

Parcel Map Submittal Checklist

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Application Submittal

- ___ Completed **application form** and **filing fee**
- ___ **Map:** 10 copies completed by a registered civil engineer or licensed land surveyor.
- ___ **Soils Report:** 2 copies of a preliminary soils report prepared in accordance with the City's Grading Ordinance may be required by the City Engineer.*
- ___ **Title Report:** 2 copies of a preliminary title report, showing the legal owners and any encumbrances on the property.
- ___ **Traverse calculations**
- ___ **Geology/Seismic Safety Report:** If the location is within a moderate or higher seismic hazard area, a preliminary engineering geology and/or seismic safety report must be completed and 2 copies submitted with the map application.

**The City Engineer may waive certain requirements if the additional information is deemed unnecessary.*

Parcel Map Requirements

All of the following listed items must be shown on the tentative map before your application will be accepted as complete, unless indicated otherwise or unless they are inapplicable 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 clearly and legibly drawn on tracing cloth or polyester base film sheets 18 inches by 26 inches in size with a one-inch blank margin, a minimum lettering height of 1/8 inch and drawn to a scale large enough to show all details clearly. If ink is used on polyester base film, the ink surface shall be coated with a suitable substance to assure permanent legibility.

- ___ A **title** which shall contain the subdivision name, and type of subdivision.
- ___ A sufficient **legal description** to define the boundaries of the proposed subdivision.
- ___ The date, north arrow, scale, contour interval, sheet number.
- ___ The **exterior boundaries** of the land shall be indicated by distinctive symbols and clearly so designated.
- ___ Each parcel shall be **numbered or lettered** and each block may be numbered or lettered.
- ___ **Certificates or statements, affidavits, and acknowledgments** may be legibly stamped or printed on the map with opaque ink.
- ___ Each **street shall be named** or otherwise designated.
- ___ If the subdivider plans to develop the site in phases, the **proposed phases** and their proposed sequence of construction shall be shown.
- ___ Any "designated remainder" parcel that is five acres or more need not be shown on the map but must be noted by deed reference to the existing boundaries of the remainder parcel. A parcel designated as "not a part" shall be considered the same as "designated remainder."
- ___ Show the location of each parcel and its relation to surrounding surveys.

**INFORMATION
BULLETIN**

City of Salinas
Community Development Department
65 West Alisal Street
Salinas, CA 93901
(831) 758-7206

Additional Map Sheet or Separate Document

- ___ **Assessor's Parcel Number**
- ___ **Name, address and telephone number** of the legal owner, subdivider, and person preparing the map. Must include a registration or license number.
- ___ The name or names of any **geologist or soils engineer** whose services were required in the preparation of the design of the map.
- ___ Source and date of existing contours.
- ___ A **vicinity map** showing roads, adjoining subdivisions, towns, creeks, railroads, and other data sufficient to locate the proposed subdivision and show its relation to the community.
- ___ Existing **topography and physical setting** of the proposed site and at least 100 feet beyond its boundary, including but not limited to:
 - ___ Existing contours: If ground slope is less than 10 percent, contours must be shown at 2-foot intervals. If ground slope is equal to or greater than 10 percent, then contours must be shown at no less than 5-foot intervals.*
 - ___ The location, width, and direction of **flow of each watercourse**.
 - ___ The type, circumference, and drip line of **existing trees** on the property. Any trees proposed for removal shall be so indicated.*
 - ___ Location and outline of **existing structures** identified by type. Structures to be removed shall be so marked.
 - ___ The approximate location of all areas subject to **inundation or storm water overflow** and the location, width, and direction of **flow of each water course**. Two-year, 10-year and 100-year **flood levels** shall be shown.
 - ___ The location, pavement, right-of-way width, grade and name of **existing streets and highways**.
 - ___ The widths, location and identity of all **existing easements** with record references.
 - ___ The location and size of **existing sanitary sewers, water mains, and storm drains** with approximate slope noted. The approximate location of **existing overhead and/or underground utility lines and street lighting** on peripheral streets.
 - ___ The approximate location of **noise contours** 60-CNEL, 65-CNEL and 70-CNEL, if any.
 - ___ **Proposed improvements** shown shall include, but not be limited to:
 - ___ The location, grade, centerline radius and arc length of curves, pavement, right-of-way width, and name of all **streets**. Typical pavement structural sections of all streets shall be shown.
 - ___ The location and radius of all **curb returns and cul-de-sacs**.
 - ___ The location, width, and purpose of all **easements or rights-of-way**.
 - ___ The **angle of intersecting streets** if such angle deviates from a right angle by more than four degrees.
 - ___ The approximate **lot layout**, dimensions and acreage of each lot and of each building site.
 - ___ **Proposed contours**: If ground slope is less than 10 percent, contours must be shown at 2-foot intervals. If ground slope is equal to or greater than 10 percent, then contours must be shown at no less than 5-foot intervals. A separate grading plan may be submitted showing both existing and proposed contours and elevations.*
 - ___ **Proposed recreation sites, trails and parks** for private or public use.*
 - ___ **Proposed common areas** and areas to be dedicated to public open space.
 - ___ The location and size of **sanitary sewers, water mains, and storm drains** including manholes and connection points. Indicate proposed slopes and approximate elevations of sanitary sewers and storm drains.