



# TENTATIVE SUBDIVISION MAP APPLICATION CHECKLIST

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

**Note:** For Residential Condominium Conversions - Do not use this form, please refer to the Residential Condominium Conversion Procedure Guide and Requirements and the Residential Condominium Conversion Application Checklist from the Planning Division. For Commercial Condominium Conversions -see handouts from the Engineering Department a city boundary or highway/transit corridor, two (2) additional sets will be required.

## MAPS, REPORTS, STATEMENTS AND EXHIBITS

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

### TENTATIVE MAP

### STAFF USE

✓ 22 copies, one (1) reproducible and one digital file (DXF or DWG format) upon filing  
Property Owner's Name and Address \_\_\_\_\_

#### 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 General Information

✓ 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 \_\_\_\_\_

#### Map Information - Existing Land and Improvements

✓ Contours: Maximum Five (5) Foot Intervals to Extend 100 Feet Beyond Subdivision \_\_\_\_\_

✓ Predominant Ground Slopes in Vicinity Shown and Noted \_\_\_\_\_

✓ Buildings - Location or Relocation - Size and Shape (to scale) \_\_\_\_\_



# TENTATIVE SUBDIVISION MAP APPLICATION CHECKLIST

STAFF USE

### Map Information - Existing Land and Improvements

- ✓ 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. If new street names will be proposed, label new names \_\_\_\_\_
- ✓ 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) \_\_\_\_\_

### CONCEPTUAL LANDSCAPE PLANS

- ✓ 22 Copies of Plans required Preliminary Landscape Plans must be folded to 8 Y, 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 (ROW., 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 \_\_\_\_\_

- (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