

## TENTATIVE SUBDIVISION MAP MINIMUM PLAN CONTENTS CHECKLIST

The tentative map shall be drawn neatly and accurately to a scale large enough to clearly portray the project, with the scale clearly labeled, and shall include the following minimum information:

- Name, address and phone number of the owner or owners, applicant, engineer and/or architect, as well as any soils engineers or geologists whose services were utilized in the preparation of the project.
- Date of preparation and/or revisions.
- The legal description and County Assessor's parcel number of the land being subdivided.
- North arrow oriented towards the top of the sheet and a legend identifying any symbols.
- A vicinity map showing the precise location of the project.
- A tabular summary, including the following information:
  1. Gross, net acreage and the acreage of any remainder portion;
  2. Proposed density (for residential subdivisions);
  3. Minimum and average lot area;
  4. Minimum lot dimensions (width and depth) for interior and corner lots;
  5. Total of numbered and lettered lots
  6. Lineal feet of new streets
  7. Existing and proposed zoning and use of the property.
- Nearest cross streets on all sides of the project site, with approximate distances from the site.
- Subdivision boundary indicated by unique linetype, at least three times the width of any other linetype use on the map.
- Indicate City boundary line(s) if adjoining subdivision.
- The lot layout, the approximate dimensions and area of each lot and the number of each lot in consecutive numbers. The highest numbered lot shall be circled. Common lots and lots dedicated in fee to the City shall be lettered. The use of lettered lots shall be stated.
- Names of all proposed streets with two alternatives and their right-of-way width. Street names must be approved by the Planning Commission.
- Location, width and identity of all existing easements, with names of holder, recording information, use and location and purpose of all proposed easements.
- Location and identity of adjoining tracts, other maps of public record. Adjacent property with property lines, County Assessor's parcel numbers, land use and zoning.
- All streets and their dimensions that are adjacent to subdivision.
- Dimensions and bearings, with precision compatible with data from which map was prepared, of the subdivision boundary and existing street centerlines
- Location and identity of any structures or obstructions within the proposed land subdivision and any significant topographical features inside the boundary or within 200 feet of the boundary, including existing water lines, sewer lines, drainage courses, railroads, driveways and the like.
- The outline of any existing buildings or underground structures and their locations in relation to existing or proposed street and lot lines. State the existing and proposed use of structures.
- Approximate boundaries of areas subject to inundation or storm water overflow and the location, width and direction of flow of natural water courses.
- Preliminary grading plan and easements for drainage and for handling storm waters and location of detention or retention of water within the tract.
- Contour lines with intervals of five (5) feet or less to indicate terrain and drainage pattern of the area. Existing contours should extend a minimum of 100-feet past the map boundary. Index contours indicated by elevation shall at 5 foot intervals. Spot elevations are required at high and low points.
- A statement of the City bench mark used for the map which includes the City designation, description, location and elevation. The bench mark shall be located on the vicinity map.
- Statement of front, side and rear building setbacks.
- Location of all slopes which exceed two feet in height or encroach into a required yard/setback.
- Location, size, and approximate grades of proposed sewer and storm drains and drainage structures.
- Layout(including length, bearings, radius widths and distances from existing to proposed street intersections) of proposed streets (public and private), alleys, easements and other areas offered for dedication for public use. The centerline gradient and drainage direction of all streets, access roads and alleys centerlines .
- Proposed access routes including fire vehicle access shall be shown on the vicinity map or subdivision map.
- Typical cross sections of existing and proposed improvements within streets, alleys and easements, including railroads.
- Location of railroad right-of-way and grade crossings.
- Location of existing and proposed utilities/facilities (sewer, water, telephone, electricity, storm drain, street lights and cable TV).
- Location and description of all existing structures outside, within 15 feet of the subdivision boundary.
- Location of existing county regulated trees, specifically noting trees with a trunk diameter of 4-inches or greater and any proposed removal of trees. If no regulated trees or plants exist then a statement indicating this must be included.
- Location, height and materials of existing and proposed walls and fences, including height of retaining portions of walls.
- If the map is to be phased, indicate the limits of the phasing and off-site improvements to be constructed with each phase.