

**PARCEL MAP APPLICATION CHECKLIST**

Date submitted \_\_\_\_\_

Applicant \_\_\_\_\_ Project \_\_\_\_\_

*To ensure that your application is complete and to avoid delays, please provide all information requested below that is applicable to your project and provide a copy of the completed checklist with your application. If you have any questions or need assistance, contact the Community Development Department.*

- Completed & signed *general application form*
- All *applicable fees* (see City Fee Schedule)
- Three (3) sets of mailing labels* of all property owners within 300-feet of the project’s site boundary. The names and addresses of owners are those listed on the most current county equalized assessment roll or available from a title company.
- Applicant’s statement* of all information considered by the applicant to be relevant, necessary or useful in processing this application
- A *CLTA Subdivision Guaranty*
- Complete Project Description
- 20 Copies of the Tentative Tract Map.** Maps must be 12”x26”, or 24”x36” and folded to a dimension not larger than 8 ½ x 13 at the time of application submittal.
- The following is required by the King City Municipal Code, Chapter 16.36:
  - Tentative parcel map
    - Drawn to scale with scale shown
    - On 18” x 26” tracing paper
    - Shows name, address, and telephone number of record owner and person filing the map
    - Shows the parcel map number of the proposed subdivision
    - Shows name and address of the licensed land surveyor, registered civil engineer, or other qualified professional who prepared the map
    - Shows name and legal designation of the tract or grant in which the subdivision is located and ties to adjoining streets
    - Includes any other data necessary for the intelligent interpretation of the conditions existing and the location of recorded points, lines, and areas shown including but not limited to:
      1. The contour of the land at intervals of one foot of elevation up to five percent slope; two foot intervals up to ten percent slope and five foot intervals over ten percent
      2. Sufficient data to determine boundaries of division accurately
      3. Width, location and purpose of all existing and proposed easements
      4. The width and grade of all streets and other rights-of-way whether proposed for dedication or existing
      5. The approximate radii of all curves
      6. The locations of areas subject to flood or inundation
      7. Approximate elevations of street intersections
      8. The location, size and grades of proposed sewers, water lines and storm drains
      9. The location of all proposed fire hydrants, street lights and easements

The following *statements* shall accompany the tentative tract map:

- A statement by the subdivider as to *drainage*, surfacing or other required improvements to be constructed.
- Whether proposed roads, widenings, or street openings are offered for dedication, and if so, copies of a preliminary title report on subject property shall be included.
- Statement as to existing zoning and proposed use.
- Statement and report on *soil tests* or *geologic report, if required by the city engineer.*

*Please note that the above information is needed to find the application complete. However, additional information (e.g., environmental studies) may be required after the application is found complete.*