



## TENTATIVE MAP

Tentative Map applications are required for the subdivision of residentially zoned land into five or more legal, developable parcels which meet the requirements of the Land Use and Development Code or applicable Policy Plan. The Tentative Map must include existing conditions in and around the subdivision. Vesting Tentative Maps are similar to regular Tentative Maps except that the approval confers a vested right to proceed with development in substantial compliance with the ordinances, policies and standards in effect at the time the vesting map is deemed complete. Both Tentative Maps and Vesting Tentative Maps are initially valid for a period of two years. Up to three one-year time extensions may be applied for, extending the life of the map up to a period of five years. A Final Map must be recorded for each subdivision prior to expiration.

### SUBMITTAL REQUIREMENTS

The completed master planning application and application fees shall be submitted at the time the application is filed. Project submittals that do not include the application, fees or submittal checklist items will not be accepted. All full size plans (24"x36") listed below shall be folded no larger than 9" x 12".

**Initial Study**

The Initial Study form shall be completed and submitted with the application. Depending on the type of environmental review required for the project, separate payment will be required to file a Notice of Exemption or Notice of Determination with the Solano County Clerk. Please include a separate check for \$50.00 check, made payable to Solano County, for the County Clerk processing fee. Additional environmental fees not listed here may be required by the California Department of Fish and Wildlife.

**Detailed Project Description**

A written description of the proposed project shall be submitted with the application. At a minimum, the description shall include lot sizes and zoning designation.

**Site Plans**

Ten (10) full size copies of an accurately drawn plan (minimum scale 1" = 10') are required. An alternate scale may be approved depending on plan legibility and area of the site. The Tentative Map plans shall delineate the following:

1. The size of the map shall be 24"x36" at a scale of 1" = 50' unless otherwise approved by the City Engineer.
2. The subdivision name or number, date, north point, scale, and sufficient information to determine location and boundaries.
3. Name and address of owners and subdivider.
4. Name, address, phone and R.E. or L.S. number of engineer or surveyor who prepared the map.
5. Elevations and contours of existing land at two-foot intervals.
6. Locations, widths, and approximate dimension and area.
7. All lots numbered with approximate dimension and area.
8. Outlines of existing buildings and note if they are to be moved or remain.
9. Approximate location of areas subject to inundation.
10. Location, width, direction of flow, and high-water elevation.

11. Any existing trees with trunk diameter of 10” or greater measured at a height of two feet above ground level should be precisely plotted and identified.
12. Sight triangle(s) at all driveways and intersections per City Standard 3-04A and 3-04B and residential driveways per standard 3-05 on both civil and landscape plans.

**Required Information**

The following information must be included on the map:

1. When the subdivision is abutted by undeveloped land, extend the contours beyond the boundaries a distance great enough to indicate the direction of this drainage with arrows.
2. Show the proposed finish grade elevations at various points along the boundary and a street centerline points-of-intersection. There should be enough elevations shown along the boundaries to indicate if the proposed lots will be higher or lower than adjacent property.
3. If off-site drainage will be intercepted by the project, indicate on the map how this drainage will be handled and the approximate area to be intercepted.
4. Show all existing streets adjacent to the proposed subdivision. This should include right-of-way widths and improvements such as curb, gutter, and pavement width.
5. Indicate existing water, sewer and storm drain lines which will serve the subdivision. If these lines are adjacent to the site, show them on the map. If they are not adjacent to the site, indicate their location by a note such as “water to be supplied by existing 12 in City line in Nut Tree Road 500’ north of subdivision”.
6. Show all existing easements on or adjacent to the site.
7. Show all existing drainage facilities on or adjacent to the site (to include swales, culverts, and ditches).
8. Show all proposed easements for utilities, sewer, water, drainage, access, etc.
9. List all easement or benefit districts which affect the property.
10. Describe existing water rights and proposed redistribution or water rights as follows: 1) a copy of the current County Assessor’s map depicting the present configuration of the land and showing the number of water rights assigned to each parcel(s), and 2) a map showing the configuration of the parcels after the proposed split and the redistribution of the water rights.

**Supplementary Information**

The following information is to be submitted with, but not on the Tentative Map:

1. Show all proposed drainage facilities both on-site and off-site. This should include:
  - a. Any existing swales, ditches, culverts, or storm drains to be joined with flow line elevations at the point of connection.
  - b. Approximate alignment, flow line elevations and slopes for all proposed storm drain lines, swales, ditches, and culverts.
  - c. Proposed location of inlet and outlet structures, including catch basins (of particular concern is how off-site drainage will be picked up and how concentrated flows will be outleted).
2. Show proposed sanitary sewer alignments with approximate slopes and flow line elevations at manholes.
3. Show the proposed point of connection to existing water mains.
4. Show the proposed point of connection to existing sanitary sewers and flow line elevations at these points.
5. Show any proposed siphons or lift stations for sanitary sewers.
6. Indicate all off-site areas to be served by the proposed utilities and any oversize or extra depth necessary to serve these areas.

**Electronic Copies**

Digital (PDF/Word) copies of all submittal items shall be included with the application.

**Mailing Notice Requirements**

A mailing list and adhesive labels of property owners and site occupants within **600 ft.** of the project site shall be submitted with the application. The list shall include the names, addresses and Assessor's Parcel Number of property owners and existing residents/tenant. Verification of accuracy of the list shall be the responsibility of the applicant. The list shall be certified by a title insurance company as being from the most recent County tax roll. The submittal shall include base maps at the same scale used by the Assessor's Office and a copy of the Assessment Roll. On the base map, the subject property shall be outlined in red and noted as the subject parcel(s). An additional red line shall be drawn at a radius specified above.

**Posting of On-Site Signage (for items going to Planning Commission and/or City Council)**

At least ten (10) calendar days before the scheduled public hearing, the project site shall be posted by the applicant, to the satisfaction of the Director, with one or more signs describing the project and advertising the public hearing(s). The sign(s) shall be visible from an adjacent street or other public right-of-way and placed on the site in a location determined by planning staff. Photo documentation shall be sent to the project planner at least ten (10) calendar days before the scheduled public hearing. Failure to do so may result in the postponement of the hearing.

**Roadway Alignments**

Projects located adjacent to public right-of-way that will be improved as listed on the City's Capital Improvement Program or included on the City's Traffic Impact Fee Plan shall show these future transportation improvements on the project plans. Diagrams may be obtained from the Public Works Department in the Traffic Engineering Division.

**Vesting Tentative Maps**

In addition to meeting all requirements listed above, the following items are required for Vesting Tentative Maps:

1. At the time a Vesting Tentative Map is filed, it shall have printed conspicuously on its face the words "Vesting Tentative Map".
2. An application for any Zoning Ordinance amendment that is required for the project to be consistent with the Land Use and Development Code.
3. An application for a Planned Unit Development for the proposed residential uses on the site including the required plans and exhibits of all dwelling units proposed in conjunction with the subdivision.
4. Acoustical analysis as required by the Planning Director to demonstrate compliance with the standards of the Noise Element of the General Plan.
5. Traffic and Circulation analysis as required by the Planning Director and/or Public Works Director.
6. The proposed location and characteristics of all proposed parks, open spaces, and school facilities including the proposed method of land acquisition, improvements, and maintenance.
7. An analysis of the subdivider's proposal to provide protection from the 100-year flood consistent with City regulations.

**Deviations**

Deviations to standards shall be identified on the plan and a written justification for the deviation shall be provided. If no deviations to standard, identify this on the plan. Any deviation not shown on the plan risks not being evaluated by Public Works and may require an approved project to go back through the process.