

PRELIMINARY REVIEW CHECKLIST FOR PARCEL MAP (PM)

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 18.25.030)

- _____ 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
 - _____ parcel map 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 to FPS/FPP included, if applicable
 - _____ zone variance/modification application submitted because of reduction in gross/net area
- _____ land is under Ag Preserve Contract
 - _____ Prime farm land = 20-acre minimum lot size per zoning (10-acre min. per 66474.4)
 - _____ Non-prime farm land = 40-acre min. lot size (per 66474.4)
 - _____ Non-prime farm land, designated 8.2, 8.3, 8.5 = 80-acre min. lot size per General Plan

NOTE: Homesite parcels (Kern County GP) – parcels proposed to be created as a homesite parcel must be encumbered by an existing Williamson Act Land Use Contract/Farmland Security Zone Contract. Sites not encumbered by a Williamson Act Land Use Contract/Farmland Security Zone Contract will need to be processed as a substandard parcel.

Section 18.25.060.F of the Land Division Ordinance and Section 66474.4 of the Subdivision Map Act contains the following requirements for division of land subject to a contract entered into pursuant to the California Land Conservation Act of 1985 (Chapter 7 (commencing with Section 51200) of Division 1 of Title 5) where the resulting parcels following a subdivision of that land would be too small to sustain their agricultural use. Land shall be presumed to be in parcels too small to sustain their agricultural use if the land is less than twenty (20) acres in size in the case of prime agricultural land, or less than forty (40) acres in size in the case of land which is not prime agricultural land. Agricultural land shall be presumed to be in parcels large enough to sustain their agricultural use if the land is at least twenty (20) acres in size in the case of prime agricultural land, or at least forty (40) acres in size in the case of land which is not prime agricultural land.

1. The Planning and Natural Resources Director may approve a tentative parcel map with parcels smaller than those specified in this subsection if he/she makes either of the following findings:
 - a. The parcels can nevertheless sustain an agricultural use permitted under the contract or are subject to a written agreement for joint management pursuant to Section 51230.1 of the California Government Code, provided that the parcels which are jointly managed total at least twenty (20) acres in size in the case of prime agricultural land or forty (40) acres in size in the case of land which is not prime agricultural land; or
 - b. One of the parcels contains a residence and is subject to Section 428 of the California Revenue and Taxation Code; the residence has existed on the property for at least five (5) years; the landowner has owned the parcels for at least ten (10) years; and the remaining parcels shown on the map are at least twenty (20) acres in size if the land is prime agricultural land, or at least forty (40) acres in size if the land is not prime agricultural land.
2. No other homesite parcels as described in Section 18.25.060.F.1.b may be created on any remaining parcels under contract for at least ten (10) years following the creation of a homesite parcel pursuant to this subsection.
3. This subsection shall not apply to land which is subject to a contract when any of the following has occurred:
 - a. The Local Agency Formation Commission has approved the annexation of the land to a city, and the city will not succeed to the contract as provided in Sections 51243 and 51243.5 of the California Government Code.
 - b. Written notice of nonrenewal of the contract has been served prior to March 7, 1985, as provided in Section 51245 of the California Government Code.
 - c. Written notice of nonrenewal of the contract has been served on or after March 7, 1985, as provided in Section 51245 of the California Government Code, and, as a result of that notice, there are no more than three (3) years remaining in the term of the contract.

- d. The Board of Supervisors has granted tentative approval for cancellation of the contract as provided in Section 51282 of the California Government Code, and the cancellation penalty fees have been paid.

_____ 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)

_____ This subdivision can be done by parcel map because: (LDO 18.15.020)

- _____ it is a residential project not creating 5 or more lots; or
_____ the site is less than five acres and all improvements required by a tract are constructed; or
_____ each proposed parcel contains 20 acres gross or more and the site has approved access to a maintained public street; or
_____ the site is zoned commercial or industrial and it has approved access to a maintained public street; and
_____ the underlying parcel or adjacent parcels have not been previously subdivided by the subdivider of this map (subdivider = person, firm, corporation, partnership, or association; including family members at less than “arms length” transaction)

_____ 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))

_____ If project is a “land project”, submit a copy of map to the Public Works Department/Floodplain Management Section (SMA 66474.5).

TENTATIVE PARCEL MAP CONTENTS

_____ map prepared by engineer or surveyor (last RCE license #33965 (1/1/82)) (LDO 18.25.030.G)

_____ map, plats, descriptions, etc., prepared by engineer or surveyor shall include name and license number (PLS 8761)

_____ map size is 18 inches by 26 inches (LDO 18.25.030.G)

_____ map is drawn to sufficient scale (standard engineering scale) (LDO 18.25.030.G)

_____ map shows original parcel lines (LDO 18.25.030.G.1)

_____ contour lines are shown on the map and within 75 feet of map boundary

_____ contour interval is sufficient (LDO 18.25.030.G.2)

_____ Parcels less than 2 1/2 acres: map shows net lot area of each lot

- _____ Parcel greater than 2 1/2 acres: map shows gross lot area of each lot
- _____ proposed lot lines are shown WITH DIMENSIONS (LDO 18.25.030.G.3)
- _____ each proposed lot contains a number or letter (LDO 18.25.030.G.3)
- _____ map shows location and dimension of the following on-site and off-site items within 150 feet, unless waived by Director
 - _____ all existing structures (LDO 18.25.030.G.4)
 - _____ map contains distances from proposed lot lines to existing structures (LDO 18.25.030.G.5)
 - _____ existing and abandoned oil wells (LDO 18.25.030.G.4)
 - _____ location of existing and proposed domestic water supplies (LDO 18.25.030.G.4)
 - _____ location of existing and proposed sewage disposal areas (LDO 18.25.030.G.4)
 - _____ existing adjacent property boundaries (LDO 18.25.030.G.2)
 - _____ If none of the above exists then map shall be clearly labeled as follows: (LDO 18.25.030.G.4)
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 to 200 feet of the boundary (LDO 18.25.030.G.6.a & b)
 - _____ 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) for all existing easements are shown.
 - _____ location, width, and purpose of all 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 18.25.030.G.6.c)
- _____ map shows location, width, centerline, and gradient of existing and proposed water courses, drainage channels (on-site and off-site, within 150 feet) (LDO 18.25.030.G.7)
- _____ map shows location of high water mark of lake or reservoir (if applicable) (LDO 18.25.030.G.8)
- _____ map contains a north arrow (LDO 18.25.030.G.9)
- _____ map contains a scale (LDO 18.25.030.G.10)
- _____ map contains a vicinity map (LDO 18.25.030.G.13)
- _____ map shows location of any Alquist-Priolo Special Studies Zone (seismic) (LDO 18.25.030.G.11)
- _____ map shows proposed road improvements (LDO 18.25.030.G.12)
- _____ Narrative description of the project (Statistics)
 - _____ total project area (gross and net) (LDO 18.25.030.G.14.a)
 - _____ number of lots to be created (LDO 18.25.030.G.14.a)
 - _____ existing and proposed land uses (LDO 18.25.030.G.14.b)
 - _____ current and accurate general plan designation (LDO 18.25.030.G.14.c)
 - _____ existing zoning and proposed zoning (LDO 18.25.030.G.14.c)
 - _____ proposed source of domestic and fire protection water supply (LDO 18.25.030.G.14.d)
 - _____ proposed method of sewage disposal (LDO 18.25.030.G.14.e)
 - _____ state if map will be recorded in phases (LDO 18.25.030.G.14.f & SMA 66456.1)
 - _____ state if map is a merger and resubdivision (SMA 66499.20_{1/2})

- _____ type of required improvements (LDO 18.25.030.G.12)
- _____ current Assessor's Parcel Numbers of the site (LDO 18.25.030.G.14.f)
- _____ map contains a legal description, including 1/4 section, section, Township/Range (LDO 18.25.030.G.14.f)
- _____ title block and map contain the word VESTING, if applicable (LDO 18.40.030.A.1)

PARCEL MAP STREET AND LOT DESIGN

- _____ major highways are shown as 110 feet, or 55 feet if boundary (LDO 18.55.050.B.1.a)
- _____ secondary highways are shown as 90 feet, or 45 feet if boundary (LDO 18.55.050.B.1.b)
- _____ local streets are shown as 60 feet, or 40 feet if boundary (30 feet boundary ok if Type C improvements) (LDO 18.55.050.B.1.c)
- _____ 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 of Public Works 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 (show 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
- _____ for residential subdivisions, alleys are not provided (LDO 18.55.050.C.2.c)
- _____ for Type B or C subdivisions, alleys are not permitted (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 PM 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 (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)
- _____ 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

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)
- _____ 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 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 exceptions) (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 highway are a minimum distance of 400 - 660 feet apart (DS Plate R-41)
- _____ there are no more than 4 intersections on a major highway within a half-mile distance (including the secondary and major highway intersections) (DS Plate R-41)

OTHER REPORTS/STUDIES

- _____ title report (no older than 90 days) - 1 copy of report (LDO 18.25.030.I)
- _____ lot use feasibility study - must include the following (if pertinent): (LDO 18.25.030.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) If required by the Public Works/Floodplain Management Section
 - _____ Floodplain Management has accepted report, or waives requirement (Preliminary drainage approval granted by Public Works/Floodplain Management)
- _____ geologic hazard report submitted (if within and Alquist-Priolo fault zone) (LDO 18.25.030.J.2)
 - _____ signed by a registered geologist or engineering geologist
 - _____ report reviewed by Floodplain Mgt for completeness
- _____ water supply report submitted (will-serve letter from purveyor) (LDO 18.25.030.J.3)
- _____ sewage disposal report submitted (will-serve letter from purveyor) (LDO 18.25.030.J.4)
- _____ if individual septic tanks are proposed, then all lots are at least 10,000-square-feet (and within correct soils type) (LDO 18.25.030.J.5)

_____ if well and septic tank proposed, then lot contains minimum of 2 1/2 acres (LDO 18.25.030.J.5)

_____ Hazardous Waste Verification Statement submitted (LDO 18.25.030.J.7)

_____ 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