

Tentative Map/Tentative Parcel Map Application Supplement

FORMAT AND CONTENTS CHECKLIST

The following requirements **must be** met before the tentative map is accepted. If there are any questions or problems with respect to these basic requirements, the developer or a representative should contact the Planning and Building Department prior to scheduling a submittal appointment. Maps not complying with these requirements may be rejected.

I. MAPS, REPORTS, STATEMENTS AND EXHIBITS

- A. Tentative Map - 20 copies, plus 1 reproducible copy folded to size of 8-1/2" X 11".
- B. Preliminary Title Report - 2 copies
- C. Grant Deed - 2 copies
- D. Preliminary Soils Report - 1 copy
- E. Geological Report - 1 copy (if required)
- F. Zoning Designation
- G. Affordable Housing Assistance Plan in accordance with Subdivision ordinance Chapter 24.21.
- H. Condominium conversions:
 - 1. Design Review - evidence of conformance with Chapter 23.08 of Municipal Code, to the satisfaction of the Planning and Building Department (where applicable).
 - 2. Statement on utilities and meters - 1 copy.
 - 3. Stamped self addressed envelopes of each tenant - 4 sets.
 - 4. Evidence of notification of intent to convert given to tenants 60 days prior to filing of tentative map.
 - 5. Housing - Evidence of conformance with Section 65590 of the Government Code, to the satisfaction of the Department of Planning and Building.
- I. Service Availability Letters.
- J. Traffic Report for Tentative Maps (Municipal Code Chapter 24.50).
- K. Slope Analysis and Topography.
- L. Preliminary Grading Plan.

II. SIZE AND SCALE

- A. Minimum size 18" X 26"/maximum size 36" X 60".
- B. Minimum Scale 1" = 100 ft.

III. INFORMATIONAL NOTES

- A. Subdivision Name (Unit Numbers when Applicable).
- B. Legal Description.
- C. Assessor's Parcel Number(s).
- D. Date of Preparation and Revisions.
- E. Name, Address and Telephone Number of:
 - 1. Owner(s) (Also Signature)
 - 2. Subdivider
 - 3. Engineer (Also Registration of License No.)
- F. Gross Area of Subdivision (Acres or Square Feet)
- G. Total Number of Lots
- H. Total Number of each type of Lot (Residential, open Space, etc.)
- I. Area Devoted to Each Proposed Use.
- J. Minimum, Maximum and Average Lot Size.
- K. Present and Proposed Zoning.
- L. Present and Proposed Use(s).
- M. Proposed Water Supply.
- N. Proposed Sewer Disposal.
- O. Drainage and Flood Control Measures.

IV. MAP INFORMATION - GENERAL

- A. Vicinity Map with North Arrow and Scale.
- B. North Arrow.
- C. Written Scale (Words or Figures)
- D. Graphic Scale
- E. Subdivision Boundaries Fully Dimensioned (Approximate Values)
- F. Proposed Boundaries as solid lines, existing as dashed lines.
- G. City and County Boundaries Identified.
- H. Adjacent Lands Owned, Leased or Under Option by the Subdivider Shown.
- I. References to Adjacent Recorded Maps by Name, Type and Number.

V. MAP INFORMATION - EXISTING LAND AND IMPROVEMENTS

- A. Contours: Maximum Five (5) Foot Intervals to Extend 50 Feet Beyond Subdivision Boundaries and to Include Total Ownership.
- B. Predominant Ground Slopes in Vicinity Shown and Noted.
- C. Buildings - Location or Relocation - Size and Shape (To Scale).
- D. Contiguous Highways, Streets and Roads - Names, Grades, Widths, if Private so Designated.
- E. Trees - Groves and Orchards Outlined, Trees of a 4" + diameter Shown.
- F. Easements - Location, Type, Size, Public or Private.
- G. Sewers - Location, Type, Size, Manholes with Invert and Manhole Elevations.
- H. Water Lines - Location, Size and Type.

- I. Gas Lines - Location, Size and Type.
- J. Electrical, Telephone, Cable T.V. Lines - Location, Size, Type, Poles, Overhead or Underground.
- K. Drainage Improvements - Location, Size and Type.
- L. Water Courses - Widths and Direction of Flow.
- M. Lines of Inundation for the Design Flood.
- N. Access to closest public right-of-way and distance (not required to scale).

VI. *MAP INFORMATION - PROPOSED DEVELOPMENT*

- A. Grading - **All** proposed grading shall be accurately depicted on the Tentative Map/Tentative Parcel Map. If no grading is proposed, or if subsequent grading plans are not consistent with the grading represented on the approved Tentative Map/Tentative Parcel Map, the developer shall be required to obtain a Design Review Permit for project grading from the authorized agency prior to issuance of grading permits. As part of the conceptual grading plan, the following shall be included:
 - 1. Full extent of grading including an accurate representation of all pads and specification of all pad elevations;
 - 2. All benches, retaining walls, fences, brow ditches;
 - 3. Site cross-sections, indicating the relationship of the proposed site grading to adjoining properties (i.e. edge treatment), to include all retaining walls, crib walls, fences, etc.
- B. For any proposed off-site grading proposed, the applicant shall furnish evidence of Slope Rights or other authorization to the satisfaction of the Planning and Building Department.
- C. Trees to be Removed Identified.
- D. Lots - Fully Dimensioned, Size, Shape, Orientation, Net Area of Each Lot (Sq. Ft.), and Numbered Consecutively.
- E. Highways, Streets and Roads - Names, Grades, Widths, Typical Cross Section of Each Street. If Street to be Private so Designated, Connection to Existing Street Network, Curve and Cul-De-Sac Radius.
- F. Sewers - Location, Type, Size, Manholes Numbered, Invert and Manhole Elevations and Access to all Manholes.
- G. Drainage Improvements - Location, Size and Type.
- H. Easements - Location, Type, Size, Public or Private.
- I. Bicycle Paths, Riding and Hiking Trails, and Pedestrian Way (If Applicable).

VII. *CERTIFICATION OF INDEMNIFICATION* (As per Section 24.50.050 of the Subdivision Ordinance of the City of Encinitas, attached.)

Note: Sections I through VII are designed as a checklist to help the subdivider prepare a complete map submittal. Other submittal requirements are contained in Section 24.50.050 of the Municipal Code, and are as follows:

SUBDIVISION ORDINANCE - CHAPTER 24.50 (03-93)

24.50.050 Contents of Tentative Map: Each tentative map shall depict all contiguous property owned by the subdivider and shall contain the following information:

- A. Name and address of the owner whose property is proposed to be subdivided and the name and address of the subdivider;
- B. Name and address of registered civil engineer, or licensed surveyor, who prepared the map;
- C. North Arrow, scale, vicinity map, California Lambert coordinates, date of preparation;
- D. Tax rate area and assessor's parcel numbers for all existing parcels;
- E. Statement of ownership of existing streets and easements; location, dimensions and purposes of all plotable easements, and statement of the purposes of non-plotable easements; (Ord. 88-10).
- F. The location, width and proposed names of all streets and alleys within the boundaries of the proposed subdivision, and typical sections and approximate grades thereof and point of access from each lot;
- G. Statement as to whether proposed streets are to be public or private;
- H. Names, location and width of adjacent streets and alleys;
- I. Lot lines and approximate dimensions, gross and net lot areas and numbers of each lot, including lot numbers of private streets and open space/common area lots; (Ord. 92-39)
- J. Location and width of watercourses with a rate of flow of 10 cfs or greater in the 100 year flood event, areas subject to inundation from storm water flows, lines of inundation of all one hundred (100) year flood plains, and location of drainage structures, irrigation ditches and other permanent drainage features; (Ord. 92-39)
- K. Existing site topographic contours at five-foot intervals extending fifty (50) feet beyond the proposed subdivision; (Ord. 92-14)
- L. Proposed grading (may be shown on separate proposed grading plan); (Ord. 88-10) [NOTE: See item VI. (A) above regarding conceptual grading plans]
- M. Location of existing buildings and permanent structures; (Ord. 88-10)
- N. Location of all major vegetation showing size and type;
- O. Width and location of all existing and proposed public or private easement, for example, utilities and bicycle paths;
- P. Name and map number of adjacent subdivisions;

- Q. Location of railroads and rights-of-way;
- R. Approximate radii of curves;
- S. Any proposed phasing by units;
- T. Number of units to be constructed when a condominium or community apartment project is involved;
- U. At the time a vesting tentative map is filed, it shall have printed conspicuously on its face the words "Vesting Tentative Map".
- V. Locations of existing structures within the subdivision and structures outside the subdivision but within twenty-five (25) feet of the subdivision boundaries.
- W. A certificate signed by the subdivider whereby: "The subdivider agrees to defend, indemnify and hold harmless the City of Encinitas and its agents, officers and employees from any claim, action or proceeding against the City of Encinitas or its agents, officers or employees to attack, set aside, void, or annul an approval from the City of Encinitas concerning this subdivision when such action is brought within the time period specified in Gov. Code Section 66499.37. This certificate is conditioned upon the City of Encinitas providing prompt notice to the subdivider as provided by the Act." (Gov. Code Section 66474.9)
- X. A statement of whether the subdivider will seek the creation of a special district;
- Y. Land use and zoning designations for proposed and existing lots and lots adjacent to the proposed subdivision;
- Z. Where private sewage disposal systems and/or private domestic wells are proposed, a Department of Health certification and certification number, together with a statement that each parcel of the subdivision is suitable for on-site sewage disposal.
- AA. All open space areas and reason for open space areas (environmentally constrained land, common recreation area, etc.). (Ord. 92-39)