Application Submittal

- Completed application form and filing fee
- Operational/Environmental Statement
  - Map: 10 copies, including an electronic copy, completed by a registered civil engineer or licensed land surveyor.
- Street Name List: A list of potential street names for any unnamed street or alley.
- Soils Report: 2 copies, including an electronic copy, of a preliminary soils report prepared in accordance with the City’s Grading Ordinance. *
- Title Report: 2 copies of a preliminary title report, showing the legal owners and any encumbrances on the property and an electronic version (with hyperlinks) of said Title Reports.
- Traverse calculations
- Geology/Seismic Safety Report: If the location is within a moderate or higher seismic hazard area, a preliminary engineering geology and/or seismic safety report must be completed and 2 copies, including an electronic copy, submitted with the map application.

*The City Engineer may waive certain requirements if the additional information is deemed unnecessary.

Map Requirements

All of the following listed items must be shown on the tentative map before your application will be accepted as complete, unless indicated otherwise or unless they are inapplicable to your project (as determined by City staff). All maps must be prepared by a registered civil engineer or licensed surveyor. The map shall be clearly and legibly drawn on sheets 18 inches by 26 inches in size with a one-inch blank margin, a minimum lettering height of 1/8 inch and drawn to a scale large enough to show all details clearly.

- A title which shall contain the subdivision name, and type of subdivision.
- Name, address and telephone number of the legal owner, subdivider, and person preparing the map. Must include a registration or license number.
- The name or names of any geologist or soils engineer whose services were required in the preparation of the design of the map.
- A sufficient legal description to define the boundaries of the proposed subdivision.
- The date, north arrow, scale, contour interval, sheet number, source and date of existing contours.
- The exterior boundaries of the land proposed for subdivision.
- Existing and proposed land uses.
- A vicinity map showing roads, adjoining subdivisions, towns, creeks, railroads, and other data sufficient to locate the proposed subdivision and show its relation to the community.
Existing topography and physical setting of the proposed site and at least 100 feet beyond its boundary, including but not limited to:

- Existing contours: If ground slope is less than 10 percent, contours must be shown at 2-foot intervals. If ground slope is equal to or greater than 10 percent, then contours must be shown at no less than 5-foot intervals.*
- The type, circumference, and dripline of existing trees on the property. Any trees proposed for removal shall be so indicated.*
- Location and outline of existing structures identified by type. Structures to be removed shall be so marked.
- The approximate location of all areas subject to inundation or storm water overflow and the location, width, and direction of flow of each watercourse. Two-year, 10-year and 100-year flood levels shall be shown.
- The location, pavement, right-of-way width, grade and name of existing streets and highways.
- The widths, location and identity of all existing easements with record references.
- The location and size of existing sanitary sewers, water mains, and storm drains with approximate slope noted. The approximate location of existing overhead and/or underground utility lines and street lighting on peripheral streets.
- The approximate location of noise contours 60-CNEL, 65-CNEL and 70-CNEL, if any.

Proposed improvements shown shall include, but not be limited to:

- The location, grade, centerline radius and arc length of curves, pavement, right-of-way width, and name of all streets. Typical pavement structural sections of all streets shall be shown.
- The location and radius of all curb returns and cul-de-sacs.
- The location, width, and purpose of all easements.
- The angle of intersecting streets if such angle deviates from a right angle by more than four degrees.
- The approximate lot layout and the approximate dimensions of each lot and of each building site. The map shall show the approximate acreage, finished grading of each lot, the preliminary design of all grading, the elevation of proposed building pads, the top and toe of cut and fill slopes to scale, retaining walls as required, and the number of each lot.
- Proposed contours: If ground slope is less than 10 percent, contours must be shown at 2-foot intervals. If ground slope is equal to or greater than 10 percent, then contours must be shown at no less than 5-foot intervals. A separate grading plan may be submitted showing both existing and proposed contours and elevations.*
- Proposed recreation sites, trails and parks for private or public use.*
- Proposed common areas and areas to be dedicated to public open space.
- The location and size of sanitary sewers, water mains, and storm drains including manholes and connection points. Proposed slopes and approximate elevations of sanitary sewers and storm drains shall be indicated.
- If the subdivider plans to develop the site in phases, the proposed phases and their proposed sequence of construction shall be shown.
- Any portion indicated as a “designated remainder” parcel shall be shown. A parcel designated as “not a part” shall be considered the same as “designated remainder.”