COUNTY OF SAN MATEO
DEPARTMENT OF PUBLIC WORKS

CHECKLIST
MINIMUM ACCESS REQUIREMENTS
FOR BUILDING SITES

Please provide the following information along with your building plan submittal so that we can expedite the review of your project:

Applicant	
Site Address	
City	
Phone/email	

Y	N	The proposed project is located adjacent to:
		a county maintained roadway as listed on the Collier Burns Map.
		a county non-maintained roadway
		a private roadway (not a public right of way)

Requirements for all new construction building plans and driveway improvements:

√	Please provide the following documents:
	Site plan
	Topographic plan with existing and proposed contours
	Plan must include roadway elevations to a point 25 feet minimum beyond project property lines where possible.
	Sections and details along the access road, driveway, and drainage facilities
	Hydrological plan and calculations
	Plans must show top of catchments and inverts of drainage facilities where applicable
	For areas greater than 500 sf of disturbed grades, plans, and calculations must be prepared by licensed Civil Engineer and/or Licensed Surveyor, as applicable.

√	Minimum Requirements for access roads and driveways:
	Grades along proposed access road or driveway shall be at least 1%, but not exceed 15% for fire and 20% otherwise
	Design consideration must be given to other adjacent property owners on either side of the applicant's property for their existing and future access and drainage as applicable.
	Roadway section shall be designed in a manner to prevent roadway erosion and may not allow stormwater flows and velocities to be greater than preconstruction flows and velocities to adjacent properties.
	Comply with San Mateo County Department Public Works standards for access roads and driveways

√	**Minimum Requirements for access roads and driveways to County Maintained Roadways**
	Plans shall note that "The contractor will be required to repair all road areas as directed by the County Inspector and as noted on the plans. Contractor shall contact the County Inspector for the Department of Public Works to identify all areas that need repair prior to final approval of the project."

√	**Minimum Requirements for access roads and driveways in NON-County Maintained Roadways if adjacent to existing paved or unpaved roadway(s):**
	Design shall include consideration for potential future county standard roadway standard for the community.
	Plans shall note that "The contractor will be required to repair all road areas as directed by the County Inspector and as noted on the plans. Contractor shall contact the County Inspector for the Department of Public Works to identify all areas that need repair prior to final approval of the project."

√	**Minimum Requirements for access roads and driveways in NON-County Maintained Roadways if adjacent to unimproved roadway(s):**
	Design shall include consideration for future County Standard Roadway Improvements for the community.
	Plans shall show new access road to the nearest county maintained roadway. Access road shall have a minimum 6" Class 2 aggregate base rock compacted to 95% with a penetration coat of liquid asphalt. Contractor shall provide tests to show that the "fill is compacted to 95% of the Proctor maximum dry density." Minimum width of roadway shall be 16-feet with 1-foot drainage swales on each side unless otherwise required. Note: Fire Districts may require wider road widths. The greater width shall apply.

√	**Minimum Requirements for access roads and driveways on private roadway**
	Discuss with plan checker if any of the above requirements are necessary.

√	**Encroachment Permits are required in the public Right of Way for the following:**
	Access Road and Driveways
	All Underground Utilities
	Tree removal in the Right of Way
	All other work in the Right of Way

Reviewer _____ Date_____
Complete_____
Return for additional info_____