



## CHECKLIST FOR TENTATIVE PARCEL / TRACT MAPS



Tentative Parcel and Tract Maps are processed by the Planning Department. All items on this checklist shall be submitted at the times designated. Additional information as listed in Section 5 may be required if determined to be necessary during the review process.

### SECTION 1: Filing Requirements

**A. Initial Submittal:** An appointment for filing the Initial Submittal is encouraged. Submittal of application by delivery service or by mail such as FedEx, U.S. Postal, U.P.S. will not be accepted.

- 1. Uniform Application Parts 1, 2, and 3.
- 2. Part I of the Initial Study (Environmental Assessment).
- 3. Six (6) sets of the development package (see Section 4) to be reviewed by staff for completeness and accuracy of filing. All plan sets shall be individually rolled, collated, stapled and secured with a rubber band.
- 4. Water Quality Management Plan (one copy). Non-Priority Project forms available from the Building and Safety Department (Grading) for one (1) single-family residence only. Priority Project requirements on a separate handout are available from the Building and Safety Department (Grading). For additional information, please refer to San Bernardino County Water Quality Management Plan web site:  
[http://www.sbcounty.gov/dpw/land/pdf/WQMP/AppendixB-WQMPTemplate\(editable\).doc](http://www.sbcounty.gov/dpw/land/pdf/WQMP/AppendixB-WQMPTemplate(editable).doc)
- 5. Public Hearing Information, as determined by the Planning Department, to include the following:
  - Property ownership list: Three sets of typed, gummed labels on 8-1/2" x 11" sheets, listing the name, address, and assessor's parcel number of all property owners within 660 feet of the exterior boundaries of the subject property (see format in attached example). The list shall be obtained from the latest equalized assessment roll issued by the Tax Assessor. **Contact the Tax Assessor's satellite office at: 8575 Haven Avenue, 2nd Floor, Rancho Cucamonga, CA 91730, (909) 948-6488.**
  - A radius map drawn on the Assessor's Parcel Maps, spliced together on an 8-1/2" x 11" format, indicating the subject property with a 660 foot radius drawn around the property as shown in the attached example.
  - Supplemental notification information may be required as determined by the Planning Department upon completion of the review of the Initial Study.
- 6. Filing Fees (see Section 2).

**B. Full Submittal:** When determined complete, staff will notify the project applicant to submit the following required items by the Full Submittal Deadline.

- 1. Full Submittal is by appointment only. Please contact your assigned Project Planner to schedule an appointment.
- 2. Twenty sets of the development package; 23 sets for projects within the Equestrian Overlay District; 8 sets for Residential Design Review projects within approved subdivisions.

- ☆☆☆ 3. A set of colored plans to include: a detailed site plan, conceptual landscape plan, illustrative building elevations, and any necessary cross-sections. Plans should be rolled and **not** mounted on boards.
- ☆☆☆ 4. A building materials sample board in an 8-1/2" x 11" format.

**C. Final Submittal for Planning Commission Review. After completing Committee review, and prior to scheduling for Commission review, the following required items must be submitted.**

- 1. Final Submittal is by appointment only. Please contact your Project Planner to schedule an appointment.
- 2. Three sets of the development package incorporating all necessary revisions, changes, etc.
- 5. A set of 8-1/2" x 11" photographic reductions of each sheet of the development package. Reductions should be a black image on white paper - no transparencies.
- 6. The applicant shall be required to pay any applicable Fish and Game fees. The project planner will confirm which fees apply to this project. All checks are to be made payable to the Clerk of the Board Supervisors and submitted to the Planning Commission Secretary prior to the Planning Commission hearing.

☆☆ **These items are not required to be submitted as part of a Custom Lot or Tract Subdivision package, which does not include house product type.**

**SECTION 2: Filing Fees**  
 Contact the Planning Department to determine which fees are applicable.

- Tentative Parcel Map .....See current fee list.
  - Tentative Tract Map .....See current fee list.
  - Environmental Assessment.....See current fee list.
- The applicant is responsible to pay or reimburse the City, its agents, officers, and/or consultants for all costs for the preparation, review, analysis, recommendations, mitigations etc., of any special studies or reports such as, but not limited to, arborist, noise, traffic, drainage, soil, geologic, biological, cultural, etc.
- Environmental Challenge/Appeal Fee ..... See current fee list.  
 The applicant is responsible to pay or reimburse the City, its agent, officers, and/or consultants for all costs in the event of an environmental challenge or appeal; and all costs related to required revisions to the Initial Study and/or additional special studies such as traffic, noise, geologic, etc.
  - Rancho Cucamonga Fire Protection District Review .....Submit receipt showing payment.

**SECTION 3: Plan Preparation Guidelines**  
 Plans not conforming to these guidelines will not be accepted for processing

- 1. All plans shall be drawn on uniform sheets of 18" x 26", or 24" x 36".
- 2. Maps shall be drawn to an engineering scale of 1" = 20', 1" = 30', 1" = 40', or 1" = 50', with the scale clearly labeled (Grading plan scale shall not exceed 1" = 40'). If scale is too small, additional details may be requested.
- 3. All required plans shall be collated, stapled together and shall be rolled into individual development package sets, secured with rubber bands. The Site Utilization Map shall be the first sheet of the development package.
- 4. All plans shall be clear, legible, and accurately scaled.
- 5. All plans shall be clearly labeled with the title of each sheet and the type of application (SUBTT12345, DRC2003-12345, SUBTPM12345, etc.).
- 6. All plans shall contain a north arrow, preferably oriented to the top of the sheet, and a legend identifying any symbols.
- 7. A one-sheet index map shall be provided when a plan cannot contain the entire project on one sheet.

- 8. Existing versus proposed improvements shall be clearly identified. Existing features/improvements should be shown by short dashes or screened. Future improvements should be shown by long dashes.

## SECTION 4: Contents of Development Package

The items listed below are considered a minimum. Additional information may be necessary for clarification during the review process.

- A. **Site Utilization Map:** This map shall show the location of the site and the relationship of the proposed project to existing surrounding uses. The map shall indicate the proposed project site plan and all of the following items within a 600-foot radius: all parcel lines and streets (r.o.w., improvements, drainage facilities), location and use of structures, adjacent access and circulation, and existing zoning and land use. The scale of this map shall not be less than 1" = 100'.
- B. **Tentative Map:** This map shall be prepared in accordance with the Subdivision Map Act, the City's Subdivision Ordinance, and shall include the following (see attached sheet).
  - Tentative Map number and legal description.
  - Name, address, and phone number of the owner, subdivider and engineer or surveyor. Include license number of engineer, or surveyor.
  - List of Utilities providing service.
  - Boundary information with O.R./Map Reference
  - A vicinity map, a north arrow and a scale.
  - Location and identity of abutting subdivisions, surrounding zoning and land use.
  - Lot dimensions, areas and numbers, (with largest parcel number circled).
  - Street right-of-way dimensions, centerline radii, tangent lengths, names (use letters for new streets), distances to adjoining streets, and typical sections.
  - Easement locations, widths and purposes.
  - Existing water courses.
  - Show topographical features within the project site and 100 feet beyond the site boundaries (not required on the Tentative Parcel Map if shown on a separate conceptual grading plan).
  - Location, size and type of trees on the project site (note possible removals).
  - All existing and proposed buildings, wells, septic systems, etc. (label "to remain" or "to be removed").
- C. **Conceptual Grading Plan:**
  - 1. Subdivision without development: Show topographical features within the project site and 100 feet beyond the site boundaries. This information may be included in the Tentative Parcel Map subject to staff review.
  - 2. Custom lot subdivision:
    - Show grading for streets, drainage, and trails only.
    - Show future house plotting and lot grading to be completed on a lot-by-lot basis.
  - 3. Subdivision with development:
    - Identify structural Best Management Practices as outlined in the Water Quality Management Plan.
    - Proposed grading -- structures, curbs, walls (height), gutters, pavement, drainage structures, swales, mounding, slopes, open space, and trails. The plan shall include: distances, spot elevations, gradients, contours, details, cross-sections, flow arrows, etc.

Existing grading -- same as for proposed grading, except shall be screened as a background for the proposed grading information.

Maximum contour intervals shall conform to the following:

Slope	2% or less	From 2% to 9%	Over 9%
Interval	2'	5'	10'

Prior to preparing the topographic survey, the applicant should meet with City staff to determine the limits of topography or the applicant shall provide a topographic map showing the existing features within 200 feet beyond site boundaries (label "To remain" or "To be removed") -- natural ground (contours), trees, structures, (pad and floor elevations), drainage courses, drainage facilities (type and size), streets, trails, slopes, etc.

Structures - footprints, pad and floor elevations, retaining walls, stem walls, etc.

Cross-sections at all site boundaries shall be drawn to both an engineering horizontal and vertical scale showing existing and proposed grading, cut versus fill conditions, wall heights (including retaining walls), and elevation differences (maximum and minimum conditions) between off-site structures and those on-site. Sections shall extend through building pads and/or streets. Sections shall be drawn where the adjacent property is affected to the greatest extent.

Separate cut and fill areas with a clearly identified line. In addition, one copy of the plan shall be submitted with fill areas colored in green and cut areas colored in red.

Drainage and flood control facilities -- size, type, etc.

Easements, property lines, rights-of-way.

Earthwork quantities -- borrow and disposal areas.

Natural areas to be preserved (undisturbed -- no grading).

Parkway culverts where drainage is directed to streets, except for single family residences.

Retaining walls -- top and footing elevations.

Shade pavement and slope 3:1 or steeper.

Location, elevation, and size of proposed building pads.

Streets - existing and proposed cross-sections, improvements, rights-of-way, etc. Show centerline radii and gradient.

Existing and proposed sewers or other method of sewerage.

Indicate location of benchmark(s).

Line of sight (see separate handout available from the Engineering Department).

For new development and significant redevelopment projects where a Preliminary Project-Specific Water Quality Management Plan (WQMP) is required, the Preliminary Project-Specific WQMP may consist of only a complete WQMP Site and Drainage Plan. This Plan shall be labeled "Preliminary WQMP Site and Drainage Plan".

Total existing impervious area (Square feet).

Total new impervious area (square feet).

Total removal and replacement of impervious area (square feet)

D. **Overhead Utility Plan:** This plan shall be drawn to scale on an 8-1/2"X11" format showing the location and type of existing utility lines and supporting poles on both sides of all streets, alleys, railroad and flood control channel rights-of-way adjacent to the project limits and extending to the first existing pole off-site from the site boundaries (see separate handout available from the Engineering Department).

## SECTION 5: Additional Submittal Requirements

**Additional documents (analyses, special studies, assessments, reports, etc.) that discuss the following may be required based upon initial consultation with Staff and/or after further review of the development application once it has been submitted:**

<input type="checkbox"/>	Air Quality/Greenhouse Gases	<input type="checkbox"/>	Phase 1 Environmental	<input type="checkbox"/>	Photometric/Lighting
<input type="checkbox"/>	Alquist-Priolo/Fault Hazard	<input type="checkbox"/>	Health Risk (Air Emissions)	<input type="checkbox"/>	Soils
<input type="checkbox"/>	Arborist/Tree	<input type="checkbox"/>	Line of Sight	<input type="checkbox"/>	Slope (Hillside Development)
<input type="checkbox"/>	Biological Resources	<input type="checkbox"/>	Local Significance Thresholds	<input type="checkbox"/>	Traffic
<input type="checkbox"/>	Cultural/Historic Resources	<input type="checkbox"/>	Noise/Acoustic	<input type="checkbox"/>	Final Project-Specific WQMP
<input type="checkbox"/>	Drainage	<input type="checkbox"/>	Parking	<input type="checkbox"/>	Other

**The contents of these documents are described in other handouts, the City's Municipal Code, City ordinances, and/or State regulations. The applicant is responsible for the preparation of special studies and/or reports, and paying/reimbursing the City, its agent(s), officer(s), and/or consultant(s) for all costs for the preparation, review, analysis, recommendations, mitigations, etc., of special studies and/or reports.**