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# TENTATIVE MAP CHECKLIST

Please review this checklist with the City of Vallejo Planning Division to confirm requirements and determine if other applications are required for the first phase of submittals. A preliminary review is recommended for a guided review process. Depending on the scope and nature of the project, additional drawings and details may be required by the Planning Division. For more complex projects it is strongly recommended that a qualified California licensed team including, Civil Engineer, Architect and Landscape Architect be engaged early on to assist with streamlining of the project during the review and permit process. Once the set is submitted, it will be routed to the Technical Plan Review Committee (TPRC) team for review and comment.

## I.

### A. DESCRIPTION OF PROPOSAL:

☐ Full description of proposal.

### B. DEVELOPMENT PLAN SET

☐ 3 full size sets
☐ 24" x 36" or larger
☐ One full size electronic submittal

Tentative Plan Set: All drawings shall include date of plan preparation and subsequent revisions and north arrow. The submittal set for first round of review should be 30% technical drawing set level. It is typical to have multiple reviews for a project. As the project progresses for a public hearing and is revised, prior to the public hearing, the sets will develop further.

**NOTE: All plans should be collated and folded into a size no larger than 9" x 13" or similar.**
The tentative map shall be prepared by or under the direction of a registered California Civil Engineer or licensed land surveyor.

### C. TITLE REPORT

☐ Current title report completed within the last 3 months is recommended to show the nature and location of all easements.

## II.

### A. COVER SHEET

- ☐ Street address and assessor's parcel numbers.
- ☐ Name, address and phone number of property owner.
- ☐ Name, address and phone number of Contractor/Builder, Engineering Team and Architect (designer).
- ☐ Vicinity map with north arrow, major cross streets and surrounding areas.
- ☐ Project description.
- ☐ Legend of symbols and abbreviations.
- ☐ Table listing all plan sheets with sheet numbers and descriptions.
- ☐ Table containing:
  - ☐ General Plan designation and Zoning district.
  - ☐ Proposed subdivision name.
  - ☐ Size of property including gross and net lot area, square feet and acres.
  - ☐ Adjacent land uses.
  - ☐ Development standards pursuant to Vallejo Municipal code.
  - ☐ Square footage of all existing buildings.
  - ☐ Square footage of all proposed buildings.
  - ☐ Parking analysis for building use and zoning district with code requirements and proposed spaces.
  - ☐ Percentage of net lot area for each category and total: landscaping, impervious surfaces, common open space, and private usable space.
  - ☐ Lot coverage calculations, percent of net lot area covered by buildings.
  - ☐ Table of contents listing all the plan sheets with content, page numbers and date prepared.
  - ☐ Proposed subdivision name, names and addresses of the applicant, all property owners of record, and the civil engineer or surveyor.
  - ☐ Statement if the property is subject to inundation.
  - ☐ Sewage disposal, source of water supply.
  - ☐ Statement setting forth the intended land use of the parcels.
- ☐ For residential development, include the floor area for each unit type, the number of bedrooms, the number of units by type, the number of units per building, the total number of units, and net density.
- ☐ For commercial development, total floor area in each building (including basements, mezzanines, interior balconies, and upper stories or levels in a multistory building) and total building area and FAR (Floor Area Ratio = total floor area divided by total net land area).

## B. BOUNDARY SURVEY

- ☐ Completed by a licensed California surveyor or Civil Engineer licensed to do survey.
- ☐ Engineer's Scale drawn at 1"=20' scale or reasonable scale to demonstrate the site, a graphic bar, and north arrow.
- ☐ Date of survey preparation and subsequent revisions.
- ☐ Street address and assessor's parcel number.
- ☐ Existing easements (if any).
- ☐ Existing public and private streets, existing public right of way including alleys, sidewalks, improved or unimproved areas.
- ☐ Locate and identify all existing park and recreation facilities, and proposed open space areas, including their ownership and management.

## C. PROPOSED TENTATIVE MAP

- ☐ Scale of drawing (Engineer's Scale) 1"=20' or reasonable scale to demonstrate the site, a graphic bar, and north arrow.
- ☐ Street address and assessor's parcel number.
- ☐ Vicinity map showing north arrow, location and boundary of the subdivision, major cross streets and the existing street pattern in the vicinity.
- ☐ Existing and proposed property lines with typical dimensions, widths, radii, arc lengths, easements. Benchmark based on U.S.C. & G.S. datum.
- ☐ Lot size including gross and net area (square feet and acres) and lot numbers.
- ☐ Location of all existing buildings, proposed building(s), open space, fences, walls, all at grade building features, accessory structures including sheds, ADU's, trash enclosures and garages and other improvements as applicable. Label all structures and indicate if they are to remain or demolished.
- ☐ Location and nature of all easements, including but not limited to water, sewer, electric, access.
- ☐ Dimensions between all buildings and between all new buildings and property lines.
- ☐ Dimensions and locations of all required setbacks from property lines.
- ☐ Square footage of buildings.
- ☐ Location of existing and proposed parking.
- ☐ Location, dimension and nature of significant site features such as swales, water, hills etc.
- ☐ Location of lighting standards and devices, along with cut sheet.
- ☐ Location and dimensions of all existing and proposed structures 50 feet beyond the property lines. If adjacent to a public right-of-way, show the entire width of public right-of-way to the next to property line, including streets, driveways, sidewalks, driveways, structures and alleys.
- ☐ Location and dimensions for all adjacent streets (public and private) and proposed streets showing both sides of streets, street names, street width, striping, centerlines, centerline radii of all curves, median and landscape strips, bike lanes, pedestrian ways, trails, bridges, curbs, gutters, sidewalks, driveways, and right-of-way including any proposed or

required right of way dedication. Show all existing and proposed improvements including traffic signal poles and traffic signs. Show line of sight for all intersections and driveways, and corner setback lines.

☐ Show a diagrammatic plan of public versus private easements, streets, alleys etc.

☐ Location of points of entry and exit for vehicles and internal circulation patterns.

☐ Location of all natural features such as creeks, ponds, drainage swales, wetlands, watersheds etc., extending 50 feet beyond the property line to show the relationship with the proposed development.

☐ Indicate if any parcel is within a FEMA defined 100-year floodplain or floodway.

☐ Locate and identify all existing park and recreation facilities, and proposed open space areas, including their ownership and management.

☐ Proposed parcels with dimensions and sizes, access, driveways. Description of proposed parcel, i.e. multi-family, single-family, duplex etc. along with approximate size and number of units.

☐ ENGINEERED CROSS-SECTIONS. A minimum of two cross-sections drawn with an exaggerated vertical scale, with scale noted, through critical portions of the site extending beyond the property line to the opposite curb line of adjacent streets or to a minimum of 50 feet onto adjacent properties. Sections shall include existing topography, final grades, existing and proposed structures, fences, walls, property lines, dedications, curb, gutter and sidewalks. Section locations shall be identified on the Tentative Map.

☐ TRUE CROSS-SECTIONS. A minimum of two cross-sections (more as needed to showing varying site conditions) drawn at 1:1 scale (same scale used for both vertical and horizontal axis), 1"=20' minimum scale, with scale noted, and a graphic bar scale, through critical portions of the site extending 50 feet beyond the property line onto adjacent properties or to the property lines on the opposite side of adjacent streets. Sections shall include existing topography, final grades, location and height of existing and proposed structures, fences, walls, roadways, parking areas, landscaping, trees, and property lines. Section locations shall be identified on the Tentative Map, Development Plan or Site Plan.

## D. LANDSCAPE PLAN SUBMITTAL

☐ Scale of drawing at 1" = 20' and north arrow. (Engineer's Scale)

☐ Proposed trees, shrubs, shrub groupings, lawn, groundcover areas, existing trees and plants materials to be saved, stormwater treatment areas, special paving, hardscape, and cut sheet and specifications of site furnishings

☐ Size, species, and spacing of street trees

☐ Landscape legend with a list of plant materials (in Latin and common name), plant sizes and spacing.

☐ Survey existing size, species, trunk location, and canopy of all existing trees (6 inch diameter or larger) on site and adjacent properties that could be affected by the project. Identify trees to remain and removed. Any tree proposed as mitigation for removal of a tree shall be identified as a replacement tree.

☐ Location of all natural features such as wetlands, creeks, ponds, drainage swales, etc. extending 50 feet beyond the property line to show the relationship with the proposed development.

☐ Approximate location of areas subject to inundation or storm water overflow, and all areas covered by watercourses.

☐ Landscape Plan shall be coordinated and consistent with the Stormwater Plan.

☐ Estimated representation of plant materials within three years.

☐ Color representation of proposed landscaping.

☐ Location and screening of all above-grade utilities and bio-swales or other stormwater treatment areas with 1:10 scale cross sections showing the planting within the bio-swales and screening of utilities.

☐ Enlarged details (minimum of 1:10 scale) for focal points and accent areas, i.e. courtyards, entry features, landscape walls, or special areas.

☐ Location and details, specifications and/or cut sheets of ground signs, walls, fences, paving decorative planters, trellises, arbors, and other landscape features.

☐ Statement stating that Water Efficient Landscape Ordinance (WELO) standards will be adhered to when applicable. WELO applicability can be found in Chapter 16.71.020 of the Vallejo Municipal Code.

☐ Point of connection to water supply under WELO standards.

☐ Show line of sight triangle.

☐ If any parcel is within FEMA defined 100-year floodplain or floodway:

  ☐ Identify the floodplain or floodway on all plan sheets depicting the existing and proposed site, with the base flood elevation (BFE) and flood zone type clearly labeled. In addition, show the existing site topography and finish floor elevations for all existing and proposed structures. If FEMA has not defined a BFE, a site specific hydraulic analysis will be required to determine the BFE prior to deeming the application complete (CMC Sec. 34- 32.b2).

  ☐ Flood zone boundaries and floodwater surface elevation. If the property proposed to be developed is within or adjacent to the 100 year flood zone (Zone A) or the National Flood Insurance Program, Flood Insurance Rate Map, the extent of Zone A shall be clearly drawn on the tentative map and the 100 year flood water surface elevation shall be shown. The map shall show the approximate location of the Floodway Boundary as shown on the latest edition of the “Flood Boundary and Floodway Map” published by the Federal Emergency Management Agency.

## III.

### A. UTILITY PLAN

☐ Prepared by a licensed California Civil Engineer and drawn at 1”=20’ scale. Show the location and dimensions of existing and proposed utilities including water supply system, sanitary sewers and laterals, drainage facilities / storm drainage systems, wells, septic

tanks, underground and overhead electrical lines, utility poles, above ground utility vaults and meters, easements.

☐ Show traffic signals, signal cabinets, underground conduit for signals and interconnect, traffic signal pull boxes, service cabinets and other related features.

☐ Location and nature of existing and proposed utility lines and equipment, telecommunications facilities.

☐ Location of nearby fiberoptics.

☐ Table of existing and proposed fixtures.

☐ Indicate the location of all existing and proposed fire hydrants.

☐ Provide current fire flow information.

☐ Location and dimensions of parking spaces, back up, loading areas, and circulation patterns with truck sizes and turnarounds.

**B. GRADING & DRAINAGE PLAN**

☐ Average slope of property, and percentage of slope for all finished slopes, driveways, roadways, trails or pathways.

☐ Contours shall extend 50 feet onto all adjacent properties showing existing improvements and spot and pad elevations for the adjacent properties.

☐ A preliminary calculation of amount of earth in cubic yards to be moved, imported or exported from the site, if total is greater than 50 cubic yards.

☐ Location of catch basins and off site connections with details of swales and drainage structures.

☐ Spot elevations, pad elevations, and direction of proposed drainage, including approximate street grade and existing and proposed storm drain locations.

**C. TOPOGRAPHIC SURVEY**

☐ Scale of drawing (Engineer's Scale)

☐ Existing topography and proposed grading extending 50 feet beyond the property. Indicate slopes up to 5% or under 5 feet at 2-foot contour intervals and indicate slopes over 5% or greater than 5 feet in height at 5 foot contour intervals. Include spot elevations, pad elevations, percent slope and show all retaining walls with Top of Wall/ Bottom of Wall elevations

☐ Any significant vegetation including trees, vegetation providing habitat for native animals, and/or cultural value (indicate size and type)

**D. PHOTOMETRIC PLAN**

☐ Scale of drawing at 1" = 20' and north arrow. (Engineer's Scale)

☐ Plan shall be prepared by a lighting specialist.

☐ Show right of way, easements, face of curb, sidewalk, pedestrian ramps, lot lines, house footprints, driveways, lot numbers, street names, proposed trees, fire hydrants.

☐ Provide foot candle requirements per City of Vallejo standard

**E. BUILDING ELEVATIONS** (See Development Plan Application Checklist if required).

**F. TRAFFIC SIGNING AND STRIPING PLAN.** Prepared by a licensed Civil Engineer and drawn at 1"= 20' scale, with scale noted, showing existing and proposed signing and marking identified by the appropriate current City standards and MUTCD (Manual on Uniform Traffic Control Devices)/Cal Trans details. The plan shall provide dimensions for all lane widths measured to the center of the lane line.

**G. STREET NAMES**. A list of proposed street names for review and approval by the City.

**H. GEOTECHNICAL REPORT.** Geotechnical report required for all properties within Alquist Priolo zone.

**I. SIGNS**. Plan shall be drawn at 1" = 20' minimum scale, and shall include colors, materials, font types and sizes, dimensions, and lighting details of all signs including address, numbers, wall signs and free-standing ground signs. Show dimensioned location and mounting details of signs on building elevations and location of ground signs on site plan. A colored rendering if the sign shall be provided.

**J. PHOTOS**. Several photos of the project site and adjacent development with the location noted.

**K. PHOTO-SIMULATIONS.** Digital photo-simulations of the site with and without the project, taken from various points off-site with the best visibility of the project. Include a key map showing the location where each photo was taken.

**L. STORMWATER CONTROL PLAN**

Check the table below to determine if the project triggers C.3 (stormwater treatment) requirements. If so, please refer to the C.3 Stormwater Compliance Information. Site Plan or Cover Page must include a table that verifies if C.3 requirements are applicable.

☐ A summary table which includes:

- Site size in square feet.
- Existing impervious surface area (all land covered by buildings, sheds, patios, parking lots, streets, paved walkways, driveways, etc.) in square feet.
- Impervious surface area created, added or replaced in square feet.
- Total impervious surface area in square feet (Existing impervious area to remain and proposed new impervious area)
- Percent increase / replacement of impervious area surface area (new impervious surface area in square feet / existing impervious surface area in square feet multiplied by 100).

- Estimated area in square feet of land disturbance during construction (including clearing, grading or excavating).

☐ Delineate and label the tributary areas and proposed BMPs.

☐ Provide a table listing the tributary areas and associated BMPs. (Ensure that all tributary areas drain to associated BMPs.)

☐ Ensure compliance with the proper sizing factors.

Calculate the total new and replaced impervious surfaces for the project and refer to the table on the next page to determine if project triggers C.3 requirements.[1]

| | Impervious Area Threshold | Effective Date | Requirement |
|---|---|---|---|
| Non-Regulated Projects | All Projects Requiring Municipal approvals or permits (includes single-family residences) | 5/1/2010 | As encouraged or directed by local staff, preserve or restore open space, riparian areas, and wetlands as project amenities, minimize land disturbance and impervious surface (especially parking lots) cluster structures and pavements, include micro-detention in landscaped and other areas, and direct runoff to vegetated areas. Use Bay-friendly landscaping features and techniques. Include Source Controls Specified in Appendix D. |
| | Projects between 2,500 and 10,000 square feet requiring approvals or permits (Includes single-family residences) | 12/1/2012 | Using the template in Appendix C, prepare and submit a Stormwater Control Plan for a Small Land Development Project. Implement one of four options: (1) Disperse runoff from some amount of roof or paved area to a vegetated are; (2) incorporate some amount of permeable pavement into your project; (3) include a cistern or rain barrel if allowed by your municipality; or (4) incorporate a bioretention facility or planter box. |
| Regulated | Auto service facilities, gas stations, restaurants, and uncovered parking lots over 5,000 square feet | 12/1/2011 | Prepare and submit a stormwater Control Plan as described in Chapter 2, including features and facilities to ensure runoff is treated before leaving the site. Use the LID Design Guide in Chapter 3, including sizing factors and criteria or "treatment Only." |

**What if I need more information?**

For further information, please contact the City of Vallejo Planning Division at (707) 648-4326 and City of Vallejo Engineering Division (707) 648-4316.