

SUBDIVISION REGULATIONS

FOR THE INFORMATION AND GUIDANCE OF ALL
SUBDIVIDERS, ENGINEERS AND SURVEYORS
WITH REFERENCE TO THE
SUBDIVISION OF LAND WITHIN THE
CITY AND COUNTY OF SAN FRANCISCO
AND TO SUPPLEMENT
THE SUBDIVISION CODE

1982

BUREAU OF ENGINEERING
DEPARTMENT OF PUBLIC WORKS
CITY AND COUNTY OF SAN FRANCISCO

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I. PURPOSE

These regulations are established pursuant to Section 1311 of the Subdivision Code adopted by the Board of Supervisors of the City and County of San Francisco to serve as general guidelines for the planning, development, design and improvement of subdivisions in the City and County of San Francisco, and also to supplement said Subdivision Code.

II. APPLICABLE LAWS

Subdivision maps and all procedures in connection with the subdivision of land within the City and County of San Francisco shall conform with all applicable laws of the State and ordinances of the City and County of San Francisco, and all amendments thereto. The principal laws and ordinances in effect at the present time are as follows:

Subdivision Map Act (State of California) being Division 2 of Title 7 of the ~~Government Code~~, commencing with Section 66410.

Ordinance No. 163-75 and amendments thereto, being the Subdivision Code of the City and County of San Francisco, establishing procedures and requirements for the control and approval of subdivisions in accordance with the State Subdivision Map Act, including procedures and requirements for creation of condominiums, community apartments, stock cooperatives and conversions; and repealing certain provisions of the Administrative Code and the Public Works Code relating to subdivisions.

Ordinance No. 2250 (Series of 1939) of the City and County of San Francisco designating the Director of Public Works as "The Advisory Agency" charged with the duty of making investigations and reports on the design and improvement of proposed subdivisions of real estate in the City and County of San Francisco. Approved July 27, 1943 (see Appendix B for text of ordinance).

Section 3527 of the Charter of the City and County of San Francisco

The most relevant portion of that section reads as follows:

"All plats of new subdivisions of land, or replats of subdivisions laid out in building lots after December 26, 1946 and located within the city and county limits, shall be submitted in tentative form to the Department of City Planning and the City Planning Commission shall report its recommendations thereon in writing to the agency responsible therefor, as provided by ordinance. Should major changes occur after acceptance of the tentative map, the final plat shall be submitted for further report thereon to the Department of City Planning."

Section 937 of the Public Works Code which requires that "... all utility facilities ... shall be installed underground ... when new streets are constructed.."

Section 940 of the Public Works Code which states that "..... underground wired street lighting, fire alarm and police communication facilities ... be included in all plans, maps ..."

Section 941 of the Public Works Code which requires that ".... cost of underground wired facilities for street lighting, fire alarm and police communication systems shall be borne by the person, firm or corporation paying for the paving, sidewalks and other street construction."

Subdivision Code of the City and County of San Francisco

(See Ordinance No. 163-75 and all amendments thereto)

Chapter 31 of the Administrative Code, which requires that environmental review be conducted on certain projects prior to reaching any decision on the project. (Approved April 11, 1973)

III. GENERAL PROCEDURE

The procedures described herein conform with the State and local laws previously mentioned and with such additional procedures as have been found necessary and desirable for the expeditious handling of subdivision maps by the Department of Public Works of the City and County of San Francisco. They supersede all previous instructions issued by the Bureau of Engineering having to do with subdivisions.

SUBMISSION OF TENTATIVE MAP

The initial official act to obtain the approval of a subdivision is the formal submission of a Tentative Map to the Director of Public Works, who is the designated Advisory Agency for the City and County of San Francisco. Such Tentative Map shall be submitted by either a Registered Civil Engineer or a Licensed Land Surveyor, and shall be accompanied by all of the documents required by the Subdivision Code which are to be included in the "Application Packet" as specified in Section 1321, 1322, 1323, 1324, 1382 and

1383 of the Subdivision Code and amendments thereof. The subdivider shall submit 8 blue or black line prints of each drawing of the Tentative Map and shall provide 2 copies each of the required documents within the Application Packet. The Director of Public Works will submit a copy of the map to the Department of City Planning and other appropriate governmental agencies for review and recommendations.

REVIEW BY THE DEPARTMENT OF CITY PLANNING

As required by the State Subdivision Map Act and the Subdivision Code and the Charter of the City and County of San Francisco, all proposed subdivisions shall be reviewed by the Department of City Planning for consistency with the Master Plan. Under certain circumstances, a variance may be granted by the Planning Commission to allow certain minor discrepancies with the Master Plan. In order to be informed of the various policies of the Master Plan applicable to a particular subdivision, it is suggested that the subdivider consult with the Department of City Planning in case of any uncertainties. Whenever a public hearing is to be held by the Planning Department as required under Section 1313 of the Subdivision Code, the subdivider shall submit the following materials with the Application Packet:

- (a) 300-foot radius map: A map drawn on tracing paper, scale 1"=50', showing the property that is the subject of this application and all other property within a radius of 300 feet of the exterior boundaries of the subject property, the Assessor's Block number on each block and Assessor's Lot number on each lot, and the names of all streets shown. Maps of individual blocks may be traced at the Assessor's Office, and street widths may be obtained at the City Engineer's Office, however, it is advisable that this work be done by an experienced draftsman.

- (b) Address List: A typewritten list, showing in numerical order by Assessor's block and lot the names, addresses and zip codes of the last known owners of all properties within the 300-foot radius of the subdivision shown on the map. The names and addresses are available to the public at the Tax Collector's Office and are shown on the latest city-wide assessment roll. The list shall also include the names of the residents within the subdivision itself. The subdivider should, in addition, include on the list names and addresses of the persons, organizations or any other agencies whom or which he wishes to be notified of the hearing.
- (c) Mailing Envelopes: Self-addressed and stamped (First Class Mail) envelopes, corresponding to the Address List, for notifying property owners involved and other interested parties of the date, time and place of the public hearing to be held by Planning Department.

ACTION ON TENTATIVE MAP

Within 50 days after the receipt of the Tentative Map, unless such time shall have been extended by mutual agreement, the Director of Public Works shall determine whether it is in conformity with the provisions of the "Subdivision Map Act," Division 2 of Title 7 of the Government Code (commencing with Section 66410) and any applicable local ordinances and shall approve, conditionally approve or disapprove said Tentative Map. He shall notify the Subdivider of his findings and decision with regard to said Tentative Map.

SUBMISSION OF FINAL MAP

Within eighteen months after the approval or conditional approval of the Tentative Map or maps, the subdivider may cause the subdivision or any part thereof to be surveyed and a final map to be prepared in accordance with the tentative map as approved, and submitted to the Advisory Agency for formal approval. Upon application of the subdivider, an extension of time, not exceeding one year, may be granted by the governing body.

ACTION ON FINAL MAP

Final map of a subdivision where street dedication is involved, and final map of a condominium subdivision or conversion involving more than four units, shall be approved by Motion of the Board of Supervisors. After such Motion has been approved by said Board, the final map shall be recorded in the County Recorder's Office, accompanied by a title report or guarantee updated to the date of recording.

Where final map does not require approval by the Board of Supervisors, such map shall be recorded in the County Recorder's office after it has been signed by the City Engineer, accompanied by a title report or guarantee updated to the date of recording.

IV. TENTATIVE MAP REQUIREMENTS

GENERAL

The Tentative Map shall be neatly and accurately drawn at a scale sufficiently large to present the required information clearly and accurately. All lettering and numerals on the drawings shall be legible from the bottom or right-hand side. In general, a tentative subdivision map shall contain all the following information, including separate street improvement and drainage plans where applicable. The Advisory Agency, however, shall have discretion in deferring certain item or items listed below to be shown on the tentative map until said tentative map has been conditionally approved.

- (a) The name of proposed subdivision.
- (b) North point (normally pointing to the top or left side of map), scale of drawing, date of drawing, and submission number, i.e., first submission, second submission, etc.
- (c) The name and address of the subdivider and of the Registered Civil Engineer or Licensed Land Surveyor.
- (d) The boundary lines of the tract to be subdivided.
- (e) The names of adjacent subdivisions, or the record owners of adjacent parcels of land. The Assessor's Block and Lot numbers may be used.
- (f) The location of all existing buildings within the subdivision and on adjacent land which may be affected by the proposed subdivision.
- (g) The location and names of all existing or proposed streets within or adjacent to the proposed subdivision, together with over-all widths of roadways and sidewalks. If street names have not been selected and approved by the Central Permit Bureau, Department of Public Works, identifying letters may be used.
- (h) ~~The~~ **Locations** and widths of railroad right-of-way, ~~sewer or other easements,~~ alleys and other important **features**, both existing and proposed, affecting the subdivision.
- (i) Location and dimensions of existing sewers, water mains, culverts, or other underground structures within the tract, and direction of flow of sewers.
- (j) Location of all existing utility facilities which serve the proposed subdivision.
- (k) All parcels of land proposed to be dedicated for public use; together with the purposes, conditions, and limitations, if any.
- (l) Location, dimensions and approximate size of lots.
- (m) Location of large trees within the proposed subdivision.
- (n) Layout of the street lighting and facilities for the fire alarm and police communication system.

STREET IMPROVEMENT PLANS AND INFORMATION

Where new streets are to be constructed within a subdivision for dedication to the City for public use, the following plans and information shall be required:

- (a) Grading and street improvement plans, showing pavement design, proposed location of street lights, fire hydrants and traffic signals, if any.
- (b) Contours shall be at intervals of five feet or less, depending on the topography. They shall be referenced to City datum. The City bench marks used and elevations thereof shall be shown.
- (c) On all streets within or adjacent to the subdivision, the curb grades shall be designated in the manner indicated on Bureau of Engineering drawing L-7215.2 (Appendix C). The distances between such grade points, and the rate of grade shall be shown on curb lines. The lengths of vertical curves shall be shown in the same way.
- (d) The location, size, and rate of grade of all proposed sewers, and the elevations of sewer manhole inverts and rims of manhole covers.
- (e) Location of catchbasins and culverts.
- (f) Profiles of streets showing existing ground along both property lines and the center line. (See drawing L-7215.2, Appendix C). The horizontal scale of profiles shall be at least four times the vertical scale. The center line profile of a curved street shall be plotted continuously. Profiles shall show proposed grade line of curbs.
- (g) Typical cross-sections of each street, showing the width of the street, the width of official sidewalk area, and width of concrete sidewalk that will be actually constructed.

SEWER PLANS AND SPECIFICATIONS

Tentative Maps must show proposed sewer systems or must be accompanied by separate maps showing such systems. In addition to the maps, specifications shall be furnished describing the construction

work involved in carrying out the plans. Plans and specifications for sewer work shall conform to the construction standards applying to work performed by the City and to the design standards described hereinafter.

Plans and specifications for private sewage or drainage improvements not directly connected with a new subdivision, may be submitted to the City Engineer for approval in the same manner as herein specified for subdivision work.

If sewer plans are presented separately from the subdivision plans they shall be similar in size and arrangement to the Tentative Map and shall show at least the following:

- (a) Title so worded as to identify the type and location of the project.
- (b) The name of the engineer submitting the plans.
- (c) The date of preparation.
- (d) The scales used.

Existing and future work shall be shown with dotted lines and labeled as such. Work to be performed as a part of the project or subdivision shall be shown by solid lines.

Abbreviations where used shall be as follows:

- V.C.P. - Vitrified Clay Pipe
- R.C.P. - Reinforced Concrete Pipe
- C.I.P. - Cast Iron Pipe
- D.I.P. - Ductile Iron Pipe
- C.M.P. - Corrugated Metal Pipe
- S.S. - Side Sewer

- M.H. - Manhole
- D.M.H. - Drop Manhole
- C.B. - Catchbasin
- S.W.I. - Storm Water Inlet (No longer in use unless approved by the Director)
- O.G. - Official Grade, (See drawing L-7215.2 Appendix C)
- Inv. - Invert (Flow Line)

A general plan of the entire project shall be submitted showing:

- (a) Names of streets or identifying letters.
- (b) Lot lines and frontages of proposed subdivision.
- (c) Locations, sizes, and direction of flow of main sewers.
- (d) Location, with reference to street lines, of all existing and proposed manholes, catchbasins, culverts, or other drainage appurtenances within the limits of the work.
- (e) Distances between manhole centers.
- (f) ~~Approximate~~ location of side sewers with reference to lot lines, and ~~proposed~~ sizes.
- (g) Location and widths of existing and proposed right-of-way or easements which are to be dedicated. (See subsequent paragraph on Easements.)
- (h) Topography, where the subdivision is on hilly or irregular ground, if needed to show drainage areas.
- (i) Street and roadway widths, and any other dimensions that have a bearing on the work.
- (j) Official or proposed street grades.

Profiles of all main sewers shall be submitted showing:

- (a) Existing and proposed sewers, with sizes noted thereon, together with manholes, and such structures as tapers, junctions, overflows, and diversion weirs.
- (b) Invert elevations of all existing and proposed sewers at manholes and at grade changes.

- (c) Rim elevations of all manholes.
- (d) Pavement surface line or ground line on the center line of sewer.
- (e) Stationing, including intersecting street lines.

Standard Plans All Sewers and appurtenances shall, wherever possible, be constructed in accordance with approved "Standard Sewer Plans", copies of which may be obtained on application to the Clean Water Program, 770 Golden Gate Avenue. Plan of special structures not covered by any standard plan must receive the approval of the City Engineer.

Preliminary Specifications - Sewer specifications, typed on 8½" x 11" paper, shall describe all requirements as to material and workmanship, and shall, so far as applicable, conform with the current Standard Specifications of the Bureau of Engineering, Department of Public Works, City and County of San Francisco, which are on file in the City Engineer's Office. The Standard Specifications, or pertinent provisions thereof, may, for convenience, be incorporated into the Subdivision Specifications, or may be made a part thereof by reference. The provisions of the Standard Specifications shall constitute the minimum requirements.

Final Sewer Plans and Specifications - After the preliminary plans and specifications have been tentatively approved, the applicant shall deliver one set of tracings or negatives, and four sets of prints, and four sets of specifications to the City Engineer for his signature and transmittal to the Director of Public Works for final approval. One set of signed plans and specifications will be returned to the applicant.

FINAL ACCEPTANCE OF SEWERS

Final acceptance of sewers intended for public use may be contingent upon an interior television inspection provided by the City at the expense of the permittee.

Upon completion of the project, the permittee shall provide the City with a mylar copy and microfilms of the final as-built plans. Microfilms shall be in accordance with the format utilized by the City. The films shall be delivered to the City for a permanent record.

SEWER OR AWSS EASEMENT

Where sewer or AWSS easements are required for sewer or fire protection facilities, they shall be granted to the City and County of San Francisco and shall be for the exclusive use of the sewer or AWSS facilities. Unless ~~otherwise authorized~~ by the Director, all easements shall be a minimum of ~~fifteen feet in width~~, five feet to one side and 10 feet to the other of the centerline of the sewer or pipe. Easement grants shall follow the City's standard form which provides, in part, that the easement shall not be used for the erection of any structure, nor for any other purpose which will damage or interfere with the proper use, function, maintenance, repair or replacement of the sewer appurtenances or AWSS facilities.

Fences may be constructed and maintained on the easement; but the City reserves the right of immediate access without any requirement for notification, clearance or permission.

For furthering beautification purposes, low shrubs may be planted in the easement, provided that their roots or underground growth shall not damage the sewer appurtenances or AWSS facilities. No trees or tall plants shall be planted in the easement.

In all events, the City and County shall not be held liable for any damage to the plants or fences in the easement which may occur as a result of activity pursuant to the purpose of the easement.

V. OTHER SUBDIVISION REQUIREMENTS

In addition to providing street lighting, fire protection, drainage, water supply and other utility facilities in a subdivision by the subdivider as required by the Subdivision Code and the Subdivision Map Act, the subdivider shall also comply with the following requirements:

(a) Beautification:

- (1) All new utility lines shall be undergrounded.
- (2) The subdivider shall provide street trees and landscaping conforming to the policies of the Master Plan, including plant materials within side yards, setbacks, and sidewalk areas, with maintenance the responsibility of the property owners.

The planting of street trees shall be in conformance with guidelines established by the Department of Public Works.

- (3) The subdivider shall provide for the landscaping of open areas in large developments, and the maintenance thereof, especially in areas of high population and building density, in areas with direct access to noteworthy natural resources, and in any other areas required pursuant to the Master Plan.

- (b) Recreation Facilities: Recreation facilities provided in the subdivision for use by the residents shall be restricted to recreational use, with provision for the maintenance of such facilities.
- (c) Low and Moderate Income Occupancy: In projects with fifty or more units, the subdivider shall make available ten percent of the units for low and moderate income occupancy, provided that governmental subsidies for such occupancy are available to the subdivider. The subdivider should contact the Housing Section of the Department of City Planning to determine if subsidies are available.
- (d) Sales Program, Section 1342. The sales program shall promote affirmative action in housing, with specific methods as indicated in the Subdivision Code. The Human Rights Commission may be contacted for further explanation of these requirements.

VI. ADDITIONAL REQUIREMENTS FOR CONDOMINIUM CONVERSIONS

(SEE SECTION 1341 OF THE SUBDIVISION CODE FOR LOW-MODERATE INCOME HOUSING STOCK REQUIREMENTS.)

- (a) The project shall conform to the applicable standards of the San Francisco Housing Code.
- (b) If the City Planning Commission determines that any units to be converted are part of the City's low or moderate income housing stock, then the price of the unit upon conversion shall not be such as to remove it from said housing stocks. In determining this, the City Planning Commission will utilize all available information, but as a general guide, the following will be considered:
 - (1) The Subdivision Code establishes a procedure to determine the range of incomes for low and moderate income households.
 - (2) It is generally accepted that a household should not spend more than 25 percent of gross monthly income on housing rental.
 - (3) It is generally accepted that a household should not spend more than two and one-half times gross annual income in purchasing housing.
 - (4) If an existing rental price corresponds to 25 percent of a monthly income in the low or moderate income ranges, then the corresponding proposed sales price should not exceed two and one-half times the maximum level of the annual low or moderate income.

- (c) If the City Planning Commission determines that vacancies in the project have been increased for the purpose of preparing the project for conversion, the Tentative Map shall be disapproved.
- (d) The present tenant or tenants of any unit to be converted shall be given a nontransferable right of first refusal to purchase the unit occupied, at a price no greater than the price offered to the general public.
- (e) The subdivider shall comply with all applicable temporary, permanent and low and moderate income relocation requirements of the Subdivision Code. This may require contacting the Central Relocation Service for further information.
- (f) In conversion of a project, it is required that the subdivider submit "Tenant Intent To Purchase Form", signed by a number of tenants in such project equal to or exceeding forty percent (40%) of all the occupied units in the project.
- (g) In condominium conversions where there is less than one existing parking space for each dwelling unit, all parking spaces or areas shall be retained as common area, to be allocated by the condominium's executive body according to its by-laws. Parking space so allocated shall remain as common area and shall not be sold with the individual dwelling unit to which it is allocated.

In addition to all of the above, the subdivider shall show on the tentative map location of the interior passage way and other pertinent information so that the size of each room within a unit can be readily determined.

The subdivider shall show on the map a typical floor plan for each type of unit or units of the condominium. Where one larger unit is proposed to be subdivided into two or more smaller units, or where two or more smaller units are proposed to be combined into one larger unit, the subdivider shall show on the map "before alteration" and "after alteration" floor plans for such unit or units.

VII. FINAL MAP

GENERAL

At any time within eighteen months after final or conditional approval of the tentative map of a subdivision and the accompanying sewer plan, the subdivider may have suitable surveys made on the ground and may then prepare and file the final map.

SURVEYS AND COMPUTATIONS

- (a) As a basis for the final map, a complete and accurate survey of the land to be subdivided shall be made by a Registered Civil Engineer or a Licensed Land Surveyor.
- (b) A traverse sheet, in a form approved by the City Engineer, giving bearings, distances, and coordinates, and showing the mathematical closure shall be furnished to the City Engineer. Two blue or black line prints of the subdivision shall be submitted with the traverse sheets for checking and approval.
- (c) The traverse of the exterior boundary and for each block of the subdivision, when computed from field measurements, ~~must close~~ within a limit of error of one foot in 50,000 feet of perimeter, before balancing of the survey is undertaken. A maximum error of closure of **0.003 feet** may be required where conditions warrant.
- (d) All monuments, property lines, street and alley lines, and all easements or rights-of-way shall be tied to this survey.

DETAILS OF FINAL MAP

- (a) The final map shall be clearly and legibly drawn with waterproof ink on good tracing cloth or polyester base film and must conform in general design with approved tentative map. Affidavits, certificates and acknowledgments may be legibly stamped or printed on the map with opaque ink. The subdivider shall file the cloth or polyester base film tracing and a Vandyke negative of the final map with the Director of Public Works. The subdivider shall submit for recording two blue line prints on cloth with original signatures on each print.

- (b) The size of each sheet shall be 18 inches by 26 inches over-all, with a marginal line drawn completely around each sheet so as to leave a blank margin one inch in width. The blue line prints, when trimmed, must be 18 inches by 26 inches.
- (c) The scale of the map shall be shown. It must be large enough to show all details clearly. Sufficient sheets shall be used to accomplish this purpose. Each sheet shall show a north point, the number of the sheet and the total number of sheets comprising the set, its relation to the adjoining sheets, and the basis of the bearings used.
- (d) The map shall show all survey and mathematical information and data necessary to locate all monuments and to locate and retrace any and all interior or exterior boundaries, including angles or bearings and distances for all straight lines. The radius, length and central angle of all curves shall be shown.
- (e) Each block and lot shall be numbered. The angles or bearings and length of each lot, block, and boundary line shall be shown on the final map or approved record of survey map, or approved parcel map, except that when bearings or lengths of lot lines in any series of lots are the same, such bearings or lengths may be omitted from each interior parallel lot line of such series. Each required bearing and length shall be shown in full and no ditto marks or other designation of repetition shall be used.
- (f) Each street shall be designated by the name which has been authorized by the Central Permit Bureau.
- (g) The locations of all monuments shall be shown.
- (h) The exterior boundary of land to be subdivided shall be indicated by means of a red border of such a character that it will not obliterate any figures or other data.

CERTIFICATES AND ACKNOWLEDGMENTS

The final map shall bear the following certificates or acknowledgments:

- (a) A certificate, signed and acknowledged by all parties having any record title interest in the land subdivided, consenting to the preparation and recordation of the final map and an offer of dedication for public use of the streets and easements shown.

- (b) Notary's acknowledgment of signatures.
- (c) Approval of Director of Public Works as Advisory Agent.
- (d) Approval as to form by City Attorney.
- (e) Certificate of City Engineer.
- (f) Certificate of Registered Civil Engineer or Licensed Land Surveyor.
- (g) Certificate of Clerk of Board of Supervisors as to liens or taxes.
- (h) Certificate of Clerk of Board of Supervisors approving the map and accepting the dedications.
- (i) Recorder's Certificate
- (k) Certificate of Compliance.

Recommended standard forms of the above certificates and acknowledgments are shown in Appendix A.

VIII. PARCEL MAP

GENERAL

~~Under certain~~ circumstances as defined in the Subdivision Map Act and in the Subdivision Code the subdivider may, if he should so choose, prepare and file a Parcel Map rather than a final subdivision map. The Parcel Map shall show the exterior boundary of the subdivision, proposed street lines, and monuments. Lot lines, dimensions as well as block and lot numbers, shall also be shown. Where boundary lines of a lot are not at right angles to each other, area in square feet of such a lot shall be shown.

Where there is existing building (or buildings), such building lines shall be shown on the map, with sufficient data to enable determination of percentage of area of the new lot occupied by such existing building or buildings. Existing buildings on adjoining properties shall also be shown.

A parcel map filed for record shall meet the same requirements as to size, preparation, and number of prints as specified above for final maps.

CERTIFICATES

The Parcel Map shall bear the following certificates or acknowledgments:

- (a) Certificate of Registered Civil Engineer or Licensed Land Surveyor.
- (b) Certificate of City Engineer.
- (c) A certificate signed and acknowledged by all parties having any record title interest in the real property subdivided, consenting to the preparation and recording of the parcel map.
- (d) Notary's acknowledgment of signatures.
- (e) Recorder's Certificate.

Recommended standard forms of the above certificates and acknowledgments are shown in Appendix A.

IX. RECORD OF SURVEY MAP

GENERAL

Record of Survey Map may be filed only for the purpose of showing a discrepancy, or discrepancies, between an actual field survey and an official recorded document or map.

A record of survey map filed for record should meet the same requirements as to size, preparation and number of prints as specified above for final maps.

CERTIFICATES

The Record of Survey Map shall bear the following certificates or acknowledgments:

- (a) Certificate of Registered Civil Engineer or Licensed Land Surveyor.
- (b) Certificate of City Engineer
- (c) Recorder's Certificate

X. DEEDS, BONDS AND FILING FEES

The preliminary parcel map shall be accompanied at the time of submittal by the following:

- (a) Checking and processing fee
- (b) Preliminary title report or reports

A final parcel map when submitted for filing shall be accompanied by the following:

- (a) A fee, which is determined as the sum of \$6 for the first sheet of map and \$2 per sheet for each additional sheet of map thereafter, to cover the cost of recording.
- (b) Original tracing or tracings, unless subsequently waived.
- (c) Vandyke negative or negatives, unless subsequently waived.
- (d) Title report or reports updated to the date of recording.

A parcel map waiver shall require a fee of \$75 to accompany the application for such a waiver.

A tentative subdivision or condominium map shall be accompanied at the time of submittal by the following:

- (a) Checking and processing fee
- (b) Preliminary title report or reports
- (c) Improvement plan or plans, if any
- (d) Application packet and all required documents.

A final subdivision or condominium map when submitted for filing shall be accompanied by the following:

- (a) A deed to the street areas, pedestrian ways, and other property to be dedicated to public use transferring the title in fee to the City and County of San Francisco. A title report covering the parcels dedicated shall be furnished showing the parcels to be free and clear of all encumbrances.
- (b) A deed conveying easements to the City and County of San Francisco for sewers, water lines and/or for any other purposes required by the City as shown on the final map. Such deed shall contain the regular conditions and restrictions shown in the City's standard form for easements.
- (c) A bond in an amount fixed by the City Engineer to cover ~~cost of~~ setting monuments at some future date after the ~~Final Map~~ has been filed. A similar bond may be required ~~when filing~~ a Parcel Map, unless the monuments have been ~~set at the~~ time the map is filed.
- (d) A fee, which is determined as the sum of \$6 for the first sheet of map and \$2 for each additional sheet thereafter, to cover the cost of recording.
- (e) A certified check payable to the City and County of San Francisco in the amount of current taxes or special assessments, as estimated by the Controller, shall be filed with and approved by the Board of Supervisors. Should the subdivider so desire, he may, in lieu of the certified check, file with the Board of Supervisors a bond for twice the amount of such taxes or special assessments. Section 2192 of the State of California Revenue and Taxation Code states that taxes become a lien but not yet payable on the first Monday of March at noon preceding the fiscal year for which taxes are levied.

- (f) A certified check payable to the City and County of San Francisco in the amount as determined by the Department of Public Works as a guarantee of faithful performance of all the improvements required, if any. Said certified check shall be filed with and approved by the Board of Supervisors. In lieu of the certified check, an approved bond twice the amount of the estimated improvement cost may be filed with the Board of Supervisors.
- (g) Original tracing or tracings, unless subsequently waived.
- (h) Vandyke negative or negatives, unless subsequently waived.

XI. SETTING MONUMENTS

Standard City monuments shall be set in such positions that another engineer or surveyor may readily retrace the lines of the survey or subdivision. The number of monuments and their locations must be approved by the City Engineer. Monuments located in pavement areas shall not be placed until pavement has been constructed. If the Final Map is filed before pavements have been constructed, a bond in an amount determined by the City Engineer shall be filed with the Department of Public Works guaranteeing that the monuments will be set at a later date.

The monuments shall be of granite or concrete, 5 x 5 inches at the top, 9 x 9 inches at the bottom and 30 inches long. A lead plug, one inch in diameter and two inches long, shall be placed in the center of the top face and the exact monument point marked with a brass nail. The monuments shall be capped by a cast-iron frame and cover, the design of which shall be approved by the City Engineer.

XII. RECOMMENDED DESIGN OF STREETS, BLOCKS, AND LOTS

The following standards of design have been adopted for the layout of streets, blocks, and lots in the City and County of San Francisco and all tentative and final maps shall conform thereto except where unusual circumstances shall warrant exceptions.

The Master Plan of the City, in the Thoroughfares Plan on the Transportation Element, and in the Plan for Protected Residential Areas for the Urban Design Element, calls for certain patterns and treatments of City Streets which should serve as guidelines in the development of any new streets as a part of a subdivision.

STREETS

The following shall be the design criteria governing the dimensions and grades of City streets. Where topography or conservation of land use overrides other factors, and variance may be granted subject to approval by the Director of Public Works.

- (a) Main thoroughfares shall have a minimum width of 80 feet, with a minimum paved width of 60 feet. (4 traffic lanes)
- (b) Secondary streets, and minor streets with frontage on both sides, shall have a minimum width of 50 feet, with a minimum paved width of 34 feet. (2 traffic lanes)
- × (c) Minor streets shall have a minimum width of 40 feet, with a minimum paved width of 26 feet (one traffic lane).
 - (A narrower street shall be allowed only by variance to these regulations.)
- (d) Alleys shall have a maximum paved width of 25 feet and a minimum sidewalk width of 4 feet on each side. An alley with a sidewalk on only one side may be allowed only by variance to these regulations.

- X (e) Cul-de-sacs or dead-end streets shall not be longer than 600 feet and shall terminate in a circular turn-around having a minimum curb diameter of 60 feet or some equally safe and convenient form of paved surface for turning.
- (f) All streets shall, as far as practicable, be in alignment with existing streets. Any deviations must be justified by environmental and design objectives.
- (g) Intersecting streets shall meet at right angles or as nearly so as practicable.
- X (h) Streets of a proposed subdivision which are in alignment with existing street shall bear the names of the existing streets. Names for all new streets must be approved by the Central Permit Bureau of the Department of Public Works.
- (i) Street grades in excess of 17% will not be approved except under unusual conditions. No gutter grade shall be less than 0.5%. On any pavement grade less than 1.0%, concrete gutters shall be provided. All changes in street grades, the algebraic sum of which exceeds 1.5%, shall be connected by vertical curves of approved length sufficient to provide safe stopping sight distances and good riding quality.

(j) Surface Drainage

1. Streets shall be graded to provide a continuous downhill path.
2. At low end cul-de-sacs and sumps, in addition to sewer drainage facilities, surface drainage channels in dedicated easements shall be provided as relief of overflow to prevent flooding of adjoining property.
3. Street and drainage channel cross-sections shall be designed to provide a transport channel for overland or surface flow in excess of the 5-years storm capacity of the sewer system. The channel capacity shall be the difference between the sewer capacity and the quantity of runoff generated by a 100-year storm as defined by the U.S. Weather Bureau or by City-furnished data, applied over the tributary area involved.

- × (k) Street curb intersections shall be rounded by a curve having a minimum radius of 15 feet.
- (l) A handicap ramp shall be provided at or near the center of each curb return. Handicap ramps shall be constructed according to City standard.

PRIVATE STREET

Private street shall have a minimum right-of-way width of 40 feet if it is a through street. A dead-end private street shall have a minimum right-of-way width of 60 feet. Any variation thereof, resulting in less than the minimum width, must be concurred by the Fire Department.

BLOCKS

- (a) Blocks shall not exceed 1200 feet in length except under unusual conditions.
- (b) Pedestrian ways having a minimum width of 10 feet will be required near the mid-point of blocks over 700 feet long. The grade of such pedestrian ways shall not exceed 15% unless steps of an approved design are provided. The subdivider should consult all latest laws and regulations, which may be in effect, governing the design of pedestrian ways for the handicapped.
- (c) All block corners having an interior angle of 60 degrees or less shall be rounded by a curve having a radius of not less than ten feet; but this radius shall be such that when added to the sidewalk width the aggregate shall not be less than 25 feet. In a business district the cut back corners may be angular.
- (d) Block numbers must be approved by the Assessor's Office.

LOTS

- (a) Lots dimensions shall conform with Section 124 of the City Planning Code. (See Appendix B)

- (b) The side lines of all lots shall be at right angles, or radial to the street line, in so far as practicable.
- (c) Setback lines shall be consistent with the provisions of the Master Plan.
- (d) Lot numbers must be approved by the Assessor's Office.

STREET IMPROVEMENT REQUIRED

The subdivider shall improve, or agree to improve, all streets, highways, or public ways which are a part of the subdivision. Such improvement shall include the necessary paving, curbs, sidewalks, catchbasins, manholes, sewers, sidesewers, culverts, storm drains, sanitary sewers and various utilities such as gas, electric, telephone, water, fire protection and alarm, and lighting. All street improvements shall be in accordance with the requirements of the Department of Public Works. All water ~~supplies for fire~~ protection and alarm facilities shall be ~~approved by the Fire~~ Department. All street lighting facilities shall be ~~approved~~ by the Bureau of Light, Heat and Power. All potable water supply mains shall be in accordance with rules and regulations of the San Francisco Public Utilities Commission. The difference in cost between a normal size main and that of any larger size main required because of the fire service shall be borne by the subdivider, and no part of such additional cost shall be refunded. The subdivider shall make provisions satisfactory to the Water Department that such oversizing of the main will not be detrimental to water quality.

(The provisions of Section 1312 of the Subdivision Code shall not apply to the above specified requirements).

Information regarding street lighting requirements may be obtained from the Bureau of Light, Heat and Power of the Public Utilities Commission.

Information regarding fire alarm facilities and Police Communication system to be installed may be obtained from the Department of Electricity. In such improvements are not satisfactorily completed at the time the Final Map is filed, the owner or owners of the subdivision shall, concurrently with the approval of such map, enter into an agreement with the Director of Public Works to have the work completed within a specified time. Such agreement shall be secured by a good and sufficient bond, approved by the City Attorney or by a cash deposit. The cash deposit shall be in an amount ~~not~~ in excess of the estimated cost of the improvements. The bond deposit shall be twice the amount of the estimated cost of the improvements.

RECOMMENDED TYPES OF PAVEMENTS

Pavements and curbs shall be of the types hereinafter set forth and shall be constructed as specified in the Standard Specifications of the Bureau of Engineering, Department of Public Works.

FOR LIGHT TRAFFIC

Grades over 17% (when approved)

X 6-inch concrete pavement.

Grades 17% to 0.5%, either of the following:

- (a) A pavement consisting of a 6-inch concrete base and a 2-inch asphalt concrete wearing surface, or
- (b) An asphalt concrete pavement consisting of 4 inches of asphalt concrete (Black base) and 2 inches of asphalt concrete wearing surface. When this type is used on a subgrade which cannot be compacted by rolling with a power roller, a 6-inch thick aggregate sub-base shall be constructed.
- (c) 3-inch asphalt concrete wearing surface on 5-inch of cement treated base.

Also, on grades 1.0% to 0.5%:

X A concrete gutter at least 2 feet wide and of the same thickness as adjoining pavement must be provided.

FOR HEAVY TRAFFIC

On street likely to carry heavy loads or large volumes of traffic, pavements shall be designed accordingly.

FOR COMMERCIAL AREAS

X A concrete parking strip 6 inches thick and at least 7 feet wide shall be provided adjacent to the curbs in all areas zoned for commercial purposes.

CURBS

Standard concrete curb shall be provided adjacent to all pavements.

XIII. RECOMMENDED STANDARDS OF DESIGN FOR SEWER SYSTEMS

GENERAL

Provision shall be made for the removal of sewage and storm water