



All tentative map submittals shall be accompanied by the following information. The applicant is required to attest to the fact that all elements are provided by checking the boxes alongside each required item and by signing the last page of the checklist. All elements are required, *unless either waived by planning staff or by attesting (as the applicant) that the subject element is not applicable by writing N/A alongside the required element.*

Projects are submitted electronically through ePlan in three file types: Application (APP), Plans (PLN), and Supplemental Documents (SUP).

- APP (APPLICATION) FILE:** Discretionary Permit Application (Form PLG – 100)
  - Tentative Map Submittal Checklist
  - Owner/Agent forms ([PLG-210](#)). An Owner/Agent form is required for all parcels other than the applicant's.

- SUP (SUPPLEMENTAL DOCUMENTS FILE):** Discretionary Permit Supplemental Documents Index (Form PLG – 135)

**REQUIRED FOR ALL TENTATIVE MAPS**

- A **statement of the applicant's interest** in the property in conjunction with which the application is filed and evidence that the applicant is the owner or purchaser under contract or the premises involved or is the owner of a leasehold interest.
- Preliminary title report**, not more than 60 days old, for each existing parcel involved.
- Staking:** Stake the corners of any proposed, existing, or required building envelope or development envelope; existing property boundaries, proposed parcel boundaries, septic leachfield locations (if applicable) and proposed roads.
- Post a sign at the parcel entry with the Assessor's Parcel Number and Owner's last name** clearly visible from the access to the property.
- Results of Neighborhood Meeting** per County Code Section 18.10.113. See the Neighborhood Notification brochure on public meeting requirements for your project. This brochure is available on the Planning Department's website.

- PLN FILE CONTENTS SHALL INCLUDE THE FOLLOWING PLAN SHEETS:**

**ALL PLANS MUST INCLUDE THE FOLLOWING INFORMATION:**

- Name, address and phone, fax and cell number and e-mail address of person(s) preparing the plan(s). Stamp and "wet signature" of licensed architect, landscape architect, surveyor and/or civil engineer required on final plans as appropriate or required (on every sheet).
- Include date prepared and scale. Acceptable scales are: 1" = 10', 1" = 20', 1/4" = 1', 1/8" = 1". Other scales may be appropriate, but should be discussed with staff prior to applying.
- Sheet Titles (i.e. SITE PLAN, UTILITY PLAN, GRADING PLAN, etc.)
- North arrow on every sheet except elevations and sections.
- Assessor's Parcel Number on every sheet.
- Vicinity map showing the location of the parcel within the County of Santa Cruz including names of existing streets, cross streets or streams to indicate the location of the proposed land division in relation to the surrounding area or region (include north arrow on vicinity map).



**TENTATIVE MAP:**

- The sheet size must be no smaller than eighteen (18) by twenty-four (24) inches and no larger than twenty-four (24) by thirty-six (36) inches. If necessary, use more than one sheet. The map must be of such scale, preferably one inch equals one-hundred feet, as to clearly show all details thereof. **The map must be prepared by a registered civil engineer or licensed land surveyor**, and contain the following information:
- The tract name and number (if five or more lots are proposed)
- Survey of the existing parcel boundaries, prepared by a licensed civil engineer or land surveyor (except where resulting parcels are outside the Urban Services Line and will be 2.5 acres or larger)
- Names and addresses of record owner and subdivider; name, address, and license number of engineer or surveyor under whose direction the map was prepared.
- Names, locations, pavement width and right-of-way width of adjacent streets, highways, and rights-of-way.
- The locations, proposed names, widths, and approximate grades of all streets, highways, and rights-of-way in the land division.
- A cross-section of the existing adjacent streets and the proposed streets. The locations, approximate widths and identities of all existing and proposed easements including, but not limited to drainage, sewerage, or public utilities.
- Radii of all curves.
- Dimensions of all lots, including sufficient linear, angular, and radial data to readily determine the bearing and length of all existing and proposed property boundaries.
- The size of the existing parcel(s) and the proposed parcels, expressed in square feet and acres of gross parcel sizes and net developable parcel sizes and areas.
- Setbacks:** Show County required setbacks on each proposed lot.
- Building and development envelopes:** If there are any environmental resources or constraints (e.g. slopes/topography, riparian corridor/woodland, biotic resources, scenic resources, ridgelines, floodplain, fault zone, building or development specifications prescribed by the soils engineer or geologist), show the location of proposed development envelopes that address these environmental resources/constraints.
- Boundaries of areas subject to inundation or storm water overflow and of all areas covered by water and the location, width and direction of flow of all watercourses, living or dry. This information shall include the boundaries of all FEMA identified floodplains and floodways with the base flood elevation.
- Existing and proposed land use, and the location and use of any existing structures (e.g. 3-BR single family residence, garage, storage shed). Any structures proposed to be removed shall be so noted. State the number of bedrooms in any residence to be retained.
- The location and species of all trees greater than six inches in diameter measured at 4.5 feet above grade (DBH) within building envelopes or disturbance areas or proposed to be removed.
- Public areas proposed, if any.
- In areas to be developed, contours shall be drawn to intervals as follows:


● Slope	● Interval
● 0.00%--1.00%	● 1 foot
● 1.00%--10.00%	● 2 feet
● 10.00%--and over	● 10 feet
- Contours shall be accurate to within one-half a contour interval. In areas not to be developed, greater intervals may be permitted which must be extended into adjacent property a sufficient distance to establish proper topographical relationships.



- A slope map showing the following areas (for the purpose of clarity, this may be provided on a separate sheet):
  - If project is located within the Urban Services Line
    - The area of land between 0% and 29.9%, and
    - The area of land greater than 30%
  - If project is located outside of the Urban Services Line
    - The area of land between 0% and 14.9%
    - The area of land between 15% and 29.9%
    - The area of land between 30% and 49.9%
    - The area of land greater than 50%
- The boundary of any mapped noise constraints.
- Existing features within 100-feet of the boundaries of the subdivision.
- Show the approximate known soil or geologic hazard areas.
- Sufficient information, as deemed necessary, to evaluate solar access protection including, but not limited to, building envelopes and shadow plans.
- If the proposal includes a designated remainder parcel, and the gross and net area of the designated remainder parcel (or similar parcel) is less than five acres, the remainder parcel shall be shown on the tentative map
- Location of Public Pedestrian Access: For Coastal Development Permits where public access is already occurring on the site, or public access is possible.
- Utility boxes: show location and state height, width, and depth of each utility box.

**PRELIMINARY ENGINEERED IMPROVEMENT PLANS:**

For drainage, grading, sanitation, circulation and roadway improvement. Required **if any improvements are to be installed**. The preliminary engineered improvement plans must provide technical design information, be **prepared by a licensed civil engineer** and include all of the following, as applicable:

- Drainage (also see “Stormwater Management Plan” below)**
  - Show total tributary drainage area on a topographic map.
  - Show location of existing drainage facility or proposed facility, such as drop inlets and storm drains, on the site (when it exists).
  - Show location of downstream receiving drainage facility or proposed facility to an adequate County maintained outlet.
  - Calculate pre and post development flow rates both mitigated and unmitigated for the 2 year storm, 10 year storm and the flood overflow design return period, as specified in the County Design Criteria. Analysis should include proposed project area as well as the tributary drainage basin area(s) with full build-out based on current and proposed zoning or general plan land use. The analysis should be broken down into subwatershed areas on the project site and include mitigations descriptions and details for each subwatershed area. Provide a map that shows the subwatershed areas, existing and proposed impervious areas, and mitigations measures for the project site including tributary drainage basin areas.
  - Calculate capacity of proposed on-site facility and existing downstream drainage facility at appropriate points.
- Circulation**
  - Points of ingress and egress.
  - Existing right-of-way (full street) and proposed right-of-way, utilizing guidelines as established by an approved plan line, or the County Design Criteria standards if a plan line does not exist. If an exception to County Design Criteria is requested, an illustration comparing the requested exception with the adopted County standard must be included.



- Existing and proposed roadside improvements including full paved width, utilizing guidelines as established by an approved plan line, or the County Design criteria standards if a plan line does not exist. If an exception to County Design Criteria is requested, an illustration comparing the requested exception with the adopted County standard must be included.
- Location of all existing utilities within right-of-way.
- Approximate distance between new road (if any) and existing nearest intersecting street.
- Location of existing bus stops (if any).
- Preliminary profiles of all roads.
- Detailed entrance profiles and geometry.
- Address sight distance and turning radius requirements per County Design Criteria and State CALTRANS STANDARD SPECIFICATIONS.
- Locations of all proposed streets.
- Sanitation.**
  - Proposed sewer lines (mains and laterals) necessary to service all parcels.
  - The location of proposed connection to the existing public sewers.
  - Elevations tied to project datum on an existing manhole (rim and invert).
- Grading and erosion control** (see attached submittal requirements for grading and stormwater pollution control plan requirements).

#### **PRELIMINARY GRADING PLAN AND CALCULATIONS:**

**Required if moving (cut or fill) more than 100 cubic yards of earth; creating a cut slope greater than 5-feet high, or creating fill more than 2-feet deep, or fill located on slopes greater than 20%.**

Preliminary grading plans for tentative maps must:

- Be prepared by a licensed civil engineer.
- Show existing structures, utilities, trees, watercourses within 200 feet of the project area or other topographical features.
- Show existing and proposed contours of the entire area of any ground disturbance, plus a minimum of 50 feet of topographic contours in all directions. Existing contours must be drawn as a light, dashed line. Proposed contours must be drawn as a bold, solid line. Topographic information must be at a suitable scale to insure clarity.
- Indicate a clear limit of grading and disturbance line. Show location of existing or proposed septic leachfield and expansion areas.
- Show approximate building pad elevations.
- Indicate volume of proposed grading for both cut and fills, as well as any proposed over-excavation / re-compaction in cubic yards (including back-up calculations).
- Show cross-sections of cuts, fills, building pads and driveways (including property lines where appropriate)
- Show limits of grading activities (include all proposed disturbed areas) and express it in acres and square feet.
- Include proposed drainage patterns.
- Include a property survey.

#### **STORMWATER MANAGEMENT PLAN:**

**Detailed requirements if proposed project results in an increase in impervious area or a change in drainage patterns.** A licensed civil engineer will be required to design stormwater systems and plans that involve construction work or drainage assessment and calculations outside the project parcel. The plans must contain the following items or information of existing and proposed mapping and plans:



- Existing and proposed topography; provide contours, spot elevations, or slope arrows with grades so upslope and downslope drainage patterns are clear.
- Perennial and intermittent streams, location and boundaries of resource protection areas such as wetlands, lakes, ponds, and other setbacks (e.g. stream buffers, water well setbacks, septic setbacks), if applicable
- Location of existing and proposed conveyance systems such as vegetated channels, swales, storm drains, and flow paths to a safe point of release.
- Information on ground cover, soils, and the limits or boundaries of such cover and soil.
- Location of existing and proposed roads, existing buildings, existing and proposed building envelopes or development envelopes.
- Location of floodplain/floodway limits and relationship of site to upstream and downstream properties and drainages, if applicable.
- Location, size, maintenance access, and easements for all drainage facilities
- Show limits of disturbance.
- Provide Stormwater Management analysis demonstrating compliance with the Stormwater Management section of the current County Dept. of Public Works Design Criteria (available on the County Department of Public Works website).

#### **STORMWATER POLLUTION CONTROL PLAN**

Stormwater pollution control plans are to be prepared in accordance with the County of Santa Cruz Construction Site Stormwater Pollution Control BMP Manual. The storm water pollution control plan shall include the following information and a minimum (note additional information is provided in the manual):

- Project vicinity map.
- Property lines.
- Parcel number and address.
- Topography (existing contours) of the entire limits of disturbance, plus a minimum of 50 feet of topography in all directions.
- Nearby watercourses within 200 feet of the project area.
- Proposed grading contours, if applicable.
- Locations of existing utilities, such as sewer, storm drain, curb and gutter, as applicable.
- Name, phone number, email address and address of the property owner.
- Name, phone number, email address and address of the individual who prepared the plan.
- Proposed erosion control measures, including installation details and notes.
- Proposed sediment control measures, including installation details and notes.
- Proposed temporary drainage control measures, including installation details and notes.
- Proposed construction waste control measures, including installation details and notes.
- Locations of stockpile areas (per phase if major development)
- Equipment storage and staging area (per phase if major development).
- Total area of disturbance, expressed in acres.

**PRELIMINARY LANDSCAPE PLAN:** For all projects of five lots or more OR all projects located within the Urban Services Line, regardless of number of lots. Create a separate sheet titled LANDSCAPE PLAN.

- Existing vegetation to be removed or to remain (label size and species)
- Existing and proposed area drains, slot drains, drop inlets, etc.
- Existing and proposed fences with height, material, and color specified.
- New vegetation including trees, shrubs, ground covers, vines (show center and canopy at maturity of all trees and shrubs – indicate edges of ground cover and label each ground cover used)



- Existing walkways, patios, decks, etc. (label materials)
- Existing and proposed driveways
- Existing and proposed retaining walls (label materials and heights)
- Existing and proposed site lighting
- Plant palette listing function of plant (i.e. medium height evergreen tree) and examples of choices of plants that fit that category (both common and botanical names)
- Note on the plans that all trees are to be 15 gallon unless noted otherwise, and all shrubs are to be 5 gallon, unless noted otherwise. Note on the plans that an automatically timed irrigation system consisting of spray and drip components will be used.

- PROJECT-SPECIFIC INFORMATION** – Required as applicable. Include as part of the supplemental (SUP) documents file).

**TECHNICAL REPORTS AND LETTERS:** Additional technical reports may be required following a site visit.

- Geotechnical (soils) report (4 copies) required for all land divisions.
- Geologic report (4 copies) for properties within a State fault zone, floodplain, floodway, or as required by Environmental Planning
- Hydrologic report (3 copies) for properties within areas of potential flooding, or as required by Environmental Planning
- Biotic report (3 copies) for properties with potential for the presence of biological resources
- Arborist Report (3 copies) for projects involving the removal of any trees in excess of 6 in. diameter at breast height (DBH)
- Traffic Study (3 copies) prepared by a licensed traffic engineer. Required for projects that will generate 20 or more new peak trips.

**WILL SERVE LETTERS & OTHER DOCUMENTS:**

- Statement of design parameters: Describe how the project is consistent with surrounding development.
- Rural Density Matrix prepared by County staff, required if your parcel is located outside the Urban Services Line.
- Water will serve letter: Letter from a responsible person for a source of water supply, certifying as to the availability of water and an ability to serve the land division. Required for all land divisions.
- Sanitation will serve letter: Letter from a Sanitation District, certifying as to the availability, capacity, and ability to serve the land division. Required for all land divisions.
- Copy of any recorded sewer easement(s) on the subject parcel or on adjacent parcel(s) if required to serve your proposed development.
- Assessor's Records: Required if needed to establish date of construction of structures or legality of structures. Owner's signature is required on the Assessor's Office form to obtain these records.
- Proof of Deeded Access: Required to establish legal access over private rights-of-way.

**DESIGN REVIEW MATERIALS** per Design Review Ordinance, County Code Chapter 13.11.

- For all land division applications, submit Design Guidelines** for the project as part of the application submittal package. Design guidelines shall include a written prescription establishing the parameters of site planning, architectural and landscape design for the project. Any major revisions to approved design guidelines shall be processed pursuant to SCCC 18.10.134 and shall be subject to the design review process.



- The following type projects shall include the Design Review submittal requirements as described below:
  - all minor land division projects (as defined in Chapter 14.01 SCCC) occurring within the urban services line or rural services line, as defined in Chapter 17.02 SCCC;
  - all minor land divisions located outside the urban services line and the rural services line, which affect sensitive sites (i.e. any property located adjacent to a scenic road or within a viewshed of a scenic road as recognized in the General Plan, or on a coastal bluff or ridgeline); and
  - all land divisions of five parcels (lots) or more.
  
- Site Analysis Diagram:** a perspective drawing depicting the elevations visible from all street frontages and containing sufficient information to gauge the project's impact on the surrounding neighborhood. The material must, at a minimum, include a 3-D photo rendering or simulation of the proposed improvements with emphasis placed on the interface with adjacent lots as well as section illustrations depicting topography and building outlines.
- Shadow Plan:** Shadow patterns are those cast on the 21<sup>st</sup> of December and 21<sup>st</sup> of June between 10:00 a.m. and 2:00 p.m. PS.. Location, height, and shadow patterns of major vegetation, buildings and other structures on the proposed site and on all affected building envelopes.
- Materials and Color Sample Plan:** A complete inventory of proposed exterior materials and colors (roofing, trim, siding, etc.) Manufacturers brochures or photos only displayed on an 8½" x 11" sheet. **Samples of actual construction materials are not acceptable.**
- Photographs of project site and neighborhood context:** Labeled color photographs showing the existing structure as seen from the street and adjacent lots and of all adjacent uses (5 lots on each side, 10 lots across the street).
- Story Poles:** Construct poles and apply orange (or other brightly colored) netting outlining the proposed building and indicating the height of the structure. The project planner will inform you if story poles are required and when the story poles are to be installed.
- Floor plans** with dimensions; Label all rooms.
- Visual renderings** are required for any discretionary project that can be seen from the beach.
- Elevations:** Show elevations of all structures (labeled north, south, east and west) and maximum height dimensions. Elevations shall be prepared to appropriate standard scale and shall specify the scale used (e.g. ¼" = 1 foot).
- Building details** for fascia, trim, windows, doors, sills, railing, fencing, and final heights of buildings.
- Cross sections:** Showing areas of greatest height or topographic difference.
- Existing and proposed new construction and/or alterations,** including utility boxes (front, side, and rear)

**ACCESSIBILITY PLAN:** Must be prepared by a licensed architect using a surveyed site plan and must comply with the current California Building Code. Required for developments of four or more condominiums/townhouses, public housing projects, or other residential or nonresidential projects if elevations and floor plans are required. Provide an additional copy of the site plan with this additional accessibility information on a separate sheet that includes the following:

- Existing and proposed topography
- Accessible path of travel and accessible parking
- Notations as to the occupancy and construction type
- Accessibility to buildings or portions of buildings
- An egress plan showing maneuvering clearances at all doorways, passageways and landings
- Accessible restrooms



**IMPORTANT NOTE:** Before your application can be considered to be complete for processing, a public-notice sign will need to be posted on your site with information about your project, as described in the Neighborhood Notification brochure on public notice requirements for your project.

I hereby certify that the above-listed required information has been included as part of the initial application submittal (unless waived by a staff planner).

\_\_\_\_\_  
**Signature of Owner or Authorized Agent**

\_\_\_\_\_  
**Date**