



Supplemental Planning Application Requirements for Tentative Map Applications

Map Requirements

The tentative map shall be prepared in a manner acceptable to the city and shall be prepared by a registered civil engineer or licensed land surveyor. The tentative map shall be clearly and legibly drawn and shall contain not less than the following unless requested and specifically waived by the department director:

- a) **Title Information.** A title which shall contain the subdivision number, subdivision name and type of subdivision.
- b) **Owner/Subdivider Information.** Name and address of legal owner, subdivider and person preparing the map, including registration or license number.
- c) **Legal Description.** Sufficient legal description to define the boundary of the proposed subdivision.
- d) **Adjacent Areas.** The names and numbers of adjacent subdivisions and names of owners of adjacent unplatted land.
- e) **Map Features.** Date, north arrow, scale, contour interval and source and date of existing contours.
- f) **Zoning.** A statement of present zoning and of existing and proposed uses of the property as well as any proposed zoning changes, whether immediate or future.
- g) **Vicinity Map.** 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.
- h) **Site Topography.** Existing topography of the proposed site and at least one hundred feet beyond its boundary, including but not limited to:
 1. Existing contours at two-foot intervals if the existing ground slope is less than ten percent and at not less than five-foot intervals for existing ground slopes equal or greater than ten percent. Contour intervals shall not be spread more than one hundred fifty feet apart. Existing contours shall be represented by dashed lines or by screened lines.
 2. Type, circumference and dripline of existing trees with a trunk diameter of four inches or more. Any trees proposed to be removed shall be so indicated.
 3. The location and outline of existing structures identified by type. Structures to be removed shall be so marked.
 4. The approximate location of all areas of potential stormwater overflow; the location, width and direction of flow of each watercourse; and the flood zone designation as indicated on the Flood Insurance Rate Map ("FIRM"), as defined in article 11A (Flood Protection Standards) of chapter 6 (Buildings) of this Code.
 5. The location, pavement and right-of-way width, grade and name of existing streets or highways.
 6. The widths, location and identity of all existing easements.
 7. The location and size of existing sanitary sewers, fire hydrants, water mains and stormdrains. The approximate slope of existing sewers and stormdrains shall be indicated. The location of existing overhead utility lines on peripheral streets shall be indicated.

- i) **Subdivision Improvements.** Proposed improvements to be shown shall include but not be limited to:
1. The location, grade, centerline radius and arc length of curves, pavement, right-of-way width and name of all streets. Typical sections of all streets shall be shown. Proposed private streets shall be clearly indicated.
 2. The location and radius of all curb returns and cul-de-sacs.
 3. The location, width, and purpose of all easements.
 4. The angle of intersecting streets if such angle deviates from a right angle by more than four degrees.
 5. The approximate lot layout and the approximate dimensions of each lot and each building site. Engineering data shall show the approximate 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, the number of each lot, and the elevation of adjacent parcels.
 6. Proposed contours at two-foot intervals shall be shown if the existing ground slope is less than ten percent and not at less than five-foot intervals for existing ground slopes of ten percent or more. A separate grading plan may be submitted.
 7. Proposed recreation sites, trails and parks for private or public use.
 8. Proposed common areas and areas to be dedicated to public open space.
 9. The location and size of sanitary sewers, fire hydrants, water mains and stormdrains. Proposed slopes and approximate elevations of sanitary sewers and stormdrains shall be indicated. The proposed routing of stormwater runoff generated by a one-hundred-year flood shall also be indicated.
 10. A statement as to the intention of the subdivider in regard to slope planting and erosion control
- j) **Geologist/Engineer Information.** The name or names of any geologist or soils engineer whose services were required in the preparation of the design of the tentative map.
- k) **Map Format.** The size of each sheet shall be eighteen inches by twenty-six inches. A marginal line shall be drawn completely around each sheet, leaving an entirely blank margin of one inch. The scale of the map shall be not less than 1" = 100' or as may be necessary to show all details clearly, and enough sheets shall be used to accomplish this end. The particular number of the sheet and the total number of sheets comprising the map shall be stated on each of the sheets, and its relation to each adjoining sheet shall be clearly shown. When four or more sheets including the certificate sheet are used, a key sheet shall be included. All printing or lettering on the map shall be of one-eighth-inch minimum height and of such shape and weight as to be readily legible on prints and other reproductions made from the original drawings.
- l) **Phasing Information.** If the subdivider plans to develop the site in units or phases, the proposed units or phases and their proposed sequence of construction shall be shown.
- m) **Deviations.** The subdivider shall specify any deviation from city standards and the justification for such deviation.
- n) **TM Waiver.** Upon the written request of the subdivider, the department may waive any of the above tentative map requirements if the department determines that the type of subdivision does not justify compliance with these requirements, or if the department determines that other circumstances justify a waiver. The department may require other drawings, data, or information as deemed necessary by the department to accomplish the purposes of the Subdivision Map Act and this chapter.

Additional Data

The tentative map shall be accompanied by the following data and reports:

- (1) **Street Names.** A list of proposed street names for any unnamed street or alley for review by the city engineer.
- (2) **Soils Report.** A preliminary soils report prepared in accordance with the provisions of chapter 70 (Excavation and Grading) of the Uniform Building Code (adopted by reference by chapter 8 of this Code) and section 36.04.040 shall be submitted. If the preliminary soils report indicates the presence of critically expansive soils or other soil problems which, if not corrected, would lead to structural defects, the soils report accompanying the final map shall contain an investigation of each lot within the subdivision.
- (3) **Title Report.** A preliminary title report, acceptable to the department, showing the legal owners at the time of filing the tentative map.
- (4) **School Site/Facilities.** The subdivider shall obtain from the school district or districts involved their intention, in writing, concerning the necessity for a school site and/or temporary and/or permanent school facilities, if any, within the subdivision and shall present this information to the department prior to the consideration of the tentative map by the planning commission.
- (5) **Environmental Review.** Information shall be submitted as required by the department to allow a determination on environmental review to be made in accordance with CEQA. The subdivider shall deposit and pay all fees as may be required for the preparation and processing of environmental review documents.
- (6) **Preliminary Engineering Calculations.** Information shall be submitted as required by the standard engineering specifications to demonstrate the adequacy of the design of the proposed improvements. Such information shall include design parameters and engineering calculations.
- (7) **Phasing.** If the subdivider plans to file multiple final maps on the tentative map, he shall submit a written notice to this effect to the community development director.
- (8) **Solar Access.** All plans and information relating to solar access required to be submitted at the time of the tentative map application submittal pursuant to the provisions of article 40.38 (Solar Shade Control) of chapter 40 (Zoning) of this Code.
- (9) **Other Reports.** Any other data or reports deemed necessary by the department. Paragraph (a) shall not apply to condominium conversions.

See Subdivision Ordinance, Section 36.04 of the Municipal Code for additional information.