



Tentative Tract Maps Application Review Checklist



ocpCustomerCare@ocpw.ocgov.com

www.ocplanning.net

300 N. Flower Street
Santa Ana, CA 92703



714.667.8888



714.667.8885

A tentative map may be submitted for screen check at any time for the purpose of comparing the proposed map with the requirements of the Subdivision Code and for the purpose of receiving comments and recommendations from various County entities who will be involved in the review of a tentative map after it is accepted for filing.

When the appropriate number of copies of a screen check map have been submitted to the Subdivision Section and the appropriate screen check deposit has been paid, a copy will be forwarded to each reporting agency for review and comment as to the acceptability of the map for filing. Each reporting agency will review the map and forward all comments regarding the design of the map to the Subdivision Section where they will be collected and forwarded to the subdivider.

All comments submitted by each reporting agency are for information purposes only and are intended to assist the subdivider in preparing a tentative map for filing. The submittal of comments on the screen check map does not indicate that the reporting agency will not submit additional comments at a later date, nor does it imply any expressing of opinion or commitment by the reporting agency regarding approval of the tentative map. However, every attempt will be made by the reporting agencies to identify all issues possible at the time of review of the screen check map.

The following items will be reviewed :

a. Size and scale

- 1) The minimum map size shall be 8 ½ inches by 11 inches.
- 2) The maximum map size shall be 36 inches by 48 inches, unless a larger size is necessary, in accordance with the scale requirements, to include all of the map area on one sheet.
- 3) Each map shall be drawn to an engineer's scale large enough to clearly show the details of the plan thereon.

b. Graphic Representation

Each tract map shall be prepared in accordance with the following:

- 1) Tract boundary – heavy solid line.
- 2) Proposed streets and lot lines – medium solid line.
- 3) Existing lot lines – light solid line.
- 4) Easements – light dashed line and labeled as to intended use, whether existing or proposed public or private, and whether to remain or to be quitclaimed
- 5) Water lines, water courses, flood control channels, sewers, storm drains, etc. – heavy dashed line and labeled as to intended use, whether existing or proposed, and whether to remain or to be removed.

- 6) Irrevocable offers of dedication – light broken line and labeled as to intended use, whether existing or proposed, and whether to remain or be abandoned.

c. Information Table

The following information in a table or chart or other compact arrangement shall be prominently displayed on the lower right-hand corner of the map face.

- 1) The tentative tract number, (tentative tract numbers are assigned by the County Surveyor upon application therefor by the subdivider).
- 2) North arrow, scale, date, number of lots, gross area, and contour interval.
- 3) Name, addresses, and telephone numbers of the subdivider and the person and firm that prepared the map.

d. Location and Boundary Description

The location, description, and boundaries of the tentative tract shall be clearly shown on each tentative tract map, as follows:

- 1) The tentative tract map boundary lines shall be to the centerline of the existing abutting local public street or any existing or proposed arterial highway. However, if any portion of the street or highway is not owned in fee by the subdivider, the owner of such street or highway shall be identified on the map, but approval for filing is not required for such owner. The final tract map boundary lines shall be to the limits of fee ownership within such streets or highways and this shall be deemed to be “in conformance with the tentative map”.
- 2) A general location diagram showing the location of the tentative tract in relation to existing and proposed arterial highways, including the closest appropriate distance from each highway to the tentative tract.
- 3) A description of the tentative tract boundary in sufficient detail to describe the approximate location of all of the boundary lines. At the option of the subdivider, this description may be shown on a separate sheet accompanying the tentative map.

e. Content

The following information shall be clearly shown on each tentative tract map. If determined to be practical by the Director, some of the information listed below may be shown on a supplemental sheet or on an exhibit if referenced on the tentative map.

- 1) The lot layout, including the approximate dimensions of each lot or parcel.
- 2) A lot number and net area of each proposed building site. The net area is calculated by measuring the lot horizontally as a level plane and excluding rights-of-way easements that prohibit the surface use of the site, except easements for open space purposes on single-family lots. (Examples of open space easements include, but are not limited to, resource preservation and scenic easements).
- 3) An alphabetical identification of each parcel not proposed as a building site and an explanation as to its intended use.

- 4) The width and approximate locations of all existing and proposed easements or rights of way, whether public or private, for roads, drainage, sewers, water courses, flood control facilities, slope maintenance or recreation purposes.
- 5) The locations, widths and approximate grades of all existing and proposed street and highway improvements, including street intersections, medians, driveways, alleys, curbs and gutters, sidewalks, and pavement edges within the proposed tract. Said locations may be shown either on a plan or by reference to a cross-section shown on the tentative map.
- 6) The locations and widths of all existing street and highway improvements including street intersections, medians, driveways, alleys, curbs and gutters, sidewalks and edges of pavement within two hundred (200) feet of the boundaries of the proposed tract.
- 7) All watercourses, flood control and drainage facilities shall be shown along with the locations of all areas subject to inundation or flood hazard and the locations, widths and direction of flow of all watercourses and flood control channels. The contour of the land at intervals of not more than two (2) feet if the general slope of the land is less than 10 percent (10%); or not more than five (5) feet if the general slope of the land is not less than 10 percent (10%) or not more than 20 percent (20%); and of not more than ten (10) feet if the general slope is more than 20 percent (20%).
- 8) The location and outline to scale of each existing building, portion thereof, or structure above ground within the subdivision, noting thereon whether or not such building or structure is to be removed from or remain in the development of the subdivision.
- 9) The location of any excavations within the subdivision or within 200 feet of any portion of the subdivision; the location of any existing walls, irrigation lines, cesspools, septic tanks, sewage leach fields, sewers, culverts, storm drains, and underground structure within the subdivision; and a statement noting whether or not such uses are to be abandoned, to be removed, or to remain.
- 10) The location and limits of any previously filled areas within the subdivision, including any liquid or solid waste disposal sites.
- 11) Use or uses proposed in the tentative tract as specified by applicable or pending zoning district regulations.
- 12) Type and extent of proposed street improvements, and diagrams of typical street sections.
- 13) Approximate radius of all centerline curves on highways, streets, alleys, and vehicular accessways.
- 14) Proposed method of sewage disposal and the name of the sewerage agency.
- 15) Name of proposed water supplier.
- 16) The drainage area tributary to the subdivisions and a statement setting forth in detail, but not quantitatively, the manner in which storm runoff will enter the subdivision, the manner in which it will be carried through the

subdivision, and the manner in which disposal beyond the subdivision boundaries will be assured, and, where applicable, reference to any duly adopted Master Plan of Drainage.

- 17) The park location, dimensions, creditable local park area and access if a park is to be provided; and a statement setting forth, in detail, how the requirements of the Local Park Code are to be accomplished. The amount of creditable local park acreage shall be certified in writing by a licensed civil engineer or land surveyor.
- 18) Building pads proposed for the location of the main buildings with setbacks indicated.
- 19) Proposed finished grade elevations:
 - a) Along proposed streets and drives at one hundred (100) foot intervals or opposite lot corners.
 - b) On each proposed building pad.
 - c) By contours for open space areas to be offered for dedication and for designated common areas.
- 20) The height, area, and configuration of man-made slopes clearly shown, with all slope areas shown by type.
- 21) A "Revision Block" placed on each revised map and all changes clearly indicated and dated.
- 22) Statement of ownership signed by the subdivider.

If determined to be practical by the Director, some of the information listed above may be shown on a supplemental sheet or on an exhibit if referenced on the tentative map.

f. Supplemental Information

In addition to the information required to appear on the face of the tentative tract map, certain other information may also be required by the Director. The determination of the Director to require the supplemental information will be made during the screen check process when possible, but may be made at any point in time prior to action on the tentative map by the Subdivision Committee. Whenever any of the information is submitted as a part of or in conjunction with a draft environmental impact report, such information shall become a part of the tentative tract application by reference and shall serve to satisfy the requirements of this sections.

1) Soils and Geology Report

A preliminary report, or reports, describing the soils and geological conditions on the site and their effect on the feasibility of the plan of development, including the grading concept, shall be submitted with the tentative tract map, when it is determined necessary by the Director. This report, or reports, shall be prepared under the supervision of a soils engineer and/or an engineering geologist.

2) Preliminary Grading Information

Each tentative tract map filed shall include information relative to existing geological, physical, environmental, historical and cultural features. The information shall describe and locate all of the following features that exist within the boundaries of the tentative tract.

- a) Geological restraints such as landslides and active faults.
- b) Areas subject to flooding.
- c) Quantitative identification and location of existing plant masses, unique plants, and stand of trees.
- d) Historical and cultural features

3) Borrow and Fill Quantities and Sites

If borrow or fill is necessary for the project, the following information shall be provided:

A statement of the estimated volume of export or borrow earth material required, the location and preliminary grading plan of the disposal or borrow sites, and the transportation route between the tract area and the disposal or borrow site.

4) Slope Maintenance Information

All slopes in excess of five (5) feet in height within the tract shall be identified as a Type A, Type B, Type C, or natural on the tentative tract map, and the individual, association, or agency who is to be responsible for the continued maintenance of such slopes shall be identified.

5) Hydrology Study

A preliminary study may be required by the Director.

- 6) A cut and fill plan identifying all portions of the map as cut, fill or natural.
- 7) Proposed cross sections in sufficient detail to clearly show depth of cuts and fills and inclination of slopes, both existing and proposed.
- 8) A statement of certification from the proposed sewerage agency indicating that it can adequately treat the sewage generated by the project.
- 9) A statement of certification from the proposed water supplier indicating that it holds a valid permit in accordance with Section 4010-4025 of the California Health and Safety Code can adequately serve the project.