



Community Development Department Planning Division

14177 Frederick Street
PO Box 8805
Moreno Valley, CA 92552-0805

TENTATIVE TRACT /
PARCEL MAP



(951) 413-3206



Fax (951) 413-3210

STEP ONE SUBMITAL REQUIREMENTS

- Completed and Signed Project Application
 - Current Application Fee \$ _____
 - Copy of Preliminary Title Report, shall include easements recorded easements
 - Set of photographs of the site and surrounding property and an index showing the location and orientation of the photographs. Photos shall be mounted on a copy of a map of the property for display at the public hearing(s). The map shall be folded to not more than 8 ½ x 11".
 - Legible black and white reduction of the tentative tract/parcel map no larger than 11 x 17"
 - (8) Sets of the following plans, collated, stapled, and folded to 8 ½ x 11". (see exhibit requirements)
 - o Tentative Tract/Parcel Map showing all existing easements and rights-of-ways and Phasing Plan (*if phasing is proposed*).
 - o Preliminary Grading Plan
- Please note:** Rolled Plans will not be accepted (Submittal of vesting tentative maps shall include the additional submittal requirements in Section 9.14.160 of the City's Development Code).

- Land Development Requirements**
- (2) Preliminary Drainage Study (may not be required for in-fill projects)
 - Slope Stability Analysis (required for developments involving slopes greater than 10 feet in vertical height prepared by either a registered Geotechnical engineer or a registered Engineering Geologist – Municipal Code 9.14.040)
 - (2) Preliminary Water Quality Management Plan submitted separately to Land Development with fee (required for projects requiring discretionary approval)

Submittal Requirements for Pre-Application, Extension of Time OR Phasing Plan

- (8) Sets of the Site Plan with dimensions collated, stapled, and folded to 8 x 17" (see Project Exhibit requirements)
- Legible black and white reduction of the tentative tract/parcel map no larger than 11 x 17"

APPLICATION PROCESS

Each application must be submitted with the required processing fee and all applicable submittal requirements. Additional information or materials may be needed before an application is accepted as COMPLETE. An incomplete application may be closed if it remains inactive for (180) days or more.

STEP TWO SUBMITAL REQUIREMENTS

Step two provides additional information that may be required by the Project Review Staff Committee (PRSC) and Code requirements. Information required could include project redesign and additional information for design and/or landscape review and public hearing (if applicable).

PROJECT EXHIBITS

- (8) Sets of the following revised (if required) plans, including phasing plan, if applicable, collated, stapled, and folded to 8 ½ x 11". (follow the Step One Submittal requirements and include the City project number in the lower right hand corner of all sheets):
 - Tentative Tract/Parcel Map
 - Preliminary Grading Plan
 - Phasing Plan (if applicable)
- One set 11" x 17" of black and white reductions of the revised tentative tract/parcel map.

PUBLIC HEARING ITEMS

- (1) CD with electronic copy of all project drawings in PDF format and project text documents in WORD format.
- Project Plans as requested by staff.
- (1) One assessor's parcel map indicating all parcels within 300' feet of the exterior boundaries of the applicant's property (or a radius as stipulated by the Community and Economic Development Director if the project is determined to be of significant public interest). Indicate the radius line and the applicant's property on the map.
- (1) One set of gummed labels and one "paper" copy of the names, addresses and parcel numbers of property owners within a 300' foot radius of the exterior boundaries of subject property (or alternative radius as determined by the Planning Division) and one set of gummed labels and one paper copy of names and addresses of the subject property's owner(s), applicant and representative.
- (1) Certification of Property Owners List – if the public hearing noticing information is prepared by other than a Title Company doing business in Riverside County, the property owner (or representative) shall complete the Property Owners List Certification below.

EXHIBIT REQUIREMENTS

MAP (minimum scale shall be 1 inch = 40 feet)

- Please provide the following information indicating:
 - ~ Title of Map
 - ~ Tentative Map Number OR
 - ~ Parcel Map Number
 - ~ Date of Map Preparation
 - ~ Gross Acreage & Net
 - ~ Vicinity Map
 - ~ Assessor Parcel Number(s) centered at top of Map
 - ~ Legend & Notes of Special Interest and describing existing and proposed improvements including off site requirements, utility relocations and removals.
- A vesting tentative map shall have printed conspicuously on its face the words "Vesting Tentative Map".
- Existing zoning designation of property.
- Indicate existing uses, zoning, lot layout, tract or parcel map numbers (and APN) of adjoining properties and ownership information.
- Name, addresses, phone number of owner of record, applicant and engineer/land surveyor with registration number.
- Accurate metes and bounds description tied to a known point (i.e., section or quarter corner).
- Legal description of property.
- All tract boundaries shall be in heavy line and include dimensions.
- Each lot shall be numbered, with dimensions, and indicate net area in square feet.

- If the map is a condominium subdivision, the statement "For Condominium Purposes" shall be entered underneath the tentative tract number.
- Small scale vicinity map with location of subdivision in relation to major streets (need not be to scale) with north arrow.
- Legend: Scare and north arrow (top of map to be oriented to the north).
- Summary tables of gross area, net area and number of lots (including lettered), intended uses of lots, and number of dwelling units.
- Limits of site boundary with bearings and dimensions and area (in square feet) of each lot, and pad areas.
- Identification of each lot not proposed as a building side and explanation of its intended use.
- Width, approximate locations and designations of all existing and proposed easements or rights-of-way, whether public or private, for water, drainage, sewers, flood control, maintenance or recreation purposes, transmissions lines; drainage detention and water quality basis.
- Show location of adjacent structures and property improvements within 50' feet of subject property.
- All existing streets and highways within proposed tract and within 200' feet of the boundaries of the proposed tract and dimensional locations at all existing public improvements, appurtenances, easements, driveways and streets, alleys and right-of-way providing legal access to the property.
- Approximate radius of all centerline curves on highways, streets, alleys and vehicular access ways.
- Total approximate length in feel along the centerline of all existing and proposed streets within the boundaries of the subdivision, measured from intersection to intersection.
- Dimensions and locations of sidewalks and bicycle, equestrian and hiking trails, railroads and transmissions lines.
- Typical cross-sections of all existing and proposed streets, alleys and easements within and adjacent to subdivision including:
 - ~ *Name of Street* ~ *Centerline (existing and proposed)* ~ *Right-of-way or property lines*
 - ~ *Easements adjacent to right-of-way (designate type and width)* ~ *Dimensions of improvements from centerline*
 - ~ *Approximate grades of existing and proposed streets, drives and sidewalks*
 - ~ *Total ultimate right-of-way improvements and whether existing or proposed:*
 - ° *Curb and Gutter* ° *Sidewalks* ° *Bike Trails* ° *Medians* ° *On Street Parking*
- Private streets shall be so noted on the tentative map.
- Location and sizes of all areas offered for public use.
- Location and sizes of all common areas to be designated for private use as well as open space.
- Location and outline to scale of existing buildings or structures above ground within the subdivision, noting whether the building or structure is to be removed from or remain.
- Location of any excavation within or adjacent to the subdivision.
- Location of any existing wells, irrigation lines, cesspools, septic tanks, sewage leach fields, sewers, culverts, storm drains and underground structures within the subdivision, and a statement noting whether or not such uses are to be abandoned, or be removed, or remain.
- Locate existing utility to serve property and service points of each on plan.
- Uses proposed in the tentative tract/parcel map. If for multiple family dwelling uses (including condominium and community apartment project) the proposed number of units shall be stated.
- Location and limits of previously filled areas within the subdivision, including any liquid or solid waste disposal sites.
- Name, address and phone numbers of utility purveyors and location of all existing known public utilities including sewer, water, gas, cable, solid waste and telephone.
- Gross acreage of the storm water area tributary to the subdivision and a statement in detail, but not quantitatively: The manner in which storm runoff will enter the subdivision (include approximate size, type, lineal footage of storm drainage facilities and catch basin locations); the manner in which disposal beyond the subdivision boundaries will be assured: and, if applicable, reference to any duly adopted Master Drainage Plan. Show proposed best management practices (BMP) for water quality.

