

**City of Auburn**  
**Planning & Public Works Department**

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<p><b><u>TENTATIVE MAP APPLICATION INFORMATION</u></b> (Parcel Maps and Subdivision Maps)</p>
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**GENERAL INFORMATION:** The State of California Subdivision Map Act and the Subdivision Regulations of the City of Auburn include provisions for the dividing of land. All provisions contained in both of the above shall apply to all subdivisions, subdivision maps, and related proceedings. The purpose of the application is to allow for public notice; and review of the request by the Planning Commission, which has the authority to approve, approve with conditions, or deny any land division request.

**ENVIRONMENTAL REVIEW:** A land division application may be processed only after the environmental review has been completed in accordance with the Auburn Municipal Code and the California Environmental Quality Act. The size and scope of the proposed division will determine the extent of information the applicant is required to provide regarding the environmental impacts of the division. The applicant should discuss the proposal with a member of the City Auburn Planning & Public Works Department.

A. **Application Checklist:** All of the following listed items must be included when you submit your application, unless indicated otherwise or are inapplicable to your application (as determined by City staff).

1. One (1) completed copy of the application form.
2. One (1) completed copy of the environmental review checklist (if applicable).
3. Thirty (30) copies of the tentative map, folded to an 8" X 11" or file folder size.
4. An 8 ½" X 11" clear transparency of the map and any other related maps, plans, etc. is required.
5. Two (2) copies of the preliminary title report.
6. The appropriate non-refundable filing fee.
7. A letter signed by the applicant authorizing representation by a person or agency other than him/herself (if this representation is intended).

- B. **Tentative Map:** Thirty (30) copies of the following listed items shall appear on the map itself unless indicated otherwise or are inapplicable to your application (as determined by City staff).
1. The tract number or other description according to the records of the County Recorder of Placer County.
  2. The names, addresses, zip codes, and telephone numbers of the record owners, subdividers, and the civil engineer or land surveyor who prepared the map.
  3. Subdivision name.
  4. North arrow, scale, and preparation date of the map.
  5. Vicinity map.
  6. Total size of property, proposed number of units, and proposed density.
  7. Statement of existing and proposed (if necessary) zoning and use of the property.
  8. A certificate on the map signed by the owners agreeing to the filing of said; map and agreeing to comply with the provisions of these subdivision regulations and the State Map Act as they apply to the processing; and approval of said map.
  9. Boundaries of the subdivision with sufficient information to locate the property.
  10. The locations, width, and names of all **existing streets** or other public rights-of-way in or adjacent to the tract.
  11. The location and width of all **proposed streets** and cul-de-sacs (include proposed radii).
  12. Proposed fire access points and width.
  13. Proposed names for all streets (personal names are not permitted).
  14. Existing buildings shall be accurately located, distances between structures to be retained and notations of structures to be removed; and the distance from the buildings to the nearest existing and proposed streets and parcel boundaries.
  15. The layout, approximate dimensions, square footage, and identification number of each parcel.
  16. Identify building setback lines based on zoning ordinance standards.
  17. **Existing rights-of-way, easements** or other important features such as political subdivision lines, water courses or other physical features, P.C.W.A. and Pacific Bell lines, gas, electric, telephone and television.

18. The location and width of all **proposed easements** for all utility purposes, P.G. & E., Pacific Bell, P.C.W.A., cable television, sewers, storm drains, and other public utility easements.
19. Location and type of **proposed** recreational facilities (if any).
20. If there are no slips, slides, slumps, or unstable areas within the subdivision then a note shall be included on the map stating such. If this is not the case, then the information identified under “Additional Data” (see below) is required.

C. **Preliminary Grading Plan and Drainage Plan (if applicable)** Thirty (30) copies of a detailed grading and drainage plan drawn to scale illustrating the following:

1. Project name, north arrow and scale (scale to match site plan/tentative map).
2. Existing contour lines at intervals of not more than five (5) feet. Contours shall extend beyond the tract boundaries to show drainage conditions on surrounding property.
3. The limits of all grading. Identify all cut/fill areas and slopes of all proposed grading (e.g. 2:1; 3:1).
4. Grades and slopes for all accessible paths of travel (as required by the Uniform Building Code).
5. The locations, widths, and approximate grades and elevations of all **proposed streets** and cul-de-sacs (include proposed radii).
6. Proposed fire access points, width, and surfacing, etc.
7. Surrounding street grades and pad elevations of proposed buildings and existing/approved buildings on adjacent property.
8. Location and elevations of proposed retaining walls.
9. All true elevations including: contours, spot, existing and post project elevations.
10. **Existing facilities** including storm and sanitary sewers, gas, water telephone, cable television and electric underground lines and service laterals, culverts or other underground structures within the boundaries of the tract and immediately adjacent thereto. Pipe sizes, grades, and locations shall be shown.
11. Size, slope, and location of **proposed** sanitary sewer, storm drain, and water main facilities.
12. Any natural features including: wetlands, streams, slopes, etc.

13. All existing trees with elevations, protected zones and numbered to correspond to the arborist report.
  14. Grading quantities (excavation, fill and site balance).
  15. Provide representative cross sections for key locations on the project.
- D. **Site Context Information:** As part of the initial project submittal, provide two (2) sets of photographs of the project site, with images of the proposed project digitally superimposed in the photographs if applicable, or two (2) sets of enhanced site elevations expanded to include the project site. The photographs or site elevations of the project site should illustrate the relationship of the development to the project site and surrounding properties. The images shall include all adjacent properties within 100'. After project revisions have been made to address initial development related issues, and prior to scheduling for a public hearing, the developer shall provide a total of six (6) sets of photographs/plans.
- E. **Landscape Plan (if applicable):** Fifteen (15) copies of a landscape plan drawn to scale indicating:
1. Project name, north arrow and scale (scale to match site plan).
  2. Location of all existing and proposed trees and Tree Legend indicating: botanical name & common name; quantity; size; and water usage (L, M, H).
  3. Location of proposed of proposed turf (grass) areas.
  4. A Plant Legend in table form indicating all shrubs and ground cover. Include the following information in the Plant Legend: botanical & common name; size; and water usage (L, M, H); height & width for mature shrubs. Replace height & width with typical spacing for ground cover. Individual shrub/ground cover locations do not need to be shown if a complete Plant Legend is provided.
  5. Landscape notes indicating shrub/ground cover design intent at key locations (e.g. screening intent, entry treatment intent, streetscape intent, property line treatment, etc.)
  6. Shading calculations for parking areas.
  7. Detail of pedestrian plazas/site furniture and enhanced paving (when applicable).
  8. The height and design of all fencing, walls, or other screening, including adjacent development that would affect or influence the on-site landscaping.
- NOTE: Irrigation system(s) delineating coverage must be submitted with plans for building permits.

**F. Preparation and Form:**

1. Map scale to be between 1" = 10' and 1" = 100'.
2. If necessary to provide the proper scale, more than one sheet may be used, but the relation of the several sheets must be clearly shown on each sheet.
3. No sheet shall exceed 36" in width and 42" in length.

**G. Additional Information:**

1. A preliminary soils investigating and report by a registered civil engineer specializing in soils engineering may be required as determined by the City Engineer.
2. If the subdivision is within a special studies zone established by the State of California, a geological report prepared by a registered geologist or a registered engineering geologist complying with the requirements of the Alquist-Priolo Act shall be submitted.
3. The City Engineer and the Planning & Public Works Director may require other information in order to evaluate the map for conformance with City policies, including the adopted General Policies Plan.

**NOTE: SUBMITTAL OF AN APPLICATION DOES NOT IMPLY APPLICATION ACCEPTANCE. THE STAFF WILL REVIEW THE APPLICATION AND MATERIALS WHICH WILL BE DEEMED COMPLETE AND ACCEPTED ONLY IF ALL REQUIRED ITEMS HAVE BEEN INCLUDED.**