

STANDARD FORM REQUIREMENTS FOR TENTATIVE SUBDIVISION MAPS

A tentative subdivision map will not be accepted for review without obtaining a Housing Unit Equivalent Allocation in accordance with the Development Code, Article V, Section 17.91, "Resource Constraints and Priority Allocation." Additionally, for tentative subdivision maps of ten or more parcels, Development Code Article III, Section 17.32 shall apply. A tentative subdivision map will be accepted for review, but not for filing until the attendant environmental document (EIR, Negative Declaration, etc.) has been approved by the appropriate agencies. See paragraph D 4.

A. Preparation and Form

1. The tentative map shall be prepared by a registered Civil Engineer or Licensed Land Surveyor.
2. The scale of the map shall be at least 1 inch equals 100 feet and shall be prepared on sheets 18" x 26". If the proposed subdivision cannot be shown at the required scale and map size, multiple sheets may be used. The relation of several sheets shall be clearly shown on each; or as an option, the map may be prepared on a sheet not to exceed 42 inches in width or 72 inches in length.

B. Preliminary Subdivision Layouts

The subdivider is encouraged to present preliminary subdivision layouts to the City for suggestions in advance of submitting the tentative map.

C. Information on Tentative Map

1. Subdivision number (assigned by the County Planning Dept.).
2. Names, addresses, telephone numbers of the record owner and subdivider.
3. Names, addresses, telephone numbers of persons, firm or corporation who prepared the map, and their license number and expiration date.
4. Date of preparation, north arrow, and scale of the map. If based on a survey, the date of the survey.
5. Boundaries of the subdivision with sufficient information to locate the property. The boundaries of existing and proposed public areas in and adjacent to the subdivision, with the nature of each indicated thereon and the acreage thereof.
6. Name of adjacent subdivisions or name of adjacent property owners and their property lines.
7. Contour lines at intervals of not more than two feet unless waived prior to submission to the City Engineer. Topographic information sufficient to fully show the configuration of the land and any and all depressions that present drainage problems, and drainage conditions on surrounding property which may affect the subdivision.

8. The approximate location and general description of any trees and structures with notations as to their retention or destruction.
9. The location of all physical conditions which affect the use of the property including existing or abandoned wells, sumps, and mine shafts or vents.
10. The location and width of proposed building setback lines.
11. The locations shown by hatched lines of existing utilities in and adjacent to the subdivision. Note the size and invert elevations and distance to the nearest existing sewer and water main. Show the proposed method of providing sewer disposal and water service.
12. The locations of all potentially dangerous areas, including geologically hazardous areas and areas subject to inundation or flood hazard. Show the location and width of channels, and the proposed method of providing storm water drainage and erosion control.
13. The locations, widths and names or designations of all existing or proposed streets, alleys, pedestrian ways and other rights-of-way, whether public or private within and adjacent to the subdivision. Show the radius of each centerline curve.
14. The lines and approximate dimensions of all lots, and the number assigned to each lot. Note the total number of lots and the approximate area of the largest, smallest and average lot. Include the total area in square footage and acreage to the nearest 1/10 acre of each lot proposed to be utilized for other than single-family or two-family housing.
15. Any modifications being requested in accordance with the requirements of Development Code, Article V, Chapter 17.92 – Subdivision Design and Improvements, that are shown on the tentative map shall be clearly labeled and identified.
16. If separate final maps are to be filed on portions of the property shown on the tentative map, the subdivision boundaries that will appear on said final maps and the sequence of filing of said maps will be shown.
17. Certificates for signature and date shall be placed on the tentative map as follows:
 - a. Filing with the City of Jackson and fee amount.
 - b. Approval of the City Planner. Date.
 - c. Approval of the City Planning Commission. Date
18. A vicinity or key map of appropriate scale including sufficient adjoining territory so as to clearly indicate nearby street patterns, major access streets, property lines, and other adjacent properties owned by the subdivider.
19. A statement of existing and proposed zoning, and existing and proposed uses of the property.

D. Additional Data Required

1. A preliminary Soils Investigation Report prepared by a registered civil or geotechnical engineer. The City Engineer may waive submission of this preliminary report, if data on soil conditions in the proposed subdivision is already on file with the City.
2. A preliminary grading plan. Submission of this preliminary plan may be waived by the City Engineer.
3. Applications for any modification that may be proposed, together with supporting drawings and statements as may be required by the provisions of Sec. 16.32.020 of the Subdivision Ordinance. (Comment: Is this for variances? I cannot verify this section. It is not in the Municipal Code found on line.)
4. A final environmental impact report or negative declaration in compliance with the California Environmental Quality Act of 1970, and California Administrative Code, Title 14.

E. Filing and Filing Fee

1. The subdivider shall file with the City the tentative map, the number of copies of which to be determined by the City. A tentative map shall not be considered as having been filed unless and until it complies with all provisions of these requirements and all data required to accompany the tentative map has been submitted in a form acceptable to the City. A subdivider pre-filing a tentative map for preliminary review shall submit two copies of the map.

If the preliminary soils investigation report indicates the presence of critically expansive soils or other soil problems, including seepage, which if not corrected would lead to structural defects, a soils investigation of each lot may be required by the City Engineer, and shall be done in a manner provided in Section 66491 of the Subdivision Map Act.

If at any time during the processing of the tentative map, the map or the accompanying drawings, statements or other data are found to be incomplete or incorrect with respect to pertinent required information, the subdivider shall be promptly advised in writing by mail, of the changes or additions that must be made before further action may be taken on the tentative map.

Failure to provide the omitted or inaccurate information or the soils investigation of each lot within the time specified in the written notice requesting its submission, shall be cause for disapproval of the tentative map, unless an extension of time is mutually agreed upon by the subdivider and the City.

2. The tentative map shall be accompanied by the filing fee shown in the current City of Jackson fee schedule.

Any lot to be dedicated or conveyed to a governmental agency, public entity, or public utility shall not be considered a lot for purposes of computing the filing fees under this section.