



Tentative Map Requirements – November 4th, 2008

Section 19.63.020 of the Municipal Code states that the tentative map application shall contain information "...required by the department..." The purpose of this memo is to provide a checklist of information that the City Engineer requires in a Tentative Map to perform sufficient review. Please provide this memo to applicants.

Part I - Tentative Map Form and Content

The form and contents, submittal and approval of a tentative map or a vesting tentative map for a subdivision shall be in conformance with this memorandum. The tentative map shall be prepared in a manner acceptable to the Planning Department ("department") and shall be prepared by a registered civil engineer or licensed land surveyor. The tentative map shall be clearly and legibly drawn. The map shall be drawn to an engineer's scale, large enough to show all information clearly, but no less than one inch equals 100 feet.

The map shall contain not less than the following:

- A. A title including the subdivision number obtained from the city engineer, and type of subdivision;
- B. Name and address of legal owner, subdivider and person preparing the map, including registration or license number;
- C. Sufficient legal description to define the boundary of the proposed subdivision; names and locations of streets adjacent to the proposed subdivision shall be indicated;
- D. The numbers of adjacent subdivisions and the names of owners of adjacent properties;
- E. Boundary lines of the city, school district, and other taxing districts when within or contiguous to the subdivision;
- F. Date of map preparation and map revision, if the map is revised after the initial submittal to the city, north arrow, scale;
- G. A vicinity map showing streets, adjoining subdivisions, shopping centers, schools, and other data sufficient to locate the proposed subdivision and show its relation to the community;
- H. Existing topography of the proposed site and at least 100 feet beyond its boundary, and proposed changes in topography. The contours of the land shall be shown at intervals of not more than one foot for ground slopes between level and five percent, and not more than five feet for ground slopes in excess of five percent. Elevations shall be according to U.S. Geodetic Survey datum, commonly termed mean sea level;
- I. Existing improvements to be shown include, but are not limited to:
 - 1. Type, circumference and drip line of all existing trees; other significant vegetation with a trunk diameter of four inches or more, measured 24 inches above existing grade. Any trees or other significant vegetation proposed to be removed shall be so indicated;



2. The location and outline of existing structures to scale identified by type. Structures to be removed shall be so marked;
 3. Existing drainage channels, culverts, irrigation ditches, wells and springs, and the approximate location of all areas subject to inundation or stormwater overflow, and the location, width and direction of flow of each watercourse;
 4. The location, pavement and right-of-way width, typical section, grade and name of existing streets, highways and driveways within and/or contiguous to the proposed subdivision;
 5. The widths, location and identity of all existing easements; and
 6. The location and size of existing sanitary sewers, fire hydrants, water mains and storm drains within and/or contiguous to the proposed subdivision. The approximate slope of existing sewers and storm drains shall be indicated. The location of existing overhead and underground utility lines and poles within and/or contiguous to the proposed subdivision shall be indicated;
- J. Proposed improvements to be shown include, but are not limited to:
1. The location, grade, centerline radius, arc length of curves, pavement, and right-of-way width of all streets. Typical sections of all streets shall be shown, including pavement widths, curbs, gutters, sidewalks, medians, and slopes of cuts and fills. 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. Engineering plan and data showing the approximate finished grading of each lot, the preliminary design of all grading, the elevation of proposed building pads, and the top and toe of cut and fill slopes, to scale;
 6. Areas to be used for public purposes or facilities;
 7. Proposed recreation sites, trails and parks for private or public use. If park dedication is proposed, the tentative map application is not complete unless accompanied by the parks and recreation commission written comments on the proposed location;
 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 storm drains, including all necessary provisions for handling water supply, stormwater and sewage. Proposed slopes, approximate elevation, direction of flow and type of facility for sanitary sewers, storm drains, and overland drainage releases shall be indicated; and
 10. A planting plan for slopes, erosion control, street trees, other landscaping and fencing;
- K. Lot numbers beginning with the numeral "1" and continuing consecutively throughout the subdivision;
- L. The name or names of any engineering geologist or soil engineer whose services were required in the preparation of the design of the tentative map;
- M. The approximate lot layout and the approximate dimensions of each lot and each building site;



- N. The approximate boundaries of areas subject to inundation or stormwater overflows, the location, width and direction of flow of all watercourses;
- O. The size and lot number of the smallest and largest lots;
- P. If the subdivider plans to develop the site in phases, the proposed phases and their proposed sequence of construction;
- Q. Proposed street names;
- R. Energy conservation information. The design of a subdivision for which a tentative map is required, excluding a conversion, shall provide, to the extent feasible, for future passive or natural heating or cooling opportunities in the subdivision (Gov. Code § 66473.1); and
- S. The department may waive, in writing, any of the above tentative map requirements if the type of subdivision does not need to comply with these requirements or if 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 title.
- T. Any proposed phasing of the development showing size, location and order of final map phasing.

Part II - Accompanying Data and Reports

At the time of filing, a tentative map shall be accompanied by the following data and reports:

- A. A statement of present zoning and of existing and proposed uses of the property, and any proposed zoning changes, whether immediate or future;
- B. A description of the proposed subdivision, including the number of lots, their average size, and nature of proposed development;
- C. A description of landscaping, fences, bridges, gates or other proposed improvements which may not be fully shown on the map;
- D. A preliminary title report, not more than six months old and acceptable to the department, showing the legal owners at the time of filing the tentative map;
- E. A statement of the time when improvements are proposed to be completed;
- F. Proposed tract or deed restrictions, if any;
- G. Description, location and existing elevation of an established city bench mark or other bench marks within the immediate vicinity;
- H. Information as required by the department to allow a determination on environmental review to be made in accordance with the environmental quality act;



- I. A signed statement of compliance indicating whether the proposed project is located on a hazardous waste and substance site as defined in the Government Code (Gov. Code §§ 65940, 65962.5(f));
- J. For a vesting tentative map, in addition to the requirements set forth in this section, the subdivider shall also submit all of the following information:
 - a. Proposed building envelope(s) including dimensions, height, size, setbacks and location of buildings;
 - b. A preliminary grading plan including the approximate finished grade of each building pad;
 - c. Building elevations;
 - d. Drawing sheets containing the above requirements shall be supplemental to the vesting tentative map sheet and shall be consecutively numbered. The preliminary grading plan shall be placed on a separate sheet and placed last in the numbering system. (Gov. Code § 66498.8.)
- K. Any other data or reports deemed necessary by the department or the planning commission in order to review the tentative map;
- L. For major subdivisions, design review related materials as required by the city zoning ordinance;
- M. Preliminary Soil Report and Preliminary Engineering Geology Report.
 - 1. Preliminary Soil Report. A preliminary soil engineering report prepared by a soil engineer, based upon adequate test borings or excavations, shall be filed with each application for a tentative subdivision map. The report shall include any information appropriate for the site, including any information required by the city engineer (Gov. Code §§ 66490, 66491, Business and Professions Code § 6736.1).
 - 2. Preliminary Engineering Geology Report. A preliminary engineering geology report prepared by an engineering geologist shall be submitted with each application for a tentative subdivision map, unless waived by the city engineer. The report shall include any information appropriate for the site, including any information required by the city engineer (Gov. Code §§ 66490, 66491).
 - 3. Expanded Investigation. If the preliminary soil report or the preliminary engineering geology report indicates, or the city engineer has knowledge of, the presence of soil or geologic conditions which, if corrective measures are not taken, could lead to structural defects, then a soil or engineering geology investigation of each proposed lot shall be submitted with the final map. (Gov. Code §§ 66490, 66491.)
 - 4. Compliance Required. A tentative subdivision map application is not considered as filed until the required preliminary reports have been submitted with the map.
- N. Hazardous Waste and Substances Statement. Government Code Section 65962.5 requires the California Secretary for Environmental Protection to consolidate information regarding land where certain hazardous wastes or contaminants are present, and to distribute a list to each city and county in which sites on the list are located. An applicant for any development project must consult the list sent to the city and submit a signed statement to the city indicating whether the project and any alternatives are located on the list. (Gov. Code §§ 65940, 65962.5.)