



TENTATIVE PARCEL AND TRACT MAPS CHECKLIST

Tentative Parcel and Tract Maps are required to subdivide real property. Tentative maps must be submitted to the Planning Department and approved prior to applying for a final map with the Engineering Department.

SECTION 1: Filing Requirements

- 1. A Tentative Parcel/Tract Map Application through our Online Permit Center at <https://www.cityofrc.us/onlinepermitcenter>.
- 2. Development package submitted electronically (see Section 4) to be reviewed by staff for completeness and accuracy. Please follow the instructions for PDF Formatting Requirements for EDR Submission (see attached PDF guidelines).
- 3. Signed Property Owner Declaration Form (attached). Please upload the signed Property Owner Declaration Form to our Online Permit Center.
- 4. Signed Hazardous Waste Site Statement (attached). Please upload the signed Hazardous Waste Site Statement to our Online Permit Center.
- 5. Water Quality Management Plan. Non-Priority Project forms available from the Engineering Services Department for one (1) single-family residence only. Priority Project requirements on a separate handout are available from the Engineering Services Department. For additional information, please refer to San Bernardino County Water Quality Management Plan web site at <http://permitrack.sbcounty.gov/wap/>.
- 6. Filing Fees (see Section 2).

SECTION 2: Filing Fees

Refer to the Planning Department Fee List for most current fees. Additional fees may apply upon review of the application. Application fees apply to 1st and 2nd submittal. Additional processing fee will apply to 3rd and subsequent submittals.

- Tentative Parcel Map..... See current fee list.
- Tentative Tract Map..... See current fee list.
- Public Notice (Staff Time)..... See current fee list.
- Public Notice (Advertising)..... See current fee list.



SECTION 3: Plan Preparation Guidelines

All plans shall be clear, legible, and accurately scaled. Please follow the instructions for PDF Formatting Requirements for EDR Submission (see attached PDF guidelines). Plans not conforming to these guidelines will not be accepted for processing.

- 1. All uploaded plan documents shall be provided in PDF format. In addition, the applicant is encouraged to submit CAD/3D CAD and Building Information Model (BIM) files following the approval of a project.
- 2. All plans shall be drawn to an appropriate engineering and/or architectural scale, with the scale clearly labeled (Grading Plan scale should not typically exceed 1" = 40'). All elevations should, where feasible, be drawn to an architectural scale no smaller than 1/4" = 1'. All plans should be clear, legible, and accurately scaled.
- 3. All plans shall be clearly labeled with the title of each sheet and have a unique sheet number.
- 4. All site plans need to contain a north arrow and a legend identifying any symbols.
- 5. A one-sheet index map shall be provided when a plan cannot contain the entire project on one sheet.
- 6. Existing versus proposed improvements must be clearly identified and all items may not apply to all projects.

SECTION 4: Contents of Development Package

The items listed below are considered a minimum. Additional information may be necessary for clarification during the review process.

- A. **Site Utilization Map:** This map shall show the location of the site and the relationship of the proposed project to existing surrounding uses. The map shall indicate the proposed project site plan and all of the following items within a 600-foot radius: all parcel lines and streets (r.o.w., improvements, drainage facilities), location and use of structures, adjacent access and circulation, and existing zoning and land use. The scale of this map shall not be less than 1" = 100'.
- B. **Tentative Map:** This map shall be prepared in accordance with the Subdivision Map Act, the City's Subdivision Ordinance, and shall include the following (see attached sheet).
 - Tentative Map number and legal description.
 - Name, address, and phone number of the owner, subdivider and engineer or surveyor. Include license number of engineer, or surveyor.
 - List of Utilities providing service.
 - Boundary information with O.R./Map Reference
 - A vicinity map, a north arrow and a scale.
 - Location and identity of abutting subdivisions, surrounding zoning and land use.
 - Lot dimensions, areas and numbers, (with largest parcel number circled).
 - Street right-of-way dimensions, centerline radii, tangent lengths, names (use letters for new streets), distances to adjoining streets, and typical sections.
 - Easement locations, widths and purposes.
 - Existing water courses.



- Show topographical features within the project site and 100 feet beyond the site boundaries (not required on the Tentative Parcel Map if shown on a separate conceptual grading plan).
- Location, size and type of trees on the project site (note possible removals).
- All existing and proposed buildings, wells, septic systems, etc. (label "to remain" or "to be removed").

C. Conceptual Grading Plan:

- 1. Subdivision without development: Show topographical features within the project site and 100 feet beyond the site boundaries. This information may be included in the Tentative Parcel Map subject to staff review.
- 2. Custom lot subdivision:
 - Show grading for streets, drainage, and trails only.
 - Show future house plotting and lot grading to be completed on a lot-by-lot basis.
- 3. Subdivision with development:
 - Identify structural Best Management Practices as outlined in the Water Quality Management Plan.
 - Proposed grading -- structures, curbs, walls (height), gutters, pavement, drainage structures, swales, mounding, slopes, open space, and trails. The plan shall include: distances, spot elevations, gradients, contours, details, cross-sections, flow arrows, etc.

Existing grading -- same as for proposed grading, except shall be screened as a background for the proposed grading information.

Maximum contour intervals shall conform to the following:

Slope	2% or less	From 2% to 9%	Over 9%
Interval	2'	5'	10'

- Prior to preparing the topographic survey, the applicant should meet with City staff to determine the limits of topography or the applicant shall provide a topographic map showing the existing features within 200 feet beyond site boundaries (label "To remain" or "To be removed") -- natural ground (contours), trees, structures, (pad and floor elevations), drainage courses, drainage facilities (type and size), streets, trails, slopes, etc.
- Structures - footprints, pad and floor elevations, retaining walls, stem walls, etc.
- Cross-sections at all site boundaries shall be drawn to both an engineering horizontal and vertical scale showing existing and proposed grading, cut versus fill conditions, wall heights (including retaining walls), and elevation differences (maximum and minimum conditions) between off-site structures and those on-site. Sections shall extend through building pads and/or streets. Sections shall be drawn where the adjacent property is affected to the greatest extent.
- Separate cut and fill areas with a clearly identified line. In addition, one copy of the plan shall be submitted with fill areas colored in green and cut areas colored in red.
- Drainage and flood control facilities -- size, type, etc.
- Easements, property lines, rights-of-way.



- Earthwork quantities -- borrow and disposal areas.
- Natural areas to be preserved (undisturbed -- no grading).
- Parkway culverts where drainage is directed to streets, except for single family residences.
- Retaining walls -- top and footing elevations.
- Shade pavement and slope 3:1 or steeper.
- Location, elevation, and size of proposed building pads.
- Streets - existing and proposed cross-sections, improvements, rights-of-way, etc. Show centerline radii and gradient.
- Existing and proposed sewers or other method of sewerage.
- Indicate location of benchmark(s).
- Line of sight (see separate handout available from the Engineering Department).
- For new development and significant redevelopment projects where a Preliminary Project-Specific Water Quality Management Plan (WQMP) is required, the Preliminary Project-Specific WQMP may consist of only a complete WQMP Site and Drainage Plan. This Plan shall be labeled "Preliminary WQMP Site and Drainage Plan".
- Total existing impervious area (Square feet).
- Total new impervious area (square feet).
- Total removal and replacement of impervious area (square feet).
- D. Overhead Utility Plan:** This plan shall be drawn to scale on an 8-1/2"X11" format showing the location and type of existing utility lines and supporting poles on both sides of all streets, alleys, railroad and flood control channel rights-of-way adjacent to the project limits and extending to the first existing pole off-site from the site boundaries (see separate handout available from the Engineering Department).



PROPERTY OWNER DECLARATION FORM

PROJECT INFORMATION

Name of Proposed Project:	
Location of Project:	
Assessor's Parcel Number:	
Applicant Name:	Phone Number:
	Email:
Address:	

Type of Review Requested

- | | | |
|---|--|--|
| <input type="checkbox"/> Certificate of Appropriateness | <input type="checkbox"/> Landmark Alteration Permit | <input type="checkbox"/> Similar Use Determination |
| <input type="checkbox"/> Certificate of Economic Hardship | <input type="checkbox"/> Large Family Daycare Permit | <input type="checkbox"/> Site Development Review |
| <input type="checkbox"/> Community Plan Amendment | <input type="checkbox"/> Mills Act | <input type="checkbox"/> Specific Plan Amendment |
| <input type="checkbox"/> Minor/Conditional Use Permit | <input type="checkbox"/> Minor Design Review | <input type="checkbox"/> Temporary Use Permit |
| <input type="checkbox"/> Major Design Review | <input type="checkbox"/> Minor Exception | <input type="checkbox"/> Tentative Subdivision Map |
| <input type="checkbox"/> Development Agreement | <input type="checkbox"/> Plan Check/Zoning Clearance | <input type="checkbox"/> Tree Removal Permit |
| <input type="checkbox"/> Development Code Amendment | <input type="checkbox"/> Planned Community | <input type="checkbox"/> Uniform Sign Program |
| <input type="checkbox"/> Entertainment Permit | <input type="checkbox"/> Pre-Zoning | <input type="checkbox"/> Vacation of Easement |
| <input type="checkbox"/> General Plan Amendment | <input type="checkbox"/> Public Convenience or Necessity | <input type="checkbox"/> Variance |
| <input type="checkbox"/> Hillside Design Review | <input type="checkbox"/> Reasonable Accommodation | <input type="checkbox"/> Zoning Map Amendment |
| <input type="checkbox"/> Home Occupation Permit | <input type="checkbox"/> Sign Permit | <input type="checkbox"/> Other: _____ |

OWNER DECLARATION

I declare that, I am the owner, I legally represent the owner, of real property involved in this application and do hereby consent to the filing of the above information. Further, by signing, I attest that all individuals and entities with financial commitments associated with the proposed development have been clearly identified as required pursuant to SB 1439. Further, by signing I attest that I can provide proof that I legally represent the owner.

Date:	Signature:	
Print Name and Title:	Phone Number:	Email:
Address:		



HAZARDOUS WASTE SITE STATEMENT

I have been informed by the City of Rancho Cucamonga of my responsibilities pursuant to California Government Code Section 65962.5 (<http://leginfo.legislature.ca.gov/>) to notify the City as to whether the site for which a development application has been submitted is located within an area which has been designated as the location of a hazardous waste site (attached) by the Office of Planning and Research, State of California (OPR).

I have also been informed by the City of Rancho Cucamonga that, as the date of executing this statement, OPR has not yet compiled and distributed a list of hazardous waste site as required by said Section 65962.5.

I am informed and believe that the proposed site for which a development application has been submitted is not within an area specified in said Section 65962.5 as a hazardous waste site.

I declare under penalty of perjury of the laws of the State of California that the foregoing is true and correct.

Applicant: _____

Date: _____



ONLINE PERMIT CENTER ELECTRONIC DOCUMENT REVIEW (EDR) SUBMISSION REQUIREMENTS

The City of Rancho Cucamonga Community Development Department accepts electronic plans / documents submittal via the City's [Online Permit Center](https://www.cityofrc.us/onlinepermitcenter) at <https://www.cityofrc.us/onlinepermitcenter> for most permit applications.

For questions regarding the electronic submittal process, please email the Planning Department at Planning@cityofrc.us

ELECTRONIC SUBMISSION PROCESS

1. Initiate an Application

To get started, go to the City's [Online Permit Center](https://www.cityofrc.us/onlinepermitcenter) at <https://www.cityofrc.us/onlinepermitcenter> and select "Create an Account" to create a user account. For all planning applications, including Design Review (DR), Conditional Use Permits (CUP), Sign Permits, Minor Design Review (MDR), etc. please select "Planning" and then "Create an Application".

Complete the application per the required fields and follow the instructions to upload plans under "Attachments." **The plans should be submitted in a single pdf document. Plans must be scaled and oriented correctly and must not exceed 100 MB. Scanned plans will NOT be accepted. Do NOT submit individual sheets as separate multiple pdf documents.** For large plan sets due to the file size, you may provide separate pdf documents for the different portions of the plans (e.g. architectural, structural, etc.), upload a separate pdf document for each supplemental document type (e.g. calculations, specifications, reports, studies, etc.). For full PDF formatting instructions, please refer to part two of this document beginning on page 2.

Once the application has been submitted, you will receive confirmation and be given a record number. Staff will then be notified that an application has been submitted and will follow their internal workflow to review the application and invoice the applicable fees. If you have not been contacted within 2 business days, please email Planning@cityofrc.us.

2. Tracking Status of Your Application

All progress on your application and associated plan review can be monitored through the City's [Online Permit Center](https://www.cityofrc.us/onlinepermitcenter) under the "Record Info" tab. When City staff have completed their review of the plans / drawings electronically, you will receive an email informing you that the plans / drawings have corrections required or have been approved.

Checking your application online through the [Online Permit Center](https://www.cityofrc.us/onlinepermitcenter) will provide you with the latest status of your project review. You can check the [Online Permit Center](https://www.cityofrc.us/onlinepermitcenter) 24/7 and we recommend checking online first prior to calling City Hall.

3. Resubmittals

If resubmittals are required, there will be a link located in the "Attachment" section labeled "Resubmit" for you to upload your new plans to the open record in the [Online Permit Center](https://www.cityofrc.us/onlinepermitcenter). **A complete set of any plans/ drawings that were revised must be uploaded, with all revisions clearly marked. Scanned plans will NOT be accepted. Do NOT submit individual plan sheets as separate PDF documents.** If any resubmittal fees are due, as identified in the plan review comments or noted as a fees due online, then these must be paid at the time of resubmittal and may be paid by credit card online through the [Online Permit Center](https://www.cityofrc.us/onlinepermitcenter).



4. Approval

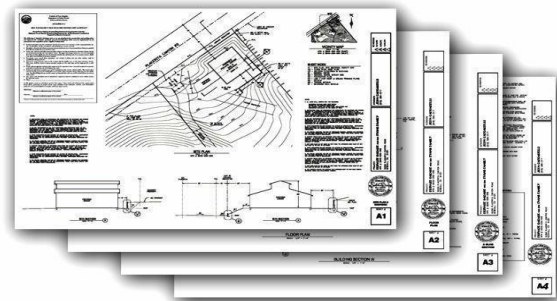
Once all review activities are completed and the project has been approved, the City-stamped permit set of plans / drawings will be available in the [Online Permit Center](#).

Applicants are responsible for printing a City-stamped set of plans for use in the field by contractors and inspectors.

PDF FORMATTING REQUIREMENTS

Portable Document Format (PDF) is the industry standard for electronic plans. The City of Rancho Cucamonga only accepts PDF files for plan review. PDF files must be properly formatted as described below. Please read the following instructions carefully. Improperly formatted plans can delay the plan review process for your project.

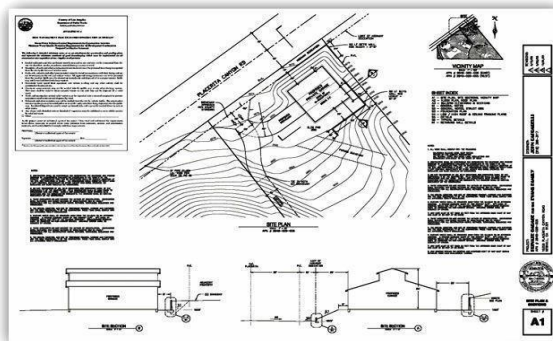
- Layers:** No multiple layers. Layers must be merged or flattened.
- Format:** Vector preferred
- Resolution:** 300 pixels per inch (PPI)
- Color Depth:** Monochrome (1-bit)
- File Size:** 1 megabyte (MB) avg. per sheet.
100 MB total
- Grouping:** Multiple-sheet PDF (single file with multiple sheets)



plans.pdf (multiple sheets)

✓ Correct

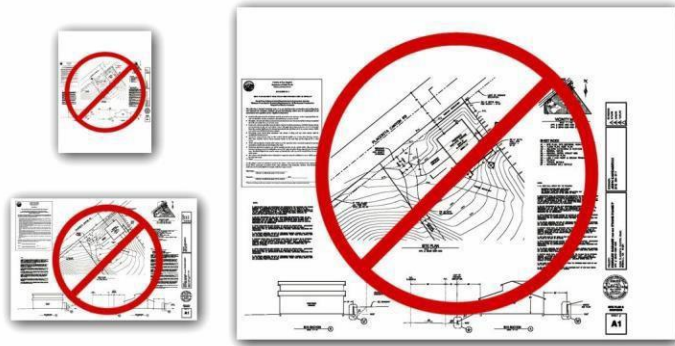
See "Formatting Q&A" on [page 4](#) for more information on PDF file formatting and tips on how to create, convert, and merge PDF files. Each sheet of the plans must be sealed and signed by the designer of record. The signature may be applied to the drawing electronically (CCR Title 16, Div. 5, Sec. 411e).



✓ Correct



All sheets must be consolidated into one plan set up to a maximum size of 100 MB whenever possible. Please consolidate plans to the fewest number of files possible.



Incorrect sheet size, scale, or margins will not be accepted.



Incorrect orientation will not be accepted.

FORMATTING Q&A:

Question: *Why does Rancho Cucamonga only accept PDF plans?*

Answer: Rancho Cucamonga is responsible for maintaining records of plans and providing the public with access to them. Files kept in our electronic database must be compatible with a wide range of computer software for storage, viewing, and printing. In addition, the file sizes must be manageable for transfer and for use by the public and City staff.

The PDF standard is constantly evolving and Rancho Cucamonga will continue to evaluate these standards as necessary.

Question: *Are raster-based PDF files acceptable?*

Answer: Yes, assuming they meet the size limitation requirement of no more than 100 MB total. Vector-based PDF files are typically much larger than raster-based files. However, the City prefers vector-based files given the ability to scale these files.

Question: *How do I combine multiple PDFs into a single file?*

Answer: There are numerous PDF tools freely available on the Internet, which can be used to merge, rotate, and rearrange PDF files.



Question: *My PDF files are too big. What am I doing wrong?*

Answer: Properly formatted and compressed raster PDF files should not exceed 1MB per sheet. If your files are larger, you may have made one of the following errors:

- Saving the plans as 8-bit (grayscale) or 24-bit (full-color) raster files will drastically increase the file size. Even if the images contain only black and white objects, 8-bit and 24-bit files still contain all of the shade and color data. Plans must be saved as 1-bit (monochrome).
- Uncompressed files are much larger than compressed files. Construction plans contain mostly white space. The data required to store this white space can be significantly reduced. When converting your PDFs to raster images, be sure to use a form of lossless compression (such as LZW). When creating or saving PDF files, remember to specify “compressed.”

Question: *How do I convert a vector-based PDF to a raster-based PDF if my file size is too large?*

Answer: The industry standard software for working with PDF files is Adobe Acrobat; however, there are numerous PDF tools freely available on the Internet.

Step 1: Save the vector-based PDF files as raster images (TIF or PNG). The format of the raster images is important (300 ppi, monochrome). We recommend TIF files with LZW compression.

Step 2: Convert the raster images back to compressed PDF files.

Step 3: Merge the individual PDF files into a single multi-sheet PDF file.

Question: *Some raster images are loading slowly in the PDF reader. What am I doing wrong?*

Answer: Transparent raster images require considerable resources to display. Even though the source image is not transparent, your CAD software may be plotting it with transparency (white pixels plotted as see-thru). Be sure to set image transparency “off” before plotting.