




Tentative Map Check List

CHECK LIST 	Lot line adjustment	Tentative Parcel Map	Tentative Map
General information:			
Map acceptable size			
Map Borderline			
Map Scale			
North Arrow			
Parcel Map number or Name of Subdivision			
Date of preparation			
Names, Addresses, telephone Numbers of Owner(s) of Record			
Subdivider, Preparer's License Number and Signature			
Subdivision boundaries and Acreage			
Vicinity Map: Showing location relative to major streets			
Location, name, width of adjacent streets			
Parcel number of adjacent properties			
Topographic Information:			
Existing topography (professionally and accurately represented contour lines)			
Buildings and/or improvements			
All trees (size and species)			
Location of water courses, flood-prone areas			
Location, width and use of public areas and/or easements			
Utilities:			
Location and size of storm drains, sanitary sewers, gas and water			
Location of fire hydrants, power and communication lines, other public utilities			
Drainage, flood, erosion control features and their location			
Statement of water supply source			
Statement of sewage disposal method			
Existing, proposed land use, proportion of each to total area			
Location, names, widths of proposed streets or ways			
Proposed improvements:			
Finished grade elevations, contours, cross sections			
Radii of curves			

Continued on other side

Location, size and/or slope and elevations:			
Sanitary sewers, storm drains, water facilities, fire hydrants, other drainage/flood structures			
Profiles street centerlines if required			
Typical cross section for curbs, gutters, walks, trails, etc.			
Location, species of trees and other planting in right-of-way			
Lot or parcel information:			
Lot dimensions (scaled)			
Lot Area			
Lot and block numbers			
Accompanying reports:			
Preliminary Title Report with legal description			
Preliminary soils report if required			
Report of Engineering Geologist			
CC&R's if required			
Designation of subdivision units (if any)			
Other information as required (i.e. biology or arborist report)			
Environmental Impact Report (EIR) or Negative Declaration in conformance with the California Environmental Quality Act (CEQA). <u>If required</u> , this report will be prepared by the Planning staff and reviewed and approved by the Planning Commission and/or City Council.			



FREQUENTLY ASKED QUESTIONS

What is a subdivision?

A subdivision is the division of land for the purpose of sale, lease or financing. All subdivisions (including lot line adjustments) are regulated by the State *Subdivision Map Act* which provides general regulations and procedures that local government must follow in the review of subdivisions. A subdivision usually takes the form of a lot line adjustment, a tentative parcel map or a tentative map.

What criteria will be used in the review of my application?

As with all of applications, City staff should be consulted early in the process to determine if a potential subdivision is in conformance with the City's General Plan and Zoning Ordinance. A preliminary proposal should then be submitted to the City's Plan Review Committee (PRC) for initial comment and guidance. Once a complete application is received it will be reviewed for considerations such as suitability of the building site, access to public roads, water supply, sewage disposal, traffic, grading, drainage and vegetation and wildlife preservation.

Community Development – Planning Services

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