



Tentative Parcel Maps Application Submittal Requirements Checklist

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The following is a list that identifies the submittal requirements for Parcel Maps Application. The following list is designed to be used as a one page checklist (by customers/staff) upon submittal of the application. (See "Tentative Parcel Maps Process Details" for additional information, clarification and samples for items below).

- 1) **Subdivision Submittal Application Information** Provided - ☐
- 2) **Agent Authorization Letter** Provided - ☐
- 3) **Letter of Project Proposal** Provided - ☐
- 4) **Application for Tentative Parcel Map** Provided - ☐
- 5) **Statement of Applicant** Provided - ☐
- 6) **Environmental Information Form** Provided - ☐
- 7) **Tentative Parcel Map Form**, which must include the following information: Provided - ☐
 - Location of the project site in relation to existing streets and distance to the nearest cross street
 - Existing and proposed parcel layout
 - Number for each parcel and the net area of each parcel
 - Location and width of all existing or proposed easements or rights-of-way
 - Type and location of existing and proposed street improvements
 - Proposed use of all parcels
 - Location of any above ground or underground structures on the site and indication if they will be removed or will remain
 - Proposed method of storm drain proposal
 - Location of all areas subject to inundation or flood hazard and the locations, width, and direction of flow of all water courses and flood control channels
 - Location of any excavations on the site or within 200 feet of any portion of the site
 - Count: 20 copies
- 8) **Proposed Domestic Water Supply – Statement of Certification** Provided - ☐
- 9) **Proposed Sewering Agency's Statement of Certification** Provided - ☐
- 10) **Public Notification Information** (if applicable) Provided - ☐
 - Notification Map and Ownership Mailing List
- 11) **Deposits and Fees** Provided - ☐
 - Map Processing Deposit (\$5,000.00)
 - Environmental Processing Deposit (additional deposit may be required)
 - Orange County Fire Authority Service Request Fee (\$309.00)

***Note: Map Check Deposits are required at time of submittal with the OC Surveyor (\$1,890.00 + \$378.00/per parcel deposit)**

ZONING BASICS		FOR STAFF USE ONLY	
Site Permits	APN Pages	Zoning Regulations	Color Aerial
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