



SUBDIVISION TENTATIVE MAP/PARCEL MAP APPLICATION CHECKLIST

- Tentative Map Parcel Map

All of the following submittals are required. Incomplete applications will not be accepted. Applications shall include one digital copy of all project documents. All digital documents shall be in .pdf format only.

- Completed **Checklist** (this form).
- Completed **Planning Permit Application**.
- Proposed Map**, including the following:
 - A. **Title block** located in lower right-hand corner of drawing
 1. Assessor's parcel number(s)
 2. Name of project (and phase number, if applicable)
 3. Total number of lots
 4. Total project acreage (to the nearest 0.10 acre)
 5. Date prepared
 6. Boundary description with Sonoma County document number or O.R. number
 7. Project street address
 8. Sheet number and number of sheets (if more than one sheet is required)
 - B. **Notes**
 1. Present zoning
 2. Proposed zoning
 3. Individual lot areas (smallest, largest, and average, to the nearest 100 sq. feet or 0.10 acre)
 - C. **General Information**
 1. Key map (if more than one sheet is required)
 2. Location map (to be located on the first map sheet or the key map and to be oriented in the same direction as the tentative map)
 3. North arrow (to be upward facing, if practical)
 4. Scale (written and graphic)
 5. Benchmark
 6. Name, address and phone number of:
 - a. Owner
 - b. Subdivider
 - c. Engineer or Surveyor
 7. Symbols legend
 8. Registered civil engineer/land surveyor stamp and signature
 - D. **Plan Review**
 1. Approximate lot dimensions (to nearest foot and size)
 2. Lot numbers (beginning with number 1 and continuing consecutively without duplication or omission)
 3. Proposed or existing public and private areas (lettered parcels)

4. Existing buildings and proposed site features, bridges, and structures
5. Existing and proposed public improvements
6. Building setback lines for existing and proposed buildings
7. Existing and proposed utilities (Sewer, water, street lighting, fire hydrants, etc.):
 - a. Location
 - b. Type (examples: sewer, water, etc.)
 - c. Size of sewer and water mains (example: diameter in inches)
 - d. Rough invert elevations and slopes (for sewer lines)
 - e. Provision of a clear delineation between proposed utilities intended to be public and those intended to be private
8. Existing electrical utilities (Main feeder, primary and secondary distribution, and transmission lines) labeled as to above or below ground)
9. Existing and proposed storm drainage and water courses, including culverts and open drainage channels:
 - a. Location (proposed storm drainage measures should direct flows to the nearest downstream facility)
 - b. Width/diameter
 - c. Length
 - d. Direction of flow
 - e. Inundation areas
 - f. Existing and proposed improvements
 - g. Show areas of drainage uphill and downhill from project site.
10. Existing and proposed stormwater infrastructure:
 - a. Best Management Practices (BMPs) and LID features
 - b. Swales
 - c. Detention facilities
11. Existing septic systems (noted as to whether to be retained or removed)
12. Existing contours (or spot elevations) sufficient to show the slope of the project and the adjoining ground for at least 100 feet beyond the project boundaries.
 - a. One-foot intervals at 0% to 5% cross-slopes
 - b. Two-foot intervals at 2% to 25% cross-slopes
 - c. Five-foot intervals (maximum) at above 25% cross-slopes
13. Preliminary grading plan showing finished contours at two-foot intervals on hillside terrain (flat ground-provide proposed pad elevations)
14. Existing trees and brush (to be retained or removed)
 - a. Location
 - b. Trunk diameter (4" diameter and above)
 - c. Species
 - d. Dripline
15. Location and description of significant or unique natural features on the property
16. Location and description of existing structures and features on adjoining properties to 100 feet
17. Existing and proposed location and dimensions of required parking and driveways
18. Creek setback line based on creek cross-sections per CMC Section 17.50.040 (if applicable)
19. 100-year flood elevations
20. Existing wells (noted as to whether retained or removed)

- Neighborhood Context Map** showing the surrounding area to a 500ft radius, with streets and surrounding uses labeled. Include a north arrow. (Labeled aerial photo is acceptable)
- Preliminary **Title Report(s)**. A current title report (within the last 90 days). Detailed ownership must be provided, including a full listing of all “et al” owners.
- Statement of any proposed modification of, or exceptions from, any City Standards or Policies including the grounds for the request.
- Existing and projected **sewage generation** figures and identification of the trunk line to which the development is tributary (new development only).
- Statement of **flooding risk**.
- Creek cross-sections** with 100-year flood elevations (if applicable).
- Soils report** (if grading on slopes over 10%).
- Cross sections** through site over 10% including any proposed cut and fill areas.
- Low-Impact Development (LID) Requirements**. Complete a Low-Impact Development Determination worksheet to determine if the project is subject to LID requirements. The City uses the [City of Santa Rosa’s worksheet](#).
- Environmental Overview Form**. Check with Community Development staff to determine whether this form is required. The [Environmental Overview Form](#) is available on the City’s website. **Please note that environmental review for your project may require additional detailed studies, including traffic, biological resources, acoustics/noise, cultural resources, geology/soils, hydrology/hydraulics, air quality/greenhouse gas emissions, or others. City staff will evaluate the need for such studies, which are at the applicant’s expense, as well as environmental impact analyses.**
- Filing fee**. See the current City of Cotati [Fee Schedule](#). Fees and/or initial deposits will be determined at the time of application submittal.