



Development Services Department
Planning Division
13220 Central Avenue
Chino, CA 91710
(909) 334-3253

www.cityofchino.org

TENTATIVE PARCEL/ TRACT MAP CHECKLIST

CITY of CHINO

Generally, a subdivision is any division of land for the purpose of sale, lease, or financing and is governed by the state Subdivision Map Act. Subdivision is defined as "the division, by any subdivider, or any unit(s) of improved or unimproved land, or any portion thereof, shown on the latest equalized county assessment roll as a unit or as contiguous units, for the purpose of sale, lease, or financing, whether immediate or future, except for leases of agricultural land for agricultural purposes." The Subdivision Map Act distinguishes between a subdivision of five or more parcels, which is a Tentative Tract Map, and one consisting of four or fewer parcels which is a Minor Subdivision or Parcel Map. In general, a subdivision of five or more residential parcels requires a tentative tract map and a final tract map; a subdivision of four or fewer residential parcels requires a tentative and final parcel map.

ALL APPLICATIONS:

1. All plans shall be folded, stapled and collated into full packages no larger than 8-1/2" X 14".
2. All plans shall be prepared in accordance with the City's *Filing Requirements* and *Minimum Required Information* section of this handout.
3. Additional materials and information may be required depending upon project scope and complexity.

SECTION 1 – FILING REQUIREMENTS

DRC Copies

- (10) Completed *Land Use and Development Uniform Application(s)* and filing fee**; **(1 clearly marked original and 9 copies)**.
- (10) Completed *Environmental Assessment* forms and one review fee. **(1 clearly marked original and 9 copies)**.
- (10) If part of an existing development, provide detailed description of proposed project including type of business, days/hours of operation, and number of employees.
- (1) Receipt for the plan review fee paid to the Chino Valley Independent Fire District, 14011 City Center Drive, Chino Hills, CA 91709 (Phone: 909-902-5280).
- (2) Current Title Report (must be prepared within 3 months of the application date).
- (3) Copies of mailing labels and mailing list prepared in accordance with the City's *Public Notice Requirements* handout (labels must be prepared within 6 months of public hearing date).
- (6) Full-size sets of the development package collated, stapled and folded to 8-1/2" x 14" in size. All plans shall be prepared in accordance with the *Minimum Required Information Checklist* in Section 2 of this handout. Each development package shall include the following:
 - Tentative tract map
 - Conceptual grading plan
 - Pedestrian Access plan
 - Site Utilization Map (*Aerial Map preferred*) showing the location of the site, the site's environmental setting and natural features, and the relationship of the proposed project to the existing surrounding areas. This map should indicate the proposed project and all the following items within a 600-foot radius: all parcel lines and streets (r-o-w, improvements, and drainage facilities), locations and use of structures, adjacent access and circulation, and existing zoning and land use. The scale of this map shall not be less than 1" = 100'.
- (10) Reduced 11" x 17" of the development package collated, stapled and folded into complete sets.
- (10) Copies of the full-size tentative map only prepared in accordance with the *Minimum Required Information Checklist* of this handout (do not include grading plans, pedestrian access plan, etc.).

- * Materials and information may be required as detailed in Section 2 *Minimum Required Information Checklist*.
- ** Approval of this application by the Planning Division does not constitute final approval to construct your project. Before beginning construction, you will still need to obtain building permits and pay all appropriate fees. Because the fees could be substantially higher than anticipated, it is highly recommended that you contact the following departments and/or agencies prior to submitting for a building permit to determine all of the necessary plans/materials and fees:
 - Building Division (909) 334-3251
 - Chino Valley Independent Fire District (909) 902-5280
 - Engineering Division (909) 334-3265
 - Chino Unified School District (909) 628-1201 ext. 1200—For School Fees

SECTION 2—MINIMUM REQUIRED INFORMATION CHECKLIST

General Preparation Guidelines:

- 1. All plans/maps shall be drawn on uniform sheets, no greater than 24" X 36" in size.
- 2. All plans/maps shall be clear, legible and accurately scaled.
- 3. All plans/maps shall be clearly labeled with sheet title, project name and project location.
- 4. A one sheet master plan shall be provided where the detailed plan/map cannot contain the entire project on a single sheet.
- 5. Incomplete or illegible plans/maps will not be accepted for filing.

A. Tentative Tract Map:

Residential

- 1. Tentative subdivision maps shall be drawn to an engineering scale no smaller than 1" =50' with the north arrow oriented toward the top or right side of the sheet.
- 2. Graphic scale.
- 3. Legal description with Assessor Parcel Numbers (APN).
- 4. Name, address and phone number of the applicant and engineer. All maps shall be wet stamped and signed.
- 5. The date the map was prepared, including any subsequent revision dates.
- 6. Vicinity map showing the precise location of the project.
- 7. Property lines of the project site and all adjacent
- 8. Existing land uses and zoning on all adjacent properties.
- 9. A summary to appear as notes on the map, including:
 - Adjusted gross and net acreage;
 - Proposed density (dwelling units per adjusted gross acre)
 - Minimum and average net lot area;
 - Minimum lot dimensions (width and depth) for interior and corner lots; and
 - Assessor's parcel numbers (APN).
- 10. Location of all existing structures on the project site and on adjacent properties (for a distance of 100 feet beyond the project site), including storage areas, landscape areas, parking lots and drive-ways (background layer).
- 11. Location of existing trees, specifically noting trees with a trunk diameter of 4 inches or greater. (background layer).
- 12. Location of both pedestrian and vehicular access, showing service areas and points of ingress and egress.
- 13. Existing and proposed adjacent rights-of-way (both public and private), alleys and easements.

- 14. Proposed building pad elevations, and existing and proposed ground contours. Existing contours should extend a minimum of 100 feet past the map boundary.
- 15. Existing drainage courses or stormdrains.
- 16. Existing and proposed curbs, gutters, sidewalks and paving widths within 100 feet of the project site and across the street, including existing median islands.
- 17. Nearest cross streets on both sides of the project site, with plus-or-minus distances from the site.
- 18. Typical cross sections of all streets, alleys and easements, including railroads, noting whether they are public or private.
- 19. Surface watercourses and land subject to inundation.
- 20. Typical cross sections at site boundaries and at every 100 feet along long boundaries.
- 21. A table formatted and displaying required information for each lot as follows:

Lot #	Lot Size (SF)	Lot Width (ft)	Lot Depth (ft)
1	7,236	60.3	120
2	7,298	60.82	120
3	7,306	60.88	120

Commercial/Industrial

- 1. Tentative subdivision maps shall be drawn to an engineering scale no smaller than 1" =50' with the north arrow oriented toward the top or right side of the sheet.
- 2. Graphic scale.
- 3. Legal description with Assessor Parcel Numbers (APN).
- 4. Name, address and phone number of the applicant and engineer. All maps shall be wet stamped and signed.
- 5. The date the map was prepared, including any subsequent revision dates.
- 6. Vicinity map showing the precise location of the project.
- 7. Property lines of the project site and all adjacent (abutting) properties.
- 8. Existing land uses and zoning on all adjacent properties.
- 9. A summary to appear as notes on the map, including:
 - Adjusted gross and net acreage;
 - Proposed density (floor area ratio);
 - Minimum and average net lot area;
 - Minimum lot dimensions (width and depth) for interior and corner lots; and
 - Assessor's parcel numbers (APN).
- 10. Location of all existing structures on the project site and on adjacent properties (for a distance of 100 feet beyond the project site), including storage areas, landscape areas, parking lots and driveways (background layer).
- 11. Location of existing trees, specifically noting trees with a trunk diameter of 4 inches or greater (background layer).
- 12. Location of both pedestrian and vehicular access, showing service areas and points of ingress and egress.
- 13. Existing and proposed adjacent rights-of-way (both public and private), alleys and easements.

- 14. Proposed building pad elevations, and existing and proposed ground contours. Existing contours should extend a minimum of 100 feet past the map boundary.
- 15. Existing drainage courses or storm drains.
- 16. Existing and proposed curbs, gutters, and paving widths within 100 feet of the project site and across the street, including existing median islands.
- 17. Nearest cross streets on both sides of the project site, with plus-or-minus distances from the site.
- 18. Typical cross sections of all streets, alleys and easements, including railroads, noting whether they are public or private.
- 19. Surface watercourses and land subject to inundation.
- 20. Typical cross sections at site boundaries, and at every 100 feet along long boundaries.
- 21. Typical cross sections of all streets, alleys and easements, including railroads, noting whether they are public or private.
- 22. A table formatted and displaying required information for each lot as follows:

Lot #	Lot Size (SF)	Lot Width (ft)	Lot Depth (ft)
1	22,340	111.7	200
2	30,456	118.5	257
3	23,560	116.6	202

B. Preliminary Grading/Utilities Plan:

- 1. Proposed building pad elevations, and existing and proposed ground contours. Existing contours should extend a minimum of 100 feet past the map boundary.
- 2. Existing drainage courses or storm drains.
- 3. Location of existing and proposed utilities/facilities (sewer, water telephone, electricity, stormdrain and cable TV).
- 4. Surface watercourses and land subject to inundation.
- 5. Typical cross sections at site boundaries, and at every 100 feet along long boundaries.
- 6. Typical cross sections of all streets, alleys and easements, including railroads, noting whether they are public or private.
- 7. Site design Best Management Practices (BMPs) to address stormwater runoff quality and/or reduce quantity. Show the types, size/dimensions, and locations of each site design BMP. Suggested BMPs include but are not limited to the following:
 - Landscape buffer areas and swales incorporated into the drainage design;
 - Stormwater runoff conveyed through perforated pipe or gravel filtration pits where soil conditions are suitable;
 - Alternative materials (i.e., turf block, porous pavers or concrete, etc.) utilized in areas such as walkways, trails, patios, and overflow parking stalls; and
 - Planting native or drought tolerant trees and shrubs in landscaped areas.

Questions regarding the implementation of BMPs should be directed to the Public Works Environmental Section at (909) 334-3265.
- 8. Treatment devices to address stormwater runoff quality and/or reduce quantity (i.e., sand filters, detention basins, swales, proprietary products, etc.). Show the types, size/dimensions, depth and locations of each proposed treatment device. All aboveground basins or swales shall also be shown on the site plan and landscape plan.

C. Pedestrian Access Plan:

- 1. Provide a Pedestrian Access Plan that clearly shows the combination of elements that will provide pedestrian access, circulation, and the full use of the site and public right of way by pedestrians, including those who have disabilities. Include on the plan, at a minimum:
 - Proposed location of all sidewalks and pedestrian walkways;
 - Proposed location of all curb ramps, crosswalks (marked and unmarked on the site and within the public right-of-way along the site frontage);
 - 5-foot clear sidewalk width around any object/obstruction (utility pole, fire hydrant, mailbox, etc.);
 - Sidewalk or a curb ramp at driveway crossings
- 2. Location of all existing and proposed structures on the project site and adjacent properties (for a distance of 50 feet beyond the project site), including storage areas, landscape areas, parking lots and driveways. (background layer)
- 3. Existing and proposed curbs, gutters, paving, and other facilities within the public right-of-way within 50 feet of the project site and across the street, including existing median islands.

For more information regarding accessible pedestrian facilities, please visit the City’s website below and select “City of Chino Policy on Accessible Pedestrian Facilities.”
<https://cityofchino.org/city_hall/departments/community_development/americans_with_disabilities_act>

CERTIFICATION

CERTIFICATION OF PLANS & INFORMATION

I hereby certify that the plans and information provided present all of the data and information required by this “Minimum Required Information Checklist,” and that the facts, statements and information presented are true and correct to the best of my knowledge and belief. Furthermore, I understand that failure to provide the plans and information required by this checklist may result in this application not being accepted as complete for filing and/or processing.

Preparer’s Signature: _____ Date: _____
Name (print or type): _____ Phone: _____
Address: _____ City: _____ State: _____ Zip: _____