



## TENTATIVE TRACT/PARCEL MAP *Submittal Requirements*

### STEP ONE SUBMITTAL

Step One provides information required for initial staff and agency analysis prior to the Staff Review Committee (SRC) meeting. Additional information and special studies may be required at the SRC meeting, before further processing can take place. Additional fees may be required for review of special studies.

- (1) Completed and signed application form.
- (1) Copy of fee receipt.
- (1) Copy of Preliminary Title Report (shall include recorded easements).
- (1) Completed Environmental Information Form.
- (1) Mounted set of photos of site and adjoining properties with location and direction of the photos indicated (use site plan below as base).
- (3) Sets of the following plans; collated, stapled, and folded to 8.5" x 11" (see exhibit requirements). **Please Note: rolled plans will not be accepted.** (Submittal of vesting tentative maps shall include the additional submittal requirements in Section 16.14.030 of the City's Municipal Code).
  - A. Tentative tract/parcel map showing all existing easements and right-of-ways, with phasing plan (if Phasing is proposed), and preliminary grading information.
- (20) **Legible** black and white reductions of the tentative tract/parcel map no larger than 11" x 17".
- (1) **Acetate transparent reduction**  
8.5" x 11"

### STEP TWO SUBMITTAL

Step Two provides additional information that may be required by the Staff Review Committee (SRC) and Code requirements. Information required could include project redesign and additional information for Water Quality Management Plan (WQMP) design and/or landscape review and public hearing (if applicable).

#### **PUBLIC HEARING ITEMS**

- 1 Assessor parcel map indicating all parcels within 300 feet of the exterior boundaries of the applicant's property (or a radius as stipulated by Staff if the project is determined to be of significant public interest). Indicate the radius line and the applicant's property on the map.
- 3 Sets of gummed labels and "paper" copy of the names, addresses and parcel numbers of property owners within a 300 foot radius of the exterior boundaries of subject property (or alternative radius as determined by the Planning Division), including the names and addresses of the subject property's owner(s), applicant and representative.
- 1 Certification of Property Owners Form—The applicant, representative, or title company preparing the above items shall complete the **Certification Form** attached to the General Application packet .

**EXHIBIT REQUIREMENTS****MAP: Shall be to engineer's scale and legible**

- ◇ Title of map, tentative tract or parcel map number, date of map preparation, gross acreage and assessor's parcel number(s) centered at top of map.
- ◇ A Vesting tentative map shall have printed conspicuously on its face the words "Vesting Tentative Map."
- ◇ Existing General Plan and Zoning designations of the property.
- ◇ Indicate existing uses, zoning, lot layout and tract or parcel map numbers of adjoining properties.
- ◇ Name, addresses, phone numbers of owner of record, applicant and engineer/land surveyor with registration number.
- ◇ Accurate metes and bounds description tied to known point (i.e., section or quarter corner).
- ◇ All tract boundaries shall be in heavy line and include dimensions.
- ◇ Each lot shall be numbered, with dimensions, and indicate net area in square feet; the highest lot number shall be circled.
- ◇ If the map is a condominium subdivision, the statement "for Condominium Purposes" shall be entered underneath the tentative tract number.
- ◇ Small scale vicinity map with location of subdivision in relation to major streets (need not be to scale) with North arrow.
- ◇ Legend: scale and North arrow (top of map to be oriented to the North).
- ◇ Summary tables of gross area, net area and number of lots (including lettered), intended uses of lots, improvements, existing trees, number of dwelling units, areas to be dedicated to the City.
- ◇ The lot layout, including the approximate dimensions and area (in square feet) of each lot, and pad areas on slopes greater than 10%.
- ◇ Alphabetical identification of each lot not proposed as a building site and explanation of its intended use.
- ◇ Width, locations and designation of all existing and proposed easements or rights-of-way, whether public or private, for access, water, drainage, sewers, flood control, maintenance, recreation, or other purposes.
- ◇ All existing streets and highways within proposed tract and within 50 feet of the boundaries of the proposed tract.
- ◇ Show location of adjacent structures and property improvements within 50 feet of subject property.
- ◇ Approximate radius of all centerline curves on highways, streets, alleys and vehicular access ways.
- ◇ Total approximate length in feet along the centerline of all existing and proposed streets within the boundaries of the subdivision, measured from intersection to intersection.
- ◇ Location of future vehicular access ways within the tract boundary, both public and private, indicated with a dotted line.
- ◇ Dimensions and locations of sidewalks and bicycle, equestrian and hiking trails.

**EXHIBIT REQUIREMENTS—Continued**

- ◇ Typical cross-sections of all existing and proposed streets within and adjacent to subdivision including:
  - ◇ Name of Street, Centerline (existing and proposed), and Right-of-way or property lines.
  - ◇ Easements adjacent to right-of-way (designate type and width).
  - ◇ Dimensions of improvements from centerline.
  - ◇ Approximate grades of existing and proposed streets, drives, and sidewalks.
  - ◇ Total ultimate right-of-way improvements and whether existing or proposed.
  - ◇ Curb and gutter, sidewalks, bike trails, medians, and/or on street parking.
- ◇ Location and sizes of all areas offered for public use.
- ◇ Location and sizes of all common areas to be designated for private use.
- ◇ Location and outline, to scale, of existing buildings or structures above or below ground within the subdivision, noting whether the building or structure is to be removed or remain in the development of the subdivision.
- ◇ Location of any excavation within the subdivision or within 50 feet of any portion of the subdivision.
- ◇ Location of any existing wells, irrigation lines, cesspools, septic tanks, sewage leach fields, sewers, culverts, storm drains and underground structures within the subdivision, and a statement noting whether or not such uses are to be abandoned, to be removed, or remain.
- ◇ Uses proposed in the tentative tract/parcel map as specified by applicable or pending zoning district regulations. If for multiple family dwelling uses (including condominium and community apartment project) the proposed number of units shall be stated.
- ◇ Location and limits of previously filled areas within the subdivision, including any liquid or solid waste disposal sites.
- ◇ Names of utility purveyors and location of existing known public utilities including sewer, water, gas, cable, solid waste, telephone, etc.
- ◇ Gross acreage of the storm water area tributary to the subdivision and a statement in detail, but not quantitatively: the manner in which storm runoff will enter the subdivision (include approximate size, type, lineal footage of storm drainage facilities and catch basin locations); the manner in which disposal beyond the subdivision boundaries will be assured; and, if applicable, reference to any duly adopted Master Drainage Plan.
- ◇ Designation and boundaries of special flood hazards, including base flood elevation data. If no special flood hazards exist, a statement to this effect shall be made.
- ◇ Designation, location, widths and directions of flow of all watercourses and flood control channels.
- ◇ Maximum contour interval shall be as required by the City Engineer. Contour lines shall extend 50 feet beyond the exterior boundaries of the property when adjacent property is unimproved or vacant unless otherwise determined by the City Engineer. Copies of USGS topographic maps are acceptable when approved by the City Engineer. County Flood Control and County Road base maps may be acceptable.
- ◇ The height, width, direction and slope of man-made slopes and retaining walls.
- ◇ Locations, number, type, height, and trunk size of existing trees and rocks (height) on-site.
- ◇ Total Area to be held in reserve for improvements or facilities, itemized by type of improvement or facility.
- ◇ A "Revision Block" placed on each revised map, with amendment numbers.

**EXHIBIT REQUIREMENTS—Continued****PRELIMINARY GRADING INFORMATION**

- ◇ Existing and proposed pad elevations.
- ◇ Slopes three (3) feet or greater in height.
- ◇ Approximate grades of proposed roads and street center-lines.
- ◇ All curve radii.
- ◇ Existing contours with maximum interval as follows:

◇ <b>Slope</b>	<b>Interval</b>
◇ Less than 2%	2'
◇ 2-10%	4'
◇ Greater than 10%	10'
- ◇ Proposed contours and spot elevations.
- ◇ Land subject to overflow, inundation or flood hazard.
- ◇ Drainage plan to control both on-site and off-site storm runoff, watercourses, channels, existing culverts and drainpipes, including existing and proposed facilities for control of storm waters, data as to amount of runoff and the approximate grade and dimension of proposed facilities.
- ◇ Provide specific information required by the Environmental Information Form.