



**CITY OF
SAN MARCOS
ENGINEERING DIVISION**

**AN APPLICANT'S GUIDE
TO PROCEDURES FOR:**

FINAL SUBDIVISION MAP CHECK LIST

PROJECT: _____

DATE: _____

1 Civic Center Dr., San Marcos, CA 92069-2918 (760) 744-1050 FAX (760) 591-4135

REQUIREMENTS: ALL SUBDIVISION MAPS SHALL CONTAIN THE FOLLOWING INFORMATION AND CONFORM TO THE FOLLOWING REQUIREMENTS:

- ___ 1. Map shall be prepared by a licensed land surveyor or registered civil engineer (with a P.E. registration #33965 or lower).
- ___ 2. Each map filed shall show the entire contiguous ownership of the subdivider or owner, including any divided by right-of-way.
- ___ 3. Map shall be on an 18" x 26" sheet ("C" size) mylar with a solid boundary line (2.0 mm) line weight) with one inch (1") from the edge of the sheet.
- ___ 4. Map ink is black and a "permanent" type. No "sticky-backs".
- ___ 5. The title "**TENTATIVE MAP (#)** " or "**TENTATIVE PARCEL MAP (#)** ", and "**SHEET (#) of (#) SHEETS**" shall be placed within the border in the upper right corner.
- ___ 6. The following items, in the order shown, shall be placed below the title on the index sheet:
 - ___ a. The owner's name(s), address (including zip code), phone number and signature.
 - ___ b. The subdivides name, address (including zip code), phone number and signature (if different from the owner).
 - ___ c. The statement signed by the owner stating that he owns no contiguous property.
 - ___ d. Map preparation date.
 - ___ e. Brief legal description of the property, including the tax assessor's parcel number(s).
 - ___ f. If a Conditional Use Permit, Variance, or other permit was granted in connection with the filing of the tentative map or tentative parcel map, the Resolution Number approving said map shall be shown.

- ___ g. If applicable, a statement that there will be no finished slopes over five feet (5') in height.
- ___ h. The zoning and proposed use of each lot or parcel.
- ___ i. A list of agencies which will provide fire protection, schools, sewer and water service for the subdivision.
- ___ j. The name, address, telephone number, license or registration number and expiration date of the preparer of the tentative map or tentative parcel map.
- ___ k. In the case of tentative maps and tentative parcel maps for boundary adjustment only, a Notice of Certification by the San Diego County Department of Public Health is required.
- ___ l. Total acreage.

___ 7. The following information will also be required on the index sheet of all tentative maps:

- ___ a. A location and vicinity map showing the location of the subdivision in relation to surrounding sheets, shall be placed within the border in the lower left-hand corner.
- ___ b. On tentative subdivision maps only:

A land use analysis contained both acreage and percent in the following categories:

- 1. Streets
- 2. Lots
- 3. Open space
 - (a) Public
 - (b) Common
 - (c) Private (front and rear yards)

___ 8. The following information shall be required on every sheet:

- ___ a. The scale shall appear within the border in the upper left-hand corner. All tentative maps shall be drawn in a common engineer's scale (e.g. 1" = 10' or 1" = 60').
- ___ b. The north arrow shall be placed next to the scale and be oriented to the upper half of the sheet.
- ___ c. Where more than one sheet is used, each sheet shall: 1) bear the tentative map or tentative parcel map number ____; 2) Sheet ____ of ____ Sheets; and, 3) show the relationship between that sheet and all adjoining sheets. An index sheet may be drawn at any standard engineering scale.

___ 9. The net area of each lot or parcel shall be shown in square footage if the area is less than one (1) acre. If greater than one acre, it shall be shown to the nearest hundredth of an acre.

___ 10. The identification of each lot or parcel shall be as follows:

- ___ a. Each lot on a tentative map shall be numbered with arabic numerals commencing with "1".
- ___ b. Each parcel on a tentative parcel map shall be designated by a consecutive letters of the alphabet commencing with "A".

- c. Each block shall be designed by consecutive letters of the alphabet commencing with "A".

11. **Streets and Easements**

- a. All existing public and private streets and easements abutting or contained within the subdivision shall be shown. The names of all such existing streets shall be shown. The existing and proposed grades, widths, cross-sections and improvements shall be shown, as well as the radii and length of all existing and proposed curves.
- b. All new public streets, and other easements to be dedicated as part of the subdivision shall be shown. All such streets shall be named Street "A" through Street "Z". The proposed width, grades, cross-sections and improvements shall be shown, as well as the approximate radii and length of all curves.

12. **Topography**

Topographic contours not greater than five foot (5') intervals shall be shown, including abutting streets and property within one hundred feet (100') of the subdivision. The source of the topographic data shall be identified.

13. **Grading Plan**

A grading plan shall be submitted on the tentative map or tentative parcel map unless the City Engineer specifies otherwise.

14. **Water Courses**

The approximate location and width of water courses or areas subject to inundation from floods, and the location of structures, irrigation ditches, and other permanent physical features shall be shown.

15. **Buildings**

All buildings and structures within the subdivision and within one hundred feet (100') of the subdivision shall be shown, including the distance between all buildings, structures and existing and proposed lot lines, existing and proposed public and private easements, and water courses.

16. **Trees**

- a. All trees within proposed easements shall be shown.
- b. All trees greater than ten feet (10') in height, or with a trunk diameter of ten inches (10") or greater at a point four feet (4') from the ground within the boundaries of the subdivision shall be shown (including the species and height of each tree).

17. **Dimensions**

Each proposed lot or parcel shall be dimensioned, including the radii and length of all curves.

18. **Setbacks**

The front yard setback line and width of the lot or parcel at that line shall be shown on each lot or parcel.

19. **Utilities**

All existing overhead utility lines shall be shown, including locations and identification numbers of all poles within the subdivision and within one hundred feet (100') of the subdivision. Type and approximate location of all existing and proposed public utilities required to serve the proposed subdivision shall be shown. This shall include, but not be limited to, existing and proposed fire hydrants and water, sewer, gas, electric, telephone, and cable television lines.

___ 20. **Railroads**

The location of all railroad rights-of-way abutting or within the subdivision shall be shown.

___ 21. **Submittal**

Unless otherwise required by the Planning Division, submittals of tentative maps and tentative parcel maps shall include and conform to the following:

- ___ a. 34 blueprint sets (folded to 9" x 12"). Sets shall be stapled if made up of more than one sheet.
- ___ b. 24 blueprint sets (folded to 9" x 12"). Sets shall be stapled if made up of more than one sheet.
- ___ c. Required environmental documents.
- ___ d. Current title policy or preliminary title report.
- ___ e. Preliminary soils report for every tentative subdivision map.
- ___ f. All other applicable requirements stated on the check list.

22. **Additional Information**

The Engineering and/or Planning Division may require reasonable additional information on the final map.