

MINOR SUBDIVISION TENTATIVE MAP CHECKLIST

The following information must be shown on your tentative map. Please check ✓ the box to the left of the items shown on the tentative map. If any item is not on your site to your knowledge, write "N/A" next to the box. Tentative subdivision maps shall be drawn on a minimum size sheet of 18" x 26".

Note: This Checklist must be completed by the applicant and submitted with your application. A review and processing fee of \$784 is due at the time of submitting the application. Submittal of incomplete or illegible plot plans or tentative maps will cause delays in the processing of your application.

Applicant's Name _____ APN _____ - _____ - _____

Agent's Name _____ Agent's Address _____

FOR ALL PROJECTS

- 1. Name and address of applicant(s) and property owner(s) of record
- 2. Name and business address of person(s) who prepared the tentative map
- 3. Indicate if the project is located in the Coastal Zone
- 4. Preliminary copy of any restrictive covenants proposed for the property
- 5. Provide as many copies of the tentative map as may be required by City engineer
 - a. Provide two (2) additional copies of tentative map for City to submit to Department of Transportation if the project is adjoining a State Highway
- 6. Preliminary soils report prepared by civil engineer registered in California
 - a. Soils investigation for each lot within subdivision if there are critically expansive soils found in the parcel, or if such soils are known to the City at the location
- 7. Location or vicinity map (on or attached to the tentative map)
- 8. The subject parcel (show entire parcel with dimensions)
- 9. Date, north arrow, and scale
- 10. Location, name, and existing width of all adjoining and contiguous highways, streets, and ways
- 11. Existing and proposed uses of the property (for each lot if they differ)
- 12. Existing and proposed improvements (label as "existing" and "proposed" with dimensions and distance to nearest two (2) property lines)
 - a. Planned completion dates of all proposed improvements
 - b. Structures and buildings (include floor area, height, and proposed use)
 - c. Driveways and turnaround areas (indicate width, grade (in % slope) and surface)
 - d. Utility lines (electric, propane, telephone, sewer, water, and cable TV)
 - e. Provisions for water supply and sewerage/disposal to or on the parcel
 - f. Letter from City or County health officer approving water supply and sewage disposal facilities
 - g. Public areas proposed as part of the project
 - h. Tree planting proposed as part of the project
 - i. Other - specify _____
- 13. Location and width of all existing and proposed easements of record
- 14. Hazardous areas (indicate on the tentative map if on the project site):
 - a. Areas subject to inundation or flooding, and all submerged areas
 - b. Width and direction of flow of all creeks, rivers, sloughs, other water courses
 - c. Lakes, ponds, marshes, or "wet" meadows
 - d. Expansive (clay) soils
 - e. Other - specify _____

FOR TENTATIVE SUBDIVISION MAPS ONLY

- 15. Approximate dimensions and areas of all proposed lots, with all lots numbered
- 16. Contour lines at 1 foot intervals for slopes less than 5 feet vertical in 100 feet horizontal distance, or contour lines at 5 foot intervals for all slopes greater than 5 feet vertical and 100 feet horizontal distance
- 17. Location, name, width, cross-section, approximate curve radii, and grade (in % slope) of all roadway all roads, streets, highways, ways and alleys within or serving the subdivision