



**CITY OF ARROYO GRANDE  
COMMUNITY DEVELOPMENT DEPARTMENT  
TENTATIVE TRACT MAP**

The following list includes all of the items you must submit for a complete application. Some specific types of information may not apply to your particular project and, as noted, some items may only be required in certain circumstances. If you are not sure if a specific requirement applies to your project, please ask the Community Development Staff. A copy of this list will be used to check your application for completeness after it is submitted. If your application is not complete, a copy of the list will be returned to you with additional requirements noted.

FOR STAFF USE ONLY			
DATE SUBMITTED	DATE DEEMED COMPLETE	CHECKED BY	CASE NUMBER

Applicant	City	REQUIRED ITEMS
<input type="checkbox"/>	<input type="checkbox"/>	1. Completed application form. Payment in full of applicable fees for processing the application.
<input type="checkbox"/>	<input type="checkbox"/>	2. See Specification Sheet, attached to the application, for "Posting of Project Signs".
<input type="checkbox"/>	<input type="checkbox"/>	3. Two (2) sets of typed, gummed labels on 8-1/2" x 11" sheets listing the names, addresses, and assessor's parcel number of all <b>property owners</b> within a radius of <b>300 feet</b> of the <b>exterior boundaries</b> of the subject property, along with copies of the applicable assessor's parcel map book pages.
<input type="checkbox"/>	<input type="checkbox"/>	4. Eight (8) copies initially of the Tentative Tract Map (folded to 9" x 12" size) prepared under the direction of and signed by a registered civil engineer or licensed land surveyor, and one 8-1/2" x 11" reduction of each sheet showing the following:
<input type="checkbox"/>	<input type="checkbox"/>	A. The Tentative Tract number obtained from the County Planning Department.
<input type="checkbox"/>	<input type="checkbox"/>	B. Names, addresses, and telephone numbers of the record owner, applicant, and person preparing the map (including this person's registration or license number).
<input type="checkbox"/>	<input type="checkbox"/>	C. North arrow, scale, date of preparation, and area (in square feet and acres) of the Tentative Tract Map, and the date of the survey.
<input type="checkbox"/>	<input type="checkbox"/>	D. Boundaries of the subdivision, defined by the legal description, with sufficient information to locate the property and to determine its position with respect to adjacent named or numbered subdivisions, if any.
<input type="checkbox"/>	<input type="checkbox"/>	E. A general location map of the area to be subdivided showing its relation to existing main thoroughfares and the distance from the nearest public street centerline to the boundary of the proposed subdivision.
<input type="checkbox"/>	<input type="checkbox"/>	F. Topographic information with a reference to the source of information. Contours of adjacent land within one hundred (100) feet of the land division shall also be shown. Contour lines shall have the following intervals:
<input type="checkbox"/>	<input type="checkbox"/>	1. Two (2) foot contour interval for ground slope between level and ten (10) percent.
<input type="checkbox"/>	<input type="checkbox"/>	2. Five (5) foot contour interval for ground slope exceeding ten (10) percent.

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<input type="checkbox"/>	<input type="checkbox"/>	G. The lot layout, approximate dimensions of each lot, number of each lot, total area in square footage or acreage to the nearest one-tenth (1/10th) acre of each lot, the approximate finish grade where pads are proposed for building sites, building envelopes, and setbacks for each property. Minimum lettering height shall be one-eighth (1/8th) inch. Lots shall be numbered consecutively and the total number of lots shall be indicated on the Tentative Tract Map.
<input type="checkbox"/>	<input type="checkbox"/>	H. The approximate location and general description, including species and trunk and canopy diameter, of any trees over two (2) inches in diameter at the trunk upon the property or off-site but affected by the project, with notations as to their proposed retention or destruction, and as to general type of vegetation in areas not occupied by trees.
<input type="checkbox"/>	<input type="checkbox"/>	I. The location and outline to scale of each building or structure within the land division and within ten (10) feet, and the proposed disposition of such buildings or structures.
<input type="checkbox"/>	<input type="checkbox"/>	J. The locations, widths, grades, and names or designations of all existing and proposed streets, alleys, paths, and other rights-of-way, whether public or private, within and adjacent to the land division; private easements within and adjacent to the subdivision; the radius of each centerline curve; a cross-section of each street; and any planned line for street widening or for any other public project in and adjacent to the subdivision. Private streets shall be clearly indicated. The lettered designation of each proposed highway or street shall be shown on the Tentative Tract Map.
<input type="checkbox"/>	<input type="checkbox"/>	K. Width, approximate locations, and purposes of all existing or proposed easements or rights-of-way for drainage, sewers, flood control, or other public purposes, shown by dashed lines, within and adjacent to the land division (including proposed building setback lines, if known). Existing easements shall show the name of the easement holder, purpose of easement, and the legal reference for the easement. If an easement is blanket or indeterminate in nature, a note to this effect shall be placed on the tentative map.
<input type="checkbox"/>	<input type="checkbox"/>	L. The location of existing or abandoned water wells, sumps, cesspools, sewers, culverts, springs, water impoundments, drain pipes, underground structures, or sand, gravel, or other excavations within the subdivision and within two hundred (200) feet of any portion of the subdivision, noting thereon whether or not they are to be abandoned, removed, or used.
<input type="checkbox"/>	<input type="checkbox"/>	M. The location of existing or proposed surface easements, ground leases, or access agreements.
<input type="checkbox"/>	<input type="checkbox"/>	N. The location, width, and directions of flow of all watercourses and flood-control areas within and adjacent to the property involved; and the proposed method of providing storm water drainage and erosion control. In the event that such information cannot satisfactorily be shown on the tentative map, the map shall be accompanied by whatever supplemental maps or written reports are necessary to show the proposal.
<input type="checkbox"/>	<input type="checkbox"/>	O. All existing and proposed utilities, including size of water lines and the size and grade of sewer lines, locations of manholes, fire hydrants, street trees, and street lights.
<input type="checkbox"/>	<input type="checkbox"/>	P. The location of all potentially dangerous areas, including areas subject to inundation, landslide, settlement, excessive noise, or fire hazard, and the means of mitigating the hazards.

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<input type="checkbox"/>	<input type="checkbox"/>	Q. A layout of adjoining property in sufficient detail to show the effect of proposed streets that may intersect such property.
<input type="checkbox"/>	<input type="checkbox"/>	R. The location of any previously filled areas within the subdivision.
<input type="checkbox"/>	<input type="checkbox"/>	S. The designation of all remainder parcels.
<input type="checkbox"/>	<input type="checkbox"/>	T. The boundaries, acreage, and the use of existing and proposed public areas in and adjacent to the subdivisions. If land is to be offered for dedication for park or recreation purposes or for the purpose of providing public access to any public water or stream, it shall be so designated.
<input type="checkbox"/>	<input type="checkbox"/>	5. The following supplemental drawings, statements, and data shall accompany the Tentative Tract Map:
<input type="checkbox"/>	<input type="checkbox"/>	A. Two (2) copies of a preliminary title report for the subject property, dated within the last six (6) months.
<input type="checkbox"/>	<input type="checkbox"/>	B. Three (3) copies of a flood hazard report if required by the City Engineer.
<input type="checkbox"/>	<input type="checkbox"/>	C. Ten (10) copies of a preliminary grading plan.
<input type="checkbox"/>	<input type="checkbox"/>	D. A description of proposed public or commonly held areas, and draft "open space" easement agreements, if applicable.
<input type="checkbox"/>	<input type="checkbox"/>	E. Draft covenants, conditions, and restrictions if they are integral to the development concept or propose atypical requirements.
<input type="checkbox"/>	<input type="checkbox"/>	F. A description of requested exceptions from land division design standards for such items as street section or utility easements.
<input type="checkbox"/>	<input type="checkbox"/>	G. Proposed building setbacks and yards. A Variance is necessary for proposed setbacks less than those set forth in the zoning district.
<input type="checkbox"/>	<input type="checkbox"/>	H. An engineering geology report may be required in areas of landslide risk, liquefaction potential and/or subsidence potential as determined by the Community Development Director or City Engineer, or based on previous environmental documents. The engineering geology report shall include definite statements, conclusions, and recommendations concerning the following, as applicable:
<input type="checkbox"/>	<input type="checkbox"/>	1. Location of major geologic features;
<input type="checkbox"/>	<input type="checkbox"/>	2. Topography and drainage in the subject areas;
<input type="checkbox"/>	<input type="checkbox"/>	3. Distribution and general nature of rock and soils;
<input type="checkbox"/>	<input type="checkbox"/>	4. A reasonable evaluation and prediction of the performance of any proposed cut or fill in relation to geological conditions;
<input type="checkbox"/>	<input type="checkbox"/>	5. Recommendations concerning future detailed subsurface sampling and testing that may be required prior to building;
<input type="checkbox"/>	<input type="checkbox"/>	6. Capability of soils and substrata to support structures.
		The geologic evaluation shall state whether the proposed plan is feasible and provide general solutions for all known hazardous conditions or problems. The evaluation shall include the location and lots of any test borings and shall evaluate the effect of the geology on the proposed development and on adjacent properties. The evaluation report shall point out specific areas where development may create hazardous conditions.

Applicant	City	REQUIRED ITEMS
<input type="checkbox"/>	<input type="checkbox"/>	<p>I. A preliminary soils engineering report, prepared by a civil engineer registered in the State of California and based upon adequate test borings, shall be required for every subdivision, unless the City Engineer determines that, due to existing information available on the soils of the subdivision, no analysis is necessary. If the soils engineering report indicates soil problems that, if not corrected, could lead to structural defects, a soils investigation of each lot in the subdivision may be required.</p>
		<p>The soils engineering report shall include data regarding the nature, distribution, and strength of existing soils, conclusions, and recommendations for grading procedures and design criteria for corrective measures, when necessary, and opinions and recommendations covering adequacy of sites for development. The report shall include the locations and logs of any test borings, percolation test results, and a hydrological evaluation if on-site sewage disposal is proposed.</p> <p>(A subdivision where soil or geologic problems exist may be approved if the City determines recommended corrective measures are sufficient to prevent damage to structures or public improvements within or adjacent to the area to be subdivided. Recommended corrective measures may be required conditions of improvement plans and building permits.)</p>
<input type="checkbox"/>	<input type="checkbox"/>	<p>J. In potential noise problem areas, identified in the Noise Element of the General Plan or by the Community Development Director, specific site analysis by an acoustical engineer or other approved professional with qualifications in acoustic design may be required by the Community Development Director. Such study shall define the noise exposure problems, conclusions, and recommendations for corrective or mitigating measures, when necessary, and opinions and recommendations covering the suitability of the site for development.</p>
<input type="checkbox"/>	<input type="checkbox"/>	<p>K. Slope analysis map for land divisions with any portion having a slope greater than 7%. The slope categories to be utilized are 0-7%, 7-15%, 15-25%, and 25+ %, with each category described by a separate color. The slope analysis sheet shall be stamped and signed by a registered civil engineer, registered architect, or registered landscape architect indicating that the slope has been accurately calculated and illustrated.</p>
<input type="checkbox"/>	<input type="checkbox"/>	<p>L. Floor plans and elevations as set forth in Policy LU 12-9.2 of the Land Use Element of the General Plan.</p>
<input type="checkbox"/>	<input type="checkbox"/>	<p>M. Any other data or reports as deemed necessary by the Community Development Director and/or the City Engineer.</p>
<input type="checkbox"/>	<input type="checkbox"/>	<p>N. Any exception being requested in accordance with the requirements of Section 16-20.050 A (Conformance) of Title 16 of the Municipal Code, clearly labeled and identified as to nature and purpose.</p>
<input type="checkbox"/>	<input type="checkbox"/>	<p>6. All blueprints submitted shall be collated and stapled on the short end of the plans.</p>
<input type="checkbox"/>	<input type="checkbox"/>	<p>7. Electronic copies of all document submittals in PDF format on USB. Electronic plans shall include one (1) high-quality version for reproduction and one (1) version optimized for web posting.</p>