



City of Buellton Planning Department

Tentative Parcel Map (APPLICATION CHECKLIST)

Tentative Parcel Map (Application Deposit \$3,600)
Reference Buellton Municipal Code Section 18.04.120

Items listed on the Checklist must be submitted to the City Planning Department for a complete application package. If there is an item you feel is not germane to your project, please submit explanation.

1. **Application Form** – Completed and signed by the property owner and applicant.
2. **A Preliminary Title Report** – Two copies of the report; must be dated within the last 180 days prior to submittal date.
3. **An Authorization** – Consenting to the proposed subdivision of property signed by all parties having record interest.
4. **Assessor's Parcel Map(s)** – Indicating the property proposed for subdivision.
5. **Tentative Parcel Map** – One 8 ½" x 11" reduced copy, digital copy of map, in PDF/JPEG and AutoCAD compatible formats, and ten full sized copies of proposed map folded to 9" x 12" size.
The map must include the following:
 - a. Parcel Map number, name, date of preparation, north arrow, scale, and date of survey, if applicable.
 - b. Name and address of person or company that prepared the map and their registration or license number.
 - c. Names and addresses of subdivider and all parties having a record title interest in the property being subdivided.
 - d. Boundaries of the subdivision, defined by legal description, with sufficient information to locate the property and to determine its position with respect to adjacent named or numbered subdivision, if any.
 - e. Topographic information with a reference to the source of the information. Contour lines shall have the following intervals:
 - 1) Two-foot contour level for ground slope between level and ten percent, 2) Five-foot contour interval from ground slope exceeding ten percent. Contours of adjacent land shall also be shown whenever the surface features of such land affects the design or development of the proposed subdivision.
 - f. Approximate location and description of any trees over three inches in diameter at the trunk with notations as to their proposed retention or removal.
 - g. Location and outline (to scale) of all structures, which are to be retained within the subdivision, as well as all structures outside of the subdivision within ten feet of the boundary lines. Indicate the distances between the structures to be retained and existing or proposed street and lot lines. Also, make notations regarding all structures, which are to be removed.
 - h. Locations, widths and purposes of all existing and proposed easements for utilities, drainage and other public purposes. These easements should be shown by dashed lines, within and adjacent to the subdivision (including proposed building setback lines, if known). Show all proposed utilities including the size of water lines and the size and grade of sewer lines, locations of manholes, fire hydrants, street trees and street lights.
 - i. Name, location, width and directions of flow of all watercourses and flood control areas within and adjacent to the property and the proposed method of providing storm water drainage and erosion control.
 - j. Location of all potentially dangerous areas, including but not limited to areas subject to inundation, landslide, settlement or excessive noise. Indicate the means of mitigating the hazards.
 - k. Locations, widths and names or designations of all existing or proposed streets, alleyways, paths and other rights-of-way, whether public or private; private easements within and adjacent to the subdivision; the radius of each centerline curve; a cross-section of each street; any planned line for street widening or for any public project in and adjacent to the subdivision. All private streets shall be clearly indicated.
 - l. Lines and approximate dimensions of all lots and the number assigned to each lot. Lots shall be numbered consecutively. Indicate the total number of lots, area of each lot, and any lot lines to be deleted. Also, please indicate proposed building setbacks.
 - m. Locations of existing or abandoned wells, septic leaching fields, springs, water impoundments, and similar features to the extent that they affect the proposed use of the property.
6. **A Vicinity Map** of appropriate scale showing sufficient adjoining territory to clearly indicate surrounding streets, other land in the subdivider's ownership, and other features, which have a bearing on the proposed subdivision.
7. **A Statement of Existing and Proposed Zoning and Land Use** with copies of current zoning and general plan land use designation maps indicating the property to be subdivided.
8. **A Description of Requested Exceptions From Subdivision Design Standards** for such items as lot area, lot dimensions, street sections or utility easements.

If you have any questions, please contact us at (805) 688-7474. If your questions relate to required plans, please arrange to meet with us in person during working hours, Monday thru Friday, 8 am to 12 noon and 1 pm to 5 pm. **Please make your check payable to the City of Buellton.**