



## CITY OF EASTVALE Planning Department

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### Application Submittal Requirements for Tentative Tract Maps • Tentative Parcel Maps

#### A. APPLICABILITY

This information handout applies to the following application types:

##### 1. Tentative Tract Maps

Tentative Tract Maps are generally required for any subdivision creating five or more parcels. Tract Maps shall be prepared by a registered civil engineer, and the map shall be drawn on sheets that are typically 24" x 36" in size. Information on the Tract Map shall include all the items which are identified in Section B below. Tract Map applications shall be reviewed for completeness by the Planning Department based on the submittal requirements below, the State Subdivision Map Act requirements and any additional project-specific requirements based upon the location or characteristics of the project site.

##### 2. Tentative Parcel Maps

Tentative Parcel Maps are generally required for any subdivision creating four or fewer parcels. Parcel Maps shall be prepared by a registered civil engineer, and the map shall be drawn on sheets that are typically 24" x 36" in size. Information on the Parcel Map shall include all the items which are identified in Section B below. Parcel Map applications shall be reviewed for completeness by the Planning Department based on the submittal requirements below, the State Subdivision Map Act requirements and any additional project-specific requirements based upon the location or characteristics of the project site.

#### B. MINIMUM SUBMITTAL REQUIREMENTS

The following items are the minimum initial submittal requirement for processing Tract Map and Parcel Map applications.

- One (1) digital copy of Tentative Maps scaled for printing on 11" x 17" size paper and all submittal items below on a CD. See **Section C, Drawing Plan Requirements**, for detailed information required on the plans.

## Tentative Map Application Requirements

- Completed and Signed Application Form with the required fee deposit submitted to the City of Eastvale Planning Department (Note: Additional deposits/fees may be required by other agencies and/or districts which must be paid directly **by the applicant** to ensure the timely processing of the proposed application).
- A detailed project description (explaining the proposed subdivision) and a “Letter of Justification” describing the applicant’s reasons and justification for any deviations from the standards.
- Two (2) ) full size sets and four (4) half-sized sets of the Tract/Parcel maps that include a conceptual grading plan and drainage plan (if the site grading is proposed or required by the City Engineer). The Tract/Parcel Maps requirements are provided in **Section C** below. Each set must be stapled along the left margin, collated, and folded to a size no greater than 8½ inches by 14 inches. Rolled plans will not be accepted.
- One (1) copy of Preliminary Soils and Geotechnical Report.
- One (1) geological report or waiver thereof if the land division lies within an Alquist-Priolo Earthquake Fault Zone.
- One (1) copy of a complete Preliminary Title Report of all properties covered by the application that is not more than six months old at time of application filing and a copy of all legal documents (deed, easement, etc.) mentioned in the Preliminary Title Report.
- One (1) SAN 53, Sewer and Water Availability letter from the Riverside County Environmental Health Department, and Jurupa Community Services District.
- One (1) completed and signed Water Quality Management Plan Checklist. See **Section E** below.
- One (1) complete copy of the Project Specific Preliminary Water Quality Management Plan (including drainage and hydrology), if required by the City Engineer.
- Three (3) sets of mailing materials as described below in **Section G**, for the purpose of noticing the neighboring owners and tenants of public hearings. Include one (1) copy of a 600-foot radius map on a one page paper size of 8½”x 11” showing the subject property boundary (including any contiguous properties) and the notification radius area line indicating the radius distance.
- A completed and signed Public Hearing Notice Certification Form (attached) by a title company, engineer or surveyor, or the individual who prepared the labels certifying that the list of property owners is from the latest equalized assessment roll and complete and accurate.
- Technical studies as required by the City Engineer or Planning Director. All technical studies must be provided in a CD with Adobe pdf format and Microsoft Word format.

Please consult with the Planning Department regarding these additional information requirements prior to submitting the application to ensure the timely processing of the application.

### **C. DRAWING PLANS REQUIREMENTS**

- Tentative Tract and Parcel Maps
  - Name, address, and telephone number of property owner/applicant and exhibit preparer.
  - Address and legal description of the property.
  - Scale (number of feet per inch) Use Engineer's Scale for all maps/exhibits.
  - North arrow and Exhibit revision block.
  - Date exhibit was prepared and Map Number. Include any revision dates for exhibits/maps submitted to the City.
  - If project is within a Specific Plan, indicate the Specific Plan Planning Area number and the land use designation of subject property and all surrounding property.
  - Identify whether or not land is subject to liquefaction or other geologic hazard, or is within an earthquake-related Special Studies Zone.
  - Vicinity map, showing site relationship to major highways and cities, and two access roads. (Proposed and existing paved roads will be indicated by heavy lines or noted as paved.)
  - A statement indicating that the tentative map includes the entire contiguous ownership of the land divider or only a portion thereof.
  - Map book and page numbers of adjoining recorded land divisions.
  - Proposed improvement schedule (i.e. Schedule "A", "B", "C", etc.).
  - Calculation table showing the total net and gross acreage of each lot, dimensions of each lot, size of all easements and right-of-way areas, and other common areas.
  - Location and dimensions of all existing and proposed lot lines, adjoining properties, streets, alleys, rights-of-way, methods of vehicular circulation, and other common areas.
  - Label and describe any land or right-of-way to be dedicated to the public or other uses.
  - Location and dimensions of all fences, gates, walls, driveways, turnouts and/or turnarounds, curbs, drainage structures, and above and below ground utility structures, including surface and subsurface drainage and water quality facilities.

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- Location, widths, and improvements of existing and proposed public utility, easements, transmission lines, power and telephone poles, utility boxes, and underground utilities on or abutting the property. List and accurately show all easements of record (by map or instrument number) and the names of utility purveyors.
- Spot elevations (proposed finished elevations) sufficient to demonstrate that streets, driveways, parking areas, and drainage grades meet minimum requirements. Spot elevations may be necessary at street intersections, ends, and cul-de-sacs; beginning and end of all driveways, parking lot outer limits, entrance and end points, and at all grade breaks.

If development is proposed in conjunction with the tract or parcel map, provide:

- Preliminary Grading Plan
  - Show all cut/fill slopes to scale with slope ratios and slope setbacks from structures and property lines
  - Elevations of all individual building pads and at the perimeter of the subdivision or project site
  - Conceptual drainage facilities (including the location of terraces, terrace drains, brow ditches, V-ditches, and lot to lot drainage facilities)
  - Existing topography and the relationship to adjoining land and development, and any existing grading.
  - Centerline curve radii and typical sections of all open channels and cross-section of a typical street improvement.
  - FEMA mapped floodplains including zone designations
- Drainage Plans
  - Show how all on-site and off-site storm-water will be conveyed through the property.
  - Clearly label points of concentration where flows enter or exit the site and indicate the amount of runoff (in cubic feet per second) and the tributary drainage area (acres) at these points.
  - Acknowledge offsite construction required to collect flows and to discharge them to an adequate outlet.
  - Label all watercourses, channels, culvers, brow ditches, or other flood control facilities passing through the site and indicate whether they are proposed or existing.
  - All facilities shall be labeled with name, owner, maintenance entity, capacity, grades, and dimensions.
  - All easements or rights of way shall be shown and their widths indicated.

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- Where calculated flow rates or hydraulic capacities are supplied or where flood control facilities are proposed, the exhibit shall be signed and sealed by a registered civil engineer.
- FEMA mapped floodplains including zone designations

### **D. CONSTRAINED AREA**

Constrained areas include, but are not limited to, the following resources and hazards: biologically sensitive areas, archaeologically sensitive areas, flood hazard areas, and geologically hazardous areas. Within constrained areas, proposed pad locations, driveways, and disturbed areas must be shown.

### **E. WATER QUALITY MANAGEMENT PLAN (WQMP) (if development is proposed)**

To comply with the WQMP, a developer must submit a "Project Specific" WQMP. Please note that there are specific requirements for the Santa Ana River Basin. The WQMP report is intended to:

1. Identify potential post-project pollutants and hydrologic impacts associated with the development
2. Identify proposed mitigation measures (Best Management Practices – BMPs) for identified impacts including site design, source control and treatment control post-development BMPs. A template for this report is included as an appendix to the WQMP.
3. Identify sustainable funding and maintenance mechanisms for the aforementioned BMPs. A template for this report is included as an appendix to the WQMP.

Projects requiring Project Specific WQMPs will also need to include a Preliminary Project Specific WQMP along with the subdivision application package. The format of the preliminary report would mimic the format/ template of the final report but would be at a much lesser level of detail. For example, items 1, 2, and 3 above would be covered, rough calculations supporting sizing would be included, and footprint/locations for the BMPs would be identified on the tentative map. Detailed drawings are not required in most circumstances.

### **F. ALTERNATIVE AND SECONDARY ACCESS**

When alternative or secondary access is required and is off-site, or when any other public improvement is required or proposed off-site, the land divider shall do each of the following as part of the tentative map review.

1. Provide any studies or information required to adequately evaluate the environmental impacts of constructing the off-site, improvement/alignment; and,

2. Show all proposed centerline, approximate gradients and radii on the tentative map in addition to other factors such as street widths, pavement surface, etc. for the off-site improvement/alignment; and,
3. Provide written assurance(s) from the owner(s) of the property underlying the off-site improvement/alignments that sufficient right-of-way to construct will be provided. A formal agreement or offer of dedication is preferred but is not always required to satisfy this requirement, but the owner's willingness to cooperate must be communicated as to a form acceptable to the Public Works Department. If the applicant/land divider cannot provide assurances that the right-of-way is, or will be available, the City Engineering may recommend denial or redesign of the proposed subdivision.

#### **G. PROPERTY OWNER MAILING LABELS**

The Mailing Materials allow the City to notify property owners and commercial tenants within a 600-foot radius of the external boundaries of the project site or subject property. The mailing materials shall include all of the following:

1. **Three (3) sets** of self-addressed stamped envelopes with first-class postage for **property owners within the radius area.**

- Each envelope must have a mailing address label that identifies the property owner's name and mailing address, including the Assessor's Parcel Number (APN) for all property owners within a 600-foot radius from the corners of the subject property, including any contiguously owned properties.
- If the project site is located adjacent to the boundary of a neighboring City and/or the radius area includes properties located within an adjacent City, a stamped envelop with the name and mailing address of the City Planning Department of the neighboring City shall be provided.
- Each envelope shall include a return address label in the upper left corner as follows:

City of Eastvale  
12363 Limonite Avenue, Suite 910  
Eastvale, CA 91752  
Project No. XX-XXXX (project number will be provided at application submittal).

2. **Three (3) sets** of self-addressed stamped envelopes with first class postage for **commercial tenants located within the radius area.**

- Each envelope must have a mailing address label that identifies the commercial tenants' names and mailing addresses, including the Assessor's Parcel Number (APN) for all commercial tenants on the project site and within a 600-foot radius from the corners of the subject property.

## Tentative Map Application Requirements

- Each envelope shall include a return address label in the upper left corner as follows:

City of Eastvale  
12363 Limonite Avenue, Suite 910  
Eastvale, CA 91752  
Project No. XX-XXXX (project number will be provided at application submittal).

3. **Three (3) sets** of self-addressed stamped envelopes with first-class for **project site owners, applicant and team.**

- Each envelope must have a mailing address label that identifies the project applicant and property owner(s) of the project site.
- If the applicant would like his/her project such as the project's architect, engineer, etc. to review a notice, please provide the envelopes and labels for each contact.
- Each envelope shall include a return address label in the upper left corner as follows:

City of Eastvale  
12363 Limonite Avenue, Suite 910  
Eastvale, CA 91752  
Project No. XX-XXXX (project number will be provided at application submittal).

4. **One (1) photocopy** of property owners, commercial tenants, and project applicant's contact lists formatted in three columns for printing on Avery Template 5160 label. This is for City records.

5. A 600-foot radius map identifying all properties within the required radius on an assessor's map page(s).

**PUBLIC HEARING NOTICE CERTIFICATION FORM**

I, \_\_\_\_\_ , certify that on \_\_\_\_\_ ,  
Print Name of Preparer Date

the attached property owner's list was prepared by:

\_\_\_\_\_ for the following project, \_\_\_\_\_ ,  
Name of Company or Individual Project Case Number(s)

using a radius distance of 600 feet, pursuant to application requirements furnished by the City of Eastvale Planning Department. Said list is a complete and true compilation of the project applicant, the applicant's consultant's and/or representatives, the owner(s) of the subject property, adjacent city/district agencies (as applicable) based upon the latest equalized assessment rolls.

I further certify that the information field is true and correct to the best of my knowledge.

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

Title/Registration: \_\_\_\_\_

Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip Code: \_\_\_\_\_

Telephone No.: (\_\_\_\_) \_\_\_\_\_ Fax No.: (\_\_\_\_) \_\_\_\_\_

E-Mail Address: \_\_\_\_\_

Project/Permit No.: \_\_\_\_\_