



# Submittal Requirements for Tentative Subdivision and Tentative Parcel Maps

Please refer to the Subdivision Ordinance for additional requirements

## GENERAL INFORMATION

Project Street Address/Location: \_\_\_\_\_

Project Name: \_\_\_\_\_

Project Description: \_\_\_\_\_

APN: \_\_\_\_\_ Business License #: \_\_\_\_\_

Applicant Name: \_\_\_\_\_ Phone: \_\_\_\_\_

The preparation of a Tentative (Parcel) Map shall include the following data, at a minimum:

TYPE OF SUBMITTAL REQUIRED
<b>1. Preliminary Title Report</b> (2 copies) to document ownership, prepared within three months of application submittal.
<b>2. Reference Documents</b> (2 copies) all documents called out in the preliminary title report and on the map.
<b>3. Soils Report</b> (2 copies) Prepared by a registered geotechnical engineer
<b>4. Hydrology and Hydraulic Study</b> (2 copies) Study shall be prepared in accordance with City Standards.
<b>5. Traffic Study</b> (2 copies) specific to the site of proposed project: traffic generation rates, peak hour counts, trip distribution and similar information. Traffic Study shall be prepared in accordance with the Revised Draft Traffic Impact Study Guidelines dated Feb 1, 2007. <i>(Applicants must submit a study or if a study is not warranted a letter from a traffic engineer stating the project does not need a study based on the thresholds established in the City guidelines)</i>
<b>6. Water Demand Calculations</b> (1 copy) – submit completed “will-serve” questionnaire that is accompanied by calculations quantifying the projects water demands in gallons per day.
<b>7. Sewer Generation Calculations</b> (1 copy) - submit calculations quantifying the projects sewer generation rate in gallons per day.
<b>8. Storm Water Management Plan</b> (2 copies) – submit a narrative which describes both construction and post construction best management practices to be used in the design and construction of the project (reference C <sup>3</sup> and/or Napa County requirements)

**9. Utility letters requesting service** – submit copies of letters sent by applicant to utility companies requesting service to the project (AT&T, PG&E, Comcast)

**10. Map** (Refer to Subdivision Ordinance 10.20.020) (2 copies) The plans must be prepared and signed by a licensed civil engineer or surveyor. The plans must graphically and understandably describe the proposal. The plans must show the following:

- a. Vicinity map showing the site in relation to nearest cross streets.
- b. Name, address of record owner and subdivider
- c. Name, address and license number of LLS or PE preparing map
- d. Date, North arrow and Scale, (min. scale 1" = 100' for parcels >20 acre; 1" = 50' for <20 acres; min. map size = 18"x26")
- e. Name of proposed subdivision and all adjacent subdivisions,
- f. Location of, names and width of adjacent streets, highways, easements etc.
- g. Width, location and purpose of existing and proposed easements and adjacent easements adjoining such land,
- h. Boundary data
- i. Phase boundaries, if any
- j. All lots and condominium air spaces numbered consecutively by block throughout the entire development, approximate dimension of all lots; approximate lot areas should be shown for lots not rectangular in shape.
- k. Location and outline of existing buildings or structures including underground utilities within the subdivision.
- n. Location of existing:
  - trees
  - fences
  - ditches
  - wells
  - pumps
  - culverts
  - drain pipes
  - underground structures
  - utility lines
  - excavation within 200' of site
  - septic systems
- o. Proposed public areas to be dedicated to the City
- p. Building Setback lines

**11. Preliminary Grading/Drainage Plan** showing:

- a. Existing topography (contours - dashed line)
- b. Proposed or finish grade (contours - solid line)
- c. Cross section of all cuts and fills before and after grading
- d. Boundaries of all cut and fill areas
- e. Table summarizing cut & fill quantities
- f. Direction and path of drainage on, through and off the site (indicate any proposed and existing drainage facilities)
- g. Retaining walls with critical spot elevations
- h. Pad elevations for appurtenances (i.e., transformer, generator, etc.)
- i. Spot elevations at 50' intervals along the project boundary.
- j. Spot elevations at 50' intervals at street centerline and top of curb of abutting streets
- k. Elevations at street intersections
- l. Finish Floor elevations
- m. Approximate locations of areas subject to inundation by storm water overflow, and the location, width and direction of flow of all water courses existing and proposed.

**12. Preliminary Street Plans** showing:

- a. Width, grade and name of all streets, highways, and other rights-of-way proposed within the subdivision
- b. Street cross-sections and details
- c. Name, right-of-way width, and pavement width of abutting streets
- d. Survey data, including curve radii

**13. Preliminary Utility Plan** showing:

- a. Existing and proposed water system, onsite and offsite - location, size, valves, fire hydrants , services and point of connection
- b. Existing and proposed reclaimed water system, onsite and offsite – location, size, valves, services and point of connection.
- c. Existing and proposed sanitary sewer system, onsite and offsite – location, size, manholes, cleanouts, services and point of connection.
- e. Existing and proposed storm drain system, onsite and offsite (with invert elevations) – location, size, catchbasins, drop inlets, detention basins, outlet structures and point of connection to public storm drain system.
- f. Critical crossings calculated for clearance (encasement if required)
- g. Approximate streetlight pole locations
- i. Joint trench location
- j. Dry utility location (electrical, gas, telephone, cable)

**14. Special Information** or information in such form and number as may be required by the Community Development Department.

- a. Water Conservation Plan – Applicants are required to provide water conservation measures to offset their water demand. Submit a narrative describing the types of water conservation measures to be used in the project. If the applicant cannot offset their water demand through conservation measures the applicant may pay an in-lieu per-unit fee to the City’s Water Conservation program.
- b. Fault Study/Geological Report
- c. Statement of existing zoning and existing and proposed use or uses.
- d. Justification and reasons for any exceptions to provisions of this Title.

The undersigned declares that all required information listed above has been included with the project submittal plans and documents.

\_\_\_\_\_  
Name/Title

\_\_\_\_\_  
Company Name

\_\_\_\_\_  
Date

**For assistance or questions regarding this form, please contact:**

**Community Development Department  
City of American Canyon  
4381 Broadway, Suite 201  
American Canyon, CA 94503  
(707) 647-4336/fax 707-643-2355**