



**CITY OF SANTA MONICA  
DEPARTMENT OF PUBLIC WORKS  
CIVIL ENGINEERING DIVISION  
1437 4<sup>th</sup> Street, Suite 300  
Santa Monica, CA 90401  
Tel: (310) 458-8721 Fax (310) 393-4425**

**TENTATIVE MAP CHECKLIST**

**Santa Monica Municipal Code Section 9.20.06.020 Form and Contents**

- \_\_\_\_\_ 1. The tentative subdivision map shall be prepared by a registered civil engineer or land surveyor;
- \_\_\_\_\_ 2. A title which shall contain the subdivision number, subdivision name, and type of subdivision;
- \_\_\_\_\_ 3. Name and address of legal owner, subdivider, and person preparing the map (including registration number);
- \_\_\_\_\_ 4. Sufficient legal description to define the boundary of the proposed subdivision;
- \_\_\_\_\_ 5. Date, north arrow, scale and contour interval;
- \_\_\_\_\_ 6. Existing and proposed land use;
- \_\_\_\_\_ 7. A vicinity map showing roads, adjoining subdivisions, towns, creeks, railroads, and other data sufficient to locate the proposed subdivision and show its relation to the community
- \_\_\_\_\_ 8. Existing topography of the proposed site and at least a few elevations showing relationship to neighboring lots , including but not limited to:
  - \_\_\_\_\_ 8.1 Existing contours at two feet intervals if the existing ground slope is less than ten percent and at not less than five feet intervals for existing ground slopes equal to or greater than ten percent. Contour intervals shall not be spread more than one hundred fifty feet apart. Existing contours shall be represented by dashed lines or by screened lines,
  - \_\_\_\_\_ 8.2 Type, circumference and dripline of existing trees. Any trees proposed to be removed shall be so indicated,
  - \_\_\_\_\_ 8.3 The approximate location and outline of existing structures identified by type. Buildings to be removed shall be so marked,
  - \_\_\_\_\_ 8.4 The approximate location of all areas subject to inundation or storm water overflow and the location, width and direction of flow of each watercourse, or include the following note if applicable "THE SUBJECT SITE IS ON FEMA FLOOD HAZARD ZONE 'X', NOT SUBJECT TO INUNDATION OR STORM WATER OVERFLOWS."
  - \_\_\_\_\_ 8.5 The location, pavement and right-of-way width, grade and name of existing streets or highway,
  - \_\_\_\_\_ 8.6 The widths, location and identity of all existing easements,

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- 8.7 The location and size of existing sanitary sewers, water mains and storm drains. The approximate size of existing sewers and storm drains shall be indicated. The location of existing sewers and storm drains shall be indicated. The location of existing overhead utility lines on peripheral streets,
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- 8.8 The approximate location of the 60, 65 and 70 CNEL (Community Noise Equivalent Level) contours, if any. This information is available on the City's web site at: <http://gismap.santa-monica.org/imf/imf.jsp?site=property;>
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9. Proposed improvements to be shown shall include but not be limited to:
- 9.1 The location, grade, centering radius and arc length of curves, pavement and right-of-way width and name of all streets. Typical sections of all streets shall be shown,
  - 9.2 The location and radius of all curb returns and cul-de-sacs,
  - 9.3 The location, width and purpose of all proposed easements,
  - 9.4 The angle of intersecting streets if such angle deviates from a right angle more than four degrees,
  - 9.5 The approximate lot layout and the approximate dimensions of each lot and of each building site. Engineering data shall show the approximate finished grading of each lot, the preliminary design of all grading, the elevation of proposed building pads, the top and toe of cut and fill slopes to scale and the number of each lot,
  - 9.6 Proposed contours at two feet intervals shall be shown if the existing ground slope is less than ten percent and not less than five feet intervals for existing ground slopes greater than or equal to ten percent. A separate grading plan may be submitted,
  - 9.7 Proposed recreation sites, trails and parks for private or public use,
  - 9.8 Proposed commons areas to be dedicated to public open space,
  - 9.9 The location and size of newly proposed sanitary sewers, water mains or storm drains. Proposed slopes and approximate elevations of sanitary sewers and storm drains shall be indicated;
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10. The name or names of any geologist or soils engineer whose services were required in the preparation of the design of the tentative map;
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11. The source and date of existing contours;
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12. All letter size shall be one-eighth inch minimum; clearly, legibly and reproducibly drawn.
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13. Provide the following exact statement on the map: "The proposed building will not exceed the maximum allowable height for the proposed lot/s in the applicable zone."
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14. Provide the following exact statement on the map: "The proposed project shall comply with the requirements set forth in SMMC (Off-Street Parking Requirements)."

**Public Works Requirements**

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15. Indicate on the plan how the project will comply with SMMC Chapter 7.10 Urban Runoff Pollution
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16. ADD THE FOLLOWING NOTES:
- 16.1 Owner/Subdivider shall comply with all requirements from City of Santa Monica Public Works Department.
  - 16.2 The entire site shall drain to the adjacent street without flowing over the sidewalk, to the satisfaction of the City Engineer.