



## DEPARTMENT OF PLANNING

### TENTATIVE MAP SUBMITTAL REQUIREMENTS

**A Tentative Map submittal is subject to the requirements of Title 19.16.050.**

**PRE-APPLICATION CONFERENCE:** A pre-application conference with a representative from the Department of Planning is required before submitting an application. This is to ensure that the proper type of application is being made and that various concerns will be addressed by the time of submittal. It is the responsibility of the applicant to schedule the pre-application conference by calling submitting a completed Pre-Application Conference Request form. See Planning Commission Meeting Schedule for pre-application conference and submittal closings dates.

**PRE-APPLICATION SUBMITTAL CHECKLIST:** A Submittal Checklist with an **original signature** by the planner conducting the Pre-Application Conference is required.

**APPLICATION/PETITION FORM:** A completed Application/Petition Form is required. The application shall be signed, notarized and acknowledged by the owner of record of each parcel of property. Non-Property Owner: An application is sufficient if it is signed and acknowledged by a lessee, a contract purchaser or an optionee of the property for which the Tentative Map is sought. However, interest in that property must exist in a written agreement with the owner of record, attached to which is a copy of the Tentative Map application and in which the owner of record has authorized the lessee, contract purchaser or optionee to sign the application. The agreement must further stipulate that the owner of record consents to the filing and processing of the application and agrees to be bound by the requested Tentative Map.

**DEED & LEGAL DESCRIPTION:** In order to verify ownership, a copy of the recorded deed(s) for the subject property(ies), including exhibits and attachments, is required. The deed and all attachments must be legible.

**FEES:** \$750

**TENTATIVE MAP CHECKLIST:** All items on the Checklist must be addressed on the Tentative Map. The Checklist must be signed by a Public Works Representative before submittal of the application.

**DINA (SB 191) and/or PROJECT OF REGIONAL SIGNIFICANCE:** If applicable, an Environmental Impact Assessment statement will be required.

**TENTATIVE MAP:** (21 folded and 1 rolled)\* Please refer to the Tentative Map Checklist for additional requirements.

\* All site area must be on one sheet or page.

**PERIMETER WALL DETAIL and ELEVATION:** Provide existing and proposed perimeter wall details including the height of retaining and screen walls and step-backs. Provide elevations that indicate overall height, color, material, and texture of the walls.

**CROSS SECTION DRAWING:** Seven (7) copies of a Cross Section Drawing that meets the requirements of Title 19.16.050(J).

**LASER PRINT:** A reduced, black & white 8.5x11 (high resolution) copy of the Tentative Map and Cross Section Drawing are required.

**STATEMENT OF FINANCIAL INTEREST:** A completed Statement of Financial Interest is required.