



DEPARTMENT OF PLANNING

TENTATIVE MAP SUBMITTAL REQUIREMENTS

PRE-APPLICATION CONFERENCE: A pre-application conference with a representative from the Department of Planning is required before submitting an application. It is the responsibility of the applicant to schedule the pre-application conference by submitting a completed Electronic Pre-Application Conference Request form through the CLVEPLANS system, as well as accessing the CLVEPLANS system to upload required drawings and documents and completing the upload task. See the Planning Commission Meeting Schedule for submittal closings dates and Planning Commission meeting dates.

PRE-APPLICATION SUBMITTAL CHECKLIST: A Submittal Checklist with an **original signature** by the planner conducting the Pre-Application Conference is required. The Submittal Checklist shall be uploaded into the CLVEPLAN project’s documents folder.

APPLICATION/PETITION FORM: The applicant shall enter in the required information into the associated fields located within the CLVEPLAN Project “Application” tab. Furthermore, the applicant is responsible for certifying that they are the applicant and that the information submitted with the application is true and accurate to the best of their knowledge and belief and that they understand that the City is not responsible for inaccuracies presented, and that inaccuracies, false information or incomplete application may cause the application to be rejected. Furthermore, the applicant must certify that they are owner or purchaser (or option holder) of the property involved in the application, or lessee or agent fully authorized by the owner to make the submittal. The City reserves the right to request a completed Application/Petition Form if required. The application shall be signed, notarized and acknowledged by the owner of record of each parcel of property. **Non-Property Owner:** An application is sufficient if it is signed and acknowledged by a lessee, a contract purchaser or an optionee of the property for which the Tentative Map is sought. However, interest in that property must exist in a written agreement with the owner of record, attached to which is a copy of the Tentative Map application and in which the owner of record has authorized the lessee, contract purchaser or optionee to sign the application. The agreement must further stipulate that the owner of record consents to the filing and processing of the application and agrees to be bound by the requested Tentative Map.

DEED & LEGAL DESCRIPTION: In order to verify ownership, a copy of the recorded deed(s) for the subject property(ies), including exhibits and attachments, is required. The deed and all attachments must be legible.

FEES: Administrative or Non-public Hearing..... \$750
Public Hearing \$750 plus \$500 for notification and advertising costs

TENTATIVE MAP CHECKLIST: All items on the Checklist must be addressed on the Tentative Map. The Checklist must be signed by a Public Works Representative before submittal of the application.

DINA (SB 191) and/or PROJECT OF REGIONAL SIGNIFICANCE: If applicable, a Development Environmental Impact Assessment Notification statement will be required.

TENTATIVE MAP: (21 folded and 1 rolled) Please refer to the Tentative Map Checklist for additional requirements. The tentative map must be stamped with a validated land surveyor’s OR engineer’s seal on

every page. The seal must be signed, dated and include the expiration date of the seal. All site area must be on one sheet or page.

PERIMETER WALL DETAIL and ELEVATION: Provide existing and proposed perimeter wall details including the height of retaining and screen walls and step-backs. Provide elevations that indicate overall height, color, material, and texture of the walls.

CROSS SECTION DRAWING: Seven (7) copies of a Cross Section Drawing that meets the requirements of Title 19.16.050(J).

LASER PRINT: A reduced, black & white 8.5x11 (high resolution) copy of the Tentative Map and Cross Section Drawing are required.

STATEMENT OF FINANCIAL INTEREST: A completed Statement of Financial Interest is required.



DEPARTMENT OF PLANNING

TENTATIVE MAP APPLICATION CHECKLIST

The following information/data shall be submitted with each tentative map application:

A. Tentative Map Contents

- 1. Name of the proposed subdivision.
- 2. Names, addresses and phone numbers of owner, subdivider and surveyor or engineer.
- 3. A legend which denotes the meaning of all the symbols used and which includes the date, north arrow and scale.
- 4. A location map giving sufficient legal description to describe tract boundaries and relationships to surrounding areas and existing public streets.
- 5. Identification of adjoining properties.
- 6. Existing topography (obtained by actual survey at one (1) foot contours (based on city datum) on site and within one hundred fifty (150) feet of the proposed subdivision (except for the interior of existing subdivisions within one hundred, fifty (150) feet). The Department of Public Works may require larger contour intervals for large tracts.
- 7. Existing structures and other physical features.
- 8. Existing and proposed lot lines and dimensions. Each proposed lot shall be numbered in sequence, and each block shall be numbered or lettered. Letters may be used to identify common lots.
- 9. Existing and proposed street right of way widths, grades (with the direction of drainage indicated) and corner radii.
- 10. Existing and proposed street names.
- 11. Except for commercial subdivisions, existing and proposed street addresses or address ranges for each block, in accordance with the City's street addressing regulations.
- 12. Locations and widths of existing and proposed utility rights-of-way and easements.
- 13. Locations and widths of existing and proposed irrigation or drainage ditch rights-of-way and easements.
- 14. Existing and proposed storm drains.
- 15. Proposed sanitary sewer systems, showing pipe sizes, manholes, direction of flow and point of connection to existing facilities.
- 16. Existing and proposed potable water mains and, for subdivisions to be supplies by wells, the location, pressure and capacity of such wells, and the potential population capable of being served by such wells. The wells must be authorized under State certificate.
- 17. Proposed reservations or dedications for parks, trails, open spaces, schools, or other public or quasi public uses.

- 18. Existing street names, rights of way and pavement widths for streets within one hundred fifty (150) feet of the proposed subdivision.
- 19. If required, an Impact Statement in accordance with LVMC 19.16.010 (E) and a Traffic Management Plan.
- 20. Note on the map indicating whether streets, drainage corridors, sewer corridors, parks, trails, open spaces and schools are to be public or private.
- 21. Note on the map that above ground utility boxes shall not be placed within trail corridors, if trail areas are designated on the map.

B. Supplemental Information

The following supplemental information may be required by the Department of Public Works or the Department of Planning. When required, it shall be submitted on separate drawings or sheets.

- 1. A Traffic Impact Analysis, Single Subdivision Access Report, or Master Driveway and Onsite Circulation Plan, prepared in accordance with City standards or as directed by the City Traffic Engineer.
- 2. Development Impact Notice and Assessment (DINA) per LVMC 19.16.010 (E) of the Unified Development Code (refer to the pre-application checklist).
- 3. Any proposed deviations from City standards (refer to the pre-application checklist).
- 4. A copy of the deed for the property (refer to the pre-application checklist).
- 5. Whenever, on the perimeter of a project, walls are proposed which (1) face a public street or adjoining property not in common ownership; (2) are within a single plane and are not separated by landscaping; and (3) exceed the maximum acceptable wall heights indicated in Title 19 or other applicable Master Plan, the applicant shall submit three copies of a plan or proposed perimeter grades which indicates all such walls. This plan may be super imposed on the tentative map but must be legible. The plan shall include cross sections of all sections of the project perimeter with walls which exceed the heights indicated in above.
- 6. If applicable, a letter indicating that an in-lieu-of park is proposed.

Department of Public Works Signature: _____

Date: _____