Planning & Building Department
Planning Division – Development Processing
276 Fourth Avenue, Chula Vista, CA 91910
(619) 691-5101

TENTATIVE SUBDIVISION MAP APPLICATION CHECKLIST

Please have Planning staff review the requirements with you for your specific project before preparing your plans for submittal.

MAPS, REPORTS, STATEMENTS AND EXHIBITS

All maps and plans must be folded to size of 8-1/2 x 11"

		Staff Use
☒	**TENTATIVE MAP** – 6 copies for preliminary review – 22 copies, one (1) reproducible and one digital file (DXF or DWG format) upon filing. *Note: Condominium Conversions require 39 copies of tentative map (a)(c)*	☐
	Format	
☒	Minimum size 18" x 26" / Maximum size 36" x 60"	☐
☒	Minimum Scale 1" = 100'	☐
	Informational Notes	
☒	Subdivision Name (Unit numbers when applicable)	☐
☒	Legal Description	☐
☒	Assessor's Parcel Number(s)	☐
☒	Date of Preparation and Revisions	☐
☒	Name, Address and Telephone Number of : Owner(s) (Also signature) Subdivider Engineer (Also registration or License No.)	☐
☒	Gross Area of Subdivision (Acres or Square Feet)	☐
☒	Total Number of Lots	☐
☒	Total Number of each type of Lot (Residential, Open Space, etc.)	☐
☒	Area devoted to each proposed use	☐
☒	Minimum, Maximum and Average Lot Size	☐
☒	Present and Proposed Zoning	☐
☒	Present and Proposed Use(s)	☐
☒	Proposed Water Supply	☐
☒	Proposed Sewer Disposal	☐
☒	Drainage and Flood Control Measures	☐
	Map Information – General	
☒	Vicinity Map with North Arrow and Scale	☐
☒	North Arrow	☐
☒	Written Scale (Words or Figures)	☐
☒	Graphic Scale	☐
☒	Subdivision Boundaries Fully Dimensioned (Approximate Values)	☐
☒	Proposed Boundaries as solid lines, existing as dashed lines	☐
☒	City and County Boundaries Identified	☐
☒	Adjacent Lands Owned, Leased or Under Option by the Subdivider Shown	☐
☒	References to Adjacent Recorded Maps by Name, Type and Number	☐

* Not required for condominium conversions
(a) Plus one colored copy
(b) Plus 28 copies reduced to 8-1/2 x 11" or other approved reduction
(c) 35mm slides of colored exhibit if colored

TENTATIVE MAP – Format & Contents (continued)

Staff Use

Map Information – Existing Land And Improvements

☒	Contours: Maximum Five (5) Foot Intervals to Extend 100 Feet Beyond Subdivision Boundaries and to Include Total Ownership	☐
☒	Predominant Ground Slopes in Vicinity Shown and Noted	☐
☒	Buildings – Location or Relocation – Size and Shape (to scale)	☐
☒	Contiguous Highways, Streets and Roads – Names, Grades, Widths, if Private so Designated	☐
☒	Trees – Groves and Orchards Outlined, Trees of 4"+ Diameter Shown	☐
☒	Easements – Location, Type, Size, Public or Private	☐
☒	Sewers – Location, Type, Size, Manholes with Invert and Manhole Elevations	☐
☒	Water Lines – Location, Size and Type	☐
☒	Gas Lines – Location, Size and Type	☐
☒	Electrical, Telephone, Cable Lines – Location, Size, Type, Poles, Overhead or Underground	☐
☒	Drainage Improvements – Location, Size and Type	☐
☒	Water Courses – Widths and Direction of Flow	☐
☒	Lines of Inundation for the Design Flood	☐

Map Information – Proposed Development

☒	Preliminary Grading –Including Off-Site (Slope Rights Obtained?)	☐
☒	Benches, Retaining Walls and Brow Ditches Shown	☐
☒	Trees to be Removed Identified	☐
☒	Pad Elevations Noted	☐
☒	Lots – Fully Dimensioned, Size, Shape, Orientation, Net Area of Each Lot (sq. ft.), and Numbered Consecutively	☐
☒	Highways, Streets and Roads – Names, Grades, Widths, Typical Cross Section of Each Street. If to be Private so Designated, Connection to Existing Street Network, Curve and Cul-De-Sac Radius. <u>If new street names will be proposed, label new names.</u>	☐
☒	Sewers – Location, Type, Size, Manholes Numbered, Invert and Manhole Elevations and Access to all Manholes	☐
☒	Drainage Improvements – Location, Size and Type	☐
☒	Easements – Location, Type, Size, Public or Private	☐
☒	Bicycle Paths, Riding and Hiking Trails, and Pedestrian Way (if applicable)	☐

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MAPS, REPORTS, STATEMENTS AND EXHIBITS, (Continued)

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Staff Use

☒ **CONCEPTUAL LANDSCAPE PLANS** 22 Copies of Plans required

Preliminary Landscape Plans must be folded to 8 ½ x 11" and show the following:

- Planting plan indicating conceptual location of trees, shrubs and groundcover ☐
- Trees to remain or be removed ☐
- Percentage of Landscaped area to total site ☐

☒ **SITE UTILIZATION PLAN** 22 Copies of Plans required

This map should show the location of the site and the relationship of the proposed project to existing surrounding uses. The map shall indicate the proposed project site plan and all of the following items within a 600-ft. radius:

- All parcel lines and streets (R.O.W., improvements, drainage facilities) ☐
- Location and use of structures ☐
- Adjacent access and circulation ☐
- Existing zoning and land use ☐

An aerial photograph may be used if features are properly labeled.

☒ Preliminary Title Report – 2 copies ☐

☒ Preliminary Soils Report – 1 copy ☐

☒ Geological Report – 1 copy ☐

☐ Scenic Highways Proposal – 1 copy (if required)* ☐

☐ Development Standards – 1 copy (P-C zone)* ☐

☐ Affirmative Fair Marketing Plan – 1 copy for developments of 50 or more lots/units* ☐

☐ Condominium conversions: ☐

- ☐ Landscape concept plan – 1 copy (a)(c) ☐
- ☐ Building elevations – 1 copy (a)(b)(c) ☐
- ☐ Site plan – 1 copy (a)(b)(c) ☐
- ☐ Floor plans – 1 copy (b)(c) ☐
- ☐ Statement on utilities and meters – 1 copy ☐
- ☐ CC&R's – 1 copy ☐
- ☐ Stamped self addressed envelope of each tenant – 3 sets ☐
- ☐ Evidence of notification of intent to convert given to tenants 60 days prior to filing of tentative map ☐

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