



**TENTATIVE MAP/  
TENTATIVE PARCEL MAP  
SUBMITTAL PROCESS  
INFORMATION PACKET**

Tentative Map and Tentative Parcel Map submittals require a completeness review appointment. **PLEASE NOTE, A \$264 FEE WILL BE CHARGED FOR THIS MEETING. IN ADDITION, A \$54 PROCESSING FEE PER APPLICATION WILL BE CHARGED AT THIS TIME.** Please follow the directions listed below:

1. Complete new Subdivision Tentative Map Application (Rev. 03/07)

With the exception of the Tentative Map, all documents listed under submittal information must be submitted with the indicated number of copies. You are required to bring in only one copy of the Tentative Map for your completeness review.\*\* Other exceptions to the submittal requirements must be approved by a Senior Planner or Supervising Engineer. Your application must contain the initials of either a Senior Planner or Supervising Engineer if you are not submitting a required document.

2. Call Kathy Schmoll at (707) 543-3251 to schedule your appointment. Please note that either the project engineer or someone familiar with the project is required to attend the submittal appointment and should allow between 1 and 1.5 hours. Appointment times are available as noted:

Monday through Thursday - 10:00 a.m.

3. Upon arrival at Room 3 of the Department of Community Development, please sign in on our Customer Log and advise the receptionist that you are here for your scheduled completeness review appointment. You will be meeting with a Community Development Technician and an Engineering Technician.
4. After reviewing all your applications and checking your Tentative Map for completeness, you will be given an itemized list, initialed by both technicians, indicating which items need to be modified or submitted. You will also be given a copy of a pending receipt itemizing the charges for processing your applications.
5. Once you have modified your submittal package, please return your submittals with the initialed checklist and your payment. A Community Development Technician will process your payment and issue you a receipt.

\*\*Please note if you do not bring in 21 copies of a Tentative Map or 14 copies of a Tentative Parcel Map, or you are missing required information, you will need to return for a second visit in order to have your application deemed complete.



APPLICATION  
**SUBDIVISION  
 TENTATIVE  
 MAP/TENTATIVE  
 PARCEL MAP**

Please Type or Print

File No:	Quadrant
Related Files:	
Set:	
Department Use Only	

[www.srcity.org](http://www.srcity.org)

**SUBMITTALS BY APPOINTMENT ONLY - PLEASE SEE INFORMATION SHEET**

<b>GENERAL INFO</b>	LOCATION OF PROJECT (ADDRESS)	ASSESSOR'S PARCEL NUMBER(S)	EXISTING ZONING
	NAME OF PROPOSED PROJECT		GENERAL PLAN DESIGNATION
	APPLICANT NAME	BUSINESS PHONE ( ) -	FAX ( ) -
	APPLICANT ADDRESS CITY STATE ZIP	E-Mail Address	
	APPLICANT REPRESENTATIVE	BUSINESS PHONE ( ) -	FAX ( ) -
	APPLICANT REPRESENTATIVE ADDRESS CITY STATE ZIP	E-Mail Address	
	ENGINEER NAME	BUSINESS PHONE ( ) -	FAX ( ) -
	ENGINEER ADDRESS CITY STATE ZIP	E-Mail Address	
	PROPERTY OWNER NAME (SIGNATURE REQUIRED BELOW)	BUSINESS PHONE ( ) -	FAX ( ) -
	PROPERTY OWNER ADDRESS CITY STATE ZIP	E-Mail Address	
<b>PROJECT INFO</b>	<b>PROJECT /BUSINESS DESCRIPTION - DESCRIBE IN DETAIL YOUR PROPOSED SUBDIVISION. ATTACH A SEPARATE SHEET IF NECESSARY</b>		
	SIZE OF PARCEL: _____ SQ FT or _____ ACRES		
	<input type="checkbox"/> RESIDENTIAL <input type="checkbox"/> OFFICE <input type="checkbox"/> COMMERCIAL <input type="checkbox"/> INDUSTRIAL <input type="checkbox"/> MIXED USE		
	<input type="checkbox"/> TENTATIVE FINAL MAP <input type="checkbox"/> TENTATIVE VESTING MAP <input type="checkbox"/> TENTATIVE PARCEL MAP <input type="checkbox"/> TENTATIVE AIR SPACE CONDOMINIUM		
	EXISTING USE:	UNITS PER ACRE:	
	PROPOSED USE:	AVERAGE LOT SIZE:	
	# EXISTING LOTS:	MAXIMUM LOT SIZE:	
	# PROPOSED LOTS:	MINIMUM LOT SIZE:	
	<b>SUBMITTAL INFORMATION - THESE ITEMS MUST BE SUBMITTED FOR A COMPLETE APPLICATION UNLESS INITIALED BY A SENIOR PLANNER OR SUPERVISING ENGINEER</b>		
	21 Copies of <b>Map</b> and 1 reduced copy. Must be clean, clear, high-contrast, high quality blacklines.		
	Completed and signed subdivision application <b>Attachment "A"</b>	21 Copies of <b>Neighborhood Context Map</b>	
	21 Copies of <b>Site Analysis Map</b>	<b>Indemnification Form</b> (Back of this Sheet)	
2 Copies of a <b>Preliminary Title Report</b> Issued Within the Last 3 Months	<b>Disclosure Form</b>		
Verification of <b>Preapplication Neighborhood Meeting</b> - Except for Condominium Conversions File No. _____ Date Held: _____	<b>\$75 Check Payable to: Sonoma State Academic Foundation</b>		
<b>SEE ATTACHMENTS FOR ADDITIONAL INFORMATION</b>			
THESE APPLICATIONS AND ATTACHMENTS MAY BE REQUIRED AS PART OF SUBMITTAL COMPLETENESS			
Environmental Assessment	Conditional Use Permit	Rezoning	Hillside Development Permit

**SEE BACK OF APPLICATION FOR PAGE 2**

GROWTH MANAGEMENT/HOUSING ALLOCATION					
Indicate the number of units expected to be developed in Growth Management Reserve A and/or Reserve B in each calendar year up to a period of five years. No more than 75 single family and 2000 multi family units per project may be requested for a single year.					
	2006	2007	2008	2009	2010
Reserve A # of Units					
Reserve B # of Units					
HOUSING ALLOCATION PLAN (See Guide to aid in Completion)					
INDICATE BELOW HOW THE PROJECT WILL COMPLY WITH THE HOUSING ALLOCATION PROGRAM					
<input type="checkbox"/> EXEMPT Indicate unit type _____ (Please see attached Guide for units which are eligible for exemption.)					
PROVIDING UNITS		PROVIDING LAND		IN LIEU FEE	
	Total # of Project Units	Total # of Affordable Units	Total # of Acres to be Dedicated		# of Project Units _____ x In Lieu Fee = Total Fees Due. Each unit will be charged the in Lieu Fee in effect at the time of Building Permit issuance.
On Site 15% Req.			On Site		
On Site 20% Req.			Off Site		
Units will be: <input type="checkbox"/> RENTAL <input type="checkbox"/> FOR SALE			Land Is: <input type="checkbox"/> IMPROVED <input type="checkbox"/> UNIMPROVED		
Note: For projects providing units, a fractional requirement will be rounded down, and the fractional remainder will be subject to a fee.			The Formula is: Fraction _____ X "Developer's Contribution" equals fee to be paid prior to Final Map approval.		

**INDEMNIFICATION AGREEMENT**

As part of this application, the applicant agrees to defend, indemnify, and hold harmless the City of Santa Rosa, its agents, officers, councilmembers, employees, boards, commissions and Council from any claim, action or proceeding brought against any of the foregoing individuals or entities, the purpose of which is to attack, set aside, void, or annul any approval of the application or related decision, or the adoption of any environmental documents or negative declaration which relates to the approval. This indemnification shall include, but is not limited to, all damages, costs, expenses, attorney fees or expert witness fees that may be awarded to the prevailing party arising out of or in connection with the approval of the application or related decision, whether or not there is concurrent, passive or active negligence on the part of the City, its agents, officers, councilmembers, employees, boards, commissions and Council. If for any reason, any portion of this indemnification agreement is held to be void or unenforceable by a court of competent jurisdiction, the remainder of the agreement shall remain in full force and effect.

The city of Santa Rosa shall have the right to appear and defend its interests in any action through its City Attorney or outside counsel. The applicant shall not be required to reimburse the City for attorney's fees incurred by the City Attorney or the City's outside counsel if the City chooses to appear and defend itself in the litigation.

I have read and agree to all of the above.

\_\_\_\_\_  
Applicant (please print name)

\_\_\_\_\_  
Applicant (please sign name)

**ACKNOWLEDGMENT THAT COPYRIGHTED REPORTS UNACCEPTABLE**

**Acknowledgment that Copyrighted Reports Unacceptable**

The applicant acknowledges, understands, and agrees that any soils, seismic hazard, landslide, geologic, natural hazard, or geotechnical report, study, or information submitted to the City by, or on behalf of, the applicant in furtherance of this application submitted by the applicant will be treated by the City as public records which may be reviewed by any person and if requested, that a copy will be provided by the City to any person upon the payment of its direct costs of duplication.

I have read and agree to all of the above.

\_\_\_\_\_  
Applicant (please print name)

\_\_\_\_\_  
Applicant (please sign name)

ENGINEER-SURVEYOR SIGNATURE: _____	REGISTRATION NO: _____
PROPERTY OWNER'S CONSENT - I declare under penalty of perjury that I am the owner of said property or have written authority from property owner to file this application. I certify that all of the submitted information is true and correct to the best of my knowledge and belief. I understand that any misrepresentation of submitted data may invalidate any approval of this application.	
PROPERTY OWNER'S SIGNATURE _____	

<b>D E P T</b>	APPLICATION	RECEIVED BY _____	DATE _____	FEE RECEIVED \$ _____	RECEIPT NUMBER _____
	PUBLIC HEARING		DATE _____	FEE RECEIVED \$ _____	RECEIPT NUMBER _____
	ENVIRONMENTAL REVIEW	<input type="checkbox"/> REQUIRED <input type="checkbox"/> EXEMPT		DATE _____	FEE RECEIVED \$ _____



APPLICATION  
**SUBDIVISION  
TENTATIVE MAP  
ATTACHMENT A**

**SUBMITTAL INFORMATION**

The Subdivision Tentative Map Application must include the information indicated on the checklist below (or include a written statement explaining any omissions or deviations from this checklist).

Please mark the boxes accordingly on both the front and back sides of this form. This checklist must be signed by the project engineer and included with all Tentative Map Applications.

**THE TENTATIVE PARCEL MAP OR TENTATIVE FINAL MAP SHALL INCLUDE THE FOLLOWING INFORMATION:**

**TITLE BLOCK**

- |  |   |
|--|---|
| <input type="checkbox"/> 1. Title block located in lower right hand corner of drawing (preferably) | <input type="checkbox"/> 6. Date prepared   |
| <input type="checkbox"/> 2. Assessor's parcel number(s)  | <input type="checkbox"/> 7. Boundary description with Sonoma County document number or O.R. number  |
| <input type="checkbox"/> 3. Name of project (and phase number, if applicable)                      | <input type="checkbox"/> 8. Project street address  |
| <input type="checkbox"/> 4. Total number of lots   | <input type="checkbox"/> 9. Sheet number and number of sheets (if more than one sheet is required). |
| <input type="checkbox"/> 5. Total project acreage (to the nearest 0.10 acre)                       |   |

**NOTES**

- |  |  |
|--|--|
| <input type="checkbox"/> 10. Present zoning  | <input type="checkbox"/> 12. Individual lot areas (smallest, largest, and average, to the nearest 100 square feet of 0.10 acre). |
| <input type="checkbox"/> 11. Proposed zoning | <input type="checkbox"/> 13. Indicate if site is in High Fire Severity Zone  |

**GENERAL INFORMATION**

- |   |  |
|---|--|
| <input type="checkbox"/> 14. *Key map (if more than one sheet is required)  | <input type="checkbox"/> 20. Name, address and phone number of                           |
| <input type="checkbox"/> 15. Location map (to be located on the first map sheet or the key map and to be oriented in the same direction as the tentative map. | <input type="checkbox"/> A. Owner  |
| <input type="checkbox"/> 16. North arrow (to be upward facing, if practical)  | <input type="checkbox"/> B. Subdivider   |
| <input type="checkbox"/> 17. Scale (written and graphic)  | <input type="checkbox"/> C. Engineer or Surveyor   |
| <input type="checkbox"/> 18. Sheet size 24" x 36" (if practical)  | <input type="checkbox"/> 21. Symbols legend  |
| <input type="checkbox"/> 19. Benchmark (preferably tied to an established City of Santa Rosa benchmark)   | <input type="checkbox"/> 22. Registered civil engineer/land surveyor stamp and signature |

**PLAN VIEW**

- |  |  |
|--|--|
| <input type="checkbox"/> 23. Clear delineation of project boundaries (with accurate distances and bearings). | <input type="checkbox"/> 30. Approximate lot dimensions (to nearest foot)  |
| <input type="checkbox"/> 24. *Subdivision unit boundaries (if phased)  | <input type="checkbox"/> 31. Lot numbers (beginning with number 1 and continuing consecutively without duplication or omission)                |
| <input type="checkbox"/> 25. Names of adjoining subdivisions.  | <input type="checkbox"/> 32. Proposed or existing public and private areas (lettered Parcels)  |
| <input type="checkbox"/> 26. Names of adjoining property owners.   | <input type="checkbox"/> 34. Existing buildings, bridges, and structures:  |
| <input type="checkbox"/> 27. Proposed streets:   | <input type="checkbox"/> A. Proposed to be retained  |
| <input type="checkbox"/> A. Names  | <input type="checkbox"/> B. Proposed to be removed   |
| <input type="checkbox"/> B. Widths (to the nearest foot)   | <input type="checkbox"/> 35. Existing public improvements  |
| <input type="checkbox"/> C. Approximate curve radii  | <input type="checkbox"/> 36. Building setback lines for existing buildings   |
| <input type="checkbox"/> D. Approximate grades   | <input type="checkbox"/> 37. Existing and proposed utilities (sewer, water, street lighting, fire hydrants, etc.)                              |
| <input type="checkbox"/> E. Clear identification of proposed ownership (public or private)                   | <input type="checkbox"/> A. Location   |
| <input type="checkbox"/> F. Typical Cross Sections (include private streets)                                 | <input type="checkbox"/> B. Type (examples: sewer, water, etc.)  |
| <input type="checkbox"/> G. Driveways serving more than one unit   | <input type="checkbox"/> C. Size of sewer and water mains (example: diameter in inches)  |
| <input type="checkbox"/> 28. Adjoining streets:  | <input type="checkbox"/> D. Rough invert elevations and slopes (for sewer lines)   |
| <input type="checkbox"/> A. Names  | <input type="checkbox"/> E. Provision of a clear delineation between proposed utilities intended to be public and those intended to be private |
| <input type="checkbox"/> B. Widths   |  |
| <input type="checkbox"/> C. Locations  |  |
| <input type="checkbox"/> 29. Existing and proposed easements (on-site and off-site):                         |  |
| <input type="checkbox"/> A. Approximate locations  |  |
| <input type="checkbox"/> B. Approximate widths   |  |
| <input type="checkbox"/> C. Purpose and nature (public or private)   |  |

Continued....

- 37. Proposed bridges (if applicable)
- 38. \*Existing electrical utilities (main feeder, primary and secondary distribution, and transmission lines) labeled as to above or below ground.
- 39. Existing and proposed culverts and underground storm drainage:
  - A. Location. (Proposed storm drainage measures should direct flows to the nearest downstream facility)
  - B. Diameter of existing (in inches)
  - C. Length (approximate)
- 40. Water courses and open drainage channels (if applicable)
  - A. Width (to nearest foot)
  - B. Direction of flow
  - C. Inundation areas
  - D. Existing and proposed improvements
- 41. Existing septic systems (noted as to whether to be retained or removed).
- 42. Existing contours (or spot elevations) sufficient to show the slope of the project and the adjoining ground for at least 100 feet beyond the project boundaries
  - A. One foot intervals at 0% to 5% cross-slopes
  - B. Two foot intervals at 5% -25% cross-slopes
  - C. Five foot intervals (maximum) at above 25% cross-slopes
- 43. \*Preliminary grading plan showing finished contours at two foot intervals on hillside terrain (flat ground-provide proposed pad elevations)
- 44. Existing trees and brush (noted as to whether to be retained or removed)
  - A. Location
  - B. Trunk diameter (4" diameter and above)
  - C. Kind (common name)
  - D. Dripline
  - E. Heritage Trees
- 45. Location and description of significant or unique natural features on the property
- 46. Location and description of existing structures and features on adjoining properties to 100 feet
- 47. Proposed location and typical dimensions of required parking and driveways (if applicable)
- 49. Special Study Zone boundaries (if applicable)
- 50. Setback from mapped faults (if applicable)
- 51. Creek setback line based on creek cross-sections (if applicable)
- 52. 100-year flood elevations (if applicable)
- 53. Statement as to soils conditions (by Registered Civil Engineer)
- 54. Existing wells (noted as to whether retained or removed)

**THE FOLLOWING SUPPORTING DATA IS REQUIRED IN ADDITION TO THE MAP:**

- 55. Related Planning applications necessary to process the map (Rezoning, Development Plan/Policy Statement, Density Increase, Lot line Adjustment, Vacation of Right-of-Way, Design Review, Conditional Use Permit, Variance, Annexation, GPA, Environmental Assessment)
- 56. Application for a modification of, or exceptions from, any City Standards or Policies specifically stating the proposed modification and the grounds for the request
- 57. Statement of provisions for sewer and water supply and service
- 58. Existing and projected sewage generation figures and identification of the trunk line to which the development is tributary
- 59. 1"=200' scale aerial photo covering 300 feet beyond the project boundaries with the project boundary shown thereon (Neighborhood Context)
- 60. Statement as to flooding
- 61. Map showing storm drain service area (area above the project draining through it)
- 62. Creek cross-sections with 100 year flood elevations (if applicable)
- 63. Standard Urban Water Mitigation Plan (SUSMP) worksheet
- 64. Preliminary Storm Water Mitigation Plan (if applicable)
- 65. Soils report (if grading on slopes over 10%) (2 copies)
- 66. Cross sections through site over 10%
- 67. Geological report (slope stability, liquefaction and faulting as required by General Plan and per SP117) if applicable
- 68. Alquist-Priolo Special Studies Report (Consult Building Division prior to preparation) when in the special studies zone

**THE FOLLOWING INFORMATION MAY BE REQUIRED IN CONJUNCTION WITH ENVIRONMENTAL REVIEW, IS INCLUDED IN THE APPLICATION, OR AS DETERMINED AT THE APPLICATION REVIEW TEAM (ART) MEETING:**

Statement as to presence of hazardous materials (Phase 1)  
 \_\_\_\_\_ Soil/Water Remediation Plan for hazardous materials  
 Traffic study prepared in the format required by the City  
 Area wide circulation plan (Major Subdivision)  
 Sewer system, trunk and collector, analysis  
 Water system analysis  
 Drainage study (City/SCWA)  
 Biotic survey

Arborist report  
 Archeological study  
 Historical Resources study  
 Noise survey  
 Visual analysis  
 Wetlands/Vernal Pool Study  
 \* Offsite pedestrian circulation plan to schools and parks

\*Not generally required for a tentative parcel map submittal.

**I HAVE READ THE FOREGOING AND HAVE SUPPLIED ALL OF THE INFORMATION REQUESTED (OR HAVE ATTACHED A WRITTEN STATEMENT EXPLAINING ANY OMISSIONS FROM THIS CHECKLIST APPROVED BY A SENIOR PLANNER OR SUPERVISING ENGINEER).**

**X** \_\_\_\_\_ DATE \_\_\_\_\_  
 SIGNATURE AND REGISTRATION NUMBER OF ENGINEER