



TENTATIVE SUBDIVISION MAP SUBMITTAL REQUIREMENTS
(For the creation of 5 or more lots)

Items required for submittal:

- Completed and signed application
- Completed and signed Environmental Questionnaire
- Current preliminary title report dated within the last three 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: Five (5) full size copies 18" x 26" or larger and one (1) reduced copy 11"x17" in size
NOTE: Map must be prepared by a Civil Engineer or Licensed Land Surveyor
- Fees: see fee schedule

Tentative 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 and General Plan designations
- 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 lot lines; the boundary of the project shall be shown with a heavy dark line
 - All lot and boundary lines must be clearly dimensioned
 - All lots shall show square footage and lot numbers
 - Topography shall be shown with a minimum two foot contour interval unless otherwise approved by the Planning Division
 - All trees with a trunk diameter of four inches or larger shall be located and shown and the species noted
 - All existing structures
 - All drainage courses and waterways
 - Preliminary grading and drainage plan
 - Existing and proposed utilities such as sewer, water, natural gas fire hydrant locations, etc.
 - 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

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