



## COMMUNITY DEVELOPMENT DEPARTMENT PLANNING DIVISION

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### ADMINISTRATIVE GUIDELINES FOR SUBMITTAL AND REVIEW OF THE TENTATIVE MAP

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The Engineering Division has prepared the following administrative guidelines for submittal and review of the Tentative Map to supplement, but not replace, the Subdivision Ordinance.

**Submittal Requirements:** (note: collate tentative maps separately from project plans when submitting to Planning Division)

\_\_\_\_\_ (1) copy of completed application with data sheets

\_\_\_\_\_ Tentative map fee of \$770.

\_\_\_\_\_ (15) copies of tentative map including topography plan and preliminary grading and drainage plans

\_\_\_\_\_ (1) copy of current title report (within 2 months of the application date) for each parcel involved

\_\_\_\_\_ (1) copy of hydrology report

\_\_\_\_\_ (1) copy of arborist report

\_\_\_\_\_ For condominium conversion projects, the applicant shall submit a letter with the tentative maps indicating the project is in compliance with Section 15.34.020 (b) of the Menlo Park Subdivision Ordinance. The Condominium Plan should be submitted with the CC&R's at the time of initial submission.

\_\_\_\_\_ CC & R review fee of \$200.

The Tentative Map shall include the following information. Along with the above requirements, please submit a signed copy of this document, with all of the following items checked off.

1. Map must be to scale (engineer's scale) and of minimum size, 18" x 26", paper.
2. Location map (minimum scale 1" = 1000').
3. Name and legal description of proposed subdivision and name and address of record owner and subdivider.
4. Assessor's parcel numbers.

5. Name and address of surveyor or engineer who prepared Tentative Map.
6. Date, north arrow and scale (minimum 1" = 100').
7. Minimum 6" x 8" blank space adjacent to the title block.
8. Names of adjacent subdivisions.
9. Names and width of adjacent streets, alleys and improvements thereon. Improvements include curbs, gutters, sidewalks, driveways, curb ramps, parking strips, valley gutters, storm drain inlets, etc.
10. Contour of the land.
11. Sufficient data and distinctive symbols to clearly define the boundary of the subdivision.
12. Number of units / lots and approximate dimensions and areas.
13. Existing and proposed easements.
14. Names, width, typical cross-sections and approximate grade of all proposed streets, whether private or public. Indicate private or public streets on the map.
15. Location and width of the proposed driveway.
16. Approximate radii of all curves.
17. Foot prints and pad elevations of buildings in areas subject to inundation by 100-year storm.
18. Location, width and direction of flow of all existing and proposed watercourses.
19. Existing buildings - indicate whether to be removed or not.
20. Existing lot lines – indicate whether to be removed or not.
21. Locations, pipe sizes and approximate grades of proposed utilities including sanitary sewers, water lines and underground storm drains and the proposed location of fire hydrants, street lights and electrical and gas lines.
22. Proposed preliminary grading and storm drainage systems for the entire project site.
23. Basis of bearings and benchmark used for the project. The benchmark used shall be selected from the City's list of benchmarks.
24. All existing trees over 6 inches in diameter. Any trees to be removed shall be so indicated.
25. The location and disposition of existing fences, wells, sewers, culverts, and/or underground structures within 100' of any portion of the subdivision.
26. Existing and proposed use and zoning of the project site.
27. Existing and proposed landscape areas for the proposed project.
28. Minimum yard and building setbacks as required in zoning ordinance.
29. List of all utility companies including Fire District serve the proposed subdivision.
30. Proposed public areas to be dedicated or open space easements.
31. On-site impervious areas for pre-development and post-development conditions.

32. Flood Zone information including base flood elevation for the project site.

ADDITIONAL REQUIREMENTS FOR CONDOMINIUM SUBDIVISIONS

In addition to the above-mentioned requirements, any Condominium Subdivision shall be accompanied by the following data:

1. Estimated square footage of each unit and number of rooms in each unit.
2. The general layout of all common areas including exclusive use common areas.
3. The general layout and location of all storage space outside of each unit.
4. The general layout of all parking spaces.
5. The Condominium Plan should be submitted with the CC&R's at the time of initial submission.
6. The "Unit" boundary shall substantially conform to the building footprint or unit to be conveyed.

PREPARED BY: \_\_\_\_\_  
(SIGNATURE)

PRINT NAME \_\_\_\_\_

TITLE \_\_\_\_\_

DATE: \_\_\_\_\_