



Tentative Parcel Maps Application Review Checklist



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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

A tentative parcel map shall be legibly drawn in ink to scale on a sheet of paper measuring not less than 8½ inches by 11 inches. Such map shall be suitable for reproduction.

b. Map Number

Tentative parcel map numbers are assigned by the County Surveyor.

c. Content

The tentative parcel map shall show, contain, or be accompanied in writing the following:

1) Assessor's Parcel Number

The current Assessor's parcel numbers for all parcels involved in the proposed subdivision:

2) Reference to Recorded Maps

If the parcel or parcels being subdivided is a parcel or parcels of a recorded parcel map, or a record of survey map filed pursuant to an approved Division of Land between May 24, 1962 and December 31, 1965, or a lot or lots on a recorded tract map, reference shall be made to such recorded map. If said parcel or parcels has not been shown on a

recorded map, a deed or deeds of conveyance recorded prior to May 24, 1962, legally dividing such parcel or parcels from surrounding property in compliance with subdivision regulations in effect at the time of said conveyance, shall be a part of the tentative map application.

3) Subdivider Identification

Name, address and telephone number of the subdivider.

4) Location of Property

Location of property in relation to existing streets.

5) Parcel Number and Area

The layout of the proposed parcels, with a number within each parcel and the net area of each parcel in acres (where more than one acre) or in square feet (where less than one acre). The net area is calculated by measuring the parcel horizontally as a level plane and excluding rights-of-way or easements that prohibit the surface use of the site, except easements for open space purposes on single-family parcels. Examples of open space easements include, but are not limited to, resource preservation and scenic easements.

6) Location of Existing Building and Parcels

The location of each existing building or structure above ground in relation to the parcel lines being created and dimensions from said parcel line to said buildings and structures.

7) Proposed Improvements

Type of street improvements and utilities proposed.

8) Proposed Storm Runoff Disposal

Proposed method of storm runoff disposal and, where applicable, reference to any duly adopted Master Plan of Drainage.

9) Use of Parcels

Proposed use of parcels (must comply with zoning district).

10) Existing and Proposed Easements

The width and approximate locations of all existing or proposed easements of rights-of-way, whether public or private, such as for roads, drainage, sewers, or flood control purpose.

11) Flood Hazard Information

The locations of all areas subject to inundation or flood hazard and the locations, width, and directions of flow of all watercourses and flood control channels.

12) Location and Existing Excavations, Facilities, and Disposal Sites

The location of any excavations within the subdivision or within 200 feet of any portion of the subdivision; the location of any existing wells, irrigation lines, cesspools, sewers, culverts, storm drains, solid or liquid waste disposal sites, and underground structures within the subdivision; and a statement noting whether or not such uses are to be abandoned, to be removed, or to remain.

13) Ownership Information

Certificate of ownership signed by the subdivider.

14) Additional Information

The following additional information shall accompany the tentative parcel map application when determined necessary by the Director.

- a) A statement of certification from the proposed water supplier indicating that it holds a valid period in accordance with Section 4010-4025 of the California Health and Safety Code and can provide an adequate water supply to the parcels.
- b) A statement of certification from the proposed sewerage agency (if other than private sewage disposal) indicating that it can serve the parcels.