

## **PRELIMINARY REVIEW CHECKLIST FOR TRACT MAP (TR)**

**This checklist has been prepared to assist Land Surveyors and Registered Civil Engineers in preparing documents and maps for preliminary review submittal. This checklist contains information contained in the Land Division Ordinance and Development Standards, which are utilized by Staff during the preliminary review process.**

(SMA – Subdivision Map Act; LDO – Land Division Ordinance; DS – Development Standards)

### **APPLICATION FORM** (LDO 18.15.030)

- \_\_\_\_\_ contains the subdivider's (engineer's client) name, actual address, actual phone # (if subdivider is a corporation then list officers/owners)
- \_\_\_\_\_ contains the engineer/surveyor's name, address, phone #, contact person
- \_\_\_\_\_ contains the current property owner's name, address, phone #
- \_\_\_\_\_ contains the current Assessor's parcel number(s)
- \_\_\_\_\_ contains current legal description of existing parcel
- \_\_\_\_\_ contains original signature of agent
- \_\_\_\_\_ contains original signature of current property owner or letter of authorization
- \_\_\_\_\_ form is typewritten or handwriting is legible
- \_\_\_\_\_ application form is latest version of official legal size form or 8 1/2 x 11 internet form (no fax copies)

### **CONSISTENCY WITH GENERAL PLAN AND OTHER REQUIREMENTS**

- \_\_\_\_\_ proposed lot sizes are consistent with the General Plan (LDO 18.55.050.G.1) **(FOR GENERAL PLAN DESIGNATIONS WITH A 2.4 CONSTRAINT CODE, SEE SECTION 19.88 (HILLSIDE DEVELOPMENT) OF THE ZONING ORDINANCE)**
- \_\_\_\_\_ proposed lot sizes are consistent with the applicable Specific Plan (LDO 18.55.050.G.1) **(FOR SPECIFIC PLAN DESIGNATIONS WITH A 2.4 CONSTRAINT CODE, SEE SECTION 19.88 (HILLSIDE DEVELOPMENT) OF THE ZONING ORDINANCE)**
  - \_\_\_\_\_ all submittal requirements of Specific Plan have been met
  - \_\_\_\_\_ tract design reflects any unique requirements of the Specific Plan
- \_\_\_\_\_ existing site zoning is consistent with the General/Specific Plan
- \_\_\_\_\_ proposed lot sizes meet zoning minimum lot size requirements (LDO 18.55.050.G.2)
  - \_\_\_\_\_ concurrent zone change application submitted
    - \_\_\_\_\_ zone change application reviewed for completeness
  - \_\_\_\_\_ zone change includes the H Combining District, if applicable
  - \_\_\_\_\_ zone change includes the GH Combining District, if applicable
  - \_\_\_\_\_ zone variance/modification application submitted because of reduction in gross/net area
  - \_\_\_\_\_ Land is not under contract and not within an ag preserve

- \_\_\_\_\_ map is consistent with requirements imposed by the Board of Supervisors on a previous action, such as GPA or Zone Change, (must read the previous resolution or ordinance to determine if any requirements were imposed)
- \_\_\_\_\_ The tract map contains a school site (SMA 66478)
- \_\_\_\_\_ If project is a "land project", submit a copy of map to the Engineering and Survey Services Department/Floodplain Management Section (SMA 66474.5).
- \_\_\_\_\_ Is the proposed project consistent with the Airport Land Use Compatibility Plan
- \_\_\_\_\_ The original parcel has been legally created
- \_\_\_\_\_ Is a Zone Variance/Modification/Conditional Use Permit needed?
  - \_\_\_\_\_ Setbacks?
  - \_\_\_\_\_ Lot Size?
  - \_\_\_\_\_ Density?
  - \_\_\_\_\_ Land Use?
- \_\_\_\_\_ If zoning approval is needed, has it been submitted on the correct form?
- \_\_\_\_\_ Do all the parcels have access? Is it public or private? Does private access need a variation? (LDO 18.55.030.A.1.h(4)(a))

#### **TENTATIVE TRACT MAP CONTENTS**

- \_\_\_\_\_ map prepared by engineer or surveyor (Last RCE license #33965 (1/1/82)) (LDO 18.15.030.G)
- \_\_\_\_\_ map, plats, descriptions, etc., prepared by engineer or surveyor shall include name and license number (PLS 8761)
- \_\_\_\_\_ map size is 24 inches by 36 inches (LDO 18.15.030.G)
- \_\_\_\_\_ map is drawn to sufficient scale (standard engineering scale) (LDO 18.15.030.G)
- \_\_\_\_\_ map shows original parcel lines (LDO 18.15.030.G.1)
- \_\_\_\_\_ state if map is a merger and resubdivision (SMA 66499.20)
- \_\_\_\_\_ contour lines are shown on the map and within 75 feet of map boundary
  - \_\_\_\_\_ contour interval is sufficient (18.15.030.G.2)
- \_\_\_\_\_ Lot area:
  - \_\_\_\_\_ **Parcels less than 1 acre:** map shows net square feet of each lot
  - \_\_\_\_\_ **Parcels less than 2 ½ acres:** map shows net lot area of each lot
  - \_\_\_\_\_ **Parcels greater than 2 ½ acres:** map shows gross lot area of each lot
- \_\_\_\_\_ proposed lot lines are shown with dimensions (LDO 18.15.030.G.3)
- \_\_\_\_\_ each proposed lot contains a number or letter, except as provided in Section 66424.6 of the SMA (LDO 18.15.030.G.3)
- \_\_\_\_\_ map shows location and dimension of the following on-site and off-site items (within 150 feet unless waived by Director) (LDO 18.15.030.G.4)

- \_\_\_\_\_ all existing structures
- \_\_\_\_\_ distance between structures
- \_\_\_\_\_ map contains distances from proposed lot lines to existing structures
- \_\_\_\_\_ location of existing and/or proposed domestic water supplies
- \_\_\_\_\_ location of existing and/or proposed sewage disposal areas
- \_\_\_\_\_ existing adjacent property boundaries
- \_\_\_\_\_ If none of the above exists then map shall be clearly labeled as follows:
  - I, (engineer/surveyor's name), HEREBY STATE THAT THERE ARE NO STRUCTURES WITHIN THIS MAP OR WITHIN 150 FEET OF THE MAP'S BOUNDARY.
- \_\_\_\_\_ map shows location of all easements, on-site and off-site within 150-200 feet of the map boundary (LDO 18.15.030.G.6.a)
  - \_\_\_\_\_ all easements listed on the title report area shown on the map
  - \_\_\_\_\_ name of beneficiary, recording info., location, width, purpose, and County road number (if applicable) of existing easements are shown
  - \_\_\_\_\_ location, width, purpose of proposed easements are shown on the map
  - \_\_\_\_\_ any easements to be vacated by map are clearly identified and labeled as "proposed for abandonment through this map" (LDO 18.15.030.G.6.b)
- \_\_\_\_\_ map shows location, width, centerline, and gradient of existing and proposed water courses, drainage channels (on-site and off-site, within 150 feet) (LDO 18.15.030.G.7)
- \_\_\_\_\_ map shows location of high water mark of lake or reservoir (LDO 18.15.030.G.8)
- \_\_\_\_\_ map contains a north arrow (LDO 18.15.030.G.9)
- \_\_\_\_\_ map contains a scale (LDO 18.15.030.G.10)
- \_\_\_\_\_ map contains a vicinity map (LDO 18.15.030.G.15)
- \_\_\_\_\_ map shows location of any Alquist-Priolo Special Studies Zone (seismic) (LDO 18.15.030.G.11)
- \_\_\_\_\_ Shows location of proposed drainage structures (channels, sumps) (LDO 18.15.030.G.12)
- \_\_\_\_\_ Shows direction and gradient of street drainage using arrows (LDO 18.15.030.G.13)
- \_\_\_\_\_ Cut and fill slopes are shown, if needed (LDO 18.15.030.G.14)
- \_\_\_\_\_ Narrative description of the project (Statistics)
  - \_\_\_\_\_ total project area (gross and net) (LDO 18.15.030.G.16.a)
  - \_\_\_\_\_ number of lots to be created (LDO 18.15.030.G.16.a)
  - \_\_\_\_\_ minimum lot area (18.15.030.G.16.a)
  - \_\_\_\_\_ existing land use of the site (LDO 18.15.030.G.16.b)
  - \_\_\_\_\_ proposed land use of the site (LDO 18.15.030.G.16.b)
  - \_\_\_\_\_ current and accurate General/Specific Plan Designation (LDO 18.15.030.G.16.c)
  - \_\_\_\_\_ existing zoning and proposed zoning (LDO 18.15.030.G.16.c)
  - \_\_\_\_\_ proposed source of domestic and fire protection water supply (LDO 18.15.030.G.16.d)
  - \_\_\_\_\_ proposed method of sewage disposal (LDO 18.15.030.G.16.e)
  - \_\_\_\_\_ state if map will be recorded in phases (LDO 18.15.030.G.16.f)
  - \_\_\_\_\_ type of required improvements (LDO 18.15.030.G.16.g)
- \_\_\_\_\_ map contains a legal description, including 1/4 section, section, T/R
- \_\_\_\_\_ For tracts processed with a Cluster Plan, see LDO 18.15.070.E

## **TENTATIVE MAP STREET AND LOT DESIGN**

- \_\_\_\_\_ major highways are shown as 110 feet, or 55 feet if boundary (LDO 18.55.050.B.1.a & f)
- \_\_\_\_\_ secondary highways are shown as 90 feet, or 45 feet if boundary (LDO 18.55.050.B.1.b & f)
- \_\_\_\_\_ local streets are shown as 60 feet, or 40 feet if boundary (LDO 18.55.050.B.1.c & f)
- \_\_\_\_\_ Dedications are shown along section and mid-section lines in desert and valley areas. (KCGP – Circulation Element 2.3.3 Highway Plan – Policy 2)
- \_\_\_\_\_ Specific Plan line or Official Plan line is shown correctly (LDO 18.55.050.B.1.d)
- \_\_\_\_\_ State highway is shown correctly (LDO 18.55.050.B.1.e)
- \_\_\_\_\_ cul-de-sac (dead-end road) length does not exceed 800 feet (for lots larger than 1 acre, see Section 18.55.050.B.1.j.(1) for maximum dead-end road lengths)
- \_\_\_\_\_ residential cul-de-sacs have 50-foot radius (DS Plate R-39)
- \_\_\_\_\_ commercial and industrial cul-de-sacs have 75-foot radius (LDO 18.55.050.B.1.h)
- \_\_\_\_\_ frontage roads are shown as 44 feet, (42-feet with approval from Engineering and Survey Services and Roads Department) (LDO 18.55.050.B.1.g)
- \_\_\_\_\_ map complies with road criteria of Fire Department, if within State Response Areas (LDO 18.55.050.B.1.i)
- \_\_\_\_\_ each lot has frontage on a public street (LDO 18.55.050.C.1.a)
- \_\_\_\_\_ primary means of access to each lot is the abutting street frontage (prove through use of lot use feasibility study, if necessary) (LDO 18.55.050.C.1.b & 18.25.030.J.1)
- \_\_\_\_\_ if private streets are proposed, they conform to street width and construction standard of a public street (LDO 18.55.030.A.1.h(4)(d))
- \_\_\_\_\_ single-family residential parcels (with Type A or B improvements) do not front on a major or secondary highway, except if: (LDO 18.55.050.C.1.i)
  - \_\_\_\_\_ lots are double-frontage lots where primary means of access is an abutting local street, and an access control wall prevents access to the major or secondary highway; or
  - \_\_\_\_\_ a frontage road is provided
- \_\_\_\_\_ Alleys not permitted in single-family residential subdivision unless required to conform to existing adjacent uses. (LDO 18.55.050.C.2.c)
- \_\_\_\_\_ Alleys not permitted in Type B areas without approval from Planning, Fire, Engineering and Survey Services, and Roads Department (LDO 18.55.050.C.2.d)
- \_\_\_\_\_ for multi-family, commercial, or industrial subdivisions, a 30-foot alley is provided (LDO 18.55.050.C.2.a)
- \_\_\_\_\_ alley intersections contain 20-foot cutoff or radius, where appropriate (LDO 18.55.050.C.2.b)

- \_\_\_\_\_ For Type A or B areas: (If proposal does not comply, may need a Limited Design Variation)
  - \_\_\_\_\_ blocks in excess of 1,320 feet (LDO 18.25.075.B.1 & 18.55.050.D.1)
  - \_\_\_\_\_ block less than two tiers of lots wide, except where double-frontage is allowed (or PM does not make existing situation worse) (LDO 18.25.075.B.2 & 18.55.050.D.2)
  - \_\_\_\_\_ lot depths greater than three times the width (LDO 18.25.075.B.3 & 18.55.050.F.3)
  - \_\_\_\_\_ double-frontage lots (if permitted, dedication of vehicular access rights will be required - or LLA does not make the existing situation worse) (LDO 18.25.075.B.4 & 18.55.050.F.4)
  - \_\_\_\_\_ key (reverse corner) lots (only if no other design is available/practical) (LDO 18.25.075.B.5 & 18.55.050.F.6)
  - \_\_\_\_\_ pedestrian easements are shown to provide access to schools, parks, shopping centers, or transportation facilities (LDO 18.55.050.D.3)
  
- \_\_\_\_\_ For Type A or B areas: (If proposal does not comply, may need a Development Variation)
  - \_\_\_\_\_ property line corner has 20 by 20 cutoff (LDO 18.55.050.E)
  - \_\_\_\_\_ each interior lot has a minimum width of 55 feet and a minimum depth of 100 feet (LDO 18.55.050.F.1.a)
  - \_\_\_\_\_ each corner lot has a minimum width of 60 feet and minimum depth of 100 feet (LDO 18.55.050.F.1.b)
  - \_\_\_\_\_ each lot fronting on a cul-de-sac or knuckle has a minimum frontage of 30 feet (LDO 18.55.050.F.2)
  - \_\_\_\_\_ all flag lots comply with the following: (LDO 18.55.050.F.7)
    - \_\_\_\_\_ “Panhandle” length in excess of 200 feet submitted with development variation and Fire Department approval
    - \_\_\_\_\_ panhandle is at least 20 feet wide
    - \_\_\_\_\_ gradient of panhandle does not exceed 15%
    - \_\_\_\_\_ lot use feasibility study has been submitted for all flag lots lot use feasibility study has been submitted for all flag lots (if necessitated by lot size or topography)
    - \_\_\_\_\_ net area of flag lot is shown, and the net area does not include the area of the panhandle (LDO 18.55.050.G.4)
  - \_\_\_\_\_ pedestrian easements are shown to provide access to schools, parks, shopping centers, or transportation facilities (LDO 18.55.050.D.3)
  
- \_\_\_\_\_ if greenbelts are provided, for maps within mountainous areas, they are located to reduce fire hazard (LDO 18.55.050.G.5)
  
- \_\_\_\_\_ if map has frontage on a watercourse, it complies with 18.55.050.H
  
- \_\_\_\_\_ If zoned RS, equestrian easements are shown (LDO 18.55.050.I.1)
  
- \_\_\_\_\_ Six-foot-high solid masonry walls are shown on the map, if the map is within a Type A area where lots are less than 2 . acres, residential, and;
  - \_\_\_\_\_ lots abut a major highway (LDO 18.55.050.I.6.a)
  - \_\_\_\_\_ lots abut a secondary highway, where access rights are relinquished (LDO 18.55.050.I.6.b)
  - \_\_\_\_\_ single-family zoned lots abut multi-family, commercial, or industrial lots (LDO 18.55.050.I.6.c)
  
- \_\_\_\_\_ Design provides for future passive or natural heating and cooling opportunities (SMA 66473.1)

## **TENTATIVE MAP STREET AND LOT DESIGN**

- \_\_\_\_\_ minimum centerline radius of horizontal curvature for major highway or secondary highway is 1,400

- \_\_\_\_\_ feet (300 if warranted by topography) (DS Sec 104-1.01.a)
- \_\_\_\_\_ minimum centerline radius of horizontal curvature for local or industrial streets is 200 feet (100 feet if warranted by topography) (DS sec 104-1.01.b)
- \_\_\_\_\_ all intersections are either directly opposite each other or there is a distance of 150 feet between centerlines (DS Sec 104-1.02.e & Plate R-41)
- \_\_\_\_\_ all streets intersect at right angles (15% skew by limited exception) (DS Sec 104-1.02.a)
- \_\_\_\_\_ Show direction and gradient of street drainage using arrows
- \_\_\_\_\_ minimum grade on any street or alley is 0.5% (0.2% with limited exception), where concrete curb and gutter (or gutter in the case of an alley) is required to be constructed. (DS Sec 104-2.01)
- \_\_\_\_\_ maximum grade on any street is:
  - \_\_\_\_\_ 6% for major and secondary highways (8% with limited exception) (DS Sec 104-2.02.a)
  - \_\_\_\_\_ 10% for local and cul-de-sac streets (15% with limited exception) (DS Sec 104-2.02.b)
  - \_\_\_\_\_ 8% for commercial and industrial streets (no exception)(DS Sec 104-2.02.c)
  - \_\_\_\_\_ 10% for alleys (15% with limited exception) (DS Sec 104-2.02.d)
- \_\_\_\_\_ maximum vertical curve for certain circumstances, as follows:
  - \_\_\_\_\_ refer to Development Standards - Section 104-2.04.a & b for major, secondary and locals
  - \_\_\_\_\_ maximum grade of cul-de-sac street turning area is 8% (DS Sec 104-2.05)
  - \_\_\_\_\_ maximum grade at intersection is 8% (DS Sec 104-2.06)
  - \_\_\_\_\_ minimum grade for any cross gutter is 0.35% (DS Sec 104-2.08)
- \_\_\_\_\_ intersections on major (arterial) highway are a minimum distance of 400 - 680 feet apart (DS Plate R-49 – R-50)
- \_\_\_\_\_ there are no more than 4 intersections on a major (arterial) highway within a half-mile distance (including the secondary (collector) and major (arterial) highway intersections) (DS Section 105-3.01; Plate R-49 – R-50)

## **OTHER REPORTS/STUDIES**

- \_\_\_\_\_ title report (no older than 90 days) - 1 copy of report for initial submittal (LDO 18.15.030.I)
- \_\_\_\_\_ lot use feasibility study - must include the following (if pertinent): (LDO 18.15.030.J.1)
  - \_\_\_\_\_ topography; and identify areas of 30% and 60% slopes
  - \_\_\_\_\_ home site, well site, septic disposal area
  - \_\_\_\_\_ access easements, driveways (and gradient of each)
  - \_\_\_\_\_ cut and fill areas
  - \_\_\_\_\_ zoning setbacks
  - \_\_\_\_\_ location of trees, and archaeological sites
  - \_\_\_\_\_ location of drainage channels, canals, faults, other geologic hazards, or any other physical feature/constraint
  - \_\_\_\_\_ location of noise source (railroads, State Highways, industrial uses, outdoor arenas, etc.)
- \_\_\_\_\_ Flood hazard study/drainage plan submitted (LDO 18.15.030.J.2 & 18.15.030.G.12)
  - \_\_\_\_\_ Floodplain Management has accepted report, or waives requirement (Preliminary drainage approval granted by Public Works/Floodplain Management)

- \_\_\_\_\_ geologic hazard report submitted (mandatory within fault areas (2.1), landslide areas (2.2), shallow groundwater areas (2.3), or steep slope areas (2.4)) (LDO 18.15.030.J.3)
  - \_\_\_\_\_ signed by a registered geologist or engineering geologist
  - \_\_\_\_\_ report reviewed by Floodplain Management for completeness
- \_\_\_\_\_ water supply report submitted (will-serve letter from purveyor, or if on-site well, then report verifying quality and quantity) (LDO 18.15.030.J.4)
- \_\_\_\_\_ sewage disposal report submitted (will-serve letter from purveyor, or if on-site septic, then soils report identifying soil type and septic design) (LDO 18.15.030.J.5)
- \_\_\_\_\_ Soils report submitted (MANDATORY when proposing on-site septic disposal, or within area of geologic hazard) (LDO 18.15.030.J.6)
- \_\_\_\_\_ if individual septic tanks are proposed, then all lots are at least 10,000-square-feet (and within correct soils type)
- \_\_\_\_\_ Hazardous Waste Verification Statement submitted (LDO 18.15.030.J.8)
  - \_\_\_\_\_ signed by the applicant
  - \_\_\_\_\_ is or is not is circled
- \_\_\_\_\_ written acknowledgement of forfeiture of fees if a zone change or other zoning matter must be approved before this map is tentatively approved

**REQUEST FOR WAIVER OF SIGNATURES OF “MINERAL RIGHTS/SURFACE ENTRY” (LDO 18.15.030.K)**

- \_\_\_\_\_ Proof of ownership of 100% of the mineral rights is submitted (Check legal description in title report for exceptions)
- \_\_\_\_\_ Extensive documentation of attempt to negotiate with mineral interest is submitted (LDO 18.15.030.K.2)
- \_\_\_\_\_ A narrative of the reasons why the subdivider believes the waiver is warranted/justified, and appropriate documentation to support the reasons has been submitted. (LDO 18.15.030.K.1)
- \_\_\_\_\_ A 2 ½ acre (minimum) drill site, zoned DI, to allow drilling is being shown on the tentative map (LDO 18.15.030.K.3)