



RIVERSIDE COUNTY PLANNING DEPARTMENT

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FILING INSTRUCTIONS FOR SUBDIVISION MAP APPLICATION

The following instructions are intended to provide the necessary information and procedures to facilitate the processing of a Subdivision application. Cooperation with these instructions will insure that the application can be processed in the most expeditious manner possible.

FILING INSTRUCTIONS CHECKLIST

A SUBDIVISION FILING PACKAGE MUST CONTAIN THE FOLLOWING ITEMS:

Digital copies of the following items in a format acceptable to the Planning Department (e.g. PDF).

1. A completed General Application Form.
2. A completed and signed Applicant/Property Owner Signature Form.
3. A completed Subdivision Map Supplemental Information Form.
4. A scaled Tentative Map. The map must also include the information described in the applicable application type column of the Subdivision and Development Matrix.
 - a. If the Subdivision is a vesting tract, planned residential development (condominium etc.) or is within an R-2, R-4, or R-6 Zone provide scaled building floor plans (Exhibit "C") and elevations (Exhibit "B") elevations. The map and/or exhibits shall also include the information described in items 1 through 7 of the Subdivision and Development Matrix.
 - b. If the Subdivision lies within a desert blow sand area, provide a program for soil erosion control and other pollutants.
 - c. If the Subdivision is requesting a waiver of final map provide a written request for waiver of the final map (Tentative Parcel Maps only).
5. A current recorded deed of the property. If the property involved is owned by a corporation, limited liability company (LLC), partnership, trust, or similar entity, appropriate documentation will be required to provide proof that the person(s) signing on behalf of said entity is properly authorized to do so.
6. If any of the properties involved do not abut a public street, appropriate documentation of legal access (e.g. recorded easement) for said property shall be provided.
7. A SAN 53 letter (Sewer & Water Availability) from the Riverside County Environmental Health

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Department.

8. Initial payment of deposit-based fee for the applicable application type and an initial payment of deposit-based fees for an Initial Study.

THE FOLLOWING MATRIX LISTS THE MINIMUM INFORMATION REQUIRED ON A SUBDIVISION MAP.

If any required information is not applicable to a specific subdivision, an explanatory note should be placed on the exhibit next to the amendment block, explaining why the information is not necessary. All Subdivision Maps must be clearly drawn and legible.

NOTE: Additional information **may** be required during review of the subdivision, including information not specifically required by this checklist.

SUBDIVISION AND DEVELOPMENT MATRIX:					
TPM	TTM	PUD	VM	UPH	
					TPM = Tentative Parcel Map TTM = Tentative Tract Map PRD = Planned Unit Development VM = Vesting Map UPH = Unit Phasing Map
X	X	X	X	X	1. Name, address, telephone number, and email of applicant, the land owner(s), and the map/exhibit preparer.
X	X	X	X	X	2. Assessor's Parcel Number(s) and, if applicable, address of the property.
X	X	X	X	X	3. Scale (number of feet per inch) use Engineer's Scale for all maps and exhibits. Architect's scale is only acceptable for the floor plans, elevations, and landscaping plans.
X	X	X	X	X	4. North arrow.
X	X	X	X	X	5. Date subdivision map or exhibit(s) prepared.
X	X	X	X	X	6. Title of Map (e.g. "Tentative Parcel Map", "Vesting Tract Map", etc.), the issued Map Number, and the Proposed Improvement Schedule (i.e. Schedule "A", "B", "C", etc.).
X	X	X	X	X	7. Map book and page numbers of adjoining recorded Subdivisions.
X	X	X	X	X	8. Complete legal description of property.
X	X	X	X	X	9. Overall dimensions and approximate total net and gross acreage of property.
X	X	X	X	X	10. Vicinity map, showing two access roads and site relationship to major highways and cities (Proposed and existing paved roads will be indicated by heavy dark lines or noted as paved).
X	X	X	X	X	11. Exhibit Amendment Block, which shall be used to notate any changes to the proposed subdivision during the review process.
X	X	X	X	X	12. Subdivision boundary line.
X	X	X	X	X	13. Proposed lot lines and dimensions of each parcel.
	X			X	14. Proposed phase lines, with each phase identified with a sequential numbering, along with a matrix identifying each phase with the number of developable lots, non-developable lots, and streets for each phase.
X	X	X	X		15. Net lot size, for each lot.
X	X	X	X		16. Gross lot size, for each lot 2 acre and larger in size.
X	X	X	X	X	17. Location of adjoining property lines.
X	X	X	X	X	18. A statement indicating that the subdivision map includes the entire contiguous ownership of the land divider or only a portion thereof.
X	X	X	X	X	19. Existing and proposed zoning classification and land use designation of subject property and the properties immediately surrounding subject property.
X	X	X	X	X	20. If project is within a Specific Plan, indicate the Specific Plan number and name, the Planning Area number and the land use designation of subject property and all surrounding properties.
X	X	X	X		21. Names of utility purveyors and school district(s), including providers of water, sewer, natural gas,

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					electricity, telephone, and cable television. If within a water or sewer provider's jurisdictional boundary indicate if service is available at the project site; and if not, how far water lines or sewer lines must be extended to provide service (distance in feet/miles.)
X	X	X	X	X	22. Location, widths, and improvements of existing and proposed public utility easements, transmission lines, power and telephone poles, and underground utilities on or abutting the property.
X	X	X	X	X	23. Names, locations, right-of-way widths, and improvements of adjacent existing and proposed streets and the approximate grades of proposed and existing streets and approximate street centerline radii of curbs. If private streets are proposed, they shall be so noted on the subdivision map.
X	X	X	X	X	24. List and accurately show all easements of record (by map or instrument number).
X	X	X	X	X	25. Streets, alleys, and rights-of-way providing legal access to the property.
X	X	X	X	X	26. Indicate whether or not property is within a County Service Area or Community Facilities District, and identify the District or Area. If a residential subdivision, identify whether the property is located within a Recreation and Park District or County Service Area authorized to collect fees for park and recreation services; and if yes, indicate if the subdivision intends to dedicate land or pay Quimby fees, or a combination of both.
X	X	X	X		27. Typical street improvement cross-section (not required on Schedule "H" or "I" parcel maps).
X	X	X	X	X	28. Label and describe any land or rights-of-way to be dedicated to public or other uses.
X	X	X	X		29. Plot the location of any known existing wells on the property or within 200 feet of the subdivision boundary.
X	X	X	X		30. Existing topography of the property, with the source(s) of the contour lines identified. The contour lines shall extend 300 feet beyond the exterior boundaries of the subject property when adjacent property is unimproved or vacant. When adjacent property is improved or not vacant, contour lines shall extend beyond the exterior boundaries of the subject property a distance sufficient to determine compatibility with adjacent property. Maximum contour interval should be five feet. Riverside County Flood Control District and County Transportation Department base maps are acceptable sources of information. Topography from U.S.G.S. maps may be used only when more detailed information is not available. Additional topography map be required if deemed necessary.
X	X	X			31. Preliminary grading including all cut/fill slopes to scale with slope ratios and slope setbacks from structures and property lines, the elevations and square footage of the usable area of all individual building pads, the elevations at the perimeter of the subdivision, conceptual drainage facilities (including the location of terraces, terrace drains, brow ditches, V-ditches, and lot to lot drainage facilities), existing topography and the relationship to adjoining land and development, and any existing grading. Provide an estimated total amount of grading cut and fill (in cubic yards), and if not balanced on site, identify the anticipated source/destination of the import/export of soils materials and the anticipated route of travel.
X					32. Preliminary grading as described above in item "31" for all existing and proposed road, and for all proposed pad and driveway locations within "contained" areas (<i>See detailed description of "Constrained Area" on Page 5</i>).
			X		33. Detailed grading plan to include all information required above in item '31' for preliminary grading plus a typical lot drainage design with a building envelope.
X	X	X	X		34. Spot elevations (<i>See detailed description of "Spot Elevations" on Page 5</i>).
X	X	X	X		35. When subsurface septic sewage disposal is intended, include the information described on Page 5 under, "Site Grading, Subsurface Disposal Requirements."
X	X	X	X	X	36. Note whether or not land is subject to liquefaction, other geologic hazards, is within a Special Studies Zone, or whether or not land is subject to overflow, inundation, or flood hazards.

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X	X	X	X	X	37. FEMA mapped floodplains and floodways including zone designations.
X	X	X	X		38. Drainage plan. (See description of "Drainage Plan" on Page 5).
X	X	X	X		39. Centerline curve radii and typical selections of all open channels.
		X			40. Table indicating area and density calculations with percentage breakdowns, including total area involved, total building area divided by uses, if applicable, total parking/paved area, total landscaped area, total recreation and/or open space area.
X	X	X	X		41. Numbered mobile home or recreational vehicle spaces, dwelling units, or lots, and the total number of each type of space, unit, or lot.
X	X	X	X		42. Labeled common areas, open space, and recreational areas with location, dimensions, acreage, and known proposed uses, and name of proposed owner(s) or entity(ies) who will maintain these areas.
	X	X	X		43. Location, dimensions, setbacks, and nature of any proposed and all existing fences, gates, walls, free-standing signs, driveways, turnouts and/or turnarounds, curbs, drainage structures, and above and below ground structures, including specific subsurface disposal systems.
		X			44. Location, dimensions, arrangement, and numbering of parking spaces for existing and/or proposed parking, loading and unloading facilities, identifying handicapped and compact parking spaces.
X	X	X	X		45. Location and dimensions of existing and proposed ingress and egress, and methods of vehicular circulation.
			X		46. Locate existing and proposed lighting systems, both street and outdoor.
X	X	X	X		47. Location and dimensions of existing dwellings, buildings or other structures, label the existing use or function, provide applicable building permit number (or indicate "no building permit located" if none can be located) and indicate if they are to remain or be removed.
X	X	X	X		48. Location, dimensions, and height of proposed dwellings, buildings or other structures, labeled as proposed.
X	X	X	X		49. Setbacks and dimensions of existing and proposed structures and paved areas.
		X			50. Location and amount of flammable/combustible liquids and waste of both above and belowground.
		X	X		51. Dimensioned elevations, including details of proposed materials for elevations, and type of construction and occupancy classification per the current County Adopted Uniform Building Code and floor plans for each building (<i>Attach to Site Plan.</i>)
		X	X		52. Square footage of each dwelling unit and every floor and the total for each building shown.
	X	X	X		53. Conceptual Planting Plan prepared pursuant to Ordinance No. 859 and the County of Riverside Guide to California Friendly Landscaping which may be found at http://rctlma.org/trans/Land-Development/Landscape-Development . Projects that include off-street parking shall also conform to Ordinance No. 348 , Section 18.12 and provide shading plans in conjunction with the Conceptual Planting Plan. Tentative Parcel Maps that include common area landscaping (e.g. in ROW, etc.) are required to submit Conceptual Planting Plans.
	X	X	X		54. Design Manual (optional) (<i>See detailed description of "Design Manual" on page 7.</i>)
	X		X		55. If in an R-2 Zone (Article VII, Sec. 7.1a (9)), Restricted Single-Family Residential Subdivision: building footprints, floor plan assignments, proposed setbacks, pad elevations, street grades, and all cut and fill slopes in excess of one foot in vertical height.
X	X	X	X		56. To show compliance with the County's Water Quality Management Plan, water quality features or a note describing the site's water quality features shall be shown.

Additional Information such as Special Technical Studies may also be required, including, but not limited to:

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A Preliminary Title Report issued by a title company licensed to business in the State of California dated less than 30 days prior to the date of submittal of this application; unless the Assistant TLMA Director waives this requirement if it can be shown to the satisfaction of the Director that the property owner(s) have owned the property(ies) consistently for at least the last five years.

A completed [Project Specific Water Quality Management Plan \(WQMP\) Checklist Form](#) for the applicable Watershed (and if the Checklist Form concludes a WQMP is required, a Preliminary Project Specific Water Quality Management Plan will be necessary as well), if the project site is located within the Santa Ana River or San Jacinto River Watersheds, or the Santa Margarita River Watershed, or the Whitewater River Watershed.

A Cultural Resources Report, together with a U.S. Geological Survey Quadrangle Map delineating the project site boundaries (Note: the map must not be enlarged or reduced, and must include a North arrow, scale, quadrangle name, and Section/Township/Range location of the Project Site.)

A Geological Report, if the project site lies within an Alquist-Priolo Earthquake Fault Zone, County Fault Zone, or other geological hazard area.

The information below consists of detailed descriptions of information required on primary maps or exhibits, as indicated in the Subdivision and Development Matrix.

SPOT ELEVATIONS

Spot elevations (proposed finished elevations) sufficient to demonstrate that streets, driveways, parking lots, and drainage grades meet minimum requirements. Spot elevations may be necessary at street intersections, ends, and cul-de-sacs; beginning and end of all driveways, parking lot outer limits, entrance and end points, and at all grade breaks.

CONSTRAINED AREA

Constrained areas include, but are not limited to, the following resources and hazards: Slopes in excess of 25%, biologically sensitive areas, archaeologically sensitive areas, flood hazard areas, ridgelines, hilltops, and geologically hazardous areas. Within constrained areas, proposed pad locations and driveways must be shown.

SITE GRADING, SUBSURFACE DISPOSAL REQUIREMENTS

When subsurface disposal is proposed, include and identify the primary sewage disposal system and its 100% expansion area, proposed cuts and/or fills in the areas of the sewage disposal systems, the elevation of the individual building pads such that there will be gravity feed to the sewage disposal system, and statement signed and with seal, as to the appropriateness of the grading plan with regard to the soils percolation engineer's report. Said statement may be placed upon the grading plan.

DRAINAGE PLAN

Subdivision Maps shall include a conceptual drainage plan showing how all on-site and off-site stormwater will be conveyed through the property. The map or exhibit shall clearly label points of concentration where flows enter or exit the site and indicate the amount of runoff (cubic feet per second -

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CFS) and the tributary drainage area (acres) at these points. The conceptual drainage plan shall acknowledge offsite construction required to collect flows and to discharge them to an adequate outlet. The map or exhibit shall also clearly label all watercourses, channels, culverts, brow ditches, or other flood control facilities passing through the site and indicate whether they are proposed or existing. Additionally, all facilities shall be labeled with name, owner, maintenance entity, capacity, grades, and dimensions. All easements or rights of way shall be shown and their widths indicated. Where calculated flow rates or hydraulic capacities are supplied or where flood control facilities are proposed, the map or exhibit shall be signed and sealed by a registered civil engineer.

In cases where it is not feasible to show the required detail on the map or exhibit, or where offsite improvements or analysis are required, the applicant may submit a drainage report as a supplement to the map and/or exhibit.

NATIONAL POLLUTION DISCHARGE ELIMINATION SYSTEM (NPDES) REQUIREMENTS

The Federal Clean Water Act requires the permitting of stormwater discharges from municipal storm drain systems. The Riverside County Board of Supervisors adopted [Ordinance No. 754](#) establishing stormwater/urban runoff management and discharge controls to protect and enhance the water quality of Riverside County watercourses, water bodies, groundwater, and wetlands in a manner pursuant to and consistent with the Federal Clean Water Act.

Preventing pollution is much easier, and less costly than cleaning up polluted stormwater. Runoff from construction and grading sites can carry sediments and other pollutants into storm drains. Also, a developed site can contribute damaging new pollutants to the surrounding environment. A variety of “best management practices” (BMPs) can be used to prevent different types of stormwater pollution. Construction-related water quality impacts shall be addressed in accordance with County Ordinances, and shall comply with the Regional Water Quality Control Board Construction Permit, where applicable. New developments and redevelopments within the Santa Ana Region Watershed of Riverside County must mitigate their post construction water quality impacts by complying with Section 6 of the Drainage Area Management Plan (DAMP). New developments and redevelopment projects within Santa Margarita Region Watershed must mitigate their post construction water quality impacts by complying with Section 6 of the individual Co-permittee Jurisdictional Runoff Management Plan (JRMP). Some development and redevelopment projects may be required to submit a project-specific WQMP/SSMP in compliance with Section 6 of the DAMP and with Section 6 of the individual Co-permittee JRMP. Projects within the Whitewater watershed may refer to Appendix H of the Whitewater River Region Stormwater Management Plan (SWMP). These documents are available on-line at:

<http://rcflood.org/npdes/SantaAnaWS.aspx#SAdocs>,
<http://rcflood.org/npdes/SantaMargaritaWS.aspx#SMdocs>; and,
<http://rcflood.org/npdes/WhitewaterWS.aspx#WWdocs>.

Noncompliance with [Ordinance No. 754](#) may result in the imposition of substantial penalties by the local Regional Water Quality Control Board.

WATER QUALITY MANAGEMENT PLAN (WQMP) & STANDARD STORMWATER MITIGATION PLAN (SSMP)

The Santa Ana, San Diego, and Colorado River Regional Water Quality Control Boards have adopted Board Orders in compliance with the Federal National Pollutant Discharge Elimination System (NPDES)

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Municipal Separate Storm Sewer System (MS4) Clean Water Act requirements. These Board Orders regulate the discharge of pollutants from the County's MS4 permit, and require the County to implement measures to mitigate the water quality impacts of new developments within its jurisdiction. In compliance with these Board Orders, projects submitted within the certain portions of the unincorporated area of Riverside County for discretionary approval will be required to comply with the Water Quality Management Plan for Urban Runoff (WQMP) or with the Standard Stormwater Mitigation Plan (SSMP). The WQMP/SSMP addresses post-development water quality impacts from new development and redevelopment projects. The WQMP/SSMP requirements will vary depending on the project's geographic location (Santa Ana River, Santa Margarita River or Whitewater River watersheds). The WQMP/SSMP provides detailed guidelines and templates to assist the developer in completing the necessary studies. These documents are available on-line at: <http://rcflood.org/NPDES/>.

To comply with the WQMP/SSMP, a developer must submit a "Project Specific" WQMP/SSMP in compliance with the latest adopted Board Order. This report is intended to, a) identify potential post project pollutants and hydrologic impacts associated with the development; b) identify proposed mitigation measures (Best Management Practices - BMPs) for identified impacts including site design, source control and treatment control post-development BMPs; and c) identify sustainable funding and maintenance mechanisms for the aforementioned BMPs. A template for this report is included as an appendix to the WQMP/SSMP.

Projects requiring Project Specific WQMPs or Project Specific SSMPs will need to include a PRELIMINARY Project Specific WQMP/SSMP along with the subdivision application package. The format of the PRELIMINARY report would mimic the format/template of the final report but would be at a much lesser level of detail. For example, points a, b & c above would be covered, rough calculations supporting sizing would be included, and footprint/locations for the BMPs would be identified on the tentative exhibit. Detailed drawings will not be required.

FLOOR PLANS AND ELEVATIONS

All floor plans and elevation exhibits shall include the information listed as indicated for items 1 through 7 of the Primary Exhibit Requirements (*page 2*). In addition, architectural elevations shall include scaled drawings of all sides of all buildings with dimensions indicating proposed height, and any wall signs, air conditioning equipment, solar equipment or other equipment mounted on exterior walls or roof. Conceptual sign program will be presented on the building architectural elevations or as a separate exhibit. No landscaping, figures, or other presentation decorations shall be illustrated on the building elevations.

DESIGN MANUAL

As an alternative to showing footprints, elevations, and floor plans, a Design Manual may be prepared and submitted as part of the Vesting Map or Planned Residential/Commercial Development application package. If this alternative is utilized, the applicant shall be required to identify on the tentative map, or as an exhibit to the tentative map, the building envelope for each lot. The building envelope is the buildable portion of the lot excluding all side, front and rear yard requirements and any special easements, uses, or topographic constraints. The applicant must insure that there is adequate area outside of the setback requirements for each housing model to be built on each lot, or identify model types that cannot be built on specific lots. This includes fireplaces, with the exception of the one-foot that is allowed to encroach into the setback. The applicant must identify in the design manual whether or not fireplaces will extend one foot into the setback.

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Design Manuals shall contain the following minimum information: Development Standards (ranges of minimum and maximum lot sizes, setbacks, height, frontage, depth, width, encroachments, lot coverage, parking, landscaping, size of dwelling units, location of two story structures, etc.), Design Guidelines (lighting concepts, grading criteria, siting criteria, fencing/walls, architectural features such as theme, form, mass, height, shade/shadow, building relief, materials, roof form and material, spaces, and accessory structures), Landscaping (coverage, plant selection, planting guidelines, special treatments), Lighting, and other information as required.

Projects with design manuals will receive a condition of approval, requiring plot plan approval prior to the issuance of a building permit, filed pursuant to Section 18.30 of [Ordinance No. 348](#), finalizing footprint location and model type on each lot.

ALTERNATIVE ACCESS

When alternative access is required and the alternative access is off-site, or when any other public improvement is required or proposed off-site, the land divider shall do each of the following as part of the tentative map review.

1. Provide any studies or information required to adequately evaluate the environmental impacts of constructing the off-site, improvement/alignment; and,
2. Show all proposed centerline, approximate gradients and radii on the tentative map in addition to other factors such as street widths, pavement surface, etc. for the off-site improvement/alignment; and,
3. Provide mailing labels showing the addresses of property owners that are adjacent to the off-site improvement/alignment for hearing notification purposes and,
4. Provide written assurance(s) from the owner(s) of the property underlying the off-site improvement/alignments that sufficient right-of-way to construct will be provided. A formal agreement or offer of dedication is not necessary to satisfy this requirement, but the owner's willingness to cooperate must be communicated as to a form acceptable to the Transportation Department; and, in the event that the land divider does not satisfy one or more of the requirements set forth in Subsections 3.2. J. of [Ordinance No. 460](#), and no exception is granted, the tentative map shall be redesigned such that the off-site improvement/alignment is no longer required. If the land divider refuses or is unable to redesign project review staff shall recommend to the appropriate Advisory Agency or Appeal Board that the tentative map be denied. In the event that the land divider does not satisfy the requirement set forth in subsection 3.2. J. 4. of [Ordinance No. 460](#), project review staff shall note in its report the potential need to institute eminent domain proceedings and the appropriate Advisory Agency or Appeal Board may, in its discretion, act on the tentative map as designed or require that the map be redesigned to eliminate the off-site improvement/alignment.

For assistance in the preparation of any of these forms, please contact the Transportation and Land Management Agency (TLMA) Permit Assistance Team. Click on the following link for more information: <https://rctlma.org/Departments/Administrative-Services/Permit-Assistance-Team>.