



Community Development Department

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Building ♦ Geographic Information Systems ♦ Housing
Neighborhood Preservation ♦ Planning

Tentative Map Requirement List

Project Name: _____ Location: _____

APN: _____ Engineer: _____

Property Owner: _____ Property Developer: _____

Filing Date: _____ Planner: _____

The following items are required on any Tentative Map submitted to the City of Petaluma. In the space provided to the left of the item number, the engineer or land surveyor preparing the map shall place a check mark to indicate that that particular requirement has been included. At the end of the list is a space for the map preparer to sign his or her name to verify that the map contains all stated requirements.

Application for a tentative map shall include:

- ▶ 20 blueline prints (folded to be no larger than 9" x 12")
- ▶ A completed City application form, including the signature of the property owner(s) or a letter from the property owner(s) authorizing an agent to act on their behalf.
- ▶ This checklist
- ▶ A completed "Appendix H" (Environmental Impact Questionnaire) EIQ.
- ▶ Payment of fees: Tentative Map fees include a base deposit plus staff time & materials. Environmental fees are charged separately as are the costs of notification of the public hearing before the Planning Commission.

Within 30 calendar days after receiving the application, the Community Development Department will issue a certificate, in writing, of completeness or incompleteness. In the event the application is determined not to be complete, deficiencies will be specified in a manner in which they can be made complete. Upon issuance of a certificate of completeness, the review period leading to a public hearing before the Planning Commission will begin. Staff reports on the project (including conditions of approval) will be made available to you for review and response prior to the Planning Commission meeting at which the project is scheduled.

The following information is required to be shown on the Tentative Map or in an accompanying data statement:

- _____ 1. Name, title and address of person authorized by State Law to prepare Tentative Map:

Written certification of boundaries of Tentative Map as to accuracy (Registered Civil Engineer or Licensed Land Surveyor). Provide name, license number and signed seal.
- _____ 2. Map Scale - not less than one (1) inch equals one hundred (100) feet.
- _____ 3. Vicinity Sketch (scale of one thousand [1000] feet or more to the inch) showing:

Neighboring streets, tract lines, names and numbers of existing subdivisions, and outline of adjacent acreage parcels of land.
- _____ 4. Tract name of subdivisions of five (5) lots or more.
- _____ 5. Name, address and telephone number of record owner(s).
- _____ 6. Name, address and telephone number of the person, firm or organization preparing the map and statement indicating record owners permission to file map.
- _____ 7. Name, address, telephone number and certified authorization by owner for subdivider to act if subdivider is other than record owner or owners.
- _____ 8. Date, north arrow and a written graphic scale.
- _____ 9. Sufficient description to define location and boundaries.
- _____ 10. Names and numbers of adjacent tracts and name of owners of adjacent unplatted land.
- _____ 11. Contours of no more than 5' intervals, or as required by City Engineering Department. The closest City bench mark shall be used and its elevation called out on the map.
- _____ 12. Grading plan.
- _____ 13. Location of isolated trees with trunk diameter of four (4) inches or greater and/or outline of groves or orchards.
- _____ 14. Water courses and areas subject to inundation. Provisions for proposed drainage and flood control measures.
- _____ 15. Location, width, and direction of flow of all water courses.
- _____ 16. Existing uses, outline and location of existing buildings. Onsite and on adjacent properties.
- _____ 17. Existing zoning and proposed zoning changes.

18. Public use areas proposed.
19. Proposed lands to be retained in private ownership for common use.
20. Instruments (CC&R's, Articles of Incorporation, By-Laws, etc., as deemed necessary) to legally empower owners' or tenants' organization to own maintain and pay taxes on private lands held in common for community use (see item 17).
21. Approximate widths, locations and uses of all existing or proposed easements for drainage, sewerage, and public utilities.
22. Curve radii.
23. Approximate layout, dimensions and numbering of each lot.
24. Area of each lot to the nearest one hundred (100) square feet.
25. A statement of the water source or sources.
26. A statement of provisions for sewerage and sewage disposal.
27. Preliminary indication of needed major storm drain facilities.
28. Locations, names, widths, approximate grades of all streets in or adjacent to the proposed subdivision: existing or to be offered for dedication (their status whether public or private, typical geometric cross-section of curbs, gutters, sidewalks and other proposed improvements of all street and access easements, including proposed locations of all underground utilities and drain pipes).
29. Any proposed dedications, easements, and deed restrictions.
30. Proposed building setback lines, lower floor elevations, and maximum building elevations, coordinated with topographic elevations.
31. A preliminary landscaping plan, including any necessary improvements for irrigation and maintenance.
32. Location of off-site improvements which may be required.
33. Delineation of phased units, if applicable to the project.
34. Environmental Documentation - applicant shall submit a completed Environmental Impact Questionnaire (EIQ), "Appendix H".
35. Additional information necessary to evaluate the application- Preliminary Title Report, Preliminary Geotechnical Report, ETC.

The assessment of environmental impact will be completed by the Community Development Department, and the applicant will be notified, in writing, of the Department's determination for a Negative Declaration, mitigated Negative Declaration, or preparation of an Environmental Impact Report (EIR). If focused studies or an EIR is required, the Notice of Incompleteness shall so state and processing of map will not continue until studies are prepared.

Verification:

I, the undersigned, am duly authorized to file the accompanying tentative map and verify that the applicable requirements specified herein have been met.

Signature

License No.

Date