



Community Development Department

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Parcel Map Application Requirement List

Division of Land into Four (4) or Fewer Lots

July 2003

The following information or documentation shall be submitted to the City of Petaluma Planning Department as an application for processing of a Tentative Parcel Map. The map shall be certified as to accuracy by a registered Civil Engineer or licensed surveyor, and be in conformance with the Petaluma Subdivision and Zoning Ordinance requirements. Verification of tentative completeness of the application will be undertaken by the Planning Department prior to accepting the application as complete.

Within 30 calendar days after receiving the application, Planning will issue a determination, in writing, of Completeness or Incompleteness. In the event the application is determined not to be complete, deficiencies will be specified.

Materials required for a Tentative Parcel Map submission:

1. City of Petaluma Uniform Application Form signed by the applicant and property owner of record (or a letter of authorization form the owner of record).
2. Letter or narrative explaining the details of the request.
3. Ten (10) copies of the Tentative Parcel Map, in compliance with the requirements of the Petaluma Subdivision Ordinance and the State Subdivision Map Act and accompanied by the required information. Maps may be prepared at a scale of 1:10, 1:20, 1:30 or 1:40. Maps must be folded to 8 ½" x 14".
4. One (1) reduced copy of the Tentative Parcel Map (8 ½" x 11").
5. Filing fees pursuant to City Council Resolution.
6. The following information must be reflected on the Tentative Parcel Map:
 - a. Name, address and telephone number of record owner or owners.
 - b. Name, address and telephone number of the person, firm or organization preparing the map.
 - c. Topography map with the following information: Contours maximum of 5 ft. intervals. The closest City benchmark shall be used and its elevation called out on the map.
 - d. Grading Plan. Transitions at property lines shall be shown.
 - e. Location, width and species of isolated trees with trunk diameter of four (4) inches or greater (4 feet above grade) and outline of groves or orchards.

- f. Location, direction of flow and names if available of both natural and artificial water courses and ponding areas, or areas of periodic inundation on the parcel being divided and on adjacent properties which might affect the design of the applicant's proposal; provisions for proposed drainage and flood control measures.
 - g. Existing uses and outline and location of existing surface and subsurface structures.
 - h. Outline and identification of structures and improvements on adjoining properties.
 - i. The distance from existing structures to the boundary lines of the new parcel on which structures are located. Setbacks must meet zoning requirements of the area.
 - j. Approximate width and location of all existing easements.
 - k. Dimensions of all proposed and existing lots, radii of all curves and central angles.
 - l. Location of existing and proposed building setback line(s) from top-of-bank of each stream or river on the site.
 - m. Location of existing overhead utility lines and poles on-site and on peripheral streets.
 - n. Location and size of existing sewer, fire hydrants, water mains, and storm drains.
 - o. The location and size of proposed fire hydrants and fire protection systems, sanitary sewers, water mains and storm drains. Slopes and elevations of proposed sewers and storm drains shall be indicated.
 - p. Location, names, width, center line radii, pavement type and approximate grades of all streets and rights-of-way in proposed subdivision, including identification of which streets are proposed to be offered for dedication and which are proposed to be privately maintained. Typical sections of all streets shall be shown.
 - q. Record information or a sufficient description to define the location and boundaries of the proposed subdivision.
 - r. The proposed use of each lot, lot layout and dimensions and area of each lot. Engineering data shall show the approximate finished grading of each lot, the preliminary design of all grading, the elevation of proposed building pads, the top and toe of cut and fill slopes to scale and number of each lot. In hillside areas, potential building sties shall be indicated.
 - s. Proposed recreation sites, trails and parks for public or private use.
 - t. Areas proposed to be dedicated or reserved for public use.
 - u. Proposed common or open space areas.
 - v. Unless waived by the City Engineer, a conceptual plan for erosion control.
 - w. Unless waived by the Community Development Director, a conceptual plan for fencing.
7. The following information must accompany the application:
- a. Report and Guarantee of Clear Title – a current (not more than six months old) title report by duly authorized title company naming the persons whose consent is necessary for the preparation or recordation of such map and for dedications of streets, public places, etc., showing all interests in property, existing easements, lease interests, etc. Said title report shall include a clear concise metes and bounds description of the property.
 - b. Such additional information as may be required by Planning following tentative completeness review and prior to final certification of completeness or incompleteness.
 - c. A statement as to soil conditions prepared by a Civil Engineer indicating the presence of any critically expansive soils and other soil problems and stating whether a preliminary soils report or soils investigation will be necessary prior to filing the final map OR a soils report prepared by a qualified professional.
 - d. If easements are necessary, either the easement exhibit or letter of intent to grant such an easement from the responsible party.

- e. Environmental questionnaire and supporting material and/or photographs, as deemed necessary by Planning Staff.

