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## Tentative Subdivision Map

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The Tentative Map process is intended to ensure that the subdivision of land into five parcels or more occurs in a manner consistent with the California Subdivision Map Act and the City of Soledad Subdivision Ordinance. Tentative map review is concerned, among other things, with design, improvements and survey data for subdivisions, and the form and content of subdivision maps. Prior to any decision on a tentative map, noticed public hearings are held before both the Planning Commission and City Council to enable public review of proposed subdivisions and to ensure compatibility with surrounding neighborhoods and citywide development patterns.

**Pre Application Meeting:** Prior to a formal map submittal, a pre-application meeting with a planner and the city engineer is encouraged to review the application requirements and preliminary plans in relation to City general plan policies and requirements, and any potential development issues. The subdivider may submit three copies of a preliminary map of any proposed subdivision prior to the formal filing of a tentative map. A preliminary map can be schematic with less detail than the tentative map, but major issues and/or problem areas should be identified.

**Application Submittal Meeting:** All applications require a submittal meeting with a planner and the city engineer to be sure each of the below-stated submittal requirements has been completed. A complete application will expedite the initial review process. An appointment with a planner is required.

This checklist includes all the items you must submit for a complete application. Additional items may be required following review of the tentative map by City Staff. If the application is not complete, a notice of incompleteness will be sent within 30 days of application submittal. If you have any general questions, please call (831) 223-5041 and ask to speak with a Planner. Specific questions concerning the tentative map itself should be addressed to the City Engineer at (831) 223-5175 ([peter@cityofsoledad.com](mailto:peter@cityofsoledad.com)).

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### Application Submittal Checklist

- Completed Application Form and Filing Fees** (see attached). Property owner must complete and sign form. Application Fee and deposit (to be determined at intake meeting) must be submitted at time of application submittal.
- Completed Environmental Information Form.**
- Completed Hazardous Materials Questionnaire.**
- Preliminary Title Report**—two copies (current within three months of application submittal date).
- Soils Engineering Report.** Two copies of a preliminary soils report unless said requirement is waived by the City Engineer.
- Tentative Map.** Refer to attached checklist for tentative map requirements. *Initial Submittal:* Three (3) full-sized sets of plans (18" x 26" or 24" x 36") along with an 8½" x 11" reduction of each sheet. Each full-sized plan set to be stapled and folded to 9" x 12" inch minimum size.

*Subsequent Submittal:* Twelve (12) full-sized sets of plans will be required following initial review and prior to scheduling of public hearings, along with one 8½" x 11" reduction of each sheet. Each full-sized plan set to be stapled and folded to 9" x 12" minimum size. **Rolled plans will not be accepted.** A CD or DVD containing the tentative map in pdf or AutoCad format shall also be provided.

## **Public Hearing Notification Items**

- Assessor's Parcel Map(s) showing all properties within 300 feet of the subject site.
- Stamped and addressed envelopes for all property owners within 300 feet of the boundaries of the subject property.
- A hard copy and electronic (Excel) listing of property owners within 300 feet of the boundaries of the subject property.

## **Tentative Map Requirements**

All of the following listed items shall be shown on your tentative map before the application will be accepted as complete, unless indicated otherwise below, or unless the item(s) is not applicable to your project (as determined by City Staff). All maps must be prepared by a registered civil engineer or licensed surveyor. The map shall be of a minimum scale of one inch equals to one hundred feet (1"=100') with one inch blank margins. The Tentative Map shall also show any other required items as described in the City of Soledad Design Standards, Part V, pages 56-59, which is available for review and download at the City's web site, [www.cityofsoledad.com](http://www.cityofsoledad.com).

### ***Statement:***

- Names and addresses of the subdivider and all parties having a record title interest in the property being subdivided;
- Existing Zoning;
- Existing or previous use of the subject property;
- Proposed use of subject property;
- Proposed areas (acres) to be dedicated for street right-of-ways, utility easements, public parks and open space, common open space, etc.
- Total size of property, proposed number of lots, average lot size, minimum lot size, proposed gross and net density for residential subdivisions.
- Proposed utility providers for electricity, gas, cable TV;
- Proposed building setbacks and yards if different from those in the applicable zoning regulations;
- A description of requested exceptions from the subdivision design standards for such items as dimensions, street sections, and/or utility easements.

### ***Data and Information to be Provided:***

- Each sheet shall contain the name and location of the subdivision, assessor's parcel number(s), scale, preparation and/or revision date, applicant name, name and addresses of the person or entity who prepared the map and the applicable registration or license number and expiration date thereof, the total number of sheets and map sheet number, and if based on a survey, the date and official record of the survey;
- A vicinity map with minimum scale of one inch equals 1,000 feet showing the location of the subdivision with relation to surrounding area and well-known landmarks such as major roads, railroad, major buildings, etc.;
- The exterior boundaries of the subdivision and sufficient legal description to define the subdivision boundaries;
- Identification of any existing onsite structures, wells, utilities, drainage structures, fences, and/or fire hydrants (indicate structures to be removed);
- Within 150 feet of the subdivision boundaries, identification of adjoining subdivisions, streets, buildings and structures, terrain features, right-of-way and pavement width on existing streets providing access to the subdivision, existing utilities, drainage structures and fire hydrants;

- Approximate lot layout and dimensions, consecutive numbering of all lots, typical lot dimensions, lot sized for any non-rectangular lots, building pad elevations, and building setback lines ---show on all non-standard lots and show on typical lot where standard;
- Topographic information with a reference to the source of the information, including elevations within 100 feet beyond the subdivision boundaries. Existing and proposed contours shall be shown at the following intervals:
  - One-foot intervals for areas of one percent gradient or less,
  - Two-foot intervals for areas between one and ten percent gradient, inclusive,
  - Five-foot contour intervals on land over ten percent slope;
- The approximate location of all trees over four inches in diameter when measured 4 feet about existing ground level—any trees proposed for removal shall be so indicated;
- The approximate location of any areas subject to inundation or storm water overflow (before or after development) location, width and directions of flow of all ponds and water courses within and adjacent to the property; the proposed method of providing storm water drainage and erosion control;
- Location, right-of-way width, approximate proposed grades, centerline radius of each curve and names or designations of all existing or proposed streets (and alleys, if any) whether public or private; paths and walkways; typical cross sections for all streets; location and radius of curb returns and cul-de-sacs; and any planned line for street widening or for any other public improvement in and adjacent to the subdivision.
- Location, width and purpose(s) of all existing and proposed easements for utilities, drainage and other public purposes shown by dashed lines, within and adjacent to the subdivision;
- Location and size of existing and proposed utilities –water lines, sanitary sewers and storm drains, including locations of manholes and connection points. Indicate proposed gradients and approximate elevations of sanitary sewers and storm drains.
- Location and height of any retaining walls;
- Location of fire hydrants, street lights and street trees;
- Location and acreage of existing and proposed recreation sites, trails and parks in and adjacent to the subdivision, for private or public use. If land is to be offered for dedication for park or recreation purposes, it shall be so designated;
- Location, acreage and use of proposed common areas and areas to be dedicated as public open space;
- Any exception being requested to the requirements of Chapter 16.24 (Design and Improvement Requirements) 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 subdivision, the proposed phases and the proposed sequence in which the final maps will be filed shall be delineated;
- 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;
- Any portion of the subject property indicated as a “designated remainder” shall be delineated. A parcel designated “not a part” shall be considered the same as “designated remainder.”

**Additional Information That May Be Requested:**

- An authorization consenting to the proposed subdivision signed by all parties having a fee title interest in the property to be subdivided;

- If required by the City Engineer, a preliminary grading plan including locations of all cuts and fills over one foot in depth and typical sections at the subdivision boundaries and interior lot lines.
- An engineering geology report, prepared by a registered geologist, may be required in areas of moderate to high seismic risk –including but not limited to all areas over 25 percent slope, and in areas of high and high + liquefaction potential and subsidence potential as indicated by the soils engineering report. The engineering geology report shall assess probable seismic hazards of site development, and provide conclusions and recommendations concerning the following, as applicable:
  1. Location of major geologic features;
  2. Topography and drainage in the subject areas;
  3. Distributions and general nature of rock and soils;
  4. A reasonable evaluation and prediction of the performance of any proposed cut or fill in relation to geologic conditions;
  5. An evaluation of existing and anticipated surface and subsurface water in relations to proposed development;
  6. Capability of soils and substrata to support structures; and
  7. Recommendations concerning future detailed subsurface sampling and testing that may be required prior to building.
- 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, based upon information in the preliminary soils report for the subdivision, no further 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;
- Any other information that the Community Development Director determines is necessary for full evaluation of the proposed subdivision.