



Community & Economic Development Department
Planning Division
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TENTATIVE TRACT/ PARCEL MAP

SUBMITTAL REQUIREMENTS

STEP ONE SUBMITTAL

Step One provides that information required for initial staff and agency analysis prior to the Project Review Staff Committee (PRSC) meeting. Additional information and special studies may be required at the PRSC meeting, before further processing can take place. Additional fees may be required for review of special studies.

- 1 Completed and signed application form.
- 1 Copy of fee receipt.
- 2 Copies of Preliminary Title Report (shall include recorded easements).
- 1 Completed Environmental Information Form.
- 1 Mounted set of photos of site and adjoining properties with location and direction of the photos indicated (use site plan below as base).
- 1 Conceptual Grading Plan
- 1 Preliminary Drainage Study (May not be necessary for in-fill projects).
- 1 Slope Stability Analysis (Required for developments involving slopes greater than 10 feet in vertical height prepared by either a registered Geotechnical engineer or a registered Engineering Geologist (Municipal Code 9.14.040)
- 10 Sets of the following plans, collated, stapled, and folded to 8½ " x 11". (See Exhibit requirements.) **Please note: rolled plans will not be accepted.** (Submittal of vesting tentative maps shall include the additional submittal requirements in Section 9.14.160 of the City of Moreno Valley's Development Code.)
 - a. Tentative tract/parcel map showing all existing easements and rights-of-ways and Phasing plan (if phasing is proposed).
 - b. Preliminary grading plan.
- 2 Preliminary Water Quality Management Plan submitted separately to Land Development with fee. (Required for projects requiring discretionary approval.)
- 1 **Legible** black and white reduction of the tentative tract/parcel map no larger than 11" x 17".
- 8 **Pre-application, Extension of Time, Phasing Plan**
Sets of the site plan with dimensions collated, stapled, and folded to 8" X 17"
(See exhibit Requirements)

STEP TWO SUBMITTAL

Step Two provides additional information that may be required by the Project Review Staff Committee (PRSC) and Code requirements. Information required could include project redesign and additional information for design and/or landscape review and public hearing (if applicable).

PROJECT EXHIBITS

Sets of the following revised (if required) plans, including phasing plan, if applicable, collated, stapled, and folded to 8½" x 11" (follow the Step One Submittal requirements and **include the City project number in the lower right hand corner of all sheets**):

- 15
 - a. Tentative tract map/parcel map
 - b. Preliminary grading plan
 - c. Phasing plan (if applicable)

- 1 8 ½" x 11" **legible** black and white reduction of the revised tentative tract/parcel map (if required).

PUBLIC HEARING ITEMS

- 1 One assessor's parcel map indicating all parcels within 300 feet of the exterior boundaries of the applicant's property (or a radius as stipulated by the Community and Economic Development Director if the project is determined to be of significant public interest). Indicate the radius line and the applicant's property on the map.

- 1 One set of gummed labels and one "paper" copy of the names, addresses and parcel numbers of property owners within a 300 foot radius of the exterior boundaries of subject property (or alternative radius as determined by the Planning Division) and one set of gummed labels and one paper copy of names and addresses of the subject property's owner(s), applicant and representative.

- 1 Certification of Property Owners List – If the public hearing noticing information is prepared by other than a Title Company doing business in Riverside County, the property owner (or representative) shall complete the Property Owners List Certification below.

EXHIBIT REQUIREMENTS

MAP (Minimum scale shall be 1 inch = 40 feet)

Please providing the following Information indicating:

- | | | | |
|--|------------------------|----|---------------------|
| - Title of Map | - Tentative Map Number | OR | - Parcel Map Number |
| - Date of Map Preparation | - Gross Acreage & Net | | - Vicinity Map |
| - Assessor Parcel Number(s) centered at top of map | | | |
| - Legend & Notes of Special Interest and describing existing and proposed improvements Including offsite requirements, utility relocations and removals. | | | |

- A vesting tentative map shall have printed conspicuously on its face the words "Vesting Tentative Map."

- Existing zoning designation of property.

- Indicate existing uses, zoning, lot layout, tract or parcel map numbers (and APN) of adjoining properties and ownership information.

- Name, addresses, phone numbers of owner of record, applicant and engineer/land surveyor with registration number.

- Accurate metes and bounds description tied to a known point (i.e., section or quarter corner).

EXHIBIT REQUIREMENTS - Continued

- Legal description of property.
- All tract boundaries shall be in heavy line and include dimensions.
- Each lot shall be numbered, with dimensions, and indicate net area in square feet.
- If the map is a condominium subdivision, the statement "For Condominium Purposes" shall be entered underneath the tentative tract number.
- Small scale vicinity map with location of subdivision in relation to major streets (need not be to scale) with north arrow.
- Legend: Scale and north arrow (top of map to be oriented to the north).
- Summary tables of gross area, net area and number of lots (including lettered), intended uses of lots, and number of dwelling units.
- Limits of site boundary with bearings and dimension at all sidelines and frontages.
- The lot layout, including the approximate dimensions and area (in square feet) of each lot, and pad areas.
- Identification of each lot not proposed as a building site and explanation of its intended use.
- Width, approximate locations and designations of all existing and proposed easements or rights-of-way, whether public or private, for water, drainage, sewers, flood control, maintenance or recreation purposes, transmission lines; drainage detention and water quality basis.
- All existing streets and highways within proposed tract and within 200 feet of the boundaries of the proposed tract and dimensional locations at all existing public improvements, appurtenances, easements, driveways and streets, alleys and right-of-way providing legal access to the property.
- Show location of adjacent structures and property improvements within 50 feet of subject property.
- Approximate radius of all centerline curves on highways, streets, alleys and vehicular access ways.
- Total approximate length in feet along the centerline of all existing and proposed streets within the boundaries of the subdivision, measured from intersection to intersection.
- Dimensions and locations of sidewalks and bicycle, equestrian and hiking trails, railroads and transmission lines.
- Typical cross-sections of all existing and proposed streets, alleys and easements within and adjacent to subdivision including:

Name of street	Centerline (existing and proposed)	Right-of-way or property lines
Easements adjacent to right-of-way (designate type and width)		
Dimensions of improvements from centerline		
Approximate grades of existing and proposed streets, drives and sidewalks		
Total ultimate right-of-way improvements and whether existing or proposed:		
curb and gutter	sidewalks	bike trails
		medians
		on street parking

EXHIBIT REQUIREMENTS – Continued

- Private streets shall be so noted on the tentative map.
- Location and sizes of all areas offered for public use.
- Location and sizes of all common areas to be designated for private use as well as open space.
- Location and outline to scale of existing buildings or structures above ground within the subdivision, noting whether the building or structure is to be removed from or remain.
- Location of any excavation within or adjacent to the subdivision.
- Location of any existing wells, irrigation lines, cesspools, septic tanks, sewage leach fields, sewers, culverts, storm drains and underground structures within the subdivision, and a statement noting whether or not such uses are to be abandoned, to be removed, or remain.
- Locate existing utility to serve property and service points of each on plan.
- Uses proposed in the tentative tract/parcel map. If for multiple family dwelling uses (including condominium and community apartment project) the proposed number of units shall be stated.
- Location and limits of previously filled areas within the subdivision, including any liquid or solid waste disposal sites.
- Name, address and phone numbers of utility purveyors and location of all existing known public utilities including sewer, water, gas, cable, solid waste, and telephone.
- Gross acreage of the storm water area tributary to the subdivision and a statement in detail, but not quantitatively: the manner in which storm runoff will enter the subdivision (include approximate size, type, lineal footage of storm drainage facilities and catch basin locations); the manner in which disposal beyond the subdivision boundaries will be assured; and, if applicable, reference to any duly adopted Master Drainage Plan. Show proposed best management practices (BMP) for water quality.
- Designation and boundaries of special flood hazards, including base flood elevation data. If no special flood hazards exist, a statement to this effect shall be made.
- Designation, location, widths and directions of flow of all watercourses and flood control channels.
- Maximum contour interval shall be as required by the City Engineer. Contour lines shall extend 300 feet beyond the exterior boundaries of the property when adjacent property is unimproved or vacant unless otherwise determined by the City Engineer. Copies of U.S.G.S. topographic maps are acceptable when approved by the City Engineer. County Flood Control and County Road base maps may be acceptable.
- The height, width, direction and slope of man-made slopes and retaining walls.
- Locations of existing trees (type, height and trunk size) and rocks (height) on-site.
- Total area to be held in reserve for improvements or facilities, itemized by type of improvement or facility.
- A "Revision Block" placed on each revised map, with amendment numbers.

For additional information, please refer to Municipal Code 9.14.040, Sections A.1.r., A.2 and A.3.

PRELIMINARY GRADING PLANS

- Existing and proposed pad elevations.
- Approximate grades of proposed roads and street center-lines including curve radii.

Existing contours with maximum interval as follows:

Slope	Interval
Less than 2%	2'
2-10%	4'
Greater than 10%	10'

- Proposed contours and spot elevations.
- Land subject to overflow, inundation or flood hazard.
- Drainage plan to control both on-site and off-site storm runoff, watercourses, channels, existing culverts and drainpipes including existing and proposed facilities for control of storm waters, data as to amount of runoff and the approximate grade and dimensions of proposed facilities.
- Provide specific information required by the Environmental Information Form.