

*Chapter 18.150 GENERAL APPLICATION PROCESSING PROCEDURES*

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**18.150.050 Submittal requirements.**

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- B. *Additional requirements for tentative tract, parcel, vesting, reversion to acreage, condominium and environmental subdivision maps.*
  - 1. *Tentative tract, parcel, vesting, reversion to acreage, condominium and environmental subdivision maps.*
    - 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. The scale of the map shall be at least one inch equal to 100 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. The minimum size of each sheet should be 18 inches by 26 inches. A marginal line shall be drawn completely around each sheet, leaving an entirely blank margin of one inch.
    - b. The tentative map shall contain the following information:
      - (1) The map number assigned by the Riverside County surveyor;
      - (2) Names and addresses of the record owner and subdivider of the land;
      - (3) Name, signature and address of the person, firm or organization that prepared the map and the applicable registration and/or license number;
      - (4) Date of preparation, north point and scale of the map; if based on a survey, the date of the survey;
      - (5) Boundaries of the subdivision with suitable ties to readily locate the property;
      - (6) Riverside County Assessor's parcel number(s) of the property included within the map;
      - (7) The locations, names and widths of adjacent streets, alleys, and pedestrian ways;
      - (8) Numbers of adjacent subdivisions, buildings and property lines sufficient to show their relationship to the proposed subdivision;
      - (9) All properties that are "Not A Part" of the map and/or are designated remainders shall be clearly delineated;
      - (10) Contour lines at five-foot intervals or less where the slope of the land is one percent or more, and contour lines at two-foot intervals or less where the slope of the land is less than one percent. Topographic information shall be sufficient fully to show the configuration of

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the land and any and all depressions that present drainage problems, and shall extend beyond the tract boundaries where necessary to show essential conditions;

- (11) 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;
- (12) The outlines of groves of trees and orchards, the approximate location 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;
- (13) Location, width and direction of flow of all watercourses and the outline of any area subject to flooding or storm water overflow;
- (14) 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;
- (15) Locations, widths and purposes of all existing and proposed easements for utilities, drainage and other public purposes, shown by dashed lines;
- (16) 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;
- (17) 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;
- (18) 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;
- (19) 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);
- (20) Proposals for handling storm water and drainage;
- (21) Areas designated for preservation or protection from development due to their status as sensitive or protected biological habitat, archaeological resource areas, significant geological formations, or other environmentally important or legally designated lands, as so identified by local Code and/or applicable county, state, or federal regulations; and
- (22) The following drawings and statements shall be filed on or along with the tentative map:
  - i. A vicinity map showing the location of the proposed subdivision;
  - ii. A statement of the total area of the tentative map;
  - iii. For mixed use developments, a statement of the total area of the land used for each type of use;
  - iv. A statement of the proposals for sewage disposal, water supply, electric service, gas service, telephone service, television reception and for other utilities;

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- v. Any application and the drawings and documents required to be filed therewith for any modification that may be proposed in accordance with Chapter 18.230 Modifications; and
  - vi. Any application and the drawings and documents required to be filed therewith for hillside grading pursuant to Title 17.
  - vii. 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 Planning Division Staff on a case by case basis.

(23) FEMA Flood Zone Designation.

(24) Size, type and location of proposed water quality best management practices.

2. *Tentative vesting map.*

- a. A tentative vesting map shall be filed in the same form and have the same contents, accompanying data and reports and shall be processed in the same manner as set forth for a tentative map and shall have printed conspicuously on its face the words "Tentative Vesting Map."
  - b. At the time a tentative vesting map is filed, a subdivider shall also supply the following information unless an item(s) is determined by the Community & Economic Development Director not to be necessary:
    - (1) Height, size, and location of buildings;
    - (2) Sewer, water, storm drain, and road details;
    - (3) Information on the uses to which the buildings will be put;
    - (4) Detailed grading plans pursuant to Title 17;
    - (5) An engineer's drainage study approved by the City Public Works Department;
    - (6) Building, landscaping, irrigation and sign plans when required for the project by Title 19 of the Riverside Municipal Code or application for development plan or plot plan approval when required by Title 19 of the Riverside Municipal Code;
    - (7) A traffic study approved by the City Public Works Department and Planning Division, unless waived;
    - (8) A geologic study approved by the City Engineer for properties identified as being subject to liquefaction;
    - (9) An acoustical study approved by the Building Official for properties requiring such studies by Title 16 of the Riverside Municipal Code;
    - (10) An application for rezoning the property if the proposed use or density is not permitted in the current zone; and
    - (11) A detailed parking analysis (not required for maps creating single family residential lots only).
3. *Lot line adjustments, lot consolidation and lot merger/unmergers.* The application shall be accompanied by a site plan indicating the current ownership, property lines, existing structures, any encumbrances and such other data and information as may be prescribed by the Planning Division. Any application for property in the Residential Conservation (RC) Zone shall be accompanied by a

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topographical map, a proposed grading plan and a proposed development plan unless waived by the Community & Economic Development Director.

4. *Parcel map waiver.* Any person wishing to waive the requirement for the preparation and recordation of a parcel map and who has a recorded a Certificate of Compliance for parcel map waiver shall first submit to the City Surveyor the following:
  - a. An approved tentative map meeting the requirements of this title for a tentative map and conforming to the approved configuration and revisions as stipulated by the approving or appeal authority;
  - b. Names and addresses of fee owner and the subdivider if different from the owner;
  - c. Riverside County Assessor's parcel number(s);
  - d. A preliminary title report or a similar report indicating the encumbrances, if any, on the property;
  - e. The application shall be accompanied by a processing fee as established by the City's Fee Resolution;
  - f. A legal description and plat signed by a licensed land surveyor or civil engineer authorized to practice land surveying clearly describing the new parcels as shown on the approved tentative map;
  - g. An unsigned, acknowledge statement in a format acceptable to the City Surveyor satisfying all of the requirements of Section 66436 of the California Government Code;
  - h. An unsigned certificate or statement in a format acceptable to the City Surveyor satisfying the requirements of Section 66492 of the California Government Code; and
  - i. An unsigned certificate or statement and security in a format acceptable to the City Surveyor satisfying the requirements of Section 66493 of the California Government Code if any part of the subject property is subject to a lien of taxes or special assessments collected as taxes which are not yet payable and any lot lien created by the subdivision would bisect any existing assessor's parcel.
5. *Determination of compliance.* Applications for a determination of compliance can be filed and shall be signed by any person owning real property or a vendee of that person pursuant to a contract of sale of the real property, or at the request of an interested party, see Section 18.120.020 Determination of the City Surveyor.

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(Ord. 7459 § 51, 2019; Ord. 7341 §7, 2016; Ord. 6968 §1, 2007)

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