



**CITY OF SAN RAMON**  
 Planning Services Division  
 2401 Crow Canyon Road  
 San Ramon, CA 94583  
 Telephone: 925.973.2560  
 Fax: 925.838.3231  
[www.sanramon.ca.gov](http://www.sanramon.ca.gov)

## SUBDIVISION MAP SUBMITTAL REQUIREMENTS

The following information shall be provided to the Planning Services Division in order to apply for a Tentative Map (or tentative parcel map). All submittal information that is listed below shall be presented along with the Planning Application form, related fees, and any other information required by the Planning Services Division and by State law or local ordinance (Ordinance No. 133) before the application can be accepted as complete.

Size Limit: Plans should be no larger than 30” x 42” trimmed.

**ALL PLAN SETS MUST BE COLLATED, STAPLED, AND FOLDED.  
 (NOT LARGER THAN 9” X 11”) BEFORE THEY WILL BE ACCEPTED**

Scale: The scale used on submittal plans shall generally be 1” = 40’. Include a north arrow, the scale, a bar scale and contour intervals on all plans.

### SUBMITTAL REQUIREMENTS:

### No. of Copies

- |  |     |
|--|-----|
| <input type="checkbox"/> 1. <b><u>Planning Application Form</u></b> – completed and signed   | (1) |
| <input type="checkbox"/> 2. <b><u>Copyright Release Form</u></b> – completed and signed  |     |
| <input type="checkbox"/> 3. <b><u>Application Fee</u></b> – See the Planning Services Fee Schedule. We accept cash, credit card (Visa, MasterCard and American Express) or checks (make check payable to City of San Ramon). |     |
| <input type="checkbox"/> 4. <b><u>Mailing Labels</u></b>   |     |
| a. <u>Map</u> : Provide a reproduced County Assessor’s Parcel Map delineating the project area. From this map, prepare a list and mailing labels for all parcels that lie within 300-foot radius of the subject property.    | (1) |
| b. <u>List</u> : Name and address of all legal owners of property within 300 feet of subject property.   | (1) |

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- 5. Site Photographs** –To clearly show the views of and from the project, including neighboring development. Include a key map indicating where the pictures were taken from, what direction they were taken and label the pictures accordingly. It is often desirable to take a series of overlapping photographs which when taped together show a panoramic view. Mount all photos on 8½” x 11” sheets. *(A computer disk with all photographs provided as digital images saved and formatted for use in Microsoft Office Operating Programs are desirable.)*
- 6. Tentative Map** – (must be prepared by a Registered Civil Engineer or Licensed Land Surveyor) The Map must be legibly drawn. All lettering size must be ⅛” minimum height (Item (K) on page 4). If all the information cannot be clearly indicated on one drawing, a second drawing indicating grading, drainage, and utilities may be submitted. All but 7 copies may be reduced to 11” x 17”, if permitted by staff. (25)

The Tentative Map must also contain:

- a. Title – A title containing the subdivision number, subdivision name, and type of subdivision (this information may be obtained from the Engineering Services Division);
- b. Names – The name and address of legal owner, subdivider, and person preparing the map (including registration seal and signature).
- c. Legal description – A sufficient legal description to define the boundary of the proposed subdivision. Include Assessor Parcel Number(s).
- d. Scale – Date, north arrow, scale, bar scale, and contour interval.
- e. Land use – The existing and proposed land uses, by type and square feet and/or acreage.
- f. Vicinity map – A vicinity map shall be a context map showing at least 2,500-foot radius of the project site including the names of major roads. Project site shall be clearly delineated on the vicinity map.
- g. Adjacent area – The name and number of adjacent subdivisions, showing lot and block or parcel numbers for adjoining lots.

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h. Topography – Show the existing topography of the proposed site and the existing topography at least 100 feet beyond its boundary, including:

(1) Contours – Existing contours at 2-foot intervals if the existing ground slope is less than 10 percent (see Item (6), page 4). Contour intervals should not be spread more than 150 feet apart. Existing contours should be represented by dashed lines or by screened lines.

(2) Trees – Species, common name, size, condition, location, and drip line of existing trees over 12” in circumference measured at 48” above grade. Any trees proposed to be removed shall be so indicated at time of application submittal.

(3) Structures – The approximate location and outline of existing structures identified by type. Buildings to be removed shall be so marked.

(4) Waterways – The approximate location of all areas subject to inundation or storm water overflow and the location, width, and direction of flow of each water course.

(5) Streets – The location, pavement, and right-of-way width, grade and name of existing streets or highways.

(6) Easements – The widths, location, and identity of all existing easements.

(7) Drains/sewers – The location and size of existing sanitary sewers, water mains, and storm drain pipes. The approximate slope of existing sewers and storm drain pipes should be indicated.

(8) Noise contours – The approximate location of the 60, 65, and 70 db CNEL (Community Noise Equivalent Level) contours, if required.

(9) Features – Location and description of significant features such as trees, creeks, rock outcroppings, wells, and any utility structures and whether or not to be retained.

i. Improvements – Show the proposed improvements including:

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- j. Streets – The location, grade, centerline radius, and arc length of curves, and tangents, right-of-way widths to scale, and preliminary names of all streets. Typical sections of all streets, alleys, and pedestrian ways must be shown.
- k. Curbs – The location and radius of all curb returns and cul-de-sacs.
- l. Easements – The location, width, and purpose of all easements.
  - (1) Streets – The location, grade, centerline radius, and arc length of curves, and tangents, right-of-way widths to scale, and preliminary names of all streets. Typical sections of all streets, alleys, and pedestrian ways must be shown.
  - (2) Curbs – The location and radius of all curb returns and cul-de-sacs.
  - (3) Easements – The location, width, and purpose of all easements.
  - (4) Angles – The angle of intersecting streets if such angle deviates from a right angle by more than four (4) degrees.
  - (5) Lots – The approximate lot layout and the approximate dimensions of each lot and of each building site. Engineering data must show the preliminary design of all grading, the elevation of proposed building pads, the top and toe of cut and fill slopes, and the number of each lot.

Buildable lots are to be numbered consecutively beginning with “1”; non-buildable, open space, and common lots are to be lettered consecutively, beginning with “A”.
  - (6) Contours – Proposed contours at 2-foot intervals must be shown if the existing ground slope is less than 10 percent. If the existing ground slopes are greater than or equal to 10 percent, contour lines can be at 5-foot intervals.
  - (7) Recreation – Proposed recreation sites, trails, and parks for private or public use.
  - (8) Common areas – Proposed common areas and areas to be dedicated to public open space.

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(9) Drains/sewers – The location and size of sanitary sewer, water main, and storm drain pipes. Proposed slopes and approximate invert elevations of sanitary sewer, storm drain pipes and manhole trim elevations must be indicated.

(10) Street landscaping – Location, size and species of proposed and existing street landscaping.

(11) Street lights – Location, height, and type of street lighting.

m. Names – The name(s) and address(es) of all geologists or soils engineers whose services were required in the preparation of the design of the Tentative Map.

n. Source – The source and date of existing contour mapping.

o. Lettering – All lettering size must be 1/8” minimum height.

p. Phases – If it is planned to develop the site as shown on the Tentative Map in phases, then the proposed phases and their proposed sequence of construction shall be shown on the Tentative Map.

q. Waiver – The Planning Director may waive any of the foregoing Tentative Map requirements whenever he finds that the type of subdivision is such as not to necessitate compliance with these requirements or that other circumstances justify such a waiver. The Planning Services Department may require other such drawings, data or other information as is deemed necessary.

**7. Accompanying Data and Reports** – The Tentative Map must be accompanied by the following data or reports:

a. Grading Plan – A preliminary grading plan prepared by a registered Civil Engineer. (2)

b. Soils Report – A preliminary soils report prepared by a Registered Geotechnical Engineer must be submitted. If the preliminary soils report indicates the presence of critically expansive soils or other soil problems which, if not corrected, would lead to structural defects, the soils report accompanying the Final Map must contain an investigation of each lot within the (2)

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subdivision. Additional soils or geologic data may be required due to the scale of the proposed grading or the presence of potentially hazardous or environmentally sensitive conditions.

c. Erosion Control Plan – A conceptual plan for soil erosion and sediment control. The plan shall contain both interim or preliminary measures and final plans. (2)

d. Geologic Investigation Report – A preliminary engineering, geology, and/or seismic safety report, prepared in accordance with guidelines established by the Planning Services Department by a geologist certified by a Geotechnical Engineer for the State of California. If the preliminary engineering, geology, and/or seismic safety report indicates the presence of geologic hazards or seismic hazards, which, if not corrected, would lead to structural defects, an engineering, geology, and/or seismic safety report must accompany the final map and shall contain an investigation of each lot within the subdivision. (2)

e. Title Report – A preliminary title report, prepared within three months prior to filing the application. (1)

f. Arborist Report – A report prepared by a qualified arborist Certifying the health of trees, including recommended measures to Protect tree damage during construction.

g. School site – The subdivider must obtain from the school districts involved, their intentions, in writing, concerning the necessity for a school site, if any, within the subdivision and must present this information to the Planning Services Manager prior to the consideration of the Tentative Map. (1)

h. Environmental studies – The various time limits for taking action on Tentative Maps shall not be exempt or an initial study is completed and a negative declaration or environmental impact report, as appropriate, is prepared, processed, and considered, in accordance with the provisions of the California Environmental Quality Act. The subdivider shall provide such additional data and information and deposit and pay such fees as may be required for the preparation and processing of environmental review documents.

i. Utility certification – Certification in writing from all utilities that the proposed subdivision can be adequately served. (1)

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j. Other reports – Any other data or reports deemed necessary by the Planning Services Manager.

**8. Reduction** – An 8½” x 11” black and white photo reduction of the Tentative Map and other related plans. (1)

**9. Computer Disk/CD** – A computer disk/CD with all project plans provided as digital images saved and formatted for use in Microsoft Office and AutoCAD Operating Programs. (1)

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**Additional Information Required:**

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Date Planner (925) 973-  
Phone Number