



Planning and Building Agency
Planning Division
20 Civic Center Plaza
P.O. Box 1988 (M-20)
Santa Ana, CA 92702
(714) 647-5804
www.santa-ana.org

SUBDIVISION MAP Submittal Checklist

The Tentative Tract Map shall be clearly and legibly drawn. The minimum dimension of the map shall be 18 by 26 inches. The scale of the map shall be large enough to show clearly all details thereof, and in no instance shall it be smaller than one inch = 100 feet. Submit 14 prints and one 8½- by 11-inch reduction of the parcel map for the overhead projection. Scale, north arrow, and date of map shall be on the map. The Tentative Tract Map shall contain the following information:

- A. The tract name and the tract number as secured from the County Surveyor.
- B. Sufficient description to define the location and boundaries of the proposed subdivision.
- C. The locations, names and existing widths of adjacent streets, alleys and ways and their approximate grades.
- D. The locations, names and widths of all existing or proposed streets, and ways in the subdivision and their approximate grades.
- E. The approximate acreage of the total subdivision.
- F. The center lines of existing streets whenever such have been officially designated by the City Engineer or County Officials.
- G. Approximate radius of each curve.
- H. Approximate lot layout and approximate dimensions of each lot.
- I. The approximate square footage (or acreage) size of all lots in the tract.
- J. Location of required or proposed setback lines.
- K. Existing use or uses of the property and, to scale, the outline of any existing structures and their locations in relation to proposed street and lot lines.
- L. The location and distance from property lines of all existing buildings, unless labeled "to be removed" with building outlines shown in dashed lines or half-tones.
- M. Statement of the present use, zone and the proposed use or uses of the property.
- N. Any additional data that will be helpful in reviewing the proposed subdivision.
- O. The name, address, and phone number of record owners and owner's statement and signature acknowledging the submission of the parcel map and requesting City to process the same.
- P. The name, address, zip code, and phone number of the subdivider.
- Q. The name, business address, zip code, and registered engineer's number or licensed land surveyor's number of the person preparing the map.
- R. Filing Fee: \$ _____ Plus: \$ _____

Received by: _____ Date: _____

Purpose: _____

Address: _____
