



Parcel/Tentative Map

Parcel/Tentative Map applications are required for the subdivision of land into five or more legal (Parcel Maps up to four parcels), developable parcels, which meet the requirements of the Zoning Ordinance or applicable Specific Plan. Maps must include existing conditions in and around the subdivision.

Maps are initially valid for a period of two years. Up to three one-year time extensions may be applied for, extending the life of the map up to a period of five years. A Final Map must be recorded for each subdivision prior to expiration.

SUBMITTAL REQUIREMENTS

The master application must be completed and all fees paid at the time the application is filed.

[Filing Fee \(See Fee Schedule\)](#)

Environmental Assessment

The initial study form must be completed. A filing fee is required for all applications except for those projects determined to be categorically exempt.

Site Plans

Thirty (30) copies (20 sets of plans shall be 24"x36", 10 sets shall be 18"x24") copies of plans are required. **Plans must be folded no larger than 9"x12"**. The Parcel/Tentative Map shall contain the following:

1. Scaled to 1"=20'.
2. The subdivision name or number, date, north point, scale, and sufficient information to determine location and boundaries.
3. Name and address of owners and subdivider.
4. Name, address, phone and R.E. or L.S. number of engineer or surveyor who prepared the map.
5. Elevations and contours of existing land at two-foot intervals.
6. Locations, widths, and approximate dimension and area.
7. All lots numbered with approximate dimension and area.
8. Outlines of existing buildings and note if they are to be moved or remain.
9. Approximate location of areas subject to inundation.
10. Location, width, direction of flow, and high water elevation.
11. Any existing trees with trunk diameter of 10" or greater measured at a height of two feet above ground level should be precisely plotted and identified.

Required Information

The following information must be included on the map:

1. When the subdivision is abutted by undeveloped land, extend the contours beyond the boundaries a distance great enough to indicate the direction of this drainage with arrows.
2. Show the proposed finish grade elevations at various points along the boundary and a street centerline points-of-intersection. There should be enough elevations shown along the boundaries to indicate if the proposed lots will be higher or lower than adjacent property.
3. If off-site drainage will be intercepted by the project, indicate on the map how this drainage will be handled and the approximate area to be intercepted.
4. Show all existing streets adjacent to the proposed subdivision. This should include right-of-way widths and improvements such as curb, gutter, and pavement width.
5. Indicate existing water, sewer and storm drain lines which will serve the subdivision. If these lines are adjacent to the site, show them on the map. If they are not adjacent to the site, indicate their location by a note such as "water to be supplied by existing in City line in North First Street 500' north of subdivision".
6. Show all existing easements on or adjacent to the site.
7. Show all existing drainage facilities on or adjacent to the site (swales, culverts, and ditches etc.).
8. Show all proposed easements for utilities, sewer, water, drainage, access, etc.
9. List all easement or benefit districts, which affect the property.
10. Describe existing water rights and proposed redistribution or water rights as follows:
 1. a copy of the current County Assessor's map depicting the present configuration of the land and showing the number of water rights assigned to each parcel(s), and,
 2. a map showing the configuration of the parcels after the proposed split and the redistribution of the water rights.
 3. Provide a preliminary title report within 30 days of submittal date.

Supplementary Information

The following information is to be submitted with, but not on the Tentative Map:

1. Show all proposed drainage facilities both on-site and off-site. This should include:
 - a. Any existing swales, ditches, culverts, or storm drains to be joined with flow line elevations at the point of connection.
 - b. Approximate alignment, flow line elevations, and slopes for all proposed storm drain lines, swales, ditches, and culverts.
 - c. Proposed location of inlet and outlet structures, including catch basins (of particular concern is how off-site drainage will be picked up and how concentrated flows will be outleted).
2. Show proposed sanitary sewer alignments with approximate slopes and flow line elevations at manholes.
3. Show the proposed point of connection to existing water mains.
4. Show the proposed point of connection to existing sanitary sewers and flow line elevations.
5. Show any proposed siphons or lift stations for sanitary sewers.
6. Indicate all off-site areas to be served by the proposed utilities and any oversize or extra depth necessary to serve these areas.

Submit electronic copies of all plans

Electronic copies of all plans shall be submitted in jpeg, gif or PDF format.

Reductions

One 8.5"x11" paper and electronic form reduction is required for each sheet of plans and elevations submitted.