



Tentative Parcel Map Checklist

INTAKE MEETINGS ARE REQUIRED AND BY APPOINTMENT ONLY.

MONDAY – FRIDAY BETWEEN 8:30 A.M – 4:00 P.M.

Incomplete submittals and walk-in submittals will **not** be accepted at the counter.

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

Discretionary Review: Parcel maps are generally processed as discretionary projects. The City may impose requirements not referenced in the Atascadero Municipal Code based on specific features of the lot(s) and surrounding environment.

Application Intake Meeting: All applications require a submittal meeting with a staff planner to ensure application requirements have been fulfilled. A complete application expedites the initial planning review process.

Digital Submittals: **Fully digital submittals are encouraged.** Paper copies of plans and supporting documents will be accepted but are not required. Fold or roll all plans if submitting materials on paper. **Digital copies are required even if the original submittal is on paper.** Please contact Planning staff for a digital folder link prior to intake meeting.

I. General Application Materials:

- Complete Planning Application** – Signed by each property owner and the applicant/representative if applicable. Each property owner with a fee title interest in the property must complete and sign a separate application. Wet signature or digital signature (DocuSign, Adobe, etc.) required. Applications with a typed or scanned signature will not be accepted.
- Full Chain of Title** – Obtained from a title company or through County records.
- Full Payment of Applicable Fees** – Contact planning@atascadero.org for fee calculation. We accept in-person payment via cash, debit/credit card (under \$5,000), or check. Mailed checks are also accepted. Do not mail cash.
- Complete Plan Set** – 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" = 20'); 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 properties;
 - The location and outline, to scale, of all structures 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 (lots shall be numbered consecutively); the total number of lots; the approximate areas of the lots;
- 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.

II. Additional Documentation:

- Subdivision Exceptions** – Any exception being requested in accordance with the requirements of Atascadero Municipal Code Title 11, Chapter 9 (Subdivision Exceptions) shall be clearly labeled and identified as to nature and purpose.
- Building Envelopes** – The location of proposed building sites and septic system leach fields shall be shown for any existing and/or proposed lots having an average cross slope of 30% or greater.
- Authorization** – An authorization consenting to the proposed subdivision signed by all parties having a fee title interest in the property to be subdivided.
- Vicinity Map** – A vicinity map of appropriate scale showing sufficient adjoining areas in order to clearly indicate surrounding streets, other land in the subdividers ownership, and other features which have a bearing on the proposed subdivision.
- Draft Easement Language** – If requesting easement(s).
- Percolation Test(s)** – In areas where septic systems will be utilized for wastewater disposal.
- Soils Report** – 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.
- Condominium Information** – 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.
- Phased Final Maps** – 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.