



CITY OF HALF MOON BAY

Planning Division

501 Main Street

Half Moon Bay, CA 94019

Phone: (650) 726-8250 / Fax: (650) 726-8261

2019 Measure D – Subdivision Application Package

***All applications must be submitted to City Hall no later than 5:00 PM,
January 31, 2019***



CITY OF HALF MOON BAY
Planning Division, 501 Main Street
Half Moon Bay CA 94019
Phone: (650) 726-8250 / Fax: (650) 726-8261

2019 Measure D – Application for Subdivisions
RESIDENTIAL DWELLING UNIT PERMIT ALLOCATION

Please read and fill out application completely.
INCOMPLETE APPLICATIONS WILL NOT BE ACCEPTED.

All applications must be received by the City no later than 5:00 PM, January 31, 2019.



Applicant Name _____ E-mail _____

Mailing Address _____ Day Phone# _____

_____ Eve Phone# _____

Co-Applicant Name _____ E-mail _____

Mailing Address _____ Day Phone# _____

_____ Eve Phone# _____



Building Site Location _____

*Street Address or Name of Street where Property is physically located & it's nearest Cross Street

Assessors Parcel Number(s) _____

Subdivision Lot Number(s) within the APN _____

Proof of Applicant's Ownership of Property (Attach copy of Deed of Trust)

Name, Address, and Phone Number of Owner (Including all partial owners or interest holders):

CITY USE ONLY -- DO NOT WRITE BELOW THIS LINE

Application accepted by _____

Fee Amount received _____

Date received _____

CHECKLIST RESIDENTIAL DWELLING UNIT ALLOCATION

Please submit the following items with your application for a Residential Dwelling Unit Permit Allocation applications for subdivisions.

- __1. The fee for processing each application is subject to the current City of Half Moon Bay Master Fee Schedule for each residential dwelling unit allocation requested.
- __2. Assessor's Parcel Map with the building site and its subdivision lot(s) clearly delineated.
- __3. Site Plan or Assessor's Parcel Map indicating the locations of existing development on all adjacent parcels including across any Public Street or right-of way.
- __4. Proof of interest in property, showing current owner of record (i.e. grant deed).
- __5. Where the owner or applicant is a trust or other entity, provide a copy of the documents showing all the individuals with an interest in the trust or other entity.
- __6. A completed Required Criteria for Residential Dwelling Unit Allocation Form (4 pages)
- __7. A completed and signed City of Half Moon Bay Residential Dwelling Unit Application Form.

SUBDIVISION DEVELOPMENT PLAN SHOULD INCLUDE THE FOLLOWING ITEMS:

****Note: Plans sets larger than 24" x 36" will not be accepted***

- __8. VICINITY MAP
 - Show the relationship of the proposed development to adjacent development, the surrounding area and the city
- __9. SITE USE LAYOUT MAP
 - Show the extent, location and type of proposed residential use or uses, the nature and extent of open space, and the nature and extent of any other uses proposed.
- __10. SITE PLAN
 - Show the proposed lot layout to preliminary subdivision map standards.
 - Show any topographical OR unique features of project site
 - Property lines and dimensions of the subject site and all adjacent properties showing all easements.
 - Indicate street alignments, and show coordination with city street system;
 - Location, dimensions and height of all existing and proposed buildings.
 - Indicate all existing trees 10" in diameter or greater measured at 48" above grade. Indicate existing trees to remain;
 - Indicate landscaped areas;

- Indicate open space
- Indicate bicycle paths, equestrian trails or pathways.
- Provide any other information deemed appropriate by the planning director and/or city engineer;

__11. ARCHITECTURAL PLAN

- Unless the proposed residential development is to consist of lots for custom homes, preliminary architectural site plans, floor plans and elevations; types and numbers of dwelling units; proposed color of buildings

__12. GRADING PLAN

- Provide a rough or preliminary grading plan, which provide a general indication of type, extent and timing of grading, including location and amounts of cuts and fill, haul routes, and where applicable, borrow and disposal sites.

__13. EROSION CONTROL PLAN

- Provide an erosion control plan, which provides any appropriate provisions to address erosion or winterization of the site during rough grading activities or prior to the installation of landscaping to protect the site from possible erosion

__14. LANDSCAPE PLAN

- Plant Location and Types
- One street tree required for new residences** (Refer to City Master Tree List for approved tree type)
- Show materials of all hardscape surfaces** (driveways, sidewalks, patios, terraces, etc.)

__15. ADDITIONAL INFORMATION

- Provide information regarding the housing marketability and price distribution. The expected ranges of rental units or sales prices, low and moderate income housing to be provided and the project's consistency with the housing element;
- School Facilities. Indicate the needed schools and/or school sites, permanent or temporary buildings to be provided by the applicant, or other mitigation measures to be provided;
- Park and Recreation Facilities. Indicate the proposed and/or In Lieu Funds to be Contributed. The location, size and configuration of any public and/or private recreation sites or facilities to be provided, and/or an estimate of the dollar amount of in lieu fees to be offered by the applicant;
- Provide a Circulation plan, including the size and location of any new streets, required and/or proposed improvements to existing streets or state highways, and any on-site or off-site improvements to the pedestrian, equestrian or bicycle trail system;
- Indicate whether the proposed schedule of development, including development phasing;
- Indicate if any other information as may be required by the planning director.

GUIDE & INSTRUCTIONS FOR MEASURE D **SUBDIVISION APPLICATION**

PERIOD: JANUARY 3, 2019 THROUGH JANUARY 31, 2019

The following explanation is intended to assist applicants with understanding the year 2019 dwelling unit allocation system and the application process for subdivision applications. In some cases, this guide may paraphrase or summarize the language in the Municipal Code Chapter 17.06. Particularly relevant portions of that Chapter are discussed; applicants who desire additional information may obtain a copy of the complete Chapter at the Planning Division. This document is in no way intended to replace or modify the meaning or intent of Chapter 17.06. Rather, it is intended to provide summarized information to prospective applicants in a more easily understood format.

At its December 4, 2018 regular meeting, the City Council adopted Resolution C-2018-121 establishing the year 2019 Residential Dwelling Unit Allocations under the provisions of Chapter 17.06, (Ord. C-8-09 §1(Exh. A(part)), 2009).

For the year 2019, the City Council assigned a total of 71 Dwelling Unit Allocations, with 47 allocated within the Downtown area, and the remaining 24 allocated outside the Downtown area. If the number of applications submitted exceeds the number of allocations available for each area (Downtown Area and Outside Downtown), each application will be evaluated and scored on a series of criteria. The criteria are specified under Section 17.06.120 and Section 17.06.215 of Title 17 of the City's Municipal Code.

General Provisions

- Applications for residential dwelling unit allocations may be processed concurrently with the Tentative Subdivision Map or any other required discretionary permit application.
- Measure D allocations do not provide any entitlement or permit to develop or build, but allow an applicant to proceed to the Coastal Development Permit (CDP) application process. A CDP is a discretionary permit required for all new and infill residential development in the City. It can be approved, conditionally approved, or denied by the City. It is conceivable that a residential growth allocation would be issued for a lot and that the application for a Coastal Development Permit could be denied.
- All information should be filled out in the application form and all required information must be submitted by the January 31, 2019 deadline. Applications will be evaluated on the basis of the conditions that exist on the deadline date, including applicable zoning ordinances in effect on that date. Failure to provide all required information may result in an application being rejected as incomplete. Failure to provide certain information could result in an application not receiving all appropriate points.
- Unless processed concurrently with any other required discretionary applications, initial applications for residential dwelling unit allocations associated with shall be submitted between

January 3 and January 31 of each year. If the number of applications for allocations in this category received during this initial period is less than the available allocations in this category, applications may be submitted at any time prior to September 1 or until applications equaling the maximum number of available allocations in this category have been received.

- It is the applicant's burden to provide complete and accurate information in completing this application. Thus, the applicant should take care to ensure the accuracy of any information provided, and if necessary, should confer with the Planning Division or the appropriate agency in order to accurately complete the application. The City may declare a Measure D allocation invalid if the City later determines that any of the information provided by the applicant is untrue.

Evaluation Procedures

- Each proposed subdivision for residential development shall be examined for its relation to and impact upon local public facilities and services as provided for in this title.
- The appropriate city departments or outside public agencies shall provide recommendations to the planning director and the planning director shall evaluate each subdivision for residential development on the extent of contribution to public welfare and amenities and the quality of design.
- The Community Development Director shall examine each proposed subdivision for residential development and shall rate the residential development subdivision by the assignment of no more than the maximum number of points allowable in each of the project components as set forth below.
- The Planning Division will evaluate each application and determine a score for each evaluation criterion. If an applicant does not agree with the points assigned, a letter of appeal must be submitted within 10 calendar days of notification by the City. All protests or appeals will be reviewed at a public hearing by the Planning Commission, which may confirm or modify the award of points and allocations determined by the Planning Division. The Planning Commission action is subject to further appeal to the City Council, within 10 calendar days of the decision of the Planning Commission.

Explanation of Expiration Dates

Expiration dates are governed by Section 17.06.050 of the Half Moon Bay Municipal Code:

- A Measure D Allocation is valid for one (1) year from the date of issuance. Within this period, a complete building permit application must be submitted.
- Upon submission of proper documentation by the Applicant, the amount of time required to obtain approvals required by the City of Half Moon Bay or other agencies will be added to the one-year period during which the Allocation is valid.
- Once a building permit has been issued, one 6-month extension for the building permit may be granted at the discretion of the Building Official.
- After expiration of the 6-month extension, the City Council must rule on any further extension of the Allocation.

**REQUIRED CRITERIA FOR SUBDIVISION APPLICATIONS
RESIDENTIAL DWELLING UNIT ALLOCATION**

Building Site Location: _____ APN _____		Possible Points	To be completed by Staff
It is the applicant's responsibility to provide complete and accurate answers to the following questions. The applicant should take care to ensure the accuracy of any information provided, and if necessary, should confer with the Planning Department or the appropriate agency in order to accurately answer these questions. If the information provided, and upon which the City makes a determination as to a Measure D allocation, is incorrect, the City may later declare the Measure D allocation invalid.			Points Achieved
1. Water (Maximum 20 Points)			
a. The applicant has provided the required written report from Coastside County Water District addressing 17.06.220A to E.	<input type="checkbox"/> Yes <input type="checkbox"/> No	0	
b. The developer funded improvements that upgrade existing water service for domestic uses and fire protection in the general neighborhood beyond that required to meet the immediate needs of the proposed development, as determined by the director of public works and the coastside county water district	<input type="checkbox"/> Yes <input type="checkbox"/> No	10	
c. 2. The proposed subdivision uses coastside county water district water instead of groundwater	<input type="checkbox"/> Yes <input type="checkbox"/> No	10	
2. Sewer (Maximum 20 Points)			
a. The applicant has provided the required written report to address 17.06.225A to 17.06.225.D.	<input type="checkbox"/> Yes <input type="checkbox"/> No	0	
b. Developer-funded improvements that upgrade existing sewer lines or facilities in the general neighborhood beyond that required to meet the immediate needs of the proposed development, as determined by the director of public works and appropriate sewer authority	<input type="checkbox"/> Yes <input type="checkbox"/> No	10	
c. Where contributions to the proposed expansion of the sewage treatment plant are provided as required by any assessment district or similar mechanism, and/or the applicant irrevocably agrees to participate in any future funding mechanism for the treatment plant expansion	<input type="checkbox"/> Yes <input type="checkbox"/> No	10	
3. Drainage (Maximum 15 Points)			
a. The applicant has supplied the necessary information for the City Engineer to prepare a written report that addresses 17.06.230A to 17.06.230C.	<input type="checkbox"/> Yes <input type="checkbox"/> No		

**REQUIRED CRITERIA FOR SUBDIVISION APPLICATIONS
RESIDENTIAL DWELLING UNIT ALLOCATION**

b. The developer-funded on-site or off-site improvements designed and constructed to accommodate run-off from adjacent developments or to enhance the drainage facilities not directly related to the proposed development	<input type="checkbox"/> Yes <input type="checkbox"/> No	10	
c. Storm drainage from the development is accommodated through on-site open space areas	<input type="checkbox"/> Yes <input type="checkbox"/> No	5	
4. Schools (Maximum 78 Points)			
a. When required: the applicant shall supply the necessary information for the Cabrillo Unified School District to write a report addressing 17.06.235.A to 17.06.235.G	<input type="checkbox"/> Yes <input type="checkbox"/> No	0	
b. The dedication of sufficient land to provide a site for a new school	<input type="checkbox"/> Yes <input type="checkbox"/> No	25	
c. The provision of needed school rooms in the form of permanent or temporary buildings or the provision of other mitigating measures, as attested by agreement with the school district	<input type="checkbox"/> Yes <input type="checkbox"/> No	20	
d. The provision of any school busses needed to serve the children expected to inhabit a proposed development	<input type="checkbox"/> Yes <input type="checkbox"/> No	15	
e. Based upon written agreement between the applicant and the Cabrillo unified school district, the providing of any other facilities, equipment, or other appropriate items necessary to mitigate the additional school children from the proposed development	<input type="checkbox"/> Yes <input type="checkbox"/> No	10	
f. Provided good school bus access and adequate turnaround areas	<input type="checkbox"/> Yes <input type="checkbox"/> No	2	
g. Provides and maintains a covered school bus shelter where appropriate	<input type="checkbox"/> Yes <input type="checkbox"/> No	2	
h. Provides safe pedestrian connections to school sites or is located such that students can access the school site without crossing major streets	<input type="checkbox"/> Yes <input type="checkbox"/> No	2	
i. Provides an open space buffer zone between the project and existing or designated future school sites	<input type="checkbox"/> Yes <input type="checkbox"/> No	2	
5. Fire Protection (Maximum 35 Points)			
a. The Coastside Fire Protection District shall review each subdivision application. As a part of the review process, the applicant shall supply the necessary information for and the fire protection district shall provide a written report addressing 17.06.210A to 17.06.240.F	<input type="checkbox"/> Yes <input type="checkbox"/> No		
b. The provision of a new fire station and/or the dedication of land for a fire station to provide adequate fire protection within the established response times as attested by the fire protection district	<input type="checkbox"/> Yes <input type="checkbox"/> No	20	

**REQUIRED CRITERIA FOR SUBDIVISION APPLICATIONS
RESIDENTIAL DWELLING UNIT ALLOCATION**

c. Participation in an assessment district to fund additional equipment and/or manpower to provide adequate fire protection for the proposed development	<input type="checkbox"/> Yes <input type="checkbox"/> No	10	
d. Structures are designed to exceed minimum safety standards for fire hazards, earthquakes and accidents	<input type="checkbox"/> Yes <input type="checkbox"/> No	5	
6. Police Department Services (Maximum 55 Points)			
a. The police department shall review each proposed development. As a part of this review, the applicant shall supply the necessary information for and the chief of police shall provide a written report addressing 17.06.245A to 17.06.245D.	<input type="checkbox"/> Yes <input type="checkbox"/> No		
b. The provision of a new police station and/or the dedication of land for a police station to provide improved police protection within the city	<input type="checkbox"/> Yes <input type="checkbox"/> No	20	
c. Developer contribution of major equipment such as patrol cars to assist in the provision of police services to a new development	<input type="checkbox"/> Yes <input type="checkbox"/> No	15	
e. Developer funding of additional manpower to provide police services beyond the needs of the proposed development	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	10	
f. Development plans uses site planning and architecture to enhance security by arranging entries, access paths, building, planting, corridors, indoor and outdoor lighting to allow observation along circulation routes	<input type="checkbox"/> Yes <input type="checkbox"/> No	5	
g. Structures are designed to exceed minimum safety standards for accidents and intrusions	<input type="checkbox"/> Yes <input type="checkbox"/> No	5	
7. Streets, State Highways, and Pedestrian Improvements and amenities (Maximum 45 Points)			
a. The applicant shall supply the necessary information for and the city engineer shall provide a written report addressing 17.06.250.A to 17.06.250.H.	<input type="checkbox"/> Yes <input type="checkbox"/> No	20	
b. The provision of needed improvements to the public street or state highway system offered by the applicant that are over and above any requirements to accommodate the proposed development, such as street connectors necessary to create more efficient circulation patterns for all applicable transportation modes.	<input type="checkbox"/> Yes <input type="checkbox"/> No	5	
c. The arrangement of the site and configuration of the internal street system for efficiency of circulation, on-site and off-site traffic safety	<input type="checkbox"/> Yes <input type="checkbox"/> No	5	
d. The on-site circulation system and subdivision design promotes the privacy of residential neighborhoods, and unless a part of a planned street system as shown on the master plan of streets and highways, residential street layouts are designed for use primarily by local residents	<input type="checkbox"/> Yes <input type="checkbox"/> No	15	

**REQUIRED CRITERIA FOR SUBDIVISION APPLICATIONS
RESIDENTIAL DWELLING UNIT ALLOCATION**

8.Open Space (Maximum 35 Points)			
a. The applicant shall supply the necessary information for and the planning director and parks and recreation director shall prepare a written report that addresses 17.06.255.A to 17.06.255.E.	<input type="checkbox"/> Yes <input type="checkbox"/> No	0	
b. The provision of public usable open space, and where applicable, greenbelts (except for mandatory buffer zones)	<input type="checkbox"/> Yes <input type="checkbox"/> No	10	
c. The provision of private usable open space, and where applicable, greenbelts (except for mandatory buffer zones)	<input type="checkbox"/> Yes <input type="checkbox"/> No	5	
d. The provision of buffer zones environmentally sensitive habitat areas or riparian species or corridors in excess of minimum requirements	<input type="checkbox"/> Yes <input type="checkbox"/> No	5	
e. Uses various design and development techniques are consistent with 17.06.255.E.4a to 17.06.255.E4e	<input type="checkbox"/> Yes <input type="checkbox"/> No	15	
9.Park and Recreation Facilities (Maximum 40 Points)			
a. The applicant shall supply the necessary information for and the planning director and parks and recreation director shall prepare a written report that addresses 17.06.260.A to 17.06.260.G	<input type="checkbox"/> Yes <input type="checkbox"/> No	0	
b. Siting and designing of any proposed public park and recreation facilities so as to benefit the community, not solely the new residents of a subdivision	<input type="checkbox"/> Yes <input type="checkbox"/> No	5	
c. Construction of public park and recreation facilities in addition to the dedication of the required land for park and recreation facilities	<input type="checkbox"/> Yes <input type="checkbox"/> No	10	
d. Dedication of land for public park and recreation purposes in excess of the minimum required	<input type="checkbox"/> Yes <input type="checkbox"/> No	10	
e. Dedication of easements for public trails for pedestrians, equestrians and/or bicycles within and through a proposed development, in addition to land dedicated for park and recreation purposes	<input type="checkbox"/> Yes <input type="checkbox"/> No	5	
f. Construction of public trails for pedestrians, equestrians and/or bicycles within and through a proposed development	<input type="checkbox"/> Yes <input type="checkbox"/> No	5	
g. Construction of off-site public bicycle, equestrian or pedestrian paths that will connect with an established network of similar facilities or trails	<input type="checkbox"/> Yes <input type="checkbox"/> No	5	
10 .Park and Recreation Facilities (Maximum 40 Points)			
a. For below market rate housing provided within the boundaries of a project (on-site) through deed restriction or other legally binding mechanism	<input type="checkbox"/> Yes <input type="checkbox"/> No	80	
b. For the combination of a portion of required below market rate housing provided within the boundaries of a project (on-site) through deed restriction or other legally binding mechanism and the payment of the balance in in-lieu fees:	<input type="checkbox"/> Yes <input type="checkbox"/> No		

**REQUIRED CRITERIA FOR SUBDIVISION APPLICATIONS
RESIDENTIAL DWELLING UNIT ALLOCATION**

1. 2/3 or more below market rate housing units and 1/3 or less in-lieu payment:	<input type="checkbox"/> Yes <input type="checkbox"/> No	60	
2. 1/2 below market rate housing units and 1/2 in-lieu payment	<input type="checkbox"/> Yes <input type="checkbox"/> No	40	
3. 1/3 below market rate housing units and 2/3 in-lieu payment	<input type="checkbox"/> Yes <input type="checkbox"/> No	30	
c. For below market rate housing provided outside of the boundaries of a project (off-site) through deed restriction or other legally binding mechanism	<input type="checkbox"/> Yes <input type="checkbox"/> No	30	
d. For the provision of below market rate housing provided either on or off-site that exceeds the required number of below market rate housing units through deed restriction or other legally binding mechanism	<input type="checkbox"/> Yes <input type="checkbox"/> No	20	
d. E. For the payment of in-lieu fees equivalent to the number of below market rate housing units required for the project	<input type="checkbox"/> Yes <input type="checkbox"/> No	0	
11. Architectural Design and Landscaping (Maximum 20 Points)			
a. The applicant shall provide a written report that to ensures the highest quality design is maintained throughout the city consistent with 17.060.270.A to 17.060.270.D.	<input type="checkbox"/> Yes <input type="checkbox"/> No	20	
Total Points			