

PLOT PLAN AND TENTATIVE MAP CHECKLIST

The following information must be shown on your plot plan or tentative map. Please check ✓ the box to the left of the items shown on the plot plan or tentative map. If any item is not on your site to your knowledge, write "N/A" next to the box. Plot plans shall be drawn on a minimum size sheet of 8-1/2" x 11", and tentative subdivision maps on a minimum size sheet of 18" x 26". **Note: This Checklist must be completed by the applicant and submitted with your application.**

Applicant's Name _____ APN _____ - _____ - _____

FOR ALL PROJECTS

- 1. Name of applicant(s)
- 2. Location or vicinity map (on or attached to the plot plan)
- 3. The subject parcel (show entire parcel with dimensions)
- 4. Date, north arrow and scale
- 5. Name, County road numbers, and width of all existing and proposed access roadways adjacent to or within the subject parcel (indicate width of traveled way, grade (in % slope), and surface)
- 6. Existing and proposed improvements (label as "existing" and "proposed" with dimensions and distance to nearest two (2) property lines)
 - a. Structures and buildings (include floor area, height and proposed use)
 - b. Driveways and turnaround areas (indicate width, grade (in % slope) and surface)
 - c. Utility lines (electric, gas, telephone, sewer, water, and cable TV)
 - d. Septic tanks and leachfields (label primary/reserve areas and test holes)
 - e. Wells
 - f. Parking and loading areas (show individual parking spaces, including handicapped parking and ramps)
 - g. Storm drains, curbs and gutters
 - h. Emergency water storage tanks and fire hydrants
 - i. Landscaped areas (include proposed exterior lighting)
 - j. Major vegetation (identify mature trees (12" dbh or larger) to be removed)
 - k. Diked areas
 - l. Proposed grading and fill (estimate volume)
 - m. Signs (indicate size, illuminated, and design (e.g., monument, pylon, etc.))
 - n. Other - specify _____
- 7. Direction of surface water runoff
- 8. Location and width of all existing and proposed easements of record
- 9. Hazardous areas (indicate on map if on the project site or within 400 feet of the project site):
 - a. Areas subject to inundation or flooding
 - b. Steep or unstable slopes
 - c. Expansive (clay) soils
 - d. Earthquake faults
 - e. Hazardous waste or substance sites
 - f. Other - specify _____
- 10. Sensitive habitat areas (indicate on map if on project site or within 400 feet of the project site):
 - a. Creeks, rivers, sloughs and other drainage courses
 - b. Lakes, ponds, marshes, or "wet" meadows
 - c. Beaches
 - d. Sand dunes
 - e. Other - specify _____
- 11. Historical buildings or known archaeological or paleontological resources
- 12. Land use and buildings on adjacent parcels, and approximate distances to closest property lines

FOR LOT LINE ADJUSTMENT PLOT PLANS ONLY

- 13. Proposed new lines and lines to be eliminated (show lines to be eliminated as dashed)
- 14. Areas (in square footage or acreage) of the initial and resulting parcels

FOR TENTATIVE SUBDIVISION MAPS ONLY

- 16. Approximate dimensions and areas of all proposed lots
- 17. A statement that "All easements of record are shown on the tentative map and will appear on the recorded subdivision map"
- 18. Contour lines (at _____ intervals)
- 19. For major subdivisions (5 or more parcels): proposed drainage improvements, details of any grading to be performed, approximate radii of all roadway curves, areas for public use, and typical sections of all streets, highways, ways and alleys
- 20. Names and assessor's parcel numbers of all contiguous ownerships

NOTE: THE SUBMITTAL OF INCOMPLETE OR ILLEGIBLE PLOT PLANS OR TENTATIVE MAPS WILL CAUSE DELAYS IN THE PROCESSING OF YOUR APPLICATION

