

## TENTATIVE SUBDIVISION OR PARCEL MAP APPLICATION REQUIREMENTS

**REQUIRED DATA ON MAPS:** Tentative Map shall have a scale of not less than one (1) inch equals one hundred (100) feet (1"=100') and shall include the following information:

**Missing/Provided**

***Layout of Site or Tract and distinguishing features:***

- \_\_\_\_\_ Layout, width, proposed names and approximate grades of existing & proposed streets
- \_\_\_\_\_ Names, location and width of existing & proposed adjacent streets and driveways
- \_\_\_\_\_ Street cross-sections for all existing & proposed streets
- \_\_\_\_\_ Location and width of alleys and easements
- \_\_\_\_\_ Dimensions and numbers of each lot and list of lot sizes
- \_\_\_\_\_ Topography including approximate contours at two (2) foot intervals
- \_\_\_\_\_ Approximate location of existing buildings and permanent structures
- \_\_\_\_\_ Approximate radii of curves
- \_\_\_\_\_ Location of trees and facilities within proposed right-of-way to be dedicated
- \_\_\_\_\_ Approximate location and width of watercourses or areas subject to inundation from floods, or the location of structures, irrigation lines and other permanent physical features
- \_\_\_\_\_ Approximate location of all existing facilities
- \_\_\_\_\_ Proposed phases
- \_\_\_\_\_ Analysis of lot size averages in each phase
- \_\_\_\_\_ Preliminary Water Improvements
- \_\_\_\_\_ Preliminary Sewer Improvements
- \_\_\_\_\_ Preliminary Grading
- \_\_\_\_\_ Proposed pad elevations

***Other Data:***

- \_\_\_\_\_ Legal Description of property comprising the subdivision
- \_\_\_\_\_ Existing Assessor's Parcel Numbers
- \_\_\_\_\_ Vicinity map showing the location of the project
- \_\_\_\_\_ Name and address of the property owner of the project
- \_\_\_\_\_ Name and address of subdivider if different from item above
- \_\_\_\_\_ Name and address of registered civil engineer, licensed surveyor, architect, landscape architect, or land planner who prepared the map or plan
- \_\_\_\_\_ North arrow, scale, and date of preparation
- \_\_\_\_\_ Existing & proposed general plan, zoning, and land use
- \_\_\_\_\_ List of Service Agencies
- \_\_\_\_\_ Proposed phasing plan, if any, of lots and improvements including any interim facilities proposed

**MAILING LABEL REQUIREMENTS: All applications must be accompanied by:**

- \_\_\_\_\_ Surrounding property owners list & maps including certification for a 300' radius
- \_\_\_\_\_ 3 sets of self-adhesive mailing labels for surrounding property owners for a 300' radius
- \_\_\_\_\_ 3 sets of self-adhesive mailing labels for applicants, property owners, and representatives

The surrounding property owners list must be certified as to accuracy by a title company or the County of Riverside Assessor's office.

These items are required to fulfill the requirements set forth in California Government Code for public notice. The Code requires that notice be given by mail to all persons, including businesses, corporations or other public or private entities shown on the last equalized assessment role as owning real property within 300 feet of the property for which the subject applications are submitted. The City will mail the notices.

## ***Application Submittal Requirements***

**All applications must submit the items listed below. For General Plan Amendment & Change of Zone Applications, these may be the only requirements:**

Missing	Provided	
_____	_____	Completed Planning Application forms _____
_____	_____	Signatures of all owners of record or letter(s) from all owners of record authorizing filing of specific applications by a specific individual on a specific property.
_____	_____	Preliminary Title Report prepared within the past 30 days prior to submittal.
_____	_____	Adequate Project Description.
_____	_____	Adequate Property Location (Street Address and/or current Assessor's Parcel Numbers) & Maps.
_____	_____	Legal Description: (one of the following)
_____	_____	Project Specific Water Quality Management Plan (WQMP) (only required if project qualifies in a priority development category for the Whitewater River Region Water Quality Management Plan)
_____	_____	Record Map _____ Sectional Breakdown _____ Metes & Bounds _____
_____	_____	Fees _____
_____	_____	Verified by _____ Date _____
_____	_____	<i>Environmental Application</i>
_____	_____	Completed Environmental Application Form
_____	_____	City Fee _____ County Administrative Fee <u>\$35.00</u> Fish & Game Fee <u>\$64.00</u>
_____	_____	Surrounding property owners list & maps including certification for 300' radius.
_____	_____	3 sets of self-adhesive mailing labels for surrounding property owners for 300' radius.
_____	_____	3 sets of self-adhesive mailing labels for each of the applicants, property owners, and representatives.

**For Specific Plans, Overlays, Architectural Review, Conditional Use Permit and/or Variance Applications, the following items are also REQUIRED, at a minimum:**

Missing	Provided	
_____	_____	<b>SITE PLANS:</b> The site plan should be to scale, include a north arrow, project identification, and should show driveways on adjacent properties and any intersecting or relevant streets:
_____	_____	35 Large Blueprints folded to 8 2 x 11 or smaller.
_____	_____	One (1) Large colored site plan for display (not mounted).
_____	_____	One (1) reduction of site plan in black & white (8 2 x 11 or 11 x 17).
_____	_____	One (1) Electronic File
_____	_____	One (1) housing Mix exhibit, 24" x 36" color display
_____	_____	One (1) housing Mix exhibit in black & white (11" x 17")
_____	_____	<b>BUILDING ELEVATIONS &amp; FLOOR PLANS:</b> The building elevations should include all sides of the buildings, dimensions, exterior colors, textures, materials and mechanical equipment. Show all main and accessory structures including signs, carports, fences, trash enclosures, patio covers, guard houses, etc.
_____	_____	Ten (10) Large Blueprints folded to 8 2 x 11 or smaller.
_____	_____	One (1) Large colored elevations & floor plans for display (Not mounted).
_____	_____	One (1) legible reduction of elevations & floor plans in black & white (8 2 x 11 or 11 x 17).
_____	_____	One (1) electronic file.

**SIGN PROGRAM:**

_____	_____	One (1) Large Sign Plan.
_____	_____	One (1) Large Colored Sign Plan for display.
_____	_____	One (1) Legible reduction of sign plan in black & white (8 2 x 11 or 11 x 17).
_____	_____	One (1) Materials Board (11" x 17" maximum) for display of sign colors & materials.
_____	_____	Two (2) True-color 8" x 10" photos of Materials Board or Electronic file of same

**For Tentative Map Applications, the following are also REQUIRED:**

Missing	Provided	<b>TENTATIVE PARCEL OR SUBDIVISION MAPS:</b> Tentative Maps must be prepared by a Registered Civil Engineer or Licensed Surveyor. Please include topography, existing and proposed easements, street right-of-way, proposed dedications, street cross-sections, proposed phasing of lots and improvements and a list of lot sizes. See the application for additional requirements.
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_____	_____	35 (35) Large Maps folded to 8 2 x 11 or smaller.
_____	_____	One (1) Large colored Map for display.
_____	_____	One (1) Legible reduction of map in black & white (8 2 x 11 or 11 x 17).
_____	_____	Three (3) Large Blueprints of Typical Site Plans for typical residential units, if any.
_____	_____	Three (3) Large Blueprints of Site Plan for residential units on all unusual lots, if available.
_____	_____	One (1) List of proposed Street Names, including alternatives, and theme description. *
_____	_____	Waiver of time limits, if applicant chooses to submit concurrently with environmental and/or other applications.

Missing	Provided	<b>LANDSCAPE PLANS:</b> Landscape Plans must be approved by a state licensed Architect, and be in conformance with the Landscape Development Guidelines and Specifications of the City of Coachella.
_____	_____	Ten (10) Large Blueprints folded to 8 2 x 11 or smaller.
_____	_____	One (1) Large colored landscape plan for display (Unmounted).
_____	_____	One (1) Legible reduction of landscape plan in black & white (8 2 x 11 or 11 x 17).
_____	_____	Electronic file.
_____	_____	Riverside County Agricultural Commissioner=s Letter*

**MATERIALS BOARD:**

_____	_____	One (1) Materials Board (11" x 17" maximum size) for display of exterior color & materials.
_____	_____	Two (2) 8" x 10" true-color photos of Materials Board or electronic file of same.

\* See Street Name Guidelines for requirements

\*\* Agricultural Commissioner=s Letter is to be included in Landscape Plan Notes

## ***Informational Only***

### ***Must I Hire An Architect for Every Building Project?***

You do not have to hire an architect for every building project. Current California law provides that persons who are not licensed as architects or registered as civil or structural engineers can design certain types of building or parts of buildings. Generally, persons who are not engineers or architects can design:

- X single-family dwellings of woodframe construction that are not more than two stories and basement in height;
- X multiple dwellings containing no more than four dwelling units that are of woodframe construction not more than two stories and basement in height and not more than four dwelling units per lot;
- X garages or other structures added to dwellings of woodframe construction that are not more than two stories and basement in height;
- X agricultural and ranch buildings of woodframe construction, unless the building official deems that an undue risk to the public health, safety, or welfare is involved;
- X nonstructural or nonseismic storefronts, interior alterations or additions, fixtures, cabinetwork, furniture, or other appliances or equipment, including nonstructural work necessary to provide for their installation; and
- X nonstructural or nonseismic alterations or additions to any building necessary for the installation of storefronts, interior alterations or additions, fixtures, cabinetwork, furniture, appliances, or equipment, provided those alterations do not change or affect the structural system of safety of the building.

However, before you hire someone to design a new structure or alter an existing structure, you should consult the local building official in your city or county building department to determine whether or not a licensed architect or registered engineer must design the structure. The building official will advise you if your project can be done by an unlicensed person or if it will require a licensed architect or engineer to prepare and submit plans and specifications. You may save time and money by first discussing your project with the building official. In deciding if you need a licensed architect, the building official will consider existing state laws as well as public health, safety and welfare. The building official will also consider local environmental conditions such as snow loads, winds, earthquake activity, or tidal action.

### ***Architects Practice Act 2000***

#### **Issued by California Architects Board**

#### **5536 Practice Without License or Holding Self Out as Architect: Misdemeanor**

It is a misdemeanor, punishable by a fine of not less than one hundred dollars (\$100) nor more than one thousand dollars (\$1,000) or by imprisonment in the county jail not exceeding six months, or by both fine and imprisonment, for any person who is not licensed to practice architecture under this chapter, to practice architecture in this state or to use any term confusingly similar to the word architect, or to use the stamp of a licensed architect, as provided in Section 5536.1, or to advertise or put out any sign or card or other device which might indicate to the public that he or she is an architect or that he or she is qualified to engage in the practice of architecture or is an architectural designer.

It is a misdemeanor, punishable as specified in subdivision (a) for any person not registered or licensed by the state to prepare plans, specifications, and instruments of service for others to affix a stamp or seal which bears the legend "State of California" or words or symbols that represent or imply that he or she is so registered or licensed by the state to prepare plans, specifications, or instruments of service for the construction, alteration, improvement, or repair of buildings or structures, that are submitted to a state or local government entity for approval or the issuance of a permit.

It is a misdemeanor, punishable as specified in subdivision (a), for any person to advertise or represent that he or she is a "registered building designer" or is registered or otherwise licensed by the state as a building designer.

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