



TENTATIVE PARCEL MAP OR TENTATIVE MAP
Application Submittal Checklist

The following materials are required at minimum in order to submit an application to subdivide land. Additional materials may be required by the Director of Planning and Building Services depending on the complexity of the project. Note that tentative parcel map numbers are assigned by the City of Richmond Planning Division and tentative map numbers are assigned by the Contra Costa County Recorder's Office.

- PLANNING APPLICATION FORM**
- PLANNING & ENVIRONMENTAL REVIEW FEES**
- ENVIRONMENTAL INFORMATION FORM**
- TITLE REPORT** - Provide a preliminary or final title report prepared by a title company within the last three months.
- PHASING PLAN** - Provide a phasing plan exhibit and narrative for subdivisions involving fifty (50) or more lots.
- SUBMITTAL PLANS REQUIRED FOR INITIAL REVIEW**
 - 5 full-sized set of plans
 - 1 reduced-sized set of plans at 11" by 17" or 8.5" by 11"
- MAP** - Provide a map prepared by a licensed civil engineer or land surveyor drawn at an appropriate scale. The map must be drawn on sheets with a 18" by 26" minimum and 42" by 60" maximum dimension. Include the following:
 - Subdivision name and map number.
 - Date, north arrow, scale, and reference to City of Richmond datum.
 - Sufficient legal description to define boundaries of the proposed subdivision.
 - Vicinity map showing the location of the subdivision.
 - Name and address of the record owner, the subdivider, and the civil engineer or land surveyor under whose direction the map was prepared.
 - Topographic contours for lots exceeding 15% slope. Contours must extend 50 feet beyond the property boundaries at intervals of 5 feet for slopes over 5% and show outline of structures on adjacent lots.
 - Approximate lot layout and approximate dimensions of each lot and each building site.
 - Location and outline to scale of each structure on the property proposed for division. Structures on adjacent property shall also be shown if such structures affect the design of the proposed subdivision. Each structure that is to be retained shall be so noted.
 - Approximate boundaries of areas subject to inundation or stormwater overflow, and the location, width and direction of flow of all watercourses.
 - Approximate location of all trees and tree masses, twelve feet or more in height, standing within the boundaries of the subdivision.
 - Locations, widths, grades and names of all existing or proposed streets, alleys, pedestrian ways and other rights-of-way within and adjacent to the subdivision, and the radius of each centerline curve. All streets and alleys intended to be private shall be clearly so designated. All other streets and alleys shall be dedicated for public use. If private streets are proposed, a statement shall be made as to how the construction of necessary local improvements and continued maintenance thereof will be guaranteed.
 - Official plan line for street widening in or adjacent to the subdivision.
 - Location and dimension of all known existing easements and reserves and all proposed public easements.

- Location of existing utilities, sewers, drainage ditches and other drainage facilities located in or adjacent to the proposed subdivision.
- Proposed plan and easements for drainage and for handling stormwater.
- Source of water supply.
- Proposed plans and easements for sewerage and provision for sewage disposal.
- Areas to be reserved for public or semi-public use.
- City boundaries which cross or adjoin the subdivision.
- Lot numbers and lines, block numbers and subdivision names of all adjacent parcels of land, and the names of owners of record of such parcels that are unsubdivided.
- Statement, when appropriate: "Pavement structure to be designed by the City of Richmond upon receipt of report from a soils engineer showing strength-expansion analysis of each street from samples taken at finished subgrade."
- Location and extent of any areas of unstable soil or slide conditions as determined by the soils report and geological report.

SOILS AND GEOLOGICAL REPORT - Provide a soils and geological report unless it has been waived by the Director of Public Works pursuant to Richmond Municipal Code Section 15.08.130(2a). The report must be prepared by a registered civil engineer specializing and recognized in soil mechanics and foundation engineering, and based upon adequate test borings. The report must contain adequate data as well as the following:

- Description of subsurface conditions substantiated by adequate test borings.
- Analysis of areas immediately adjacent to the proposed subdivision that might have an adverse effect upon it or, conversely, might be affected by the subdivision soil conditions.
- General indication of both surface and subsurface drainage facilities necessary to secure stability of native soil or compacted fill.
- Statement as to the location of areas within the subdivision boundaries which the subdivider can feasibly and safely develop or intends to develop for building sites.
- Statement of guidelines to be used to adequately and properly develop and maintain the area under consideration, such as the desirable heights of cuts and fills, desirable steepness of slopes, necessary corrective measures, etc.

PRELIMINARY GRADING AND DRAINAGE PLAN - Provide a preliminary grading and drainage plan prepared by a licensed civil engineer and drawn at an appropriate scale. Include the following:

- Topographic contours for lots exceeding 15% slope. Contours must extend 50 feet beyond the property boundaries at intervals of 5 feet for slopes over 5% and show outline of structures on adjacent lots.
- Average slope and percentage of slope for all finished slopes, driveways, roadways, and trails or pathways.
- 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.
- Direction of drainage, location of catch basins and off-site connections with details of swales and drainage structures.

STORMWATER CONTROL PLAN AND REPORT - Projects creating 10,000 square feet or more of impervious surface are required to submit a Stormwater Control Plan prepared according to the latest edition of the Contra Costa Clean Water Program's Stormwater C.3 Guidebook available at www.cccleanwater.org. The Stormwater Control Plan and report must contain all the information and data discussed in Chapter 3 of the guidebook.

- PLANNING DIVISION USE -	
Project:	Notes:
Location:	
Staff :	
Date:	