



Submittal Requirements Tentative Map-Major Subdivision*

**CITY OF RIO VISTA
COMMUNITY DEVELOPMENT DEPARTMENT**

***5 OR MORE PARCELS**

For the Planning Department to review and act upon your request please follow these map and plan preparation guidelines and any other requirements listed in the Subdivision Map Act and the City's Subdivision Ordinance. Fees and other materials are also required for your submittal and will need to accompany any plans you prepare under these guidelines. Please consult with the Planning Division about your particular proposal before committing substantial resources for plan preparation. A separate "Final Map" application is required upon the approval of a tentative map for a major subdivision.

Plan Size and Scale

- A. The plan shall be prepared by a registered civil engineer or surveyor; and
- B. Shall be clearly and legibly drawn on one sheet according to a 1:40 or 1:20 scale on a standard 24 by 36 inch sheet size unless otherwise approved by the Planning Division.

Form and Contents

- A. A title which shall contain the subdivision number, subdivision name, and type of subdivision.
- B. Name and address of legal owner, subdivider, and person preparing the map (including registration number).
- C. Legal description to define the boundary of the proposed subdivision.
- D. Date, north arrow, scale and contour interval (**Note: all revision dates SHALL be shown**).
- E. Existing and proposed land use(s).
- F. A vicinity map showing roads, adjoining subdivisions, towns, creeks, railroads, and other data sufficient to locate the proposed subdivision and show its relation to the community including at least one hundred (100) feet beyond its boundary.
- G. Existing topography of the proposed site and at least one hundred (100) feet beyond its boundary, including but not limited to:
 - 1) Existing contours at two-foot intervals. Existing contours shall be represented by dashed lines or by screened lines;
 - 2) Type, circumference and drip line of existing trees. Any trees proposed to be removed shall be so indicated;
 - 3) The approximate location and outline of existing structures identified by type. Buildings to

be removed shall be so marked;

- 4) The approximate location of all areas subject to inundation or storm water overflow and the location, width and direction of flow of each water course;
 - 5) The location, pavement and right-of-way width, grade and name of existing streets or highways;
 - 6) The widths, location and identity of all existing easements; and
 - 7) The location and size of existing sanitary sewers, water mains and storm drains. The approximate slope of existing sewers and storm drains shall be indicated. The location of existing overhead utility lines on peripheral streets.
- H. Proposed improvements to be shown shall include but not be limited to:
- 1) The location, grade, centerline radius and arc length of curves, pavement and right-of-way width and name of all streets. Typical sections of all streets shall be shown;
 - 2) The location and radius of all curb returns and cul-de-sacs;
 - 3) The location, width and purpose of all easements (includes pedestrian and bicycle paths);
 - 4) The angle of intersecting streets if such angle deviates from a right angle by more than four degrees;
 - 5) The approximate lot layout and the approximate dimensions of each lot and of each building site. Engineering data shall show the approximate finished grading of each lot, the preliminary design of all grading, the elevation of proposed building pads, the top and toe of cut and fill slopes to scale and the number of each lot;
 - 6) Proposed contours at two-foot intervals. A separate grading plan may be submitted;
 - 7) Proposed recreation sites, trails and parks for private or public use;
 - 8) Proposed common areas to be dedicated to public open space; and
 - 9) The location and size of sanitary sewers, water mains and storm drains. Proposed slopes and approximate elevations of sanitary sewers and storm drains shall be indicated.
- I. The name or names of any geologist or soils engineer whose services were required in the preparation of the design of the tentative map.
- J. The source and date of existing contours.
- K. All lettering size shall be one-eighth inch minimum.

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- L. Certificates for execution ...
- M. If the subdivider plans to develop the site as shown on the tentative map in phases, then the map shall show the proposed phases and their proposed sequence of construction.
- O. Electronic copies or cd of proposed map and exhibits

*City staff may waive any of the foregoing tentative map requirements whenever staff finds that the type of subdivision is such as not to necessitate compliance with these requirements or that other circumstances justify such waiver. City staff may require additional drawings, data or other information as deemed necessary.

Accompanying Data and Reports

The tentative map shall be accompanied by the following data or reports:

- A. **Soils Report.** If the preliminary soils report indicates the presence of critically expansive soils or other soil problems which, if not corrected, would lead to structural defects, the soils report accompanying the final map shall contain an investigation of each lot within the subdivision.
- B. **Title Report.** A preliminary title report, showing the legal owners at the time of filing the tentative map.
- C. **Engineering Geology and/or Seismic Safety Report.** If the preliminary engineering geology and/or seismic safety report indicates the presence of geologic hazards or seismic hazards which, if not corrected, would lead to structural defects, an engineering geology and/or seismic safety report shall accompany the final map and shall contain an investigation of each lot within the subdivision.
- D. **School Site.** The subdivider shall obtain from the school districts involved their intention, in writing, concerning the necessity for a school site, if any, within the subdivision and shall present this information to the city engineer prior to the consideration of the tentative map by the planning commission.
- E. **Environmental Review.** The various time limits set forth in this title for taking action on tentative maps shall not be deemed to commence until the subdivision is found exempt or an initial study is completed and a negative declaration or environmental impact report, as appropriate, is prepared, processed and considered in accordance with the provisions of the California Environmental Quality Act. The subdivider shall provide such additional data and information and deposit and pay such fees as may be required for the preparation and processing of environmental review documents.
- F. **Utility Certification.** Certification in writing from all utilities that the proposed subdivision can be adequately served. The city engineer may defer the required certifications until after the filing of the tentative map.
- G. **Other Reports.** Any other data or reports deemed necessary by City staff.

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Vesting Tentative Maps

- A. At the time a vesting tentative map is filed, it shall have printed conspicuously on its face the words "Vesting Tentative Map".
- B. At the time that a preliminary vesting tentative map or a vesting tentative map are filed the subdivider shall also provide the following in improvement plan form:
 - 1) height, size, and location of buildings;
 - 2) sewer, water, storm drain and road details including landscape plans;
 - 3) information on the uses to which the buildings will be put;
 - 4) detailed grading plans;
 - 5) geological studies;
 - 6) flood control information;
 - 7) architectural plans for submission for architectural review;
 - 8) any other studies that the City normally defers to the building permit stage.

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