

# TENTATIVE SUBDIVISION MAP VERIFICATION CHECKLIST

## TENTATIVE TRACT/PARCEL MAP NO.

LOCATION: \_\_\_\_\_

ENGINEER: \_\_\_\_\_

REVIEWED BY: \_\_\_\_\_ DATE: \_\_\_\_\_ REVIEW NO.: \_\_\_\_\_

*Please use this information sheet as a checklist to assemble and provide the necessary materials required for review and processing of a Tentative Subdivision Map. This checklist includes the minimum information needed to submit a tentative subdivision map application for technical verification following Development/Subdivision Review Committee (DRC/SRC) Map Pre-Application review. All of the following items (along with any DRC/SRC comments from responsible departments and agencies) must be submitted and respective information provided in order to accept a tentative map for processing. If the plans are not legible, or do not contain the information listed below, your application will not be accepted for processing. If you have any questions about the items requested or if you wish to obtain information on processing schedules, please visit the front counter or contact us at (559) 621-8277.*

## FORM AND CONTENT OF TENTATIVE MAPS AND RELATED APPLICATIONS

- ☐ **Application Fees** (Technical Verification Fee per City of Fresno Master Fee Schedule)
- ☐ **Pre-application (SRC) preliminary review letter**
- ☐ **Preliminary Title Report and Supporting Deed Documents** (prepared within 30 days of submittal of the application; includes legal description)
- ☐ **Letter(s) of Owner Authorization** (Required for all record owners of any property or portion thereof included within the subdivision boundary)
- ☐ **Operational Statement**
- ☐ **Tentative Subdivision Map Exhibit**
  - Two (2) full-size scaled hardcopies (minimum 18 by 24 inches and a maximum 24 by 36 inches), scaled copies (folded to 8-1/2"x11" page size).
  - More than one map sheet may be submitted, if necessary. The Director may accept a map larger than 24 by 36 inches if the larger size is necessary due to the size or configuration of property proposed to be subdivided.

☐ **Planned Development Permit (if applicable)**

- Two (2) full size, scaled copies of Planned Development (Site) Plan (folded to 8-1/2"x11" page size) containing the following information:
  - The proposed planned development boundaries;
  - The perimeter of ownership;
  - The location, and dimensions of any existing and proposed property lines and easements within the site;
  - The proposed land uses and the total floor area and/or land area devoted to each;
  - The proposed density and intensity of development;
  - The location of proposed streets, pedestrian ways, and bike ways;
  - The location of proposed lot lines, structures & buildings, parking, yards, pathways, open spaces, other public or private facilities, and all associated improvements; and,
  - Completed [Planned Development Permit Supplemental Application Form](#) and/or notations as necessary to provide a detailed list of any/all proposed deviations from the Development Code, General Plan, applicable operative plan, or adopted policy; and, indication of where such deviations are proposed to occur.

*(Please note that all Planned Development Permit Application content requirements included within Section 15-5903-C of the Fresno Municipal Code will be required to be submitted to the City of Fresno prior to formal application or associated tentative map acceptance.)*

- ☐
- Site plans, drawings and other graphic materials that are part of a special permit application must be consistent with the tentative subdivision map.

☐ **Electronic Submittal**

- Submit all of required documents containing the information listed herein in PDF format through the City of [Fresno ACA](#) online access portal.

*Instructions for preliminary tentative subdivision map submittal:*

- Log into the City of Fresno FASTER online at <https://lmsaca.fresno.gov/CitizenAccess/>
- From the Home Screen either Login or Register for an Account if you do not have one.
- Once Logged-in, select the Planning/Land Division tab from the menu; and then, select "Create an Application" from the blue menu bar
- Click the check-box accepting terms of General Disclaimer; and then, click blue button to select "Continue Application"
- Select "Map Pre-Application" under the options for selecting a Record Type; and then, click blue button to Continue Application and complete the steps.

**Additional staff comments, requirements or information to be incorporated into submittal package:**

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**REQUIRED FORM AND CONTENT OF TENTATIVE SUBDIVISION MAPS**

- ☐ Each tentative subdivision map shall be drawn to an engineer's scale and at a scale sufficient to show details of the map clearly.
- ☐ A north point, scale and the date of map preparation shall be shown on the map.
- ☐ A reduced scale vicinity map shall be provided on the tentative subdivision map, which clearly shows the proposed subdivision boundary with respect to the nearest east-west and north-south major streets.

**Title block, including the following:**

- ☐ The tract number as obtained from the County Recorder, or the parcel map number as provided by the City, shall be shown on the map.
- ☐ The map shall be titled as a tentative or vesting tentative tract or parcel map. If the tentative subdivision 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.
- ☐ If the tentative subdivision map is proposed to be phased, this shall be indicated as part of the title of the map.  
*(Note: Proposed phase lines should also be shown on the tentative map.)*
- ☐ Legal Description.

**Standard Notes, including the following:**

- ☐ Project Site Address
- ☐ Assessor's Parcel Number(s) (APN);
- ☐ Source of data from which the map was drawn.
- ☐ The gross and net site acreage shall be stated;

*(NOTE: Gross acreage is calculated based upon underlying fee simple title. Net acreage is calculated as Gross Acreage, less major street dedications)*

- ☐ Existing and proposed General Plan land use designation(s);
- ☐ Existing and proposed zone district(s);

*(NOTE: 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 shall be stated.)*

- ☐ Existing use or uses of the property shall be stated;
- ☐ Source of water supply shall be stated.
- ☐ Method of sewerage and sewage disposal shall be stated.
- ☐ Improvements proposed to be made/installed including sewer, water, other utilities, 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 or if alternatives are proposed.
- ☐ Statement of whether any existing underground features such as private wells, cesspools, septic systems, dump sites or other underground structures are present and whether such features are to be abandoned, removed, or retained.
- ☐ Statement of whether grade differentials of six (6) inches or more will exist after subdivision; and, identification of locations where such grade differentials will exist between the subdivision boundary and adjacent properties after subdivision.
- ☐ Statement of the types and estimated number of existing trees to be removed within the boundary of the subdivision.
- ☐ 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.

- ☐ The tentative subdivision map shall state the name, address, and telephone number of the following persons:
  - ☐ Record owner or owners of the property proposed to be subdivided;
  - ☐ Subdivider;
  - ☐ Engineer, land surveyor or other person responsible for the map preparation.

**On-site & Off-site Information, including the following:**

- ☐ Section lines and section corners shall be referenced on the map.
- ☐ Subdivision boundary lines shall be consistent with one or more contiguous legal lots of record and/or with one or more continuous units of improved or unimproved land created lawfully in accordance with State law and the Fresno Municipal Code for purposes of sale lease or financing and shown on the latest County assessment roll, as provided by Section 66424 of the Government 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.
- ☐ All existing and proposed lots/parcels with area and dimensions shown. All lots shall be identified with a number designation and parcels with a letter designation.
- ☐ 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.
- ☐ In accordance with Section 66424.6 of the Government Code, when a subdivision is of a portion of any unit or units of improved or unimproved land, the subdivider may designate as a remainder that portion which is not divided for the purpose of sale, lease, or financing.
  - ☐ Designated remainder parcels shall be shown and identified on the tentative map with dimensions but shall not be included within the proposed subdivision map boundary.
  - ☐ A subdivider shall not designate as a remainder any portion of land which does not meet the minimum lot size (i.e., area, width and depth) standards of the Fresno Municipal Code respective to the City zone district applicable the same portion of land; or, the standards of the Fresno Municipal Code respect the City zone district determined to be consistent with the applicable Fresno General Plan land use designation for the same portion of land pursuant to Table 3-3 (General Plan Land Use Designations and Zoning Districts Consistency) of the Fresno General Plan.
- ☐ Lots that are not proposed for development or which are proposed to be dedicated for public purposes shall be identified as Outlots and be given an alphabetical identification, with an explanation/notes provided as to purpose(s) for which the Outlot is intended or will be dedicated.

*(NOTE: The City of Fresno will not accept dedication of an Outlot in fee, for purposes of a temporary ponding basin. Residential lots may be proposed, created and used for temporary ponding purposes subject to recordation of a retention and maintenance agreement/covenant until permanent drainage service is available. The location and number of lots proposed for temporary ponding shall be identified on the tentative map.)*

- ☐ The locations, names, and widths of existing streets, highways and public rights-of-way shall be shown and fully dimensioned.
  - ☐ Existing/previous dedications or vacations of public street rights-of-way shall be identified through notations with reference to recorded Document/Instrument numbers for deeds of easement, etc.
  - ☐ Show and label radii for curved streets, cul-de-sacs and knuckles.
  - ☐ Show and label centerlines where an Official Plan Line (OPL) exists (provide dimensions from centerlines to section lines for major streets).
- ☐ The location, names, and widths of all proposed streets, alleys and/or points of emergency vehicle access (EVA) in the subdivision to be offered for dedication shall be shown. For curved streets, the approximate radius of each centerline curve shall be shown.
  - ☐ Dimensioned street cross-sections shall be shown on the map for any proposed streets varying from adopted City of Fresno standards.
  - ☐ In subdivisions which may be expected to significantly affect or restrict the future design of adjacent undeveloped parcels, potential streets and lot/parcel alignments for the adjacent parcels shall be shown.
- ☐ Locations and widths for existing and proposed easements for landscaping, drainage, sewerage, private and public water lines, public utilities, irrigation canals, and other purposes shall be shown on the map; along with reference to recorded Document/Instrument numbers for deeds of easement, etc.
  - ☐ A drainage plan shall be shown on the map, including direction of flow for drainage and areas subject to inundation and storm water overflow. Light arrows and elevations or contours shall be shown on the map to determine grade differentials and the general slop of the land and the high and low points thereof.
- ☐ Existing aboveground structures (e.g., buildings, water wells, power or transmission lines, etc.); or, underground features (e.g., public utilities, private septic systems, drainage and/or irrigation pipelines, etc.) located within subdivision boundary or adjacent public rights-of-way.
  - ☐ Existing buildings located on the land to be divided, which are to remain, shall be provided together with their major exterior dimensions and distance from said buildings and structures to the boundary lines of the lots/parcels which are to be created by the proposed land division.
- ☐ All existing and proposed street furniture, boxes, pads, utility vaults, transformers, backflow prevention devices, meters, fire hydrants, bus stops, and type/location/height, of proposed streetlights or signal poles, etc.
- ☐ Fences/walls, existing and proposed, including height and type.
- ☐ Scope of work: all items shall be listed as existing (to remain or to be removed), proposed or future.

- ☐ The following features shall be shown accurately to a distance of two hundred (200) feet from the proposed subdivision boundary:
  - ☐ Parcel boundary lines.
  - ☐ Existing zoning.
  - ☐ Existing land uses.
  - ☐ Easements affecting the subdivision.
  - ☐ Locations and widths of existing streets and rights-of-way. (Show full rights-of-way for all streets; including both sides of street. If the subdivision is on a street corner provide the entire intersection on the site plan. If located on a major intersection, also provide existing turn- and through-lane striping.)
  - ☐ Locations and widths of existing improvements, including sewer, water, drainage lines, concrete curb, gutter, sidewalk, ramps & pavement, median islands, and location of streetlights and traffic signals.
  - ☐ Tentative maps for lands to be developed with sensitive uses which contain property within two hundred (200) feet of the present or planned right-of-way of a railroad, freeway or expressway, shall indicate methods proposed such as walls, barriers, setbacks, etc., to reduce noise from such sources to generally acceptable levels.

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**Lines and features shall be represented on the tentative subdivision map as follows::**

- ☐ Heavy, double-width solid line: Subdivision Map Boundary (consistent with underlying fee simple title)
- ☐ Heavy, single-width solid lines: Proposed lot/parcel lines and existing & proposed right-of-way lines.
- ☐ Light, solid lines: existing lot/parcel lines, existing features such as structures and improvements
- ☐ Heavy, single-width dashed lines: Proposed tentative lot/parcel lines not part of the subdivision, and easements.
- ☐ Light, dashed lines: water, sewer, storm drain, and pipe lines. Size of such lines shall be labeled with notations whether existing or proposed and whether to remain or be removed or relocated.

**Legend:**    ☒ - Item appears satisfactory or complete as shown.  
                  ☐ - Item needs to be noted, corrected or clarified.  
                  N/A or font strikethrough - Item not applicable.