



Project Tract and Parcel Map Instructions

TENTATIVE TRACT AND PARCEL MAPS

Tentative Maps submitted to the Planning Division shall comply with the following specifications. Additional materials or information may be required according to each type of application. Assistance with an online planning application submittal can be obtained at the Public Counters, located at 385 N. Arrowhead Ave., 1st Floor, San Bernardino, CA 92415 (phone number: 909-387-8311) and at 15900 Smoke Tree St., 1st Floor, Hesperia, CA 92345 (phone number: 760-995-8140).

NOTE: An illegible or inadequate Map cannot be accepted. Include only information necessary to depict the project and its setting (do not include mechanical or structural drawings).

1. Project Scope:

The Map shall include a Project Scope that identifies relevant information to the proposed project. Depending on the application, categories should include:

- *Application Type*
- *Size of existing parcel*
- *Number and size (i.e. acreage or square-footage) of proposed lots*
- *Dimensions of existing and proposed lots*
- *Lot sales only or build-out (if build-out provide size of proposed structures)*
- *Other relevant data...*

See exhibits at the end of this handout for examples.

2. Technical Requirements:

The following items shall be displayed on the map.

A. Plan Identification:

- 1) All plans shall indicate a scale and display a graphic scale (i.e. 1" to 10', etc.)
- 2) Map shall be accurate to scale.
- 3) Official Stamp Area- a 4x6 inch area in the upper right hand side of the plot plan shall be left blank and labeled "Official Use Only".
- 4) The lower right hand corner of the map shall contain the following information in this order:
 - Assessor's Parcel Map(s)
 - Tract Number "Tract ____" (may be obtained from County Recorded at 909-387-8306)
 - Names, addresses and telephone numbers of the applicant, representative, recorded Property Owner(s), if different from applicant)
 - Map preparer
 - Map preparation date and any revision date(s)

B. Registered Civil Engineer or Licensed Land Surveyor: A Registered Civil Engineer or Licensed Land Surveyor shall sign, seal, and provide their California registration or license number and the date of expiration of such license or registration.

C. Contact Information: Names, addresses and telephone numbers of the record owner, subdivider, and the engineer or surveyor preparing the map.

- D. Vicinity Map: A vicinity map of the area showing the proposed tract in relation of any adjacent tracts, established roads, landmarks, etc., so that site can be easily located. Indicate the proposed access route to the site from nearest public maintained road.

4. Map:

Map shall be drawn to an Engineer's scale. A scale of 1" = 100' is preferred, but in no case should the scale be smaller than 1" = 200'. **ENTIRE TRACT AND ALL INFORMATION MUST BE ON ONE SHEET.** A remainder parcel larger than twenty (20) acres need not be drawn to scale.

- A. North Arrow: North arrow shall be shown and oriented towards the top of the map. True north shall be indicated.
- B. Boundary Line and Dimensions: Boundary line and dimensions of the project shall be shown. Boundary shall be shown as a solid, distinctive line.
- C. Assessor's Parcel: Show entire Assessor's parcel, and identify any remainder portion, and any contiguous properties under common ownership (whole or partial ownerships).
- D. Utilities: Indicate names, addresses and telephone numbers of water company, sewage disposal, electric, gas, telephone, cable television. If no utility company, indicate the method of supply.
- E. Legal Description: Legal description of the land included within the proposed tentative map.
- F. Lot Layout: The approximate dimensions of each lot (ditto marks not acceptable) and a number for each lot in consecutive numbers (circle last lot number). Any portion of property in common contiguous ownership not included in the division shall be labeled as a remainder parcel.
- G. Lot Size: Indicate the approximate acreage, the number of numbered lots, number of lettered lots and lot density proposed by the subdivision. Indicate acreage of any remainder parcel and total acreage of project, including numbered, lettered and remainder parcel.
- H. Project Type: Indicate whether proposed project is designed for **LOT SALES** or **DEVELOPER BUILD-OUT**.
- I. Zoning: Indicate existing and proposed zoning.
- J. Lettered Lots: Indicate proposed use of any lettered lots.
- K. New Streets: Show number of lineal feet of new streets.
- L. Adjacent Property: Indicate the land use district (zoning) and development uses of adjoining property, including across any street. Indicate distance from property line to any structures that are within 15 feet of property line.
- M. Setbacks: Front and side street building setback lines, delineated on the map, including dimensions.
- N. Adjoining Highways, Streets, Alleys and/or Ways: Locations, names and existing width of all adjoining highways, streets, alleys and/or ways. If none exist, indicate access to property.
- O. Gradient and Cross Section: The approximate gradient and typical cross section of each proposed highway, street, easement and drainage improvement shown on the tentative map.
- P. Recorded and/or proposed easements, dedication of streets or rights-of-way: Indicate the width and locations of all recorded and/or proposed easements, dedication of streets or rights-of-way.
- Q. Radius: Indicate approximate radius of all centerline curves on highways, streets or ways.

- ❑ R. Flow of Water Course: The location, width and direction of flow of all water courses and the approximate location of all areas subject to flood waters, overflow or inundation.
- ❑ S. Distance: Locate, by distance from existing and proposed property lines and other above ground structures, the placement on the property of all existing structures and other man-made features including buildings, utility poles, fences, driveways, signs, existing wells, sewers, septic systems (including leach lines), culverts, bridges, drain pipes, fire hydrants and/or sand, gravel or other excavations within the tentative tract. **Indicate which existing structures will remain and which will be removed.**
- ❑ T. Accurate Contour: The accurate contour of the land shall be delineated at intervals of not more than two (2) feet if the slope of the land is less than ten percent (10%) and of not more than five (5) feet if the slope of the land is ten percent (10%) or greater. Topographic information shall be obtained by aerial or field survey done under the supervision of a licensed land surveyor or registered civil engineer. [Elevations shall be based upon 1927 datum and the bench shall be one accepted by the County Surveyor.]
- ❑ U. Condominium Project or Planned Development: In a subdivision consisting of a condominium project or a planned Development, the tentative map shall show the approximate location of all building envelopes and other structures to be erected by dashed lines [with no unit space numbers, sidewalks, parking areas, etc., shown.]
- ❑ V. Regulated Native Trees or Plants: Show all regulated native trees or plants on the site. Highlight any of these trees or plants that are within 100 feet of any area that will be disturbed by a proposed roadway, building site or other land disturbing activity. Highlight all regulated trees or plants that are proposed to be removed in accordance with San Bernardino County Code Title 8, Division 9. If no regulated trees or plants exist on site, indicate this by a note on the map.

❑ 5. Preliminary Grading:

Indicate preliminary grading as per instructions below. If slope is less than 5%, show pad elevations with top and foot of slope if they exceed three (3) feet. Include slopes resulting from grading for new or existing roads.

Preliminary grading shall be shown on the Subdivision Map and shall include:

- 1) Topographic information of the proposed project area and all adjoining properties within one hundred fifty (150) feet at a scale of not less than one (1) inch to two hundred (200) feet unless otherwise approved by Building and Safety. The contour interval shall not be more than two (2) feet except that the contour interval may be five (5) feet if the natural, ungraded slope is more than ten percent (10%).
- 2) Contours of the finished graded slope shall be shown at intervals similar to that on the topographic base map.
- 3) Street grades, slope ratios, flow lines, pad elevations, maximum elevations of top and minimum elevations of toe of finished slopes over five (5) feet in vertical height. The maximum heights of those slopes and approximate total cubic yards of cut and fill shall be shown on the preliminary grading plan.
- 4) A legend with appropriate symbols.
- 5) Any other data necessary to aid in review of a project.
- 6) In the event no mass grading is proposed, a statement to that effect shall be placed on the required topographic map and this map shall delineate the boundary of an adequately sized building pad, driveway and septic system (if proposed) for each parcel proposed as well as show any slopes and/or retaining walls resulting from the installation of all public or private roads.