

## Tentative Parcel Map Submittal Requirements

Please use this information sheet as a checklist to assemble the materials required for your Tentative Parcel Map, and bring it with you when you submit your application. If you have any questions about the items requested or if you wish to obtain information on processing schedules, please call the Development Partnership Center at (559) 621-8180. The following items must be submitted in order to process your application. If the plans are not legible, or do not contain the information listed below, your application will not be accepted for processing.

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- ☐ **Completed Application Form**
  - ☐ **Environmental Assessment Form**
  - ☐ **Application Fees** (Tentative Parcel Map and Environmental Assessment)
  - ☐ **Preliminary Title Report and Supporting Deed Documents** (prepared within 30 days of submittal of the application; includes legal description)
  - ☐ **Letter of Owner Authorization** (If Owner is not the Applicant)
  - ☐ **Operational Statement**
  - ☐ **Tentative Parcel Map**
    - Eight full size copies (folded to 8-1/2"x11" page size)
    - One 11"x17" reduced size copy
  - ☐ **Electronic Submittal \***
    - Submit a CD containing all of the above requested documents in PDF format

*\*voluntary, as of 6/16/08; mandatory, as of 8/01/08*

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### Tentative Parcel Map must include the following:

#### *General information:*

- ☐ Sheet size (18"x 26")
- ☐ Titled as a tentative or vesting tentative parcel map. If the tentative tract map is for a condominium, planned development or stock cooperative, or a conversion thereto, this shall be indicated as part of the title of the map.
- ☐ Date of preparation
- ☐ Engineers Scale
- ☐ North arrow
- ☐ Vicinity map depicting four major streets (1/2 square mile)
- ☐ Existing and proposed planned land use designation
- ☐ Existing and proposed zone district
- ☐ Site Acreage
- ☐ Assessor's Parcel Number (APN)
- ☐ Project site address
- ☐ Contact information of the Property Owner, Applicant and Design Consultant

#### *Site information:*

- ☐ Lines and features shall be represented on the tentative map as follows:

- a. Heavy, double width solid line: tract boundary.
- b. Heavy, solid lines: proposed lot lines and right-of-way lines.  
Light, solid lines: contours with elevations denoted, existing lot lines, existing features such as structures, curbs.
- c. Light, dashed lines: proposed lots not a part of the subdivision and easements. Such lines shall be labeled as to intended use, whether existing or proposed, public or private, and whether to remain or be quitclaimed.
- d. Heavy, dashed lines, water lines, sewers, storm drains. Such lines shall be labeled as to intended use, whether existing or proposed, and whether to remain or be removed.
- e. Light arrows: direction of stormwater flow.
- ☐ Subdivision boundary lines shall be:
  - a. Consistent with one or more contiguous units of land as shown on the latest County assessment roll, as provided by Section 66424 of the Government Code.
  - b. Consistent with one or more lots or record and/or with one or more lots created lawfully in accordance with State law and the Fresno Municipal Code.
- ☐ Where existing lots of record or otherwise lawfully created lots are only partly included within the subdivision boundary, the entire boundary of such parcels shall be shown on the subdivision map.
- ☐ Section lines and section corners
- ☐ Elevation / contour lines
- ☐ Proposed lots shall be drawn to scale, given a letter designation and dimensioned.
- ☐ Indicate if lots which comply with zone district standards, but which are not proposed for development, are to be designated as outlots or remainders, with an explanation provided as to intended use or nonuse.
- ☐ The location, names, and widths of all proposed streets, highways and alleyways in the subdivision to be offered for dedication. For curved streets, the approximate radius of each centerline curve.
- ☐ The location, names, and widths of existing streets, highways and alleyways shall be shown, and the proposed disposition (e.g., to remain, to be vacated).
- ☐ Locations and widths of existing and proposed easements for drainage, sewerage, water lines, public utilities, irrigation canals, and other purposes.
- ☐ A drainage plan, including the direction of flow for drainage and areas subject to inundation and storm water overflow.
- ☐ Any existing aboveground uses or structures such as buildings, water wells, power lines, towers, etc., shall be shown on the map, and the intended disposition of each use or structure must be indicated (e.g., to remain, to be removed).
- ☐ Any existing underground features such as wells, cesspools, sewers, culverts, storm drains, dump sites and other underground structures shall be shown on the map, and the intended disposition of each must be indicated (e.g., to be abandoned, removed, retained). [Shown where the sewer and water connects to City services.]
- ☐ The location and width of all canals or private ditches located within the proposed subdivision shall be shown, and the intended disposition shall be indicated (e.g., to be piped, retained, abandoned, downstream user's rights to be relinquished, etc.).
- ☐ Trees shall be shown in the following manner: (Provide a note that indicates approximately how many trees exist.)
  - a. Location and types of existing trees in present or proposed public rights-of-ways of major streets within or adjacent to the subdivision.
  - b. Location and types of existing trees to remain within the boundary of the subdivision.
  - c. Statement of the types and estimated number of existing trees to be removed within the boundary of the subdivision.
- ☐ Proposed areas for school sites, parks, ponding basins, pedestrian and bicycle paths, open space and landscaped areas, and other such facilities and features shall be shown on the map where applicable.
- ☐ If within two hundred (200) feet of the present or planned right-of-way of a railroad, freeway or expressway; indicate methods proposed such as walls, barriers, setbacks, etc., to reduce noise from such sources to generally acceptable levels.

- ☐ The following features shall be shown accurately to a distance of two hundred (200) feet from the proposed subdivision boundary:
  - a. Existing zoning
  - b. Parcel boundary lines
  - c. Easements affecting the subdivision
  - d. Locations and widths of existing streets and rights-of-way
  - e. Locations and widths of existing improvements, including sewer, water, storm lines, concrete curb, gutter, sidewalk, and pavement, and location of streetlights and traffic signals
  - f. Existing land uses
  - g. Grade differences of 6 inches or more
- ☐ Dimensioned street cross-sections for any proposed public streets varying from adopted City standard streets.
- ☐ Potential street and lot alignments shall be shown if:
  - a. The subdivisions may reasonably be expected to be resubdivided at some future date,
  - b. The subdivisions may be expected to significantly affect or restrict the future design of adjacent undeveloped parcels
- ☐ In subdivisions which are proposed to result in establishment of remainder parcels of land, such remainders shall be indicated on the map.
- ☐ The present zone district(s) and pending or proposed zone district(s), shall be stated on the map. If the subdivision is proposed to be developed at more than one type of zone district, the boundary of each proposed zone district shall be shown on the map. If the subdivision is proposed for multiple-family residential uses, the proposed number of dwelling units for each zone district shall be stated.
- ☐ Source of water supply shall be stated.
- ☐ Method of sewerage and sewage disposal shall be stated.
- ☐ Improvements proposed to be made including sewer, water, storm sewer, streetlights, gutter, curb, sidewalk, and permanent pavement, shall be stated on the map. The map shall state if improvements are proposed to be installed to City standards if alternatives are proposed.
- ☐ For residential subdivisions, a statement shall be furnished indicating how the subdivision design provides, to the extent feasible, for passive natural heating or cooling opportunities and other measures that conserve nonrenewable energy resources.
- ☐ When circumstances exist, with respect to a proposed project or site, that require additional technical information, the following information may be required with the filing of the tentative tract map. Any information that cannot be practically shown on the map may be contained in a separate statement accompanying the map.

**If required by Staff, the following specific information shall be provided:**

- ☐ Historical Resources Inventory
- ☐ Traffic Impact Study
- ☐ Acoustical Analysis
- ☐ Other: \_\_\_\_\_

**I verify that I am submitting all of the required materials on this checklist and I acknowledge that failure to comply with these requirements may result in my application not being accepted and/or may extend the length of time needed to review the project.**

\_\_\_\_\_  
 Applicant's Signature  
 (      )  
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 Applicant's Phone #

\_\_\_\_\_  
 Date  
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 Applicant's E-mail Address