



TENTATIVE PARCEL OR SUBDIVISION MAP APPLICATION CHECKLIST

Deposit for Tentative Parcel or Subdivision Map: [See Fee Schedule.](#)
(The final fee is dependent on each project application. Please read and sign the Cost Recovery Form.)
Processing Timeline: See Timeline on Page 2.

This Application Checklist may also be used to apply for an **Amendment to a Tentative or Final Parcel/Subdivision Map.**

Submission Checklist for Tentative Parcel or Subdivision Map

- [General Application Form](#)
 - All applicable fees to be paid:**
 - Read and sign the [Cost Recovery Form](#)
 - Provide deposit for Tentative Parcel or Subdivision Map Application
 - Additional Studies Deposit (if applicable)
 - Provide an electronic copy of all your submission materials on a CD.
 - Letter or narrative explaining details of application request.
 - Plans and Exhibits:**
 - Six full size copies** of the Parcel or Subdivision Map, folded to no larger than 9" x 12". More copies will be requested later for public hearings.
 - Two reduced copies** of the Parcel or Subdivision Map at 8.5" x 11".
- The Map should show (for both Parcel and Subdivision Maps):**
- Basic Information:**
 - For Parcel Maps: Scales of 1":10', 1":20', 1":30' or 1":40'. For Subdivision Maps: no less than 1":100'.
 - Vicinity Sketch (1":1000' or more), showing neighboring streets, tract lines, names and numbers of existing subdivisions, and outline of adjacent acreage parcels of land.
 - Graphic scale, date, and north arrows.
 - Certification of accuracy by a registered Civil Engineer or licensed surveyor.
 - Conformity with the Petaluma Subdivision and Zoning Ordinance requirements.
 - Name, address and telephone number of record owner or owners.
 - Statement indicating record owners' permission to file map. If subdivider is different from record owners, submit certified authorization by owner for subdivider to act.
 - Name, address and telephone number of the person, firm or organization preparing the map.
 - Record information or a sufficient description to define the location and boundaries of the proposed subdivision.
 - Existing zoning and proposed zoning changes.
 - Site Measurements:**
 - The distance from existing structures to the boundary lines of the new parcel on which structures are located. Setbacks must meet zoning requirements of the area.
 - Approximate width and location of all existing easements.
 - Layout and dimensions of all proposed and existing lots, radii of all curves and central angles.

- Include numbering of each lot.
- Location of existing and proposed building setback line(s) from top-of-bank of each stream or river on the site.

Existing geographical features:

- Topography map with the following information: Contours maximum of 5 ft. intervals. The closest City benchmark shall be used and its elevation called out on the map.
- Location, width and species of isolated trees with trunk diameter of four (4) inches or greater (4 feet above grade) and outline of groves or orchards.
- Location, direction of flow and names if available, of both natural and artificial water courses and ponding areas, or areas of periodic inundation on the parcel being divided and on adjacent properties which might affect the design of the applicant's proposal; provisions for proposed drainage and flood control measures.
- Existing uses.
- Outline and identification of existing surface and subsurface structures on the subject site and adjacent properties.
- Location of existing overhead utility lines and poles on-site and on peripheral streets, and underground utilities and drain pipes.
- Location and size of existing sewer, fire hydrants, water mains, and storm drains, and related easements.
- Locations, names, widths, approximate grades of all existing public or private streets in or adjacent to the site.

Proposed features:

- The location and size of proposed fire hydrants and fire protection systems, sanitary sewers, water mains and storm drains. Slopes and elevations of proposed sewers and storm drains shall be indicated.
- Location, names, width, center line radii, pavement type and approximate grades of all streets and rights-of-way on the site, including identification of which streets are proposed to be offered for dedication and which are proposed to be privately maintained. Typical sections of all streets shall be shown.
- The proposed use of each lot, lot layout and dimensions and area of each lot. Engineering data shall show the approximate finished grading of each lot, the preliminary design of all grading, the elevation of proposed building pads, maximum building elevations, building setback lines, the top and toe of cut and fill slopes to scale and number of each lot. In hillside areas, potential building sties shall be indicated.
- Location and size of proposed easements for drainage, sewer, and public utilities.
- Proposed recreation sites, trails and parks for public or private use.
- Proposed common or open space areas for public use.
- Instruments (CC&R's, Articles of Incorporation, By-Laws, etc., as deemed necessary) to legally empower owners' or tenants' organization to own maintain and pay taxes on private lands held in common for community use.
- Location of proposed off-site improvements.

Utilities:

- Statement of water sources.
- Statement of provisions for sewerage and sewage disposal.
- Preliminary indication of needed major storm drain facilities.

Related Plans:

- Grading Plan. Transitions at property lines shall be shown.

- A preliminary landscaping plan, including any necessary improvements for irrigation and maintenance.
- Unless waived by the City Engineer, a conceptual plan for erosion control.
- Unless waived by the Community Development Director, a conceptual plan for fencing.

Additional Information:

- Delineation of phased units, if applicable to the project.
- Additional information necessary to evaluate the application- Preliminary Title Report, Preliminary Geotechnical Report, etc.
- Any additional deed restrictions.

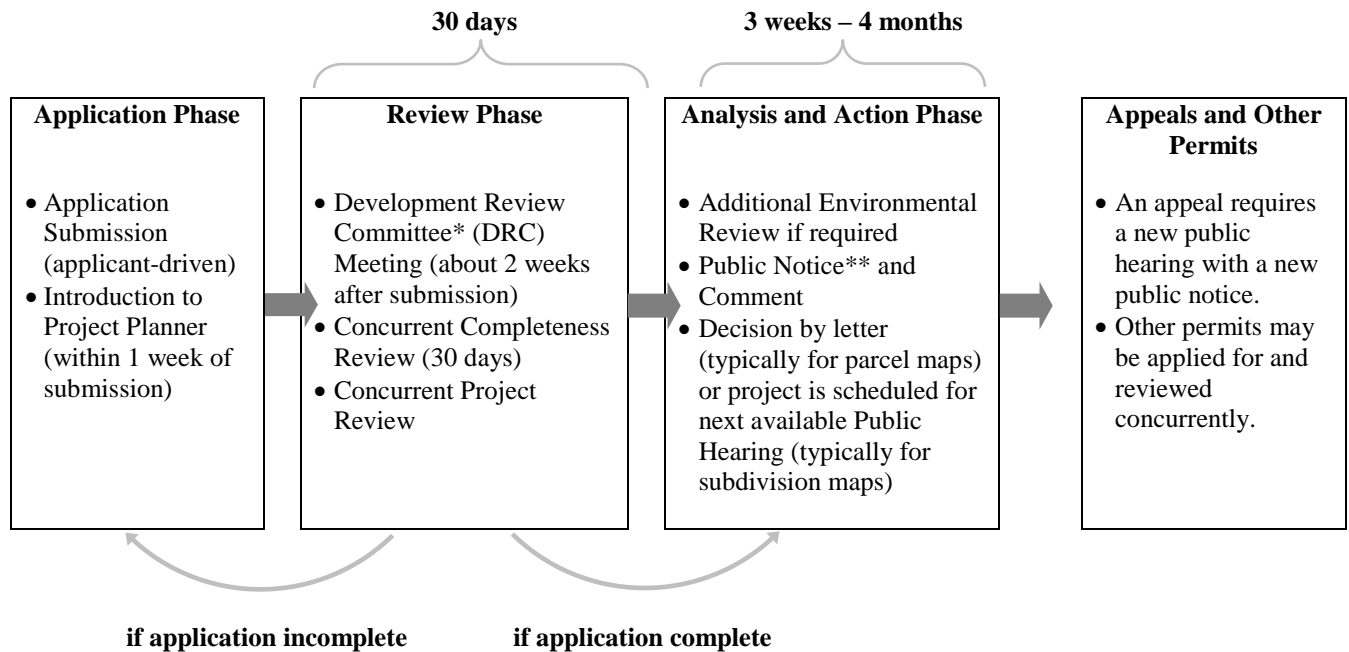
For Subdivision Maps only:

- Tract name of subdivisions of five lots or more.
- Names and numbers of adjacent tracts and name of owners of adjacent unplatted land.

- If this is an application for an **Amendment**, the maps should show clearly the differences between the originally submitted maps, and the current proposal.

- Report and Guarantee of Clear Title** – a current (not more than six months old) title report by duly authorized title company naming the persons whose consent is necessary for the preparation or recordation of such map and for dedications of streets, public places, etc., showing all interests in property, existing easements, lease interests, etc. Said title report shall include a clear concise metes and bounds description of the property.
- A statement on **soil conditions** prepared by a Civil Engineer, indicating the presence of any critically expansive soils and other soil problems and stating whether a preliminary soils report or soils investigation will be necessary prior to filing the final map, or, a soils report prepared by a qualified professional.
- If easements are necessary**, either the easement exhibit or letter of intent to grant such an easement from the responsible party.
- Environmental Information Questionnaire**. The Planning Division will notify you as part of the completeness check if additional information, such as traffic reports, noise studies or visual impact studies, will be required.
- Site Photos** (showing existing vegetation, structures, with views of and from the site).
- Any **additional information** required by the Planning Department following tentative completeness review, and prior to final certification of completeness or incompleteness.

Application and Processing Timeline for Tentative Parcel Maps



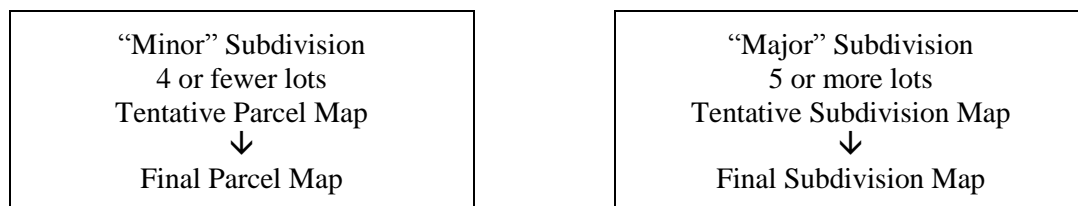
* The Development Review Committee (DRC) is made up of representatives from various City departments, who will review your project and begin to identify issues, but is not the decision-making body for project approval. You will be invited to an internal DRC meeting approximately 2 weeks after project submission, to ask or answer any questions.

** The applicant is responsible for all costs associated with public noticing and processing the application.

Distinction between Parcel Maps and Subdivision Maps

A **Parcel Map** deals with a “minor” subdivision of four or fewer lots, whereas a **Subdivision Map** deals with a “major” subdivision - five or more lots. These maps are prepared by licensed surveyors and registered civil engineers to depict in exact detail how the land is subdivided, and their corresponding features such as rights-of-way and easements.

Tentative Parcel Maps and Tentative Subdivision Maps from conceptual approvals by the Planning Commission. **Final** Parcel Maps and Final Subdivision Maps convert Tentative Maps into legal land subdivisions.



Related Applications and corresponding forms

APPLICATION	PURPOSE	CORRESPONDING FORM	FEE / DEPOSIT*
Tentative Parcel Map	Division of land into four or fewer lots	Tentative Parcel or Subdivision Map Application Checklist	Deposit: See Fee Schedule.
Tentative Subdivision Map	Division of land into five or more lots		Deposit: See Fee Schedule.
Tentative Map Amendment for Parcel or Subdivision Map	Amendment to a previously approved Tentative Parcel or Subdivision Map		Deposit: See Fee Schedule.
Final Parcel Map	Conversion of Tentative Parcel Map into a legal land subdivision of four or fewer lots	Final Parcel or Subdivision Map Application Checklist	Planning Fee plus Engineering Technical Review Deposits: See Fee Schedule.
Final Subdivision Map	Conversion of Tentative Subdivision Map into a legal land subdivision of four or fewer lots		Planning Fee plus Engineering Technical Review Deposits: See Fee Schedule.
Final Map Amendment for Parcel or Subdivision Map	Amendment to a previously approved Final Parcel or Subdivision Map	Use the Tentative Parcel or Subdivision Map Application Checklist	Deposit: See Fee Schedule.

* Fees and Deposits stated include a 9% Overhead Fee. The final fee is dependent on each project application.