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**TENTATIVE PARCEL MAP AND
 TENTATIVE MAP
 SUBDIVISION MAP CHECKLIST**

Required	Received	Applications for TENTATIVE MAPS (5 or more parcels) or TENTATIVE PARCEL MAPS (4 OR FEWER PARCELS) shall include:
✓		Completed Application
✓		Environmental Questionnaire
✓		Proposed General Plan amendment or conformity
✓		Proposed Zoning Ordinance amendment or conformity
✓		Proposed Specific Plan, if applicable
✓		Preliminary Title Report (Maximum of six months old) (3)
✓		Preliminary Soils Report (2)
✓		Traffic Report, if applicable (2)
✓		Appropriate filing fees - See Application Fee Schedule

MAP FORMAT REQUIRED:

Required	Received	TENTATIVE PARCEL MAPS (15 copies):
✓		18' x 26" folded to a maximum size of 8 1/2" x 14"
✓		Acreage or square footage of each parcel
✓		Boundary lines
✓		Dimensions
✓		Locations and dimensions of all existing structures
✓		Distance between existing structures
✓		Distance between existing and proposed structures and property lines
✓		Name and legal designation of tract or grant in which the subdivision is located and ties to adjoining streets
✓		Name, location, and width of existing streets
✓		Name, location, and width of proposed streets
✓		Sufficient data to determine boundaries of division accurately
✓		Location and dimension of existing and proposed easements, rights-of-way and underground structures or utilities
✓		Location of existing and proposed fire hydrants which are within 500' of subdivision

✓		Locations of flood plains and flood ways
✓		Topography if over 5%
✓		Scale of map
✓		North arrow
✓		Proposed building envelopes
✓		Proposed number of parcels
✓		Proposed use of parcels
✓		Proposed source of water supply and method of sewage disposal
✓		Proposed sewage disposal for each parcel
✓		Current zoning of all property within subdivision
✓		Proposed zoning of all property within subdivision
✓		Date of preparation of map
✓		Legal description of all property within proposed subdivision , including Assessor's Parcel Number(s)
✓		Name, address and telephone number of subdivider
✓		Name, address and telephone number of map preparer
✓		Name, address and telephone number of all other parties having any record title interest in property proposed for subdivision

Required	Received	TENTATIVE MAPS (15 copies):
✓		All information which is required on a Tentative Parcel Map
✓		Prepared by, or under the direction of a civil engineer or licensed land surveyor
✓		All sheets numbered
✓		Scale is 1" - 50' for lots averaging one acre or less
✓		Scale is 1" = 100' for lots averaging over one acre
✓		Topographic contours to show existing terrain
✓		Topographic contours to show approximate finished grade of all existing and proposed improvements
✓		Contour intervals within the subdivision boundaries not greater than two feet (2')
✓		Contour intervals outside the subdivision boundaries not greater than five feet (5')
✓		Every fifth contour heavier, and elevation labeled
✓		Spot elevations expressed to nearest tenth of a foot
✓		At least 90% of all contours within one-half foot (1/2') of true elevation, unless exempted
✓		Approximate grade and point of grade change shown for each street
✓		The approximate radii of all curves
✓		Approximate elevations of street intersections

✓		Radius of curve along property line of centerline of street shown
✓		Name of each street and proposed street shown
✓		The width and grade of all streets and other rights-of-way, whether proposed for dedication or existing
✓		Location, width, approximate grade, direction of flow and type of existing and proposed drainage channels and storm drains
✓		Areas subject to inundation by storm water and overflow
✓		Vicinity map showing roads adjoining subdivisions, townsite, boundary creeks, railroads, etc.
✓		Written statement indicating approximate construction phasing
✓		Sketch of subdivision showing each phase of construction to be completed in each season
✓		Written statement of plans for draining areas subject to inundation, if applicable
✓		Statement of intent regarding proposed deed restrictions
✓		Proposed method of assuring proper administration and maintenance of common areas
✓		Other improvements proposed
✓		Slide information: Written report by civil engineer on stability of past slide areas
✓		Sketch showing proposed future development outside proposed subdivision
✓		Engineering report for fire flow - i.e. pressure and gallons per minute
✓		A statement of the subdivider as to drainage, surfacing or other required improvements to be constructed by developer
✓		Whether proposed roads, widenings or street openings are offered for separate dedication
✓		Statement of existing zoning and proposed use
✓		The depth of front yards and building setback lines
✓		Statement and report on soil tests or geologic report, which report shall describe any critical expansive soils or soil problems which, if not corrected, would lead to defects or damage to structures proposed for the subdivision
✓		A statement indicating public areas to be dedicated or scenic easements proposed
✓		A statement indicating the subdivision purpose, whether for sale, lease or financing
✓		Justification and reasons for any exceptions to the provisions of the Cloverdale Municipal Code
✓		A geological report shall be required in any area, so determined by the city engineer, where there are known or suspected

		geological hazards. The report shall map and describe the geological formations, their stability on the site, note unstable areas, propose methods of mitigation, note areas of slopes greater than thirty percent, map and describe any fault zones on or near the property and assess the potential for damage through seismic events
✓		Gross density, calculated by dividing gross acreage by the proposed number of lots
✓		Net density, calculated by dividing net acreage (exclusive of streets and rights-of-way) by the proposed number of lots