

Tentative Map Submittal Checklist

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Application Submittal

- ___ Completed **application form** and **filing fee**
- ___ **Operational/Environmental Statement**
- ___ **Map:** 20 copies completed by a registered civil engineer or licensed land surveyor.
- ___ **Street Name List:** A list of potential street names for any unnamed street or alley.
- ___ **Soils Report:** 2 copies of a preliminary soils report prepared in accordance with the City's Grading Ordinance.*
- ___ **Title Report:** 2 copies of a preliminary title report, showing the legal owners and any encumbrances on the property.
- ___ **Geology/Seismic Safety Report:** If the location is within a moderate or higher seismic hazard area, a preliminary engineering geology and/or seismic safety report must be completed and 2 copies submitted with the map application.

**The City Engineer may waive certain requirements if the additional information is deemed unnecessary.*

Map Requirements

All of the following listed items must be shown on your tentative map before your application will be accepted as complete, unless indicated otherwise or unless they are inapplicable to your project (as determined by City staff). All maps must be prepared by a registered civil engineer or licensed surveyor. The map shall be clearly and legibly drawn on sheets 18 inches by 26 inches in size with a one inch blank margin, a minimum lettering height of 1/8 inch and drawn to a scale large enough to show all details clearly.

- ___ A **title** which shall contain the subdivision name, and type of subdivision.
- ___ **Name, address and telephone number** of the legal owner, subdivider, and person preparing the map. Must include a registration or license number.
- ___ The name or names of any **geologist or soils engineer** whose services were required in the preparation of the design of the map.
- ___ A sufficient **legal description** to define the boundaries of the proposed subdivision.
- ___ The date, north arrow, scale, contour interval, sheet number, source and date of existing contours.
- ___ The **exterior boundaries** of the land proposed for subdivision.
- ___ Existing and proposed **land uses**.
- ___ A **vicinity map** showing roads, adjoining subdivisions, towns, creeks, railroads, and other data sufficient to locate the proposed subdivision and show its relation to the community.

Existing **topography and physical setting** of the proposed site and at least 100 feet beyond its boundary, including but not limited to:

- ___ Existing contours: If ground slope is less than 10 percent, contours must be shown at 2-foot intervals. If ground slope is equal to or greater than 10 percent, then contours must be shown at no less than 5-foot intervals.*
- ___ The type, circumference, and dripline of **existing trees** on the property. Any trees proposed for removal shall be so indicated.*
- ___ Location and outline of **existing structures** identified by type. Structures to be removed shall be so marked.
- ___ The approximate location of all areas subject to **inundation or storm water overflow** and the location, width, and direction of **flow of each water course**. Two-year, 10-year and 100-year **flood levels** shall be shown.
- ___ The location, pavement, right-of-way width, grade and name of **existing streets and highways**.
- ___ The widths, location and identity of all **existing easements** with record references.
- ___ The location and size of **existing sanitary sewers, water mains, and storm drains** with approximate slope noted. The approximate location of **existing overhead and/or underground utility lines and street lighting** on peripheral streets.
- ___ The approximate location of noise contours 60-CNEL, 65-CNEL and 70-CNEL, if any.

Proposed improvements shown shall include, but not be limited to:

- ___ The location, grade, centerline radius and arc length of curves, pavement, right-of-way width, and name of all **streets**. Typical pavement structural sections of all streets shall be shown.
- ___ The location and radius of all **curb returns and cul-de-sacs**.
- ___ The location, width, and purpose of all **easements**.
- ___ The **angle of intersecting streets** if such angle deviates from a right angle by more than four degrees.
- ___ The approximate **lot layout** and the approximate dimensions of each lot and of each building site. The map shall show the approximate acreage, finished grading of each lot, the preliminary design of all grading, the elevation of proposed building pads, the top and toe of cut and fill slopes to scale, retaining walls as required, and the number of each lot.
- ___ **Proposed contours**: If ground slope is less than 10 percent, contours must be shown at 2-foot intervals. If ground slope is equal to or greater than 10 percent, then contours must be shown at no less than 5-foot intervals. A separate grading plan may be submitted showing both existing and proposed contours and elevations.*
- ___ **Proposed recreation sites, trails and parks** for private or public use.*
- ___ **Proposed common areas** and areas to be dedicated to public open space.
- ___ The location and size of **sanitary sewers, water mains, and storm drains** including manholes and connection points. Proposed slopes and approximate elevations of sanitary sewers and storm drains shall be indicated.
- ___ If the subdivider plans to develop the site in phases, the **proposed phases** and their proposed sequence of construction shall be shown.
- ___ Any portion indicated as a “**designated remainder**” parcel shall be shown. A parcel designated as “not a part” shall be considered the same as “designated remainder.”