



**County of San Diego, Planning & Development Services**  
**TENTATIVE MAPS FOR MAJOR**  
**SUBDIVISION STAFF CHECKLIST**  
**ZONING DIVISION**

Tentative Map Number \_\_\_\_\_ Accepted for filing \_\_\_\_\_ by \_\_\_\_\_  
*Date* *Name*

**YES**  **NO**

**MORATORIA** (Check yes if the project is affected by a moratorium. Refer to moratorium book under the name of area.)

**ASSOCIATED DOCUMENTS AND REQUIRED INFORMATION**

- Discretionary Permit Application (PDS-346).  
Make sure applicant has filled out and signed the front.
- Acknowledgment of Filing Fees and Deposits (PDS-126).  
If case involves a deposit (new major subdivision, etc.), have applicant sign the back of PDS-126.
- Evidence of Legal Parcel (PDS-320) See PDS-219.  
Verify with DPW that the Covenants of Improvements of PM have been released/ recorded.
- Two (2) copies of the Preliminary Title Report not more than 6 months old.
- Disclosure Statement (PDS-305).
- Associated requests for Rezones, Major Use Permits, Variances, Specific Plans being filed concurrently. Planned Development Projects must be filed concurrently.
- School Letters (PDS-399SC).  
Letter from each applicable school district.
- Sewer Letter (PDS-399S).
- Water Letter (PDS-399W).
- Fire Letter (PDS-399F).
- Hazardous Waste Form (PDS-580).
- Five (5) copies of a Preliminary Grading Plan. Place a label titled "Preliminary Grading Plan" on each of the five copies.
  - The Preliminary Grading Plan must be on a separate sheet and cannot be incorporated into the TM for the project.
- Two (2) copies of a Stormwater Management Plan.
- Preliminary Drainage Study.

**PUBLIC NOTICE PACKAGE**

- Assessor's Map(s) properly marked.
- Typed list.



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**<http://www.sdcounty.ca.gov/pds>**





**County of San Diego, PDS, Zoning Division**  
**TENTATIVE MAPS FOR MAJOR SUBDIVISION STAFF CHECKLIST**

*Continued*

**PUBLIC NOTICE PACKAGE (Continued)**

- | <b>YES</b>               | <b>NO</b>                |  |
|--------------------------|--------------------------|--|
| <input type="checkbox"/> | <input type="checkbox"/> | One (1) set of stamped and addressed envelopes (use only USPS "Forever" stamps).   |
| <input type="checkbox"/> | <input type="checkbox"/> | Public Notice Certification (PDS-514) and (PDS-299).   |
| <input type="checkbox"/> | <input type="checkbox"/> | Vicinity Map/ Project Summary (PDS-524). Must show proposed lots and roads. If it is a rezone, then contiguous zones must be shown on the map.   |
| <input type="checkbox"/> | <input type="checkbox"/> | Condominium Conversion. If yes, a signed affidavit, one (1) set of stamped and addressed envelopes for each apartment unit and a typed list of current tenants by name, address and unit number. |

**ENVIRONMENTAL DOCUMENTS**

- |                          |                          |  |           |
|--------------------------|--------------------------|--|-----------|
| <input type="checkbox"/> | <input type="checkbox"/> | Four (4) copies of an AEIS (PDS-367), one (1) USGS map with site marked and photos with directions marked;   | <b>OR</b> |
| <input type="checkbox"/> | <input type="checkbox"/> | Four (4) copies of an Environmental Review Update Application (PDS-366) and one (1) copy of the original AEIS (PDS-366), one (1) USGS map with site marked and photographs with directions marked; | <b>OR</b> |
| <input type="checkbox"/> | <input type="checkbox"/> | Exempt if condominium conversion   | <b>OR</b> |
| <input type="checkbox"/> | <input type="checkbox"/> | Special Handling Form (PDS-341) completed by PDS Project Manager.  |           |

**RESOURCE PROTECTION ORDINANCE (PDS-374)**

- |                          |                          |   |
|--------------------------|--------------------------|---|
| <input type="checkbox"/> | <input type="checkbox"/> | Two (2) copies of the Slope Analysis.   |
| <input type="checkbox"/> | <input type="checkbox"/> | Two (2) copies of the Encroachment/Open Space Map.<br>a. septic/leach lines      b. feasible grading<br>c. flood plain                d. proposed lot lines |
| <input type="checkbox"/> | <input type="checkbox"/> | Preliminary Flood Plain Evaluation (PDS-394).   |
| <input type="checkbox"/> | <input type="checkbox"/> | Density calculation   |

**GROUNDWATER ORDINANCE**

- |                          |                          |   |
|--------------------------|--------------------------|---|
| <input type="checkbox"/> | <input type="checkbox"/> | Groundwater Ordinance (Check YES if applicable) |
|--------------------------|--------------------------|---|

**MAPS**

- |                          |                          |   |
|--------------------------|--------------------------|---|
| <input type="checkbox"/> | <input type="checkbox"/> | Legible prints.   |
| <input type="checkbox"/> | <input type="checkbox"/> | Size of map no larger than 36" x 48".   |
| <input type="checkbox"/> | <input type="checkbox"/> | Copies - see coversheet of application. (Check to be sure project is not in DRB area) |



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*Continued*

**STATEMENTS ON THE MAP**

**YES    NO**

- Name, Address, Telephone number and Signature of Property Owner(s).
- Name, Address, Telephone number and Signature of Subdivider(s).
- Name, Address, Telephone number and Signature of Engineer or Surveyor.

**DISTRICTS**

- Sewer (or septic).
- Water (or wells).
- Fire.
- All schools - elementary, junior, and high.
- Street lighting.

**DESIGN**

- Numbering of lots, parcel or condo units, including private streets. Condominium units must be numbered.
- Dimensions of all property lines of the subdivision and the lots/parcels.
- Acreage, gross and net of each lot.
- Easements for other than road purposes, existing or proposed width.
- Streets approximate grades, widths, names, radii of curves, cross sections, private vs. public.
- Improvements proposed, where applicable
- Water courses, flow direction, storm drains, widths of area subject to inundation where appropriate.
- Existing buildings, traveled ways and streets on a subject property and within 100 feet. Show and label building(s) to remain and to be removed. Show distances between buildings (existing and proposed) and property and easement lines.
- Adjacent subdivisions and parcel maps; show map number.

**FLAGGING**

- Posting (PDS-319). Give to Applicant.
- Field Check Date (PDS-382). Remind applicant to flag site 10 days after filing date.

**OTHER NOTATIONS IMPORTANT TO PLANNER (see next page)**

