

# TENTATIVE TRACT MAP CHECKLIST

## COMMUNITY DEVELOPMENT DEPARTMENT

Type of Map:    TENTATIVE                       VESTING                       FINAL

<b>DATE SUBMITTED:</b>	<b>APPLICANT NAME:</b>
<b>PROJECT NAME:</b>	<b>PROJECT SITE:</b>
<b>CASE NO.:</b>	<b>FEES PAID:</b>

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, please contact the Community Development Department.

- Completed & signed *General Application Form*
- All *applicable fees* (see City Fee Schedule)
- Hazardous Waste Site Declaration Sheet*
- Trip Reduction Checklist* required for any new development that includes 25 or more housing units or exceeds the 50 employee threshold. See **Chapter 12.24** of King City Municipal Code for “Trip Reduction Requirements” including employee calculation and other information.
- 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. Labels can be obtained from a title company
- Ten (10)** copies of each of the following *exhibitions* due at the **time of application submittal**
- Ten (10)** copies of each of the following *exhibitions*, including *modifications* thereof, due upon **notification of Public Hearing date**
- Electronic copy** of all written exhibition materials (e.g., project description, title page, etc.)

**EXHIBITIONS**

- Complete Project Description** with written statement by the subdivider as follows:
  - Compliance with Title 16 of King City Municipal Code (Subdivisions)
  - Description of any environmental issues;
  - Description of zoning designation and proposed uses of the property;

# TENTATIVE TRACT MAP CHECKLIST

## COMMUNITY DEVELOPMENT DEPARTMENT

- Statement as to intention of subdivider in regard to slope planting; erosion control and improvements to be constructed, as required in Chapters 16.12 and 16.16 of the Municipal Code;
- Statements regarding front line setbacks and building lines;
- Proposed source of water supply and sewage disposal, indicating whether compliance with Chapter 16.16 of Municipal Code can be met;
- Type of tree planting proposed;
- Proposed public areas to be dedicated;
- Statement as to development of lots (whether for sale as lots or fully developed house and lot);

### **Map Specifications:**

- **18" x 26" Paper** (minimum map size)
- **Drawn to Scale** using standard architectural practice (Minimum scale shall be 1" = 100').
- All dimensions shall be in square feet unless otherwise noted
- **Date, North Arrow, and Scale.**
- **Legend**

- Title Page** with:
  1. **Name** and **address** of **recorded owner** and **subdivider**;
  2. **Name** and **address** of **surveyor or engineer** who prepared the tentative map;

- Map should include::**

1. A **sketch** indicating the location of the proposed subdivision in relation to the surrounding area or region, and showing land use in the surrounding area;
2. **Tract name** and **number, names of all adjacent subdivisions; location of, names and width of adjacent streets, highways, alleys and ways**, together with the type and **location of street improvements** thereon;
3. The **contour of the land** at intervals of not more than one foot if the general slope of the land is less than five percent, or of not more than two feet if the slope is between five and ten percent, or of not more than five feet if the general slope of the land is greater than ten percent;
4. Sufficient data to define the boundaries of the tract, or a legal description of the tract and opaque red border on reverse side of map to indicate tract boundaries;
5. **Width, approximate locations** and **purpose of all existing** and **proposed easements**, together with all **building** and **use restrictions** applicable thereto;
6. The **width** and **approximate grade of all streets, highways, alleys, easements** and other **rights-of-way** proposed for dedication or not;
7. The approximate **radii** of all **curves**;
8. The approximate **dimensions of all lots**. All **lots** to be **numbered consecutively** throughout development;
9. The approximate **locations of areas subject to inundation** by **storm water overflow** and the **location, width and direction of flow of all watercourses existing and proposed**;
10. The **location** and **outline to scale of each building or structure within the subdivision**, noting thereon whether or not such **building or structure is to be removed** from or remain in the development of the subdivision and its future use;
11. Show **location** and approximate **elevation** of **sewer manhole** inverts;
12. Show approximate **elevation at street intersections**;
13. Proposed **location** of **street lights**;

# TENTATIVE TRACT MAP CHECKLIST

## COMMUNITY DEVELOPMENT DEPARTMENT

14. The *location, pipe size and approximate grades of proposed sewers, water pipe and underground storm drains*, including the proposed location of *fire plugs*;
15. The *location of existing wells, cesspools, sewers, culverts, drain pipes, underground structures or sand, gravel* or other *excavation* within *two hundred feet (200-feet)* of any portion of the subdivision, noting thereon whether they are to be abandoned or used. (Ord. 355 §§ 8.10, 8.11, 1973)

*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.*