



SUBDIVISION HANDOUT (Article 5, Subdivision Code)

DEVELOPMENT STANDARDS FOR NEWLY CREATED PARCELS		
Standard	Requirement	Code Section
Min. Lot Size after being Divided Per Parcel	5,000 square feet for R-LD and R-MD 12,000 square feet for R-HD, R-UHD, MUC, MUL, and MUH	Article 2, Table 2-2
Minimum Parcel Width	50 feet	Article 2 Table 2-2
Minimum Parcel Depth	RLD-100; RMD-100; RHD-240; RUHD-240	Article 2, Table 2-2
Common Open Space	150 square feet per lot (RLD) 250 sq ft per lot-RMD 100 sq. ft per lot-RHD 50 sq. ft. per lot-RUHD Minimum dimensions of the open space shall be 15 feet	Article 3, Section 18.28.030; Article 2 Table 2-2
Private Open Space	750 square feet per lot-RLD 100 (ground floor)-200 sq. ft (Upper floor) per unit-RMD 50-100 sq. ft per unit-RHD 50 sq. ft-RUHD Minimum dimensions shall be 6 feet.	Article 2, Table 2-2
Parking	1 guest parking per unit within residential subdivision.	Article 3, Parking Ordinance
Trees	Tree shall be planted every 50 feet of street frontage. This shall include 1 tree per residential subdivision. No more than 40% of one species of tree within a subdivision.	Article 3, Section 18.28.030
Subdivision Agreement	Applicants will be required to enter into a Subdivision Agreement prior to approval of the Final Map.	Article 5, Section 18.58.070

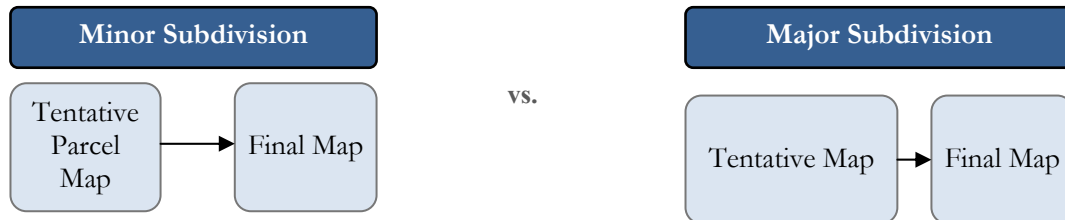
LAND USE DESIGNATIONS (GENERAL PLAN or ARTICLE 2, TABLE 2-2)		
Standard	Density	Max. Height
Low Density Residential (LDR)	0 – 12 du/acre	2 stories/26 feet
Medium Density Residential (R-MD1)	12 – 15 du/acre	3 stories/36 feet
Medium Density Residential (R-MD2)	12 – 22 du/acre	3 stories/36 feet
High Density Residential (R-HD)	22 – 43 du/acre	5 stories/60 feet
Urban Residential (R-UHD)*	43 – 86 du/acre	7 stories/75 feet
Mixed Use Low (MUL)	Up to 22 du/acre; Up to 1.0 FAR	3 stories/36 feet
Mixed Use Corridor (MUC)	Up to 65 du/acre; Up to 1.75 FAR	5 stories/60 feet
Mixed Use High (MUH)	Up to 86 du/acre; Up to 2.5 FAR	8 stories/100 feet
Neighborhood Commercial (NC)	Up to 22 du/acre; Up to 1.0 FAR	3 stories/36 feet
General Commercial (GC)	2.0 FAR	3 stories/75 feet
Office (OC)	3.0 FAR	8 stories/100 feet

* This Urban Residential (R-UHD) standards are required for the General Plan area. For the Urban Residential land use in the Specific Plan area, please refer to Section 6 of the Specific Plan here: <https://www.ci.east-palo-alto.ca.us/DocumentCenter/View/2752>

PARKING (Standard 9' x 18', Compact 8' x 16')		
Standard	Requirement	Code Section
0 to 1 Bedroom	1 parking space	Article 3, Table 3-1
2 to 4 Bedrooms	2 parking spaces	
5 to 6 Bedrooms	3 parking spaces	
More than 6 Bedrooms	1 additional parking space for every bedroom above 6	

LAND USE DESIGNATIONS (SPECIFIC PLAN or SECTION 6)**		
Standard	Density	Max. Height
4 Corners Gateway	60 du/acre; Up to 1.5 FAR	6 stories above grade, plus 15 feet for equipment and elevator penthouses
Bay Road Central	50 du/acre; Up to 2.0 FAR	5 stories above grade, plus 15 feet for equipment and elevator penthouses
Ravenswood Employment Center	1.0 FAR	3 stories above grade
Industrial Transition	0.75 FAR	3 stories above grade; 2 stories above grade within 30 feet of adjoining residential parcels
Waterfront Office	3.0 FAR	8 stories above grade
Urban Residential	40 du/acre; Up to 1.0 FAR	North of Rail Spur: 5 stories South of Rail Spur: 3 stories

** For more information about setback requirements and minimum parking requirements, please refer to Section 6 of the Specific Plan: <https://www.ci.east-palo-alto.ca.us/DocumentCenter/View/2752>



1. Minor Subdivision vs. Major Subdivision

Minor Subdivision	Major Subdivision
All divisions of land that result in the creation of four (4) or fewer parcels, four (4) or fewer condominiums as defined in Section 783 of the Civil Code, or community apartment project containing four (4) or fewer parcels, or the conversion of a dwelling to a stock cooperative containing four (4) or fewer dwelling units.	All divisions of land that result in the creation of five (5) or more parcels, five (5) or more condominiums as defined in Section 783 of the Civil Code, or a community apartment project containing five (5) or more parcels, or the conversion of a dwelling to a stock cooperative containing five (5) or more dwelling units, except where: <ul style="list-style-type: none"> (1) The land before subdivision contains less than five (5) acres, each parcel created by the subdivision abuts upon a maintained public street or highway, and no dedications or improvements are required by the Board of Supervisors; (2) Each parcel created by the subdivision has a gross area of twenty (20) acres or more and has approved access to a maintained public street or highway; (3) The land consist of a parcel or parcels of land with approved access to a public street or highway, which is

	<p>part of a tract of land zoned for industrial or commercial development, and has the approval of the Board of Supervisors as to street alignments and widths; and</p> <p>(4) Each parcel created by the subdivision has a gross area of not less than forty (40) acres or is not less than a quarter (1/4) of a quarter (1/4) section.</p>
<p>All divisions of land no matter how many parcels are created, which meet the following requirements:</p> <p>(1) The land before subdivision contains less than five (5) acres, each parcel created by the subdivision abuts upon a maintained public street or highway, and no dedications or improvements are required by the legislative body;</p> <p>(2) Each parcel created by the subdivision has a gross area of twenty (20) acres or more and has access to a maintained public street or highway;</p> <p>(3) The land consists of a parcel or parcels of land with approved access to a public street or highway, which is part of a tract of land zoned for industrial or commercial development, and has the approval of the Board of Supervisors as to street alignments and widths; or</p> <p>(4) Each parcel created by the subdivision has a gross area of not less than forty (40) acres or is not less than a quarter (1/4) of a quarter (1/4) section.</p>	<p>Regardless of the number of parcels created through land division, those subdivisions described in (1) through (4), above, are considered to be minor subdivision as defined in this section.</p>

2. What is a tentative map?

A tentative map is a map made for the purpose of showing the design and improvements of a proposed major subdivision and the existing conditions in and around it, which need not be based upon detailed survey of the property.

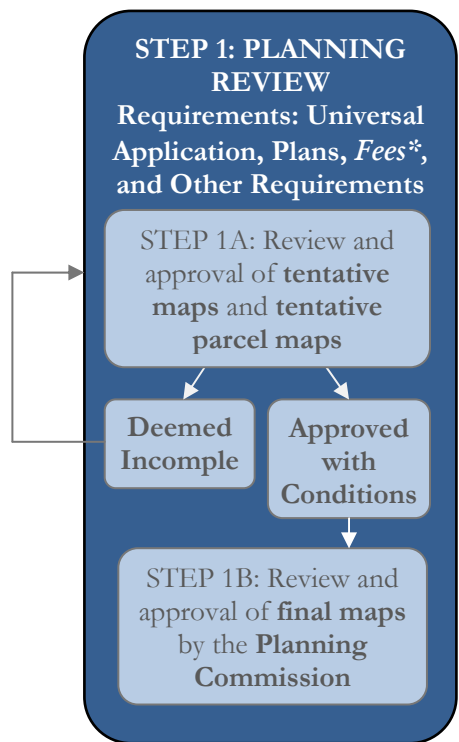
3. What is tentative parcel map?

A tentative parcel map is a map made to show the design and improvements if a proposed minor subdivision and the existing conditions in and around it, which need not be based upon detailed survey of the property.

4. What is a final map?

A final map is a map showing major subdivision as required by and prepared in accordance with the County Subdivision Regulations and the Subdivision Map Act, which is based upon an accurate or detailed survey of the property.

5. What is the application process for subdivision?



- i. Transmittal to other agencies for comments

- ii. Environmental review
- iii. Planning division review and field inspection if necessary
- iv. Presentation to the planning commission and staff report
- v. Public hearing and 300' mailing notice.
- vi. Conditionally approval or denial the tentative map
- vii. An approval, conditional approval or denial may be appealed to the City Council within 15 calendar days of decision

7. What are the application requirements?

An application shall be made by the property owner or agent with the written authorization letter from the property owner. Applications for review and approval of tentative maps and tentative parcel maps shall be filled with the Planning Division. Applications will only be accepted if they are complete and fees are paid. The application shall include the following requirements:

- **Universal Application.** Each page of the application shall be completely filled out and signed by the subdivider(s), property owner(s) and Licensed Land Surveyor or Civil Engineer. Original signatures are required.
- **Title Report.** A preliminary title report, showing the legal owners at the time of filing the tentative parcel map or tentative map, and all easements, encumbrances, and other reservation of record affecting the property.
- **Owner's Concurrence.** Proof of the owner's interest in the property and concurrence with the application for subdivision.
- **Tentative Map or Tentative Parcel Map.** Six (6) hard copies and one (1) digital copy of the tentative map or tentative parcel map are required. Tentative Maps and Tentative Parcel Maps must be prepared by a Licensed Land Surveyor or a Registered Civil Engineer. Each proposed Tentative Map shall be prepared in conformance with the Tentative Map application requirements.

- **Neighborhood Notification.** A list of the names and mailing addresses of all persons appearing on the latest available assessment roll of the County as owning property within three hundred (300) feet of the boundaries of the subdivision which is the subject of the application, along with stamped and addressed legal sized envelopes for mailing. Public notices must be provided no later than thirty (30) days prior to public hearing.

- **Transparencies.** Transparencies (8 ½" x 11") of the map and any associated development plans.

- **Fees.** The fees for tentative map or tentative parcel map review in accordance with the Master Fee Schedule.

□ **Other Requirements on a Case-by-Case Basis.**

- i. **Geotechnical/Soil Report.** A preliminary geotechnical/soils report for the subdivision, prepared by a registered civil engineer in accordance with the San Mateo County Minimum Standards for the Geotechnical Reports.
- ii. **School Facilities Report.** A written statement concerning the necessity for temporary or permanent school facilities obtained from the school district(s) where the proposed subdivision is located.
- iii. **Energy Conservation Report.** An analysis of how the proposed design if the subdivision provides for future passive or natural heating or cooling opportunities.
- iv. **Density Analysis or Certification.** A copy of the completed density analysis or density certification as may be required by the zoning district regulations applicable to the subject property, available from the Planning Division.

- v. **Noise Contours.** The location of the 60, 65, and 70 CNEL (Community Noise Equivalent Level) contours.
- vi. **Additional Information.** The subdivider may be required to provide additional information, if the Planning Director determines that further information is necessary in order to adequately evaluate the proposed subdivision's compliance.

8. Requirements for Tentative Maps and Tentative Parcel Maps

Tentative maps or tentative parcel maps must be prepared under the direction of a Licensed Land Surveyor or Registered Civil Engineer. It must be clearly and legibly drawn to scale, be of the size and form prescribed by the Director of Planning, and must clearly show and contain the following information:

General Instructions:

- i. **Name and Address of Preparer.** The map must be prepared by a registered civil engineer or licensed land surveyor, whose name, address, registration or license number, and signature must be shown on the map, along with the date of preparation. The name and license or registration number of any geologist or soils engineer who may have helped prepare the map should also be indicated.
- ii. **Owner and Subdivider's Name and Address.** The names and addresses of both the legal owner, and the subdivider if not the same, must be shown on the map.
- iii. **Subdivision Name.** Tentative maps shall have the proposed subdivision name stated on the map.
- iv. **Subdivision Details.**
 - a. The current County Assessor's designation of Book, Page, and Parcel Numbers.

- b. The existing use of the subject property. The proposed use of the property being subdivided. For residential developments, list the maximum number and type of dwelling units.
 - c. The existing zoning of the property being subdivided and proposed zoning, if different. If the property is zoned a Planned Development (PD) Zoning District, include the PDC file number and Ordinance number.
 - d. The General plan/Land Use Transportation Diagram designation of the subject property.
 - e. The source of water supply for domestic purposes and fire protection.
 - f. The proposed number of lots.
 - g. The total acreage of the proposed subdivision.
- v. **Legibility.** The map shall be legibly drawn and titled. Any certificate statements, affidavits, and acknowledgements must be legibly stamped or printed upon the map. The sheet number and total number of sheets comprising the tentative map or tentative parcel map shall be stated on each sheet (For example: Sheet 1 of 2). A heavy line shall be used to draw the subdivision boundaries, dimensions and locations of all permanent and proposed monuments together with a description of their size.
 - vi. **Scale.** The scale of the map shall be large enough to show all details clearly and several sheets can be used to accomplish this end.
 - vii. **North Orientation.** The map should be laid out to orient north to the top or right edge of the sheet. Each sheet must have a north arrow.
 - viii. **Paper Size.** Each sheet shall be no larger than 24" x 36". Sheets of larger

size shall require prior approval before filing the application.

- ix. **Letter Size.** The lettering must be a minimum of 1/8" in size.
- x. **Vicinity Map.** A vicinity map must be included, showing adjacent properties on all sides and indicating the current record owner of such property. The location, names and widths of adjacent rights-of-way.
- xi. **Assessor's Parcel Number.** The current assessor's parcel number(s) of the parcel(s) to be subdivided shall be indicated.
- xii. **Legal Description of Property.** A legal description that defines the boundaries of the proposed subdivision and establishes the legality of the parcel to be divided must be included. If the description is not printed on the map itself, then it must be in a separate, attached document.
- xiii. **Zoning and Land Use.** The map shall indicate the existing zoning district, existing and proposed land use, and any proposed zoning changes.
- xiv. **Development Schedule.** If the subdivider plans to develop the site in phases, the proposed sequence and timing of construction phases must be shown on the map.

Face of Map – General Information:

- xv. **Existing and Proposed Lines.** The shape, dimensions, and square footage of each existing and proposed lot shall be delineated. Existing property lines must be shown with dotted lines, proposed property lines with solid lines. Lots shall be numbered beginning with one (1) and continue consecutively. Any "designated remainder" must be so identified and labeled with the name of the property owner and the phrase "Designated Remainder."

- xvi. **Dimensions.** All dimensions, both linear and angular, for locating the boundaries of the property, lots, streets, right-of-ways and easements within the subdivision and building setback line adjacent to the proposed and existing streets within the subdivision shall be shown. Linear dimensions shall be expressed in feet and decimals of a foot, followed by the angle expressed in degrees, minutes and seconds.
- xvii. **Existing Buildings.** Locate all existing buildings on the subject property. Indicate if these buildings are to remain or be removed with the subdivision. Proposed structures should not be indicated on a tentative map unless building footprints are necessary to identify proposed Public Service Easements.
- xviii. **Existing Well(s).** Show the location of any existing well(s) on the subject property and whether they are to be capped or abandoned.
- xix. **Trees.** The map must indicate the type (species), circumference, diameter and drip line of existing significant or heritage trees, as defined by the County Significant Tree and Heritage Tree Ordinances. Any trees proposed for removal and the location of replacement trees to be planted shall be indicated.
- xx. **Dangerous Areas.** Locate all potentially dangerous areas within and adjacent to the proposed subdivision, such as areas subject to flooding or geologic hazards.
- xxi. **Land Uses.** Label all adjacent land uses surrounding the subject property.
- xxii. **Property Owners.** Label the names of property owners and/or tract numbers of adjacent properties.
- xxiii. **Flood Hazard Areas.** The map must show the location of all areas of special

flood hazard which are subject to inundation, storm water or tide water overflow, as illustrated on the Flood Insurance Rate Maps on file with the Planning Division. The location, width and direction of flow of each watercourse and the base flood level (as shown on the National Flood Insurance Program Maps prepared by the Federal Emergency Management Agency) should also be indicated.

- xxiv. **Recreation Areas.** Existing and proposed recreation areas, trails, bike paths or parks for private or public use, including proposed shoreline access points, must be shown.
- xxv. **Common Areas and Open Space.** Proposed common areas and areas to be dedicated to public open space must be shown.
- xxvi. **School District.** Locate all proposed public areas, such as school sites and park sites, within the proposed subdivision and on lands immediately adjacent thereto.

Easements, Streets, and Utilities:

- xxvii. **Easements.** The map must show the location, width and purpose of all existing and proposed easements, together with all applicable building and use restrictions.
- xxviii. **Existing and Proposed Streets.**
 - a. The map must show the locations, names, widths, centerline radii, centerline slopes within the subdivision.
 - b. Existing and proposed street improvements such as pavement type, curbs, gutters or sidewalks should be indicated.
 - c. Whether streets are publicly or privately maintained, or proposed to be publicly or privately maintained, should also be noted.

- d. Indicate the angle of intersecting streets if such angle deviates from a right angle by more than four (4) degrees.
- e. Show cross-sections for all existing and proposed public or private streets, including curb gutter, sidewalk soundwalls, median island, park strip and travel ways, each fully dimensioned.

- xxix. **Utilities.** The map must show the location and size if all existing and proposed utility service lines and facilities, including the following:
 - a. All provisions for water supply for domestic use, agriculture use and fire protection purposes including source (water mains, wells), quality and approximately quantity expressed as gallons per minutes;
 - b. All provisions for sewage disposal, storm drainage and flood control including the approximate grade and elevation of existing and proposed sewers and storm drains, location of septic systems and their expansion areas, location of the soil percolation test sites; and
 - c. All provision of utility services including gas, electricity, telephone, and cable television.

Grading and Drainage.

- xxx. Accurate contour lines demonstrating the topography of existing and proposed grades where cut and fill activities will occur on site. This should include the elevations, locations, extent and slope of all proposed grading as shown by means of contours extending at least 10 feet outside of the boundaries of construction. The contours shall be at intervals sufficient to show the configuration of the existing and final ground surface and be relative to a benchmark established at or near the proposed construction site. The locations of any rock disposal areas, buttress fills, subdrains, underground utilities, or other special features that may be impacted by the grading

- activities or constructed as part of the project shall be shown.
- xxxi. Show all building pad elevations and the top and toes of existing and proposed slopes
 - xxxii. Plans shall note a statement of the quantities of materials to be graded in terms of cut, fill, import and total to be expressed in cubic yards of materials
 - xxxiii. Locations of any known or suspected soil or geologic hazards or hazardous waste impacts on site
 - xxxiv. Approximate location for any flood zone boundaries on site.
 - xxxv. The general location of any major vegetation onsite, including trees, and the tree(s) diameter(s) at breast height (dbh), shall be shown, and any removals shall be called out.
 - xxxvi. Hydrologic and drainage calculations need to be provided as a basis for design of the drainage mitigations or best management practices (BMPs) incorporated into the plans.
 - xxxvii. Plans shall note to contact Underground Service Alert (USA) at least 48 hours prior to any excavation.
 - xxxviii. Plans shall note that any land disturbing activities occurring between October 1st and April 30th are restricted by the City. A detailed erosion and sediment control plan shall be required for activities occurring during this period and approval in writing of the City Engineer.
 - xxxix. Plans shall note that grading activities and associated noise shall be limited to week days between the hours of 8am to 5pm. No grading activities are to occur on Saturdays and Sundays, without special permission from the City Engineer.

9. Final Map

Final maps and Parcel maps are processed by the Planning Division and approved by the City Council. Final map shall not be reviewed unless the tentative map is approved.

Review. Applicant shall be required to pay for third party review of Final Map.

Mylar. Once the Planning Commission approves the Final Map, the applicant shall place map on a mylar or velum suitable for reproduction and filing with the County.

Signatures. The applicant shall obtain all owner, mortgage holder and utility easement signatures, where required, on the Final Map mylar. Once the signatures required by the applicant have been obtained on the Final Map, the applicant shall submit the mylar for the required City signatures and one (1) black or blue line copy of the mylar for the City files to the Planning Division.

Recording. After the Department has obtained the required City signatures, the applicant will be contacted to pick up the Final Map mylars and record it with the County Assessor's Office. The Planning Division will provide further instructions as to how to record the Final Map at this time.

Receipt of Recording. Once the applicant records the Final Map, the applicant shall provide a recorded copy and receipt of recording to the Planning Division. The County will return the mylar directly to the Planning Division at a later date to be maintained permanently in the City's subdivision files.

Monumented Land Survey. An accurate and complete Monumented Land Survey shall be made of the land to be subdivided. The monuments found or set at each corner, angle point, PC and PT of the exterior boundary of the subdivision shall be described on the plat.

Pins. The surveyor representing the subdivider shall install pins that are firmly anchored in compacted or moist earth. Affixed to the top of these pins shall be a metal cap bearing the

registration number of the responsible surveyor and a punch point indicating the actual point location.

Final Inspection. Final inspection to verify pins were installed accordingly and all COA's were complied.

Note: When an applicant submits a Final Subdivision Map or Parcel Map which differs from the approved Tentative Map, a letter identifying and explaining these changes must accompany the application to the Planning Division.