



CITY OF HALF MOON BAY
Planning Division
501 Main Street
Half Moon Bay, CA 94019
Phone: (650) 726-8270 / Fax: (650) 726-8261

2022 Measure D

Subdivision Development

Application Package

1) Submittal Deadlines: All applications must be complete with all portions of the application received as a whole submittal (with limited exceptions regarding payment as noted below for emailed applications) ***no later than 5:00 PM, January 31, 2022:***

- **City Hall Submittals:** Appointments are encouraged for in-person submittals. For in-person submittals, the applicant or their designee must arrive at City Hall before 4:30 PM to allow staff time to process the submittal and fee (as applicable).
- **Electronic Submittals:** Application forms and required application materials may be emailed, provided that the application fee (as applicable) is paid in full via check or credit card on or before the 5:00 PM January 31, 2022 deadline, and provided that the time stamp for the complete emailed application is 5:00 PM or earlier for applications submitted on the last day. City staff receive a very high volume of email and therefore applicants are encouraged to confirm timely receipt for electronic submittals.

2) Staff Recommendations: To support applicants in preparing timely, complete, and factually correct applications, City staff have the following recommendations:

- **Project Plans:** Although not required by ordinance, applicants are encouraged to submit a full plan set (site plan, floor plan, elevations, and landscape plan) with the Measure D application. Alternately, a site plan on its own can be very helpful. Project plans should demonstrate how the project conforms to the allocation scoring criteria and will be used by City staff to support the scoring process.
- **Planning Staff Consultation:** Applicants are also encouraged to schedule time to meet with a Half Moon Bay planner at least two weeks in advance of the application deadline. Planning staff will be available to review draft applications and provide non-binding guidance intended to assist applicants with this process.



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2022 Measure D – Application for Subdivisions
RESIDENTIAL DWELLING UNIT PERMIT ALLOCATION

Please read and fill out application completely and carefully. Review items 1 and 2 on the previous page about submittal deadlines and methods, and Planning staff recommendations with respect to project plans and Planning staff consultation. INCOMPLETE APPLICATIONS WILL NOT BE ACCEPTED.

All applications must be received by the City no later than 5:00 PM – Monday, January 31, 2022.



Applicant Name _____ E-mail _____

Mailing Address _____ Day Phone# _____

_____ Eve Phone# _____

Owner 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.

**REQUIRED CRITERIA FOR
RESIDENTIAL DWELLING UNIT ALLOCATION APPLICATION**

PROJECT ADDRESS: _____ APPLICANT NAME: _____		Possible Points	Notes, Interpretations, etc.	To be completed by Staff
<p>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.</p>				Points Achieved
** Criteria shown with green shading are not included in the scoring **				
1. Infill Sites (Maximum 70 Points)	POINTS EARNED (PLEASE EXPLAIN/ FURTHER INFORMATION)		(Maximum 65 points per 2020 Interpretation)	
a. Project is located in a built urban setting with utilities in place for ten years or more	<input type="checkbox"/> Yes <input type="checkbox"/> No	5	<p>“Built urban setting with utilities” requires all of the following for 5 points; otherwise 0 points: Setting: At least half the sites in the subdivision are developed. Zoning: Zoned for residential development (R-1, R-1-B-1, R-1-B-2, R-1-B-3), mixed-use development (C-D, C-R, C-G, C-VS), or planned development with approved PUD or Specific Plans that provide for residential development (PUD or PUDX) Utilities: Municipal water and sewer service proximate (see “P” below with respect to roadway requirements)</p>	
b. Project is located in a built urban setting and avoids environmentally sensitive areas	<input type="checkbox"/> Yes <input type="checkbox"/> No	5	<p>“Avoids environmentally sensitive areas” requires the project to fully avoid ESHA and be sited to conform with standard (not reduced) ESHA buffer requirements for 5 points; otherwise 0 points. For sites identified as including or located near potential ESHA as indicated by City mapping or other relevant sources, substantial evidence, such as a biological resources evaluation, is required to confirm ESHA avoidance and buffer requirements.</p>	

**REQUIRED CRITERIA FOR
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<p>c. For each contiguous side of a building site adjacent to existing development (including across any public or private right-of-way)</p>	<input type="checkbox"/> Yes <input type="checkbox"/> No	<p align="center">5</p>	<p>Building sites that are located in a “built urban setting with utilities” (as defined in “a.” above), qualify for this criterion if the site abuts a public facility including public open space areas such as at a school or a City park. If all sides of the building site are contiguous to existing development, 5 points are awarded even if the site has only 4 sides. For ADUs proposed with an existing residence, all points awarded.</p>	
<p>d. For each contiguous side of a building site for which residential dwelling units have been allocated, but development not completed under the provisions of this system (including across any public or private right-of-way)</p>	<p align="center">**</p>	<p align="center">**</p>	<p>Criterion is not specifically applicable to infill sites and is redundant with aspects of “a.” and “c.” above for these cases.</p>	
<p>e. Building site is Located within one-half mile of a transit stop</p>	<input type="checkbox"/> Yes <input type="checkbox"/> No	<p align="center">5</p>	<p>All SamTrans bus stops qualify as major transit stops. This interpretation aligns with State Law guidance for accessory dwelling units. Almost every residentially zoned property in Half Moon Bay is located within one-half mile of a SamTrans bus stop and therefore most projects will qualify for this criterion.</p>	
<p>f. Where there is an existing all-weather road surface providing vehicular access to the site constructed to city standards or otherwise acceptable to the city engineer</p>	<input type="checkbox"/> Yes <input type="checkbox"/> No	<p align="center">5</p>	<p>This may include both City streets and private streets.</p>	
<p>g. Except for below market rate (BMR) housing, those applications for development on a site that meet all of the established development standards for the zoning district and no variance or other discretionary applications are required</p>	<input type="checkbox"/> Yes <input type="checkbox"/> No	<p align="center">5</p>	<p>Discretionary applications include variances and/or exceptions; they do not include coastal development permits, use permits, design or environmental review.</p>	
<p>h. For those applications for development that provide BMR housing through deed restriction or other legally binding mechanism</p>	<input type="checkbox"/> Yes <input type="checkbox"/> No	<p align="center">35</p>	<p>“BMR housing” means that there is at least one unit deed restricted affordable for extremely low, very low, or low income households for a minimum of 55 years. All 35 points awarded for such a case.</p>	

**REQUIRED CRITERIA FOR
RESIDENTIAL DWELLING UNIT ALLOCATION APPLICATION**

2. Home Size, Scale and Clustering (Maximum 30 Points)			
<p>a. Homes are clustered to preserve open space and natural features</p>	<input type="checkbox"/> Yes <input type="checkbox"/> No	5	<p>For infill sites, “clustered” includes the following for 5 points:</p> <ul style="list-style-type: none"> • Multi-family development: Duplexes, triplexes, apartments, and condominiums • Single-family development with an ADU • ADUs after primary dwelling(s) established <p>Single-family development without an ADU does not qualify as “clustered,” and will receive 0 points. New subdivisions: Refer to 17.06.200</p>
<p>b. Resource conservation achieved by increasing density: five points plus one additional point for every five du/ac greater than ten du/ac</p>	<p>_____ points</p>	15 max	<p>Density is calculated for each site, including both existing and new units. For projects that will result in a site density of at least 10 du/ac, 5 points awarded. Another point is awarded for each additional full 5 du/ac (e.g. 15 du/ac = 6 points, 20 du/ac = 7 points, 25 du/ac = 8 points, 30 du/ac = 9 points, 35 = du/ac 10 points); for example, a density of 22 du/ac will be awarded 7 points.</p> <p>All sites with an ADU receive 5 points as a base even if under 10 du/ac; otherwise, no points for projects with less than 10 du/ac. Maximum 15 points available only for projects invoking full density bonus allowances resulting in 35 du/ac.</p>
<p>c. Home Size Efficiency</p>	<p>_____ points</p>	5	<p>Unit size is for living space in square feet (SF) and excludes covered or enclosed parking areas. For projects with more than one unit, the average unit size of all the units in the project shall be used for this criterion. Maximum size for an ADU pursuant to City draft ADU ordinance and Planning Commission draft Land Use Plan are guides for “home size efficiency:”</p> <p><= 1,000 SF living space: 5 points 1,001 – 2,000 SF living space: 2.5 points >= 2,001 SF living space: 0 points</p>

**REQUIRED CRITERIA FOR
RESIDENTIAL DWELLING UNIT ALLOCATION APPLICATION**

<p>d. Building layout and orientation improve natural cooling and passive solar attributes</p>	<p><input type="checkbox"/> Yes <input type="checkbox"/> No</p>	<p align="center">5</p>	<p>Examples of attributes that “improve natural cooling and passive solar” qualifying for this criterion include shading features on south and west sides of structures (deep eaves, covered porches, etc.); floor plans and window locations that allow for crossflow ventilation; maintenance of solar access to the rooftop. Most development in Half Moon Bay, because of its temperate climate, can qualify for this criteria with operable windows. Locational choices for ADUs are limited and therefore all ADUs qualify for the full 5 points.</p>	
<p>3. Design for Walking and Bicycling (Maximum 37 Points)</p>				
<p>a. Pedestrian access is provided to neighborhood services within one-half mile: community center; library; grocery store; school; day care; laundry; medical; entertainment/restaurants; post office; place of worship; bank: one point for each service within one-half mile</p>	<p align="center">___ points</p>	<p align="center">12 max</p>	<p>One-half mile is measured as a radius from the subject site; walking distance is not computed.</p>	
<p>b. Development is connected with a dedicated pedestrian pathway to places of recreational interest within one-half mile</p>	<p align="center">**</p>	<p align="center">**</p>	<p>The Half Moon Bay Bicycle and Pedestrian Master Plan identifies pedestrian pathways to, through, or proximate to all of Half Moon Bay’s residential neighborhoods. As a result, all applications would qualify for these 5 points, and thus this criterion does not provide a mechanism for ranking applications.</p>	
<p>c. At least two of the following traffic-calming strategies are incorporated into the project:</p>	<p align="center">**</p>	<p align="center">**</p>	<p>Criteria 3.c.1 – 4 are superseded by the Half Moon Bay Bicycle and Pedestrian Master Plan for infill development. The Plan identifies improvements for a comprehensive bicycle and pedestrian network to, through, and/or proximate to all of Half Moon Bay’s residential neighborhoods.</p>	
<p>1. Designated bicycle lanes are present on roadways</p>	<p align="center">**</p>	<p align="center">**</p>	<p>As stated above, superseded by the Bicycle and Pedestrian Master Plan, noting that the plan identifies cases where other types of bicycle improvements are more appropriate than bike lanes in a given neighborhood.</p>	

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2. Vehicle travel lanes are ten feet in width	**	**	As stated above, superseded by the Bicycle and Pedestrian Master Plan, noting that the plan includes guidelines with neighborhood context design options that may result in a variety of lane widths and associated bike and pedestrian improvements.	
3. Street crossings closest to the site are located less than three hundred feet apart	**	**	As stated above, superseded by the Bicycle and Pedestrian Master Plan, noting that the Plan includes options for improvising linkages through large block subdivisions.	
4. Streets have rumble strips, bulbouts, raised crosswalks or refuge islands	**	**	As stated above, superseded by the Bicycle and Pedestrian Master Plan, noting that it is often the case that traffic calming measures are implemented in locations where they are most needed to improve safety, etc. Many neighborhoods without traffic calming have low volume traffic and do not need such measures to achieve bike/pedestrian compatibility; furthermore, the Plan includes guidelines with a wide array of options for these types of improvements going beyond the options presented in the GreenPoints checklist.	
4. Design for Safety and Social Gathering (Maximum 15 Points)				
a. All home front entrances have views from the inside to outside callers	**	**	All homes are required to have a peephole or window in the entrance area.	
b. All home front entrance can be seen from the street and/or from other front doors	<input type="checkbox"/> Yes <input type="checkbox"/> No	5	ADUs receive full points. State ADU law requires that only objective design standards be applied to ADUs; City ADU ordinance may result in entrance locations that cannot meet this criterion. For multi-family development, criteria is met for units that share entrance facilities such as a lobby, elevator, or hallway.	
c. Porches (one-hundred-square-foot minimum area) are oriented toward streets and/or public spaces	<input type="checkbox"/> Yes <input type="checkbox"/> No	5	Attached and wholly within ADUs receive full points. Detached ADUs receive full points if open space is provided for the ADU.	

**REQUIRED CRITERIA FOR
RESIDENTIAL DWELLING UNIT ALLOCATION APPLICATION**

5. Design for Diverse Households (Maximum 20 Points)				
a. At least one zero-step entrance provided in home	<input type="checkbox"/> Yes <input type="checkbox"/> No	5	This is a flush entry between the unit and outside or a hallway or other area that can reasonable be anticipated to be free and clear of obstructions (e.g. a garage or carport does not qualify). Plans must indicate that grading, ramping or other means will achieve zero-step entry pursuant to ADA requirements.	
b. All main floor interior doors and passageways have a minimum thirty-two-inch clear passage space	**	**	Building code requires 32-inch clear passage space for new development; for wholly or mostly within ADUs, State law requires approval despite nonconforming conditions.	
c. At least one half-bath on the ground floor with blocking in walls for grab bars	<input type="checkbox"/> Yes <input type="checkbox"/> No	5	Interpretation will consider one-half bathroom on ground floor as the standard (e.g. represents ADA "visitability"); however, blocking for grab bars can be required of all applications and is straightforward to implement.	
d. Project is or includes an accessory dwelling unit	<input type="checkbox"/> Yes <input type="checkbox"/> No	5		
6. Landscaping (Maximum 74 points + 6 bonus points)				
a. Resource-Efficient landscaping is incorporated into site design that:				
1. Meets California-Friendly Landscape Program requirements	**	**	All projects satisfy this criterion because WELO applies; awarding these points to every application will not help rank them; therefore, it is eliminated it from the calculation	
2. Excludes any invasive plant species listed by the California Invasive Plan Council (CAL-IPC)	**	**	Standard condition of development approval; all projects will comply.	

**REQUIRED CRITERIA FOR
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3. Excludes plant species that require periodic hedging or shearing	**	**	Criterion may conflict with coastal resource priorities, the Heritage Tree Ordinance, and desired screening between properties: e.g. this criterion may limit ability to establish natives, such as willows; furthermore, with Half Moon Bay's highly favorable climate, many species of even modest sized plant materials will need pruning periodic pruning (e.g. dwarf fruit trees, roses, etc.). Although "hedging" and "shearing" suggest a particular form of pruning, this will be very difficult to discern at the planning stage because landscapers prune landscape materials in different ways.	
4. Plant palette consists of at least 75% California natives, Mediterranean species or other appropriate adaptive species	**	**	All projects satisfy this criterion because WELO applies; awarding these points to every application will not help rank them; therefore, it is eliminated it from the calculation	
5. Fencing on-site consists of at least 70% of FSC certified, recycled plastic or composite lumber	<input type="checkbox"/> Yes <input type="checkbox"/> No	2	Points awarded if application indicates applicant's intent to qualify for the criterion; in such case, the criterion will be a condition of approval.	
6. All turf areas have a water requirement that is rated at less than or equal to tall fescue (≤ 0.8 plant factor)	**	**	All projects satisfy this criterion because WELO applies; awarding these points to every application will not help rank them; therefore, it is eliminated it from the calculation	
7. No turf is installed on slopes exceeding 10% or in areas that are less than 8 feet in any dimension	**	**		

**REQUIRED CRITERIA FOR
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a. Landscaping includes turf that is one-third or less than (≤33%) the total landscaped areas on-site (extra 2 points)	**	**	All projects satisfy this criterion because WELO applies; awarding these points to every application will not help rank them; therefore, it is eliminated it from the calculation	
b. Turf is one-tenth or less than (≤10%) of the total landscaped areas on-site (extra 4 points)	**	**	Superseded by WELO. Similar case of landscapes with more than 500 square feet of irrigated landscaping for which the WELO checklist must be used to ensure water efficiency.	
8. Shade trees of an appropriate species are integrated into the landscape	<input type="checkbox"/> Yes <input type="checkbox"/> No	5	Points awarded if application indicates applicant's intent to qualify for the criterion; in such case, the criterion will be a condition of approval.	
9. Plantings are arranged and grouped according to common water needs (hydrozoning)	**	**	All projects satisfy this criterion because WELO applies; awarding these points to every application will not help rank them; therefore, it is eliminated it from the calculation	
10. Irrigation systems include high-efficiency components	**	**		
a. System uses only low-flow drip, bubblers, or low-flow sprinklers	**	**	All projects satisfy this criterion because WELO applies; awarding these points to every application will not help rank them; therefore, it is eliminated it from the calculation	
b. System includes smart (weather-based) controllers	**	**	All projects satisfy this criterion because WELO applies; awarding these points to every application will not help rank them; therefore, it is eliminated it from the calculation	
11. Non-plant landscape elements consist of at least 50% salvaged or recycled-content materials	<input type="checkbox"/> Yes <input type="checkbox"/> No	5	Points awarded if application indicates applicant's intent to qualify for the criterion; in such case, the criterion will be a condition of approval.	
12. Outdoor lighting systems incorporate low-lighting elements, shielded fixtures and direct lighting downward to avoid light pollution and glare:	**	**	Standard condition of development approval	

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13. At least 50% of all non-roof impervious surfaces on-site consist of light-colored, high albedo materials (solar reflectance index ≤ 0.3) to reduce heat-island effects	<input type="checkbox"/> Yes <input type="checkbox"/> No	5	Points awarded if application indicates applicant's intent to qualify for the criterion; in such case, the criterion will be a condition of approval.	
14. At least 50% of all non-roof surfaces consist of pervious materials	<input type="checkbox"/> Yes <input type="checkbox"/> No	10	"Pervious materials" include aggregate, pervious pavers, mulch, landscape areas, and others.	
15. Rain water harvesting systems are provided on-site:	<input type="checkbox"/> Yes <input type="checkbox"/> No		Either none or one of the following may be awarded based on application, but not both.	
a. Less than 350 gallon capacity	<input type="checkbox"/> Yes	2	Points awarded if application indicates applicant's intent to qualify for the criterion; in such case, the criterion will be a condition of approval.	
b. Greater than 350 gallon capacity	<input type="checkbox"/> Yes	5	Points awarded if application indicates applicant's intent to qualify for the criterion; in such case, the criterion will be a condition of approval.	

TOTAL