



## Planning & Community Development Department

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Planning Services

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## Major Subdivisions

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### Submittal Requirements

- Completed and signed Planning Permit Application form
- All items indicated in the Planning Permit Application Submittal Requirements Matrix (page 3)
- Tentative Subdivision Map with the following minimum information:
  - tract number and name of the development
  - tract number or names of adjacent subdivisions or property owners
  - legal description sufficient to define the boundaries of the proposed tract
  - each lot consecutively numbered
  - lot layout and dimensions of each lot
  - gross and net square footage of each lot
  - location, names, and widths of all adjacent highways, streets, and alleys
  - location of all existing buildings and structures
  - location and names of all existing permanent or intermittent water courses
  - location, pipe size, and grades of existing sewers, culverts, water mains, gas mains, and power lines within or immediately adjacent to the tract
  - widths and approximate grades of all proposed highways, streets and right(s)-of-way within the proposed subdivision
  - location and width of all proposed easements for drainage and public utilities
  - tentative size and location of sewer mains, gas mains, water mains, and fire hydrants
  - tentative location of electric underground lines, easements, and street lights
  - typical cross section of streets showing sidewalks, curb, gutter, and the type of parking and base to be used
  - location of street signs
  - contours based on the average slope of the lot: 2-foot intervals where slope is 1%; 5-foot interval where slope is greater than 1% and less than 5%; 10-foot interval where the slope is greater than 5% and less than 10%; and 25-foot interval where the slope is 10% or greater
  - north arrow and scale
  - name, address, and phone number of the property owner, subdivider, and engineer or land surveyor preparing the map

**Note:** The tentative map must be on sheets of 18" x 26" in size at a scale not smaller than 1" = 50' and must be large enough to clearly show the proposal along with all required information. The map must be prepared and stamped by a registered civil engineer or a licensed land surveyor.

- Preliminary Title Report issued within 30 days of submission of the application
- Refer to the Planning Permit Application for required number of plan sets
- Submit a check made payable to Mendocino County Clerk for the required posting fee for legal notices

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## Recommendations

Prior to submitting an application, applicants are encouraged to do the following:

- Discuss your project with Staff to discover what fees (sewer, water, in-lieu park fees, traffic impact fees, etc.) may be required for your project. Also, ask about street tree requirements, required sidewalk repairs, drainage issues, frontage improvements, etc.
  - Submit plans to the Planning Department for preliminary review.
  - Notify surrounding property owners of the proposed project.
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## Post Approval – Final Map

After approval of the tentative map, the applicant will be required to hire a land surveyor to conduct a property survey and prepare a final subdivision map for recording purposes. The draft Final Map shall be submitted to the Department of Public Works along with applicable fees for review and approval. The Final Map must be filed for recording and any conditions of approval satisfied within the specified time frames.

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## City of Ukiah Contacts

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