



**TENTATIVE PARCEL MAP SUBMITTAL REQUIREMENTS**  
(For the creation of 4 or less lots)

**Items required for submittal:**

- Completed and signed application
- Completed and signed Environmental Questionnaire
- Current preliminary title report dated within the last 3 months
- Copy of any recorded maps that affect the project
- Copy of any deeds that may affect the property
- Any information that the project proponent has that may be necessary to make an environmental determination, such as: traffic study, archaeological study, etc
- Map: Three (3) full size copies 18" x 26" or larger and one (1) reduced copy 11"x17" in size. **NOTE: The map should be prepared by a Civil Engineer or Licensed Land Surveyor**
- Fees: see fee schedule

**Tentative Parcel Map contents:**

- Tentative Map size: 18" x 26" or larger
- Scale: 1" = 50' or larger (unless otherwise approved by the Planning Division)
- North Arrow
- Title Block must include all of the following:
  - Name of subdivision
  - (If part of an existing lot or parcel - describe)
  - Section, Township, Range, MDM
  - Name of preparer
  - Date drawn and date of each revision
- Area/location map - this map must have sufficient detail for an out of the area agency to easily locate the project
- Assessor=s Parcel Number(s)
- Zoning
- A list of utilities that will serve the project (name of utility and type of service)
- Typical street cross section details
- Note on map as to the total area of lots, streets and entire project

**The body of the tentative map must contain the following:**

- All existing and proposed parcel lines; the boundary of the project shall be shown with a heavy dark line
- All parcel and boundary lines must be clearly dimensioned
- All parcels shall show square footage and parcel number/letter
- Topography shall be shown with a minimum two foot contour interval unless otherwise approved by the Susanville Planning Division.
- All trees with a trunk diameter of 4 inches or larger shall be located and shown and the species noted
- All existing structures
- All drainage courses and waterways
- Existing and proposed utilities such as sewer, water, natural gas fire hydrant locations, etc.
- Existing streets and improvements adjoining the project
- Proposed street improvements such as curb, gutter and sidewalk
- Existing and proposed easements and setbacks pertinent to the project
- Street Names: Contact the Planning Division prior to naming any street

**If project is related to a site development plan refer to Use Permit and/or Architectural & Site Plan Review submittal checklist**

**Note:** *If plan drawings are to be used in final improvement plan submittal, plan size can be 24"x36"*