

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

