

**TENTATIVE PARCEL/
SUBDIVISION MAP**



SUPPLEMENTAL APPLICATION INFORMATION

This document will provide necessary information about the proposed project. It will also be used to evaluate potential environmental impacts created by the project. Please be as accurate and complete as possible in answering the questions. Further environmental information could be required from the applicant to evaluate the project.

**PLEASE PRINT CLEARLY OR TYPE
USE A SEPARATE SHEET, IF NECESSARY, TO EXPLAIN THE FOLLOWING:**

- I. Project Characteristics:
 - A. Describe all existing buildings and uses on the property: _____

 - B. Describe surrounding land uses:

North: _____
South: _____
East: _____
West: _____
 - C. Describe existing public or private utilities on the property: _____

 - D. Subdivision phasing: If the project is a portion of an overall larger project, describe future phases or extension. Show all proposed phases on site plan: _____

 - E. List any proposed exceptions to the City's Subdivision Standards contained in Section 17.080.100 of the City's Development Code: _____

APPLICATION CHECKLIST

The following list includes all the items you must submit for a complete application. Some specific types of information may not apply to your project. If you are not sure, ask Planning Division Staff. Planning Staff will use a copy of this list to check your application for completeness after it is submitted. If your application is not complete, a copy of the list will be returned to you marked according to the legend.

A. Application Checklist:

- One completed copy of Universal Application form.
- One completed copy of the Environmental Review Checklist (if applicable).
- Preliminary Title Report dated no later than 6 months prior to the application filing date.
- The appropriate non-refundable filing fee.

B. Tentative Map:

- Fifteen (15) copies of the tentative map (min. size 18" x 26"), folded to 9" x 12", one (1) reduced copy at 8 1/2" x 11", and e-mail electronic .pdf file showing the following:
 - The map number, name if any, date of preparation, north arrow scale, and if based on a survey, the date of the survey.
 - Name and address of the person or entity which prepared the map and the applicable registration or license number.
 - Names and addresses of the subdivider and all parties having a record title interest in the property being subdivided.
 - The boundaries of the subdivision, defined by legal description with sufficient information to locate the property and to determine its position with respect to adjacent named or numbered subdivision, if any.
 - Topographic information with a reference to the source of the information. Contour lines shall have the following intervals:
 - Two-foot contour interval for ground slope between level and five percent.
 - Five-foot contour interval for ground slope exceeding five percent. Contours of adjacent land shall also be shown whenever the surface features of such land, affects the design or development of the proposed subdivision.
 - Approximate location and general description, of any trees over eight inches in diameter at the trunk, with notations as to their proposed retention or removal.

- Location and outline to scale of all structures which are to be retained within the subdivision and all structures outside the subdivision and within 10 feet of the boundary lines; notations concerning all structures which are to be removed.
- Locations, widths and purposes of all existing and proposed easements for utilities, drainage and other public purposes, shown by dashed lines, within and adjacent to the subdivision (including proposed building setback lines, if known).
- Location of all existing and proposed utilities including size of water lines and the size and grade of sewer lines, locations of manholes, fire hydrants, street trees and street lights.
- Location, width and directions of flow of all watercourses and flood-control areas within and adjacent to the property involved; the proposed method of providing storm water drainage.
- Location of all potentially hazardous areas, including areas subject to inundation, landslide, settlement, soil contamination of mining sites or excessive noise, and the means of mitigating the hazards.
- Locations, widths and names of designations of all existing or proposed streets, alleys, paths and other right-of-way, whether public or private; private easements within and adjacent to the subdivision; the radius of each centerline curve; a cross-section of each street; any planned line for street widening or for any other public project in and adjacent to the subdivision; private streets shall be clearly indicated.
- Lines and approximate dimensions of all lots, and the number assigned to each lot; the total number of lots; the approximate area of the average lot; lots shall be numbered consecutively. Also note all existing lot lines.
- Boundaries, acreage and use of existing and proposed public areas in and adjacent to the subdivision. If land is to be offered for dedication for park, recreation or open space purposes or for purpose of providing public access to any public waterway, river or stream, it shall be so designated.
- Locations of any existing or abandoned wells, septic leaching fields, springs, water impoundments and similar features to the extent they affect the proposed use of the property.
- The following supplementary material shall be filed with the tentative map:
- Vicinity map of appropriate scale showing sufficient adjoining territory to clearly indicate surrounding streets; other land in the subdivider's ownership, and features which have a bearing on the proposed subdivision.
- Statement of proposed improvements and landscape modifications, including the estimated time of completion in relation to subdivision of the property.

- Description of proposed public or commonly held areas and draft open space easement agreements, if applicable.
- Proposed building pads and footprints.
- Upon the City Engineer's determination, an engineering geology report shall be submitted for review and comment by the City Engineer, prepared by a registered engineering geologist.
- Upon the City Engineer's determination, a soils engineering report, prepared by a civil engineer, registered in the State of California, and based upon adequate test boring, shall be required. If the soils engineering report indicates soil problems which, if not corrected, could lead to structural defects, a soils investigation of each lot in the subdivision may be required.
- Soils engineering report including data regarding the nature, distribution and strength of existing soils, conclusions and recommendations for grading procedures and design criteria for corrective measures, when necessary and opinions and recommendations conveying adequacy of sites for development.

C. FOR SUBDIVISION MAPS WITH 5 LOTS OR MORE

- Preliminary grading plan showing the location of all retaining walls, lot pad elevations, and cut and fill slopes, exceeding 3 feet in height.
- Proposed phasing lines, if separate final maps are to be filed.
- Preliminary improvement plan, showing all public utilities in relation to existing and proposed topography.

D. FOR SUBDIVISION MAPS WITH 20 OR MORE LOTS

- Develop "neighborhoods."** Each new residential subdivision shall be designed to integrate with adjacent development to ensure edges between existing and new development that provide for compatible densities, intensities, and design, as determined by the review authority. Subdivisions in City expansion areas shall be designed so that individual, separately developed projects work together to create distinct neighborhoods, instead of disjointed or isolated enclaves.
- Integrate open space.** New subdivisions adjacent to planned or existing parks or other public open spaces (e.g. creeks, riparian areas), or the landscaped grounds of schools or other public facilities shall maximize visibility and pedestrian access to these areas. Where these facilities are not already planned, the subdivision shall be designed to provide usable public open spaces in the form of parks, linear bicycle and pedestrian trails, squares, and greens, as appropriate.
- Edges. "Gated communities,"** and other residential developments designed to appear or that function as walled-off areas, disconnected and isolated from the rest of the community, are prohibited. The security and noise attenuation objectives that may lead

to consideration of walls and fences should instead be met by creative design that controls the height and length of walls, develops breaks and variations in relief, and uses landscaping, along with natural topography changes, for screening.

Scale. New residential subdivisions, and groups of subdivisions that, in effect, collectively create a new neighborhood, shall be designed to provide a “walkable” scale, that places all homes within ¼ mile of neighborhood shopping opportunities, a neighborhood park, or a public or a public facility that can serve as a “center” for the neighborhood. Where feasible, each neighborhood shall have a center that includes all three facilities.

Site planning. Residential subdivision and multi-family project site planning shall emphasize the needs of pedestrian and cyclists.

1. **Pedestrian orientation.** Subdivision design shall emphasize pedestrian connectivity within each project, to adjacent neighborhoods, nearby schools and parks, and to transit stops within ¼ mile of planned residential areas. All streets and walkways shall be deigned to provide safe and pleasant conditions for pedestrians, including the disabled, and cyclists, as determined by the review authority.

2. **Block length.** The length of block faces between intersections streets shall be as short as possible, no more than 400 feet where feasible, to provide pedestrian connectivity.

3. **Access to open areas.** Single-loaded streets (those with residential development on one side and open space on the other) shall be used to provide public access to, and visibility of natural open spaces, public parks, and neighborhood schools, as well as a means for buffering homes from parks and schools.

Where single loaded streets are not feasible or desirable, other methods that provide similar access and visibility may be used, including private streets, bike and pedestrian paths, or the placement of private common open space or recreation facilities adjacent to the public open space.

4. **Alleys.** Alleys may be provided for garage access, otherwise individual lots shall be wide enough to accommodate a sign yard driveway to a detached garage at the rear of the lot, so that appearance of the street frontage is not dominated by garages and pavement.

5. **Traffic calming.** A subdivision shall incorporate traffic calming measures in compliance with the City’s improvement Standards as determined by the review authority to be appropriate.

Open space and natural features.

1. Natural amenities (including view, mature trees, creeks, riparian corridors, rock outcrops, and similar features) shall be preserved and incorporated into proposed development to the greatest extent feasible.

2. Development adjacent to parks or other public open spaces shall be designed to provide maximum visibility of these areas.
3. Development on hillsides shall generally follow the natural terrain contour. Stepped building pads, larger lot sizes, and setbacks shall be used to preserve the general shape of natural land forms and to minimize grade differentials with adjacent streets and with adjoining properties.
4. Public access and visibility to creeks, and the separation of residences and other uses from creeks shall be provided through the use of single-loaded frontage roads in combination with multi-use trails. Pedestrian access to and long creeks and riparian corridors may need to be restricted to flatter areas (e.g. beyond top of bank, natural benches) where grading needs and erosion potential are minimal, and where sensitive environmental resources require protection.