/1123)
☐ Urban Lot Split (SB 9)
☐ Variance
☐ Wireless Facilities
☐ Minor Modification
☐ Major Modification
☐ Zoning Clearance (IRB)
☐ Accessory Buildings & Structures
☐ Accessory Dwellings (ADUs and JADUs)
☐ Single Family Dwelling
☐ Multifamily Family Dwellings
☐ Zoning Code Amendment
☐ Other (Specify Below): |
|--|--|

APPLICANT INFORMATION (☐ Check box if primary contact)

Name:

Address:

City, State, Zip Code:

Phone:

Email:

ARCHITECT INFORMATION (☐ Check box if primary contact)

Name:

Address:

City, State, Zip Code:

Phone:

Email:

OWNER INFORMATION (☐ Check box if primary contact)

Name:

Address:

City, State, Zip Code:

Phone:

Email:

PROPERTY INFORMATION

Site Address:

APN(s):

Lot Area (square-feet):

Lot Width (feet):

Lot Depth (feet):

Zoning District:

☐ R1-A

☐ R1-B

☐ PFS

☐ POS

☐ Overlay District



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PROJECT DESCRIPTION

PROJECT LOCATION INFORMATION

For any "yes" answers, please identify on corresponding boundaries or locations on development plans.

1. Does the project include any point sources of air or water pollution? ☐ Yes ☐ No
If yes, please list them:

2. Are any species of local concern known to occur on the property? ☐ Yes ☐ No
If yes, please list them:

3. Is any portion of the property located within any of the following?
- a. A very high fire hazard severity zone, as determined by the Department of Forestry and Fire Protection pursuant to Government Code Section 51178: ☐ Yes ☐ No
 - b. Wetlands, as defined in the United States Fish and Wildlife Service Manual, Part 660 FW 2 (June 21, 1993): ☐ Yes ☐ No
 - c. A hazardous waste site that is listed pursuant to Government Code Section 65962.5 or a hazardous waste site designated by the Department of Toxic Substances Control pursuant to Section 25356 of the Health and Safety Code: ☐ Yes ☐ No
 - d. A special flood hazard area subject to inundation by the 1 percent annual chance flood (100-year flood) as determined by the Federal Emergency Management Agency in any official maps published by the Federal Emergency Management Agency: ☐ Yes ☐ No
 - e. A delineated earthquake fault zone as determined by the State Geologist in any official maps published by the State Geologist, unless the development complies with applicable seismic protection building code standards adopted by the California Building Standards Commission under the California Buildings Standards Law (Part 2.5 (commencing with Section 18901) of Division 13 of the Health and Safety Code), and by any local building department under Chapter 12.2 (commencing with Section 8875) of Division 1 of Title 2: ☐ Yes ☐ No
 - f. A stream or other resource that may be subject to a streambed alteration agreement pursuant to Chapter 6 (commencing with Section 1600) of Division 2 of the Fish and Game Code: ☐ Yes ☐ No

4. Are any historic or cultural resources known to exist on the property? ☐ Yes ☐ No
If yes, please list them:

5. Will the project require any approvals under the Subdivision Map Act, such as a parcel map, a tentative map, or a condominium map? ☐ Yes ☐ No
If yes, please list them:



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6. Will the project impact a stream or other resource that may be subject to a streambed alteration agreement pursuant to Chapter 6 (commencing with Section 1600) of Division 2 of the Fish and Game Code? ☐ Yes ☐ No

If yes, attach an aerial site photograph showing existing site conditions of environmental site features that would be subject to regulations by a public agency, including creeks and wetlands.

7. Is any portion of the property subject to any recorded public easement, such as easements for storm drains, water lines, power lines, and other public rights of way? ☐ Yes ☐ No

If yes, provide a site map or list indicating the location of all such public easements.

PROJECT PROGRAMMING DETAILS

Please provide relevant development statistics as indicated in the tables below, indicate if not applicable:

Development Statistics	Requirement (AMC Ch. 17)	Existing	Proposed
Land Use(s)			
Total Number of Dwelling Units			
Total Number of ADUs/JADUs			
Number of Dwelling Units by Affordability			
Base Density			
Bonus Density			
Density Bonus Percentage Sought			
Project Tenure (rental/ownership)			
Gross Lot Area			
Net Lot Area			
Total Floor Area			
Total Floor Area by Land Use			
Floor Area Ratio			
Height (Measured from Average Natural Grade)			
Side wall Height			
Number of Stories			
Front Setback			
Rear Setback			
Side Yard Setback(s)			
Total Number of Parking Spaces			
Total Number of Parking Spaces by Land Use			
Loading Spaces			
Bicycle Spaces by Type (Residential v. Visitor)			



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RESIDENTIAL USES

Does the site contain or did the site contain any residential uses? ☐ Yes ☐ No

If yes, please answer the following questions:

- What is the current occupancy status of the existing residential units?
- How many residential units will be demolished under the proposed project?

**Please note, the Project applicant will be required to provide information about any protected units under SB 330 (Government Code Section 66300) upon submittal of the Project Application. Demolition restrictions may be applicable.*

AFFIDAVIT OF OWNERSHIP

I hereby guarantee, as authorized agent for the applicant, owner, and project sponsors, that they individually or jointly assume full responsibility for all costs incurred by the Town in processing this application. By signing below, the property owner consents that all information is true and accurate and to the processing of the application by the applicant and authorizes the applicant to comply with the requirements places on the application by the City. A letter of authorization from the owner may be submitted in lieu of the property owner's signature.

Please choose the applicable option below and sign this affidavit to acknowledge compliance with all requirements set forth.

- ☐ *I am the sole owner and hereby authorize the filing of this application.*
- ☐ *I own the project site jointly with one or more persons and am empowered to authorize the filing of this application on behalf of my fellow property owners.*
- ☐ *I own the project site in conjunction with one or more persons who are listed with their acknowledgement and authorization for the filing of this application attached for additional property owner authorization/acknowledgement.*

Property Owner's Signature:

Date:

Applicant Signature:

Date:

INDEMNIFICATION AGREEMENT (for Discretionary Review only)

As part of the application, the applicant and/or property owner agree to defend, indemnify, and hold harmless the Town of Atherton, its agents, officers, council members, employees, boards, Commissions and Commission from any and all claims, actions or proceedings brought against any of the foregoing individuals or entities, seeking to attack, set aside, void or annul any approval of the application or related decision, or the processing or adoption of any environmental documents or negative declarations which relate to the approval.

This indemnification shall include, but is not limited to, all damages, costs, expenses, attorney fees, or expert witness fees that may be awarded to the prevailing party arising out of or in connection with the approval of the application or related decision, whether or not there is concurrent, passive or active negligence on the part of the Town, its agents, officers, council members, employees, boards, commissions, and Council. If for any reason any portion of this indemnification agreement is held to be void or unenforceable by a court of competent jurisdiction, the remainder of the agreement shall remain in full force and effect.

The Town of Atherton shall have the right to appear and defend its interest in any litigation arising from the approval of the application or any related decision through its Town Attorney or outside counsel selected by the Town Attorney. The applicant shall be required to reimburse the Town for attorney's fees incurred by the Town in connection with the litigation.

Property Owner's Signature:

Date:

Applicant Signature:

Date:

SUBMITTAL CHECKLIST SUMMARY

This chart provides the general requirements for each planning application type. Note that this is not an all-inclusive list of submittal items required, as some items may be identified during review. If you have any questions or concerns, please contact the Planning Division.

● *Required*

○ *Sometimes Required (check with staff)*

- *Not Required*

	Universal Application Form	Scope of Work	Project Narrative	Title Sheet	Site Plan	Topographic Survey	Context Photos	Floor Plans	Building Elevations	Building Sections	Prelim. Utility Plan	Lighting Plan	Landscape Plan	Tree Inventory	Arborist Report	Title Report	Plat Map	Tentative Parcel Map	Final Parcel Map	CEQA Studies	Geotechnical Report	Historic Resource Eval.	VMT Analysis	Affidavits
Appeal	●	-	●	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
Conditional Use Permit	●	●	●	●	●	○	●	●	●	●	○	●	●	○	○	●	-	-	-	○	○	○	○	○
Final Parcel Map	●	●	●	●	-	-	-	-	-	-	●	-	-	●	●	●	●	●	○	○	-	-	-	-
General Plan Amendment	●	●	●	●	○	-	○	-	-	-	-	-	-	-	-	-	-	-	○	○	○	○	○	-
Heritage Tree Removal & TPZ	●	●	●	●	●	●	●	●	●	●	-	-	-	●	●	-	-	-	○	-	-	-	-	-
Initial Study	●	●	●	●	●	○	●	●	●	●	○	●	●	○	○	●	-	-	-	○	○	○	○	○
Lot Line Adjustment/ Lot Merger	●	●	●	●	●	●	-	-	-	-	●	-	-	○	○	●	●	-	-	○	○	-	-	-
Lot Line Re-Designation	●	●	●	●	●	●	●	-	-	-	-	-	-	○	○	●	●	-	-	-	-	-	-	-
Preliminary Application (SB 330)	●	●	●	●	●	-	-	-	●	-	-	-	-	-	-	●	-	-	-	-	-	-	-	-
School Master Plan	●	-	●	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
Special Structures Permit	●	●	●	●	●	○	●	●	●	●	-	○	●	●	●	●	-	-	-	○	○	○	○	○
Tentative Parcel Map	●	●	●	●	●	●	●	○	○	○	●	○	○	●	●	●	●	●	○	●	○	-	○	○
Variance	●	●	●	●	●	○	●	●	●	●	○	○	○	●	●	●	-	-	-	○	○	○	○	○
Wireless Facilities (Minor Modification)	●	●	-	●	●	-	●	●	●	●	-	-	-	○	○	-	-	-	-	-	○	-	-	-
Wireless Facilities (Major Modifications)	●	●	●	●	●	●	●	●	●	●	●	●	●	○	○	●	-	-	-	-	○	-	-	-
Zoning Code Amendment	●	●	-	●	○	-	○	-	-	-	-	-	-	-	-	-	-	-	-	○	○	○	○	-
Zoning Clearance (IRB)	●	●	-	●	●	○	●	●	●	●	○	○	○	○	○	-	-	-	-	○	○	○	○	○

SUBMITTAL CHECKLIST DETAILS

The following checklist identifies the information required on architectural plan sets submitted with the Universal Planning application. For clarification on any item, please contact the Planning Department.

☐ UNIVERSAL APPLICATION

Complete pages 1-4 of this form. At intake staff will confirm submittal of the items listed in the checklist on page 5. Missing items may delay the acceptance of the application. Timelines for review will not commence until all required items are submitted and the application is accepted. Upon review for completeness, the assigned planner will alert the applicant to any missing details necessary for a completeness determination. Once an application is determined to be complete, staff will approve or deny the project.

☐ APPLICATION FEE

Please find the Master Fee Schedule [here](#)

☐ SCOPE OF WORK

The scope of work describes the project and the related actions necessitating the submitted application. The description may be provided within the submitted Universal Application, a separate document, or title sheet of an architectural plan set or map submittal. The approach will vary by complexity of the project. If the project includes the establishment of an Accessory Dwelling Unit (ADU or JADU) please submit the ADU Rental Information Form so the Town can include the unit in its state housing report.

☐ PROJECT NARRATIVE

The project narrative goes beyond the Scope of Work description. The narrative must address any specific findings required by special requests or applications (ministerial or discretionary) such as, but not limited to: Affordable Housing Plans, Conditional Use Permit findings, Duplex proposal using SB 9, Density Bonus Requests affordability details and justifications for concessions or waivers, Heritage Tree requests and considered design alternatives, Parking modifications related to state laws, Reasonable Accommodation requests, Special Structure Permit findings, or Variance findings.

☐ TITLE SHEET

The title sheet serves as the cover sheet for the project. Mapping submittals have additional requirements and should also follow directions for the Tentative Parcel and Final Maps when applicable.

- ☐ Name of project, location of project (street address and existing APN), and description of proposed scope of work.
- ☐ Project number(s) for any prior or active development permits issued for the subject site. Please identify any scopes of work "to be filed" under separate applications.
- ☐ Existing and proposed Zoning and General Plan designations of the subject property
- ☐ Vicinity map showing an aerial view of a half-mile radius from the project site.
- ☐ Table of contents listing all plan set sheets, their content, and page number
- ☐ Provide a table with all of the development statistics required in the application. (See Project Statistics Table on Page 3)

☐ **SITE PLAN(S)**

Existing and Proposed Site Plans should include the following details. If no changes are proposed to the existing site plan, then use the site plan as a locator map for the area of the scope of work.

- ☐ Dimensioned property lines, required setbacks, and easements for the subject property.
- ☐ Outlines of all adjacent properties and the locations of any buildings, structures, and roads (private and public) within 50 feet of the project site. Easements on surrounding properties that benefit the subject property must be shown to the full applicable extent.
- ☐ If the scope of work applies to only a portion of the site, identify the project area. If identifying a limited project area, note the locations of any additional work anticipated that will occur during the execution and completion of the proposed project.
- ☐ Show all existing or proposed buildings, structures, and improvements on-site, indicate any demolition, removal, replacement, repair or retention. For elements within the project area, provide dimensions from property line setbacks and distances between buildings and structures with other buildings and structures.
- ☐ Identify the location of existing or proposed street improvements related to the project, including mailboxes and gates.
- ☐ Identify the location of existing and proposed parking, circulation areas, curb cuts and driveways.
- ☐ Identify the location and distance from property lines and setbacks for proposed pedestrian ways, recreation, and common areas.
- ☐ Identify the location and tree protection zones of existing heritage trees on the property and within 15-feet of the subject property. Scopes of work that extend into the tree protection zones of heritage trees will necessitate review by the Town Arborist and submittal of an Arborist Report and Tree Inventory. The site plan, or supplementary diagram, may also need to identify the location of OSHA (Occupational Safety and Health administration) cuts when proposing work near a heritage tree. If unsure of this requirement, please consult the Town Arborist.
- ☐ Location of existing and proposed fences, gates, retaining walls, mailboxes, mechanical or trash/recycling facilities. Mechanical equipment must be noted or include details indicating it will comply with the Basic Noise Regulations of AMC Chapter 8.16.
- ☐ Dimensions of any measurements necessary to demonstrate compliance with requirements of the Atherton Municipal Code (AMC)

☐ **TOPOGRAPHIC SURVEY**

Provide a topographic survey prepared by a qualified surveyor within the last six months illustrating the legal boundaries, dimensions of all property lines, easements, right-of-way, trails, public utilities and utility poles, location of all existing improvements/structures, setback of existing improvements/ structures, tree trunks, tree species and accurate depiction of tree canopies/drip line, along with spot elevations across the site. The survey must extend up to 50 feet beyond the subject property line. The survey should be consistent with any submitted Preliminary Title Report and identified easements.

☐ **CONTEXT PHOTOS**

- ☐ Provide photos showing the existing conditions of the site. Include existing buildings, roads, street trees and pictures relevant to the proposed scope of work.
- ☐ Projects that propose exterior alterations or demolition of existing buildings that are 45 years old or older must include photos of all exteriors the subject building. Upon review of the photos and materials available in the Town's Heritage Room, staff may request preparation of a Historic Resource Evaluation.

☐ **FLOOR PLAN(S)**

Generally, floor plans are only needed to review the area subject to the scope of work. However, floor plans may be required for other buildings or structures in order to calculate the site's total floor area or floor area ratio. Please consult Planning staff in advance if you are unsure as to whether floor plans are needed for features outside of the project scope.

- ☐ Existing and proposed floor plan(s) for buildings and covered areas at each story of the project.
- ☐ Indicate the existing or intended use of each area and identify the location and dimensions of doors and windows.
- ☐ Provide floor area calculations for the total site and per story. Alternatively, assert that no changes are proposed to the amount of floor area and provide existing floor area metrics. For projects developing multiple buildings or structures on site, a special diagram and table is acceptable. Please ensure that the dimensions used in diagrams for floor area calculations are consistent with dimensions in floor plans.
- ☐ Provide a roof plan and identify any areas for mechanical equipment or photovoltaic panels. Roofing for dormers, false roofs, secondary roof forms must be included.

- ☐ Identify the removal or repair of any existing exterior facing walls, doors and windows. If the extent of repair is to be determined during construction, please indicate on the plans. If seeking an alteration permit with the Building Department and not a demolition permit, Planning review may restrict alterations to 50 percent of the linear feet of the building footprint and request supporting calculations or diagrams. Please consult Planning staff in advance if you are unsure if this will be a requirement.

☐ **BUILDING ELEVATIONS**

For each elevation, the Town will measure height from the location of Average Natural Grade. For projects that are re-grading or are on hillside lots, diagrams and calculations identifying the Average Natural Grade (ANG) will be necessary to verify the height compliance used in elevations. The ANG methodology is provided in AMC 17.42.030. If you are unsure of whether or not you need to provide ANG diagrams and calculations, please consult Planning Staff.

- ☐ Provide dimensioned elevations of all buildings, structures, walls and fencing with the scope of work, measured from Average Natural Grade.
- ☐ Identify the maximum allowed height, total height, sidewall height, finished floor height, and floor to ceiling height indicated on all elevations, as applicable to the building or structure.
- ☐ Identify the material finish for any exposed buildings, structures, walls and fencing. In some cases, such as property line fencing, the proposed materials must match existing materials, and therefore require the material identification of existing features.
- ☐ Identify the removal or repair of any existing exterior facing walls, doors and windows. If the extent of repair is to be determined during construction, please indicate on the plans. If seeking an alteration permit with the Building Department and not a demolition permit, Planning review may restrict alterations to 50 percent of the surface area of the building elevation and request supporting calculations or diagrams. Please consult Planning staff in advance if you are unsure if this will be a requirement.

☐ **BUILDING SECTIONS**

- ☐ Provide two cross sections through any altered or new building.
- ☐ Provide cross sections through any portion of a building with a floor to ceiling height greater than 16 feet or attic and crawl spaces not counted towards floor area.
- ☐ Include the total height, finished floor height, and floor to ceiling height indicated on all sections.
- ☐ Provide any other additional sections necessary to demonstrate height compliance on sloped terrain.

☐ **PRELIMINARY UTILITY PLAN**

- ☐ Identify the location of all on-site existing and proposed water, sanitary sewer, gas, electric, cable and phone lines. This can also be provided in a required survey or site plan for development projects that are not seeking a tentative parcel or final map approval.
- ☐ Provide will-serve letters for any newly created parcels through a mapping application.

☐ **LIGHTING PLAN**

- ☐ Identify the location, type, and specifications for proposed exterior lighting, both fixed to the building and freestanding. Include lights for circulation, security, landscaping, and building accent.

☐ **LANDSCAPE PLAN**

- ☐ Identify the location, spacing, size, quantities, and botanical designations of all existing and proposed on-site landscaping.
- ☐ Identify all trees as listed in the tree inventory; indicating retention or removal.
- ☐ Identify the Tree Protection Zones for retained Heritage Trees, including any Heritage Trees within 15-feet of property lines.
- ☐ Identify the proposed location, species, and size of replacement plantings for any sought Heritage Tree removals.
- ☐ If seeking heritage tree removals, provide diagrams demonstrating alternative design considerations.
- ☐ Identify any plantings intended to address landscape screening requirements.
- ☐ Provide design details (sections and elevations) for all fixed landscape architectural features such as walls, fences, lighting, paving types and patterns, arbors, benches, fountains, and other like features; accurately showing size, scale, form, materials and colors.

☐ **ARBORIST REPORT**

- ☐ Provide a written narrative and report from an ISA Certified Arborist
- ☐ Include the Arborist Name, Certification Number, and Company letterhead

For each Heritage Tree on site and within 15 feet of a property line provide:

- ☐ Species (common and scientific name), size (diameter, height and crown spread), Tree Protection Zone radius, Condition (foliage, vigor, and structural integrity rated as fair, good, etc)
- ☐ Prognosis (dangerous, imminent hazard, property, and life expectancy)
- ☐ Photo
- ☐ Appraisal
- ☐ Tree replacement recommendations, as applicable
- ☐ Tree protection measures, as applicable

Additional guidance on submittal requirements is available in the [Atherton Heritage Tree Preservation Standards and Specifications \(2023\)](#)

☐ **TREE INVENTORY**

The Tree Inventory may serve as a stand alone document, if the visual details listed below are provided on a Site Plan or Landscaping Plan.

- ☐ Provide a written inventory of all Heritage Trees on site and within 15 feet of a property line. Inventory should number trees so that they correspond all other related project submittal items.
- ☐ Identify the location of trees to be removed, relocated or to be retained.
- ☐ Provide the Tree Protection Zone diameters and radius dimensions.

☐ **PRELIMINARY TITLE REPORT**

- ☐ A title report, prepared within the last six months and bearing the name of the owner listed on this application. Title reports are used to verify ownership, the property description and indicating any easements on the property. Some applications cannot be approved without a recent Preliminary Title Report.
- ☐ Include any recorded easements on the property.

☐ **PLAT MAP (LOT LINE ADJUSTMENTS/MERGERS)**

Typically required for lot line adjustments or mergers. Refer to AMC 16.14.010 for additional information. Submittal must meet all requirements of the Subdivision Map Act.

- ☐ Map must be based on a current survey and accurately show the following:
 - ☐ Proposed boundary with bearings and distances annotated.
 - ☐ Location of the foundation line and all exterior walls and protrusions of all buildings and structures, including pools, athletic courts, decks and other similar structures, existing on the property.
 - ☐ General note or description of use of each building or structure on the property.
 - ☐ Name and address of record owner or owners (consistent with current Preliminary Title Report)
 - ☐ Name and address of civil engineer or licensed land surveyor who prepared the map.
 - ☐ Area in acres or square feet of the existing and proposed parcel.
 - ☐ Dimension of proposed building setback from property line.
- ☐ Other information may be required by the city engineer upon review.

☐ TENTATIVE MAPS

Required for all divisions of land within the Town of Atherton, without regard for the type of record map or document used to record the subdivision. Must meet all requirements of the Subdivision Map Act. Refer to [AMC 16.16.016](#) and submit the checklist items for Tentative Map. **If the required detail listed below is not applicable to your project, note that on the plans or application. (i.e. no wells, no dedications).**

Map must be drawn to an adequate scale to show all required details:

- ☐ Provide a tract name, date, north point, scale and sufficient description to define the location and boundaries of the proposed tract. Subdivisions should be named and include "Urban Lot Split" or "Starter Home Subdivision" if applicable. A legend identifying all line weights should be include to describe locations and boundaries.
- ☐ Provide a key map showing adjacent property, subdivision, roads or streets in subdivisions. Include neighboring jurisdictions, if applicable.
- ☐ Provide the boundary of the subdivision. If the property is at the edge of the Town's jurisdictional boundaries, identify and label those boundaries on the map and in the legend. Provide closure calculations to verify boundaries.
- ☐ Include the name and address of record owner or owners, name and address of the subdivider, and name and business address of the person who prepared the tentative map.
- ☐ Provide a table that includes the following detail summary:
 - ☐ Include the acreage of the proposed tract to the nearest tenth of an acre.
 - ☐ Approximate area and average cross slope of each of the lots proposed to be created.
 - ☐ Number of lots, identification of lots, average lot size, and size of smallest lot in tract.
- ☐ Provide contours at two-foot intervals up to five percent slope; five-foot intervals up to ten percent slot; and ten-foot intervals over ten percent slope; the high and low points and all drainage features; and such additional topographic information required by the city engineer. Contours must extend a minimum of 50 feet beyond the property boundaries.
- ☐ Indicate the locations, names, existing widths, approximate grade, type and width of pavement of all existing streets, highways and ways in the proposed subdivision, or abutting or contiguous to the proposed subdivision. Include right-of-way lines on both sides of the street(s) and dimensions. Proposed street names should be included for early consideration.
- ☐ Provide the locations, names, widths, approximate grade, type and width of pavement of all streets, highways and ways in the proposed subdivision, or abutting or contiguous to the proposed subdivision.
- ☐ Provide the locations, names, widths, approximate grade, type and width of pavement of all streets, highways and ways proposed to be constructed, widened, improved or dedicated within, abutting or contiguous to the proposed subdivision.
- ☐ Provide typical cross-sections of all streets, alleys and shared driveways to be constructed, widened, improved or dedicated.
- ☐ Include the approximate radii of each curve.
- ☐ Identify the locations, widths and purposes of all existing and proposed easements within the proposed subdivision (and consistent with current Preliminary Title Report). Provide copies of easements.
- ☐ Indicate the locations, size and character of all existing pipelines and related structures, and all other public utilities, showing the ground elevation and flow line elevations at the connection to existing pipelines. Location of all existing and proposed utilities must be clearly shown. Describe any phasing done to accommodate relocation of utilities, while maintaining the ability to reside on the property, in the project narrative.
- ☐ Provide the lot layout and approximate dimensions of each length/boundary of the lot. Each lot shall be numbered consistent with the details table required above.
- ☐ Identify the location of the foundation line and all exterior walls and protrusions of all buildings and structures, including pools, athletic courts, decks and other similar structures, existing on the property. If these items overlap a proposed lot line, their removal or relocation will be required prior to approval of the Final Map. Accordingly, please identify such circumstances on the map and identify if the feature will be removed or relocated.
- ☐ Provide the approximate boundaries of areas subject to inundation of storm water overflow and the location, width and direction of flow of all watercourses. All new lots must drain to a street, unless an alternative is approved by the City Engineer. Requested alternatives to accommodate the subdivision must be described in the scope of work or project narrative and then identified in plan.
- ☐ Identify all water wells.
- ☐ Identify any existing or proposed common or public areas.

- ☐ Identify the location of wooded areas, tree masses, individual trees over eighteen inches in diameter, five feet above the ground, type of tree, and other significant landscape features.
- ☐ Provide a supplemental grading diagram showing proposed contours, areas and estimated quantities of excavations and embankments, and a statement of estimated amount of material to be imported or exported from subdivision site.
- ☐ Identify the method proposed for erosion control, including prevention of sedimentation, or damage both on-site and off-site.
- ☐ Indicate the proposed front and rear yard designations.
- ☐ Include the Subdivider's Statement per AMC 16.16.050
- ☐ Incorporate any recommendations applied based on a submitted Soils and/or Geologic Report.

***Please note that subsequent Final Maps must be consistent with approved Tentative Parcel Maps. It is recommended to consider Final Map requirements at the initial stage of Tentative Parcel Map submittal. ***

☐ FINAL MAPS

Final Maps are required for all divisions of land within the Town of Atherton, without regard for the type of record map or document used to record the subdivision. The Final Map submittal must be received within 24 months of an approved Tentative Parcel Map, unless an extension is approved. The Final Map must be consistent with the approved Tentative Parcel Map and meet all requirements of the Subdivision Map Act. Refer to [AMC 16.20.020](#) for additional guidance. Once deemed complete, the Town will request two printed hard copies of the Final Map for recordation. **If the required detail listed below is not applicable to your project, note that on the plans or application. (i.e. no dedications).**

- ☐ The form of the map shall be consistent with the requirements of the Subdivision Map Act. Scale of the Final Map shall not be less than one inch per one hundred feet.
- ☐ Include all certificates required by AMC 16.20.060 or the Subdivision Map Act. A Certificate for the Town Planner must also be included.
- ☐ Include any conditions of approval of the tentative map that are fulfilled within the Final Map.
- ☐ Identify dedications of streets, highways, and other public ways, and all other easements. Dedications of access rights or areas required or offered for public use and dedication must be shown on the Final Map.
- ☐ Provide a Subdivision Guarantee issued by a licensed title insurance company in the name of the record owner(s), issued for the benefit and protection of the Town, showing as to the subdivision and each dedication or offer of dedication all the parties whose consent is necessary and their interest therein.
- ☐ Indicate the instrument prohibiting traffic over the sidelines of a highway, street or way, when and if the same is required by AMC Chapter 16.
- ☐ Provide closures and the computation of all distances, angles and courses shown on the Final Map, ties to existing and proposed monuments, and adjacent street corners and/or highway stations. Closure calculations may be provided in a separate document.
- ☐ Include copies of proposed deed restrictions identified on the map.
- ☐ Provide a key map on the first sheet, showing the relation of all sheets if a final or parcel map consists of two or more sheets. Every sheet shall bear the scale, north point, legend, sheet number and the number of sheets comprising the map.
- ☐ Identify stakes, monuments or other evidence found on the ground to determine the boundary of the tract. The corners of all adjoining recorded subdivisions shall be identified by lot and block numbers, tract name, and place or record.
- ☐ Provide block numbers. If used, numbers must begin with the number "1" continuing consecutively without omission or duplication throughout the tract. The numbers or letters shall be solid and of sufficient size and thickness to stand out and must be placed as not to obliterate any figure and may not be enclosed in any design. Each block must be shown in its entirety on the sheet. Where adjoining blocks appear on separate sheets, the street adjoining both blocks must be shown on both sheets complete with centerline and property line data.
- ☐ Identify the boundary of the subdivision by a distinctive border that does not interfere with the legibility of figures or other data. Provide a legend to distinguish the meaning of line weights.
- ☐ Identify any Town boundary lines crossing or abutting the subdivision must be clearly designated and referenced.
- ☐ Label and identify the sideline of all easements that the lots are subject to. If easements are already of record, their recorded references must be provided. If any easement is not recorded, a statement of such easement must appear on the title sheet. Easements for storm drain, sewers and other purposes must be shown as fine dotted lines. The width of the easement and the lengths and bearings of the lines and

sufficient ties thereto to definitely locate the easement with respect to the subdivision must be shown. If the easement is being dedicated by the map, it must be properly referenced in the owners certificate of dedication.

- ☐ Provide information to determine the bearing and length of every street centerline, lot line, block line, and boundary line. Dimensions of lots shall be given as the net dimensions, corner to corner, and shall be shown in feet and hundredths of a foot. No ditto marks shall be used. The total area of each lot must be shown in square feet. The gross and net (exclusive of access area) area of flag lots shall be shown in square feet. Bearings and distances of straight lines and radii and arc length of curves must be shown.
- ☐ Lot numbers must begin with the number "one" and continue consecutively through the block, with no omissions or duplications. In the case of parcel maps, letters may be used. Lots must be numbered or lettered in a clockwise direction from the upper left corner. North must, generally, be up on the map.
- ☐ When the Town has established the monument line of a street or alley adjacent to or in the proposed subdivision, the map must show the date that all such monuments were established and must indicate all such monuments found and must refer such monuments to a field book or map. If the points were reset by ties, the course and detail of relocation data used by the Town must be stated.
- ☐ The Final Map must show the location and description of all monuments found in the making of the survey of the proposed subdivision and must include the bearings and distances to such other existing monuments as may be necessary to establish each portion of the proposed subdivision in relation to such existing monuments.
- ☐ The Final Map must define, delineate and designate all lots intended for sale or reserved for private purposes, all parcels offered for dedication for any purpose, public or private, with all dimensions, boundaries and courses clearly shown and defined.
- ☐ Any corresponding soils or geological report prepared, the date of the report(s) and the name(s) of the engineer(s) making the report(s) must be recorded on the map.
- ☐ Show the center lines of all streets, the total width of all streets, the width of the portion being dedicated and the width of existing dedications, and the width each side of the centerline. Show any width of any railroad rights-of-way appearing on the map.

☐ **CALIFORNIA ENVIRONMENTAL QUALITY ACT (CEQA) RELATED STUDIES**

Most projects within the Town are ministerial through state or local programs and do not require CEQA analysis. However, discretionary requests requiring Planning Commission consideration or the use of state programs that are not explicitly exempt from CEQA may need to submit studies to analyze potential environmental impacts. The following are examples of studies that may be required as part of CEQA review, depending on the scope of work, other technical studies may be required. Please consult Planning staff if you have questions related to the submittal of an analysis.

- ☐ Air Quality & Greenhouse Gas Assessment (this analysis is typically prepared if a Transportation Analysis is required or for extensive excavation).
- ☐ Biological Constraints Analysis Report
- ☐ Geology/Geotechnical and Soils Report.
- ☐ Historic Resource Evaluation or Cultural Resources Study
- ☐ Noise and Vibration Assessment
- ☐ Transportation Analysis (Please note that the General Plan requires a Level of Service (LOS) analysis for some streets; therefore, when required in conjunction with an Initial Study the Transportation Analysis will go beyond analyzing just Vehicle Miles Travelled (VMT) to include the LOS analysis necessary to address General Plan conformity.)
- ☐ Visibility and Sightline Analysis from the public right-of-way may be required to review aesthetic compliance for an Initial Study.

☐ **GEOTECHNICAL REPORT**

Geotechnical reports are required for Tentative Parcel Map applications and any developments on sites with an average cross slope of 20% or more. They Building Department may have additional threshold criteria for geotechnical or soils analysis that is required as part of a Building Permit application, but not for Zoning Clearance.

☐ **HISTORIC RESOURCE EVALUATION**

Historic Resource Evaluations are automatically required for any projects altering or demolish a building, structure, or artifact that is on the local, state or national register. For developments that alter or demolish a building that is eligible for listing on a register given its age of 45 years or older, staff will initially require context photos and perform an analysis of building permit records and information provided by the Atherton Heritage Room (both available for public review). If information during that research indicates the subject building may meet eligibility criteria per the Secretary of Interior's standards, a Historic Resource Evaluation will be required.

☐ **VEHICLE MILES TRAVELLED (VMT) ANALYSIS**

Multifamily housing projects that are located in a high-VMT area are required to include a VMT analysis that identifies travel demand (TDM) measures and/or physical measures to reduce VMT impacts to less than significant. The VMT analysis should use the City/County Association of Governments of San Mateo County (C/CAG) VMT Estimation Tool. If the proposed multifamily development "screens out" of the C/CAG VMT Estimation Tool, please indicate as further analysis may not be required.

☐ **AFFIDAVITS, ACKNOWLEDGMENTS AND CERTIFICATIONS**

Affidavits and Eligibility Certifications are required for various types of project applications to assert compliance with state law and align with housing protections. The following list includes links to affidavits required by the Town and indicates the related project type:

- ☐ All Housing Development Projects – Housing Crisis Act Certification
- ☐ Urban Lot Split (SB 9) – Intent to Occupy (May not be signed by an LLC)
- ☐ Urban Lot Split (SB 9) – Eligibility Criteria Acknowledgment (May not be signed by an LLC)
- ☐ Starter Home Subdivision (SB 1123) – Demolition of Protected Housing
- ☐ Starter Home Subdivision (SB 1123) – Eligibility Criteria Acknowledgement