



PARCEL MAP AND SUBDIVISION FILING INSTRUCTIONS

Applicant: The following list includes all the items you must normally submit for a complete application. Certain items may not apply to your project. If you are unsure, ask Planning staff. If your application is incomplete, the application will be delayed.

ITEMS TO BE SUBMITTED:

- ☐ Completed Project Application form
- ☐ Five (5) folded* copies of the tentative map (plus one 8½" x 11" reduction thereof) which has been prepared by or under the direction of a licensed land surveyor or registered engineer. The tentative map shall contain the following:

Form of Map:

- Size (18" x 26") ☐ Scale ☐ Location Map ☐ Date ☐ Tract Name/No. ☐
- North Point ☐ APN ☐ Name/Address of Owner ☐ Name/Address of Subdivider ☐
- Name/Address of Engineer ☐ Lot Dimensions ☐ Lot Nos. ☐ Acreage/Nearest 10th ☐
- Elevations/Contours/Slope ☐ Location/Size of Pipelines ☐ City Limit Lines ☐
- Location/Names/Width – all streets ☐ Location/Character Existing Public Utilities ☐
- Widths/Locations/Purposes Existing/Proposed Easements ☐ Boundaries/Units within Subdivision ☐
- Typical Section/Proposed Street Improvements ☐ Distances/Quarter Section Bounds ☐
- Areas Subject to Inundation/Storm Water Overflows ☐

Subdivider's Statements:

- Improvements/Utilities Proposed & When ☐ Proposed Drainage ☐ Provision Water ☐
- Provision Sewage Disposal ☐ Existing Use of Property ☐ Proposed Use of Property ☐
- Justification/Reasons for Exceptions to the Subdivision Ordinance ☐
- Owner's Statement (if different from the subdivider) ☐
- Name/Address/Telephone Number of Individuals to Receive Communications ☐
- ☐ Five (5) folded* copies and one (1) 8½" x 11" reduction of building elevations (for new and to be remodeled commercial, industrial, and multifamily uses)
- ☐ Completed Initial Study
- ☐ Appropriate fee

*** NOTE: Maps must be folded or the submission will not be accepted.**