



CITY OF ATASCADERO

Community Development Department

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Tentative Parcel Map Application Checklist

NOTE: A FINAL MAP IS REQUIRED AFTER TENTATIVE MAP APPROVAL

Pre-Application Meeting: Prior to a formal map submittal, a pre-application meeting with a planner is encouraged to review the application requirements and preliminary plans in relation to City development policies, General Plan and zoning requirements along with any potential development issues.

Application Intake Meeting: All applications **require** a submittal meeting with a staff planner to be sure each of the below-stated submittal requirements has been completed. A complete application will expedite the initial planning & engineering review process.

APPLICATION CHECKLIST:

- Completed Application Form & Fees: Each property owner with a fee title interest in the property must complete and sign a separate form. Fee must be payed upon submittal. Contact the City of Atascadero at (805) 461-5000 for a fee estimate.
- Complete Plan Set: Initial submittal: Six (6) full sized (ARCH D 24"x36") copies of all plans to be provided along with a ledger size (11"x17") reduction of each sheet. *Staff will request ten (10) plans when project is complete and ready for hearing.* Each full-sized plan set to be **stapled and folded** to 9" x 12" size. *Rolled plans will not be accepted.* Each sheet shall contain the name and address of the project, scale, preparation and/or revision, date, applicant name or firm name preparing the plans. Plan sets shall include the following:
 - The map number; name if any; date of preparation; north point; scale (not less than 1" = 100'); and if based on a survey, the date and official record of the survey;
 - Name and addresses of the person or entity which prepared the map and the applicable registration or license number and expiration date thereof;
 - Names and addresses of the subdivider and all parties having a record title interest in the property being subdivided;
 - The boundaries of the subdivision, defined by legal description, with sufficient information to locate the property and to determine its position with respect or adjacent named or numbered subdivisions, if any;
 - Topographic information with a reference to the source of the information. Contour lines shall have the following intervals:
 - Five-foot contour interval for undeveloped areas and two-foot intervals for building sites within the Urban Services Line;
 - Ten-foot contour interval for undeveloped areas and two-foot intervals for building sites and paved or graded areas outside the Urban Services Line. Contours of adjacent land shall also be shown whenever the surface features of such land affect the design or development of the proposed subdivision;
 - The approximate location and general description of any trees (evergreens greater than 4"dbh, deciduous greater than 2"dbh), and/or the canopy cover of all site trees, with notations as to their proposed retention, mitigation actions, or removal. Also note the general type/species of vegetation in areas not occupied by trees;
 - The location and outline, to scale, of all structures which are to be retained within the subdivision and all structures outside the subdivision and within ten feet of the boundary lines/ the distances between structures to be retained, existing or proposed street and lot lines; notations concerning all structures which are to be removed;
 - The locations, widths and purposes of all existing and proposed easements for utilities, drainage and other public purposes shown by dashed lines, within and adjacent to the subdivision (including proposed building setback lines, if known); all existing and proposed utilities including size of water lines and size and grade of sewer lines, locations of manholes, fire hydrants, street trees and street lights;
 - The location, width and directions of flow of all water courses and flood-control areas within and adjacent to the property involved; the proposed method of providing stormwater drainage and erosion control;
 - The location of all potentially dangerous areas, including areas subject to inundation, landslide, or settlement, or excessive noise, and the means of mitigating the hazards;
 - The locations, widths and names or designations of all existing or proposed streets, alleys, paths and other rights-of-way, whether public or private; private easements within and adjacent to the subdivision; the radius of each centerline curve; a

- cross section of each street; 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 lines and approximate dimensions of all lots; the number assigned to each lot; the total number of lots; the approximate areas of the lots; lots shall be numbered consecutively;
 - The boundaries, acreage and use of existing and proposed public areas in and adjacent to the subdivision. If land is to be offered for dedication for park or recreation purposes or for purposed of providing public access to any public waterway, river or stream, it shall be so designated;
 - The location of all railroad rights –of-way and grade crossings;
 - The locations of any existing or abandoned wells, septic leaching fields, springs, water impoundments and similar features to the extent they affect the proposed use of the property;
 - Any exception being requested in accordance with the requirements of Chapter 11-11 (Subdivision Exceptions) shall be clearly labeled and identified as to nature and purpose;
 - When it is known that separate final maps are to be filed on portions of the property shown on the tentative map, note the subdivision boundaries which will appear on the final maps and the sequence in which the final maps will be filed;
 - Maps for condominium projects shall indicate the address of the property and the number, size, and location of proposed dwelling units; parking spaces; and private or public use open space(s). For all condominium projects, the area of each floor shall be shown in proper scale and location together with the plan view or each ownership unit;
 - The location of proposed building sites and septic system leach fields shall be shown for any proposed lot having an average cross slope of 20% or greater;
 - Preliminary title report (current within six months);
 - A vicinity map of appropriate scale showing sufficient adjoining areas in order to clearly indicate surrounding streets, other land in the sub divider’s ownership, and other features which have a bearing on the proposed subdivision;
 - In areas where septic systems will be utilized for waste disposal, a percolation test for each lot;
 - A soils engineering report, prepared by a civil engineer registered in the State and based upon adequate test borings, may be required for every subdivision. The City Engineer may determine that, due to existing information available on the soils of the subdivision, no analysis is necessary. If the soils engineering report indicates soil problems, which, if not corrected, could lead to structural defects, a soils investigation of each lot in the subdivision may be required. The soils engineering report shall include data regarding the nature, distribution, and strength of existing soils, conclusions and recommendations for grading procedures; design criteria for corrective measures, when necessary; and opinions and recommendations covering adequacy of sites for development;
 - Electronic PDF copy of all plans and supporting documents

Applicants: *This checklist includes all the items you must submit for a complete application. Planning staff will use a copy of this list to check your application for completeness after it is submitted. Other items may be required as necessary as each project and project site is unique. If the application is not complete a notice of incompleteness will be sent within 30 days of application submittal. If you have any questions please call (805) 461-5035 and ask to speak with a Planner.*

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