



# COMMUNITY DEVELOPMENT DEPARTMENT PLANNING DIVISION

## TENTATIVE PARCEL MAP / PARCEL MAP WAIVER INFORMATION SHEET

The Subdivision Map Act of the State of California governs the subdivision of land for the purpose of sale, leasing, or financing. Under this law, local governments have both the duty and authority to see that public objectives are met during the subdivision process.

### Tentative Parcel Maps

Tentative Parcel Maps are required for all subdivision creating four (4) or fewer parcels or where:

- the land before division contains less than five (5) acres, each parcel created by the division abuts upon a maintained public street or highway, and no dedications or improvements are required by the Approving or Appeal Authority;
- each parcel created by the division has a gross area of twenty (20) acres or more and has an approved access to a maintained public street or highway;
- the land consists of a parcel or parcels of land having approved access to a public street or highway, which comprises part of a tract or land zoned for industrial or commercial development, and which has the approval of the Approving or Appeal Authority as to street alignments and widths;
- each parcel created by the division has a gross area of not less than forty (40) acres or is not less than a quarter of a quarter section; or
- the land being subdivided is solely for the creation of an environmental subdivision pursuant to 18.080.080 Environmental Subdivision Maps (California Government Code 66426).

Tentative Parcel Maps that meet all of the criteria listed below can be approved by the Zoning Administrator in accordance with the Subdivision Map Act. The City Manager shall have the authority to enter into all agreements related to the approval of the Parcel Map.

1. The existing parcel has an average natural slope no greater than 20 percent (20%).
2. All necessary infrastructure and utilities are provided to the proposed parcels in a manner consistent with City standards.
3. The map would create no more than four (4) parcels.
4. None of the conditions of California Government Code Section 66474, *Grounds for Denial of Tentative or Parcel Map*, exist. Refer to Section 18.150.100 (A)(1)(d) of the Subdivision Code for these conditions.

### Parcel Map Waiver

The subdivider (applicant), upon obtaining approval of a Tentative Parcel Map, may request

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the waiving of a Final Parcel Map. The request shall be in writing in a form acceptable to the City of Riverside. Except where required by the Subdivision Map Act, a Final Parcel Map may be waived subject to the approval of the Zoning Administrator, City Surveyor, and City Engineer.

The Zoning Administrator, upon concurrence with the City Surveyor and the City Engineer, shall grant the application for a waiver of the parcel map only upon a finding that the proposed division of land complies with the requirements established by the Subdivision Map Act and Title 18 of the Riverside Municipal Code (Subdivision Code) as to area, improvement and design, floodwater drainage control, appropriate improved public roads, sanitary disposal facilities, water supply availability, environmental protection, and such other requirements as therein set forth. Please note that a Parcel Map Waiver shall not become operative unless and until a Certificate of Compliance for Parcel Map Waivers is signed by the Zoning Administrator and is recorded in the Office of the County Recorder prior to the expiration of this approval.

### APPLICATION PROCESSING

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For Tentative Parcel Maps, refer to flow chart forms found in Article III of the Subdivision Code, Chapter 18.080 – Tentative Maps.

### PLANNING FEES

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See current Fee Schedule (*FILING FEES ARE GENERALLY NOT REFUNDABLE*)

### REQUIRED ITEMS FOR FILING

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Plans must be legible and drawn to scale to clearly illustrate the components of the project. Remember that Staff, the Zoning Administrator, the Planning Commission, or City Council are not familiar with the property and need this information to evaluate your project. If the plans are not legible, or do not contain the information listed below, your application will not be accepted for processing.

Drawing Assembly: Staple blueprints in sets along the left margin, plot plan on top and elevations below. Plans must be folded to approximately 8 ½" x 14" so the bottom right corner shows. We cannot accept drawings or materials that are not folded down to approximately 8 ½" x 14".

Submittal of the following items shall be required for the application to be deemed complete:

- One (1) copy of the completed application form
- One (1) copy of the most recent Grant Deed

A complete and accurate legal description of each parcel involved. (A deed can be obtained from a Title Company.)

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- One (1) copy of completed Hazardous Site Review
- One (1) copy of completed Hazardous Materials Questionnaires
- One (1) copy Environmental Information Form (For use in preparing the Initial Study)  
The Planning Division may, during the course of its initial review of the application, determine that additional information is required, such as biological, traffic, noise, or archeological studies. The Planning Division may require the submittal of supplemental materials as necessary.
- One (1) copy of Variance Justification Form for each variance being requested.
- Thirty-seven (37) copies of Tentative Map.
  - a. The tentative map shall be clearly and legibly drawn by or under the direction of a registered civil engineer authorized to practice land surveying or licensed land surveyor.
  - b. The scale of the map shall be at least one inch equals one hundred feet. If necessary to provide the proper scale, more than one sheet may be used, but the relation of the several sheets shall be clearly shown on each.
  - c. The minimum size of each sheet should be eighteen inches by twenty-six (26) inches. A marginal line shall be drawn completely around each sheet, leaving an entirely blank margin of one inch.
  - d. The tentative map shall contain the following information:
    1. All maps must be consistent with the General Plan and should comply with applicable zoning regulations.
    2. The map number assigned by the Riverside County surveyor;
    3. Names and addresses of the record owner and subdivider of the land;
    4. Name, signature, and address of the person, firm, or organization that prepared the map and applicable registration and/or license number;
    5. Date of preparation, north point, and scale of the map; if based on a survey, the date of the survey;
    6. Boundaries of the subdivision with suitable ties to readily locate the property;
    7. Riverside County Assessor's parcel number(s) of the property included within the map;
    8. The locations, names, and widths of adjacent streets, alleys, and pedestrian ways;
    9. Numbers of adjacent subdivisions, buildings, and property lines sufficient to show their relationship with the proposed subdivision;
    10. All properties that are "Not A Part" of the map and/or are designated remainders shall be clearly delineated;
    11. Contour lines at five foot intervals or less where the slope of the land is one percent (1%) or more, and contour lines at two-foot intervals or less where the slope of the land is less than one percent (1%). Topographic information shall be sufficient fully to show the configuration of the land and any and all depressions that present drainage problems, and shall

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extend beyond the tract boundaries where necessary to show essential conditions;

12. A preliminary 100-scale grading plan (40-scale grading plans are required for maps in the RC – Residential Conservation Zones) shall be submitted with the map which includes how the grading relates to existing contours on adjoining property, location of trees, rock outcroppings, arroyos, blue line streams, and other significant natural features;
13. The outlines of groves of trees and orchards, the approximate locations of other trees with a trunk diameter of six inches or more, and an indication of all trees that are to remain on the lots;
14. Location, width, and direction of flow of all watercourses and the outline of any area subject to flooding or storm water overflow;
15. Location of all railroads, buildings and other structures, structures for demolition, and all natural obstacles, and an indication of any physical restrictions or conditions in the subdivision which affect the use of the property; distances between all buildings to remain and property lines shall be shown;
16. Locations, widths, and purposes of all existing and proposed easement for utilities, drainage, and other public purposes, shown by dashed lines;
17. Locations of existing utilities in and adjacent to the tract; size and invert elevation of sanitary and storm sewers; size of water mains; if sewers and water mains are not in or adjacent to the tract, the direction and distance to the nearest sewer and water main with invert elevation of sewer and size of main;
18. Locations, widths, and grades of all public streets, private streets, alleys, pedestrian ways, and other rights-of-way, and proposed street names; the radius of each curve; any planned line for street widening or for any other public project in or adjacent to the tract;
19. Lines and approximate dimensions of all lots and the number assigned to each lot; the total number of lots, the approximate area of each lot and the total area of the map;
20. Boundaries of existing and proposed public areas in or adjacent to the tract, with the nature of each indicated by label; the area of each parcel proposed for public use to the nearest one-tenth acre, including any areas proposed to be dedicated as parkland per the requirements of Government Code Section 66477 et seq (Quimby Act);
21. Proposals for handling storm water and drainage;
22. Areas designated for preservation or protection from development due to their status as sensitive or protected biological habitat, archeological resource areas, significant geological formations, or other environmentally important or legally designated lands, as so identified by

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local Code and/or applicable county, state, or federal regulations; and

23. The following drawings and statements shall be included with the tentative map:
  - a. A vicinity map showing the location of the proposed subdivision;
  - b. A statement of the total area of the tentative map;
  - c. For mixed use developments, a statement of the total area of the land used for each type of use;
  - d. A statement of the proposals for sewage disposal, water supply, electric service, gas service, telephone service, television reception, and for other utilities;
  - e. Cross sections at the perimeter, location, and design of required trails, Water Quality Management Plan, and location of any needed detention basins, and other information as requested by the Planning Division Staff on a case by case basis.
24. Location of irrigation lines and wind machines (RA-5 Zone only).
25. Identification of all blue line streams and/or major arroyos, including precise definition of the 100-year flood zone and setback therefrom should be included on the plans, if applicable. Note: Should the site include a blue line stream or involve any other issue that requires State agency review, State law requires a 30-day review period for the initial Study and may require that the case be heard at a later hearing date to accommodate the review.

**Thirty-seven (37) copies of the Plot Plan with grading when grading is required.**

*Please note that in some instances, environmental review of grading will be required in conjunction with the processing of your application. Please see "Environmental Review of Grading Plans Information Sheet" for grading review filing requirements, and fee schedule for fee information. Environmental review will be required if your project involves grading and*

- a. *the property to be graded has an average natural slope of 10% or greater; and/or*
  - b. *the property is in the RC - Residential Conservation Zone; and/or*
  - c. *the property is located within or adjacent to the Mockingbird Canyon, Woodcrest, Prenda, Alessandro, Tequesquite, or Springbrook Arroyo, a blueline stream identified on USGS maps or other significant arroyo; and/or*
  - d. *the property is located in an identified floodway.*
- One (1) building code analysis for existing buildings or structures.**

If there are any buildings or structures on the site, excluding residential, a building code analysis is required to include the following information:

- a. Size of building including total square footage of all stories.
- b. Type of construction.
- c. Allowable area and any area increases taken due to the location on the property prior to any subdivision.

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- d. Any rated walls and openings in walls closer than 20 feet to the new property line.
- Two (2) copies of the Water Quality Management Plan (WQMP) checklist and Preliminary Best Management Practices document (BMP).** *\*Please Note: An Application will not be accepted as complete until the WQMP/BMP is approved by the Public Works Department and Planning Division.*
- One (1) copy of a Traffic Lane and Striping Plan** for adjacent streets approved by the Public Works Department. Contact the Public Works – Traffic Engineering Division for more information.

### WHEN APPLICABLE THE FOLLOWING ITEMS WILL ALSO BE REQUIRED:

- FAA Part 77 Review must be completed before an application is submitted to the Planning Division or Riverside County Airport Land Use Commission (RCALUC). A Copy of the FAA's findings is required, along with all other necessary documentation. If the FAA Review is not included at the time of submittal, the application is deemed incomplete and cannot be processed. For more information, please refer to the "Federal Aviation Regulations (FAR) Part 77 Review" handout.
- With the exception of Rezonings, General Plan Amendments, Specific Plan Amendments, and Heliports/Helistops which require RCALUC review, all projects within an airport influence area will be reviewed by the Planning Division for compliance with the Riverside County Airport Land Use Compatibility Plan. For more information, please refer to the "Riverside County Airport Land Use Compatibility Plan Project Review" handout.
- If your project is located within 1,000 feet of a military installation (March Air Reserve Base), beneath a low-level flight path, or within special use airspace (as defined in Section 21098 of the Public Resource Code), a Military Notification Process is required. For more information, please refer to the "Military Notification Process for Local Planning Proposals and Development Permit Applications" handout.

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