



## County of San Diego, Planning & Development Services

# TENTATIVE PARCEL MAP APPLICANT'S GUIDE

### ZONING DIVISION

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Requirements for processing Tentative Parcel Maps for Minor Subdivisions are based on the County Code (Title 8, Division 1, known as the Subdivision Ordinance) and procedures of the County Departments of Planning & Development Services (PDS), Public Works (DPW) and Environmental Health (DEH).

Application requirements for processing a proposed Tentative Parcel Map are listed and described in this applicant guide. This guide should be used to verify that an application is complete before it is submitted to the County. If the application is not complete, it may not be accepted for processing.

Pre-application meetings are available to assist the public. An hourly fee is charged, check with Zoning for the current rates. A pre-application conference is often recommended when there appears to be issues which should be discussed with professional staff before a Tentative Parcel Map proposal is drawn in final form. Contact Zoning for more information, please contact [PDSZoningPermitCounter@sdcounty.ca.gov](mailto:PDSZoningPermitCounter@sdcounty.ca.gov).

Information concerning Replacement Maps, Revised Tentative Parcel Maps, and Time Extensions can be obtained from Zoning in person or by email ([PDSZoningPermitCounter@sdcounty.ca.gov](mailto:PDSZoningPermitCounter@sdcounty.ca.gov)).

**PERMIT APPLICATIONS AND PERMIT COVERSHEETS:** Discretionary Permit Applications are listed on this webpage: <http://www.sandiegocounty.gov/content/sdc/pds/zoning/ZoningPermits.html>. Each link opens a specific Permit Coversheet that provides important information on fees and deposits, links to forms, specific instructions and submittal requirements for that Permit Application. We suggest that you refer to these Permit Coversheets frequently when preparing and/or applying for a permit as they are regularly updated.

### PART I: MORATORIA

The County Code prohibits acceptance of Tentative Parcel Maps for projects located in certain areas. If your project is located in any area affected by a moratorium, email Zoning/Subdivision Information [PDSZoningPermitCounter@sdcounty.ca.gov](mailto:PDSZoningPermitCounter@sdcounty.ca.gov) to find out whether it can be accepted for processing. **NOTE:** Moratoria are subject to change. Please consult Planning & Development Services for current restrictions.

### PART II: FEES AND DEPOSITS

All required fees and deposits must be paid on submittal of application. Checks are made payable to the "County of San Diego." Two party checks are not acceptable. **NOTE:** Fees and deposits are subject to change. Please consult Planning & Development Services for current fees and deposits.

### PART III: DOCUMENTS

- ☐ DISCRETIONARY PERMIT APPLICATION [PDS-346](#).
- ☐ EVIDENCE OF LEGAL PARCEL [PDS-320](#). Top half must be completed and signed. See [Policy G-3](#) Determination of Legal Parcel.
- ☐ **Deed.** A copy of the recorded deed by which the subject property was acquired by the owner.
- ☐ **Preliminary Title Report.** All applications must include Two (2) copies of the Preliminary Title Report not more than six months old.



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- ☐ OWNERSHIP DISCLOSURE [PDS-305](#). If the owner is a corporation, a list must be submitted giving names of all the stockholders, the total shares of stock issued and the number of shares held by each stockholder. If the owner is a partnership, a legal document must be submitted showing all names of the general and limited partners. If the ownership is held by a trust, the trust papers must be submitted.
- ☐ FIRE SERVICE LETTER. [PDS-399F](#) must be completed and signed by the district or public agency which would provide fire service for the project.
- ☐ WATER SERVICE LETTER. If public water is proposed, [PDS-399W](#) must be completed and signed by the district or public agency which would provide water service for the project.
- ☐ SEWER SERVICE LETTER. If sewer service is proposed, [PDS-399S](#) must be completed and signed by the district or public agency which would provide sewer service for the project.
- ☐ SCHOOL SERVICE LETTER. Each affected school district (elementary, junior and senior high) must complete and sign [PDS-399SC](#). Property zoned other than residential or agricultural may be exempt.
- ☐ ACKNOWLEDGEMENT OF FILING FEES AND DEPOSITS [PDS-126](#).  
Financially Responsible Party **must sign** the back of form PDS-126 to acknowledge that there may be additional deposits required after the initial deposit. This assists the County in seeking full recovery of the processing costs ([Board of Supervisors Policy B-29](#)).
- ☐ SUBDIVIDER CERTIFICATION REGARDING REMAINDER PARCEL [PDS-718](#).
- ☐ **Public Notice** (See [PDS-515](#) for specific instructions). PDS must notify all owners of property within a designated distance from the subject property. Please see table below for more details. ([Board Policy I-49](#)). ***In order to complete the notification, the following must be submitted with the application:***

500' Min. Distribution Distance of Public Notices; Min. of 20 Property Owners	1000' Min. Distribution Distance of Public Notices; Min. of 50 Property Owners	1500' Min. Distribution Distance of Public Notices; Min. of 100 Property Owners
<ul style="list-style-type: none"> <li>• Administrative Permits</li> <li>• Habitat Loss Permits</li> <li>• Minor Use Permits</li> <li>• Open Space Encroachment</li> <li>• Reclamation Plan</li> <li>• Site Plan (&lt;10,000 sq ft.)</li> <li>• Tentative Parcel Map</li> <li>• Variance</li> <li>• Wireless Facilities</li> <li>• Appeals of above projects</li> </ul>	<ul style="list-style-type: none"> <li>• Agricultural Preserve Establishment/Disestablishment</li> <li>• Alcoholic Beverage License</li> <li>• Open Space Vacation</li> <li>• Tentative Map (&lt;50 lots)</li> <li>• Site Plan (&gt;10,000 sq ft)</li> <li>• Appeals of above projects</li> </ul>	<ul style="list-style-type: none"> <li>• General Plan Amendment</li> <li>• Rezone</li> <li>• Specific Plan Amendment</li> <li>• Major Use Permit</li> <li>• Tentative Map (&gt;50 lots)</li> <li>• Site Plan (&gt;25,000 sq ft)</li> <li>• Appeals of above projects</li> </ul>

- ☐ For all property lying wholly or in part within the boundaries of the land proposed for division (or beyond as necessary): From the latest assessment roll, a typed list of Assessor's Parcels in numerical order with the names and addresses of the property owners. Give the source of this information. Refer to form [PDS-516](#).
- ☐ Stamped (use only USPS "Forever" stamps), business size envelopes (4"x 9½"), addressed to those same owners as listed on the equalized assessment roll, or alternatively, from such other records of the County Assessor's and Tax Collector, which contain more recent owners' name and

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addresses. Only one notification per address is required in those cases where one owner owns several contiguous parcels.

- ☐ NOTICE TO PROPERTY OWNERS [PDS-524](#) must be completed and a vicinity map prepared according to the instructions.
- ☐ A copy of the Assessor sheet(s) showing the entire project site outlined in red with a green line encircling the property at a designated distance (feet) from the property line.
- ☐ PUBLIC NOTICE CERTIFICATION forms; [PDS-514](#) AND [PDS-299](#) completed, signed and dated. PLEASE NOTE: Additional processing of notices will be required of applicant after a TPM number has been assigned.

### ☐ Environmental Documents.

- ☐ One (1) copy of **AEIS** [PDS-367](#), One (1) copy of USGS Map with site marked and One (1) set of Photos with directions marked.

OR

- ☐ Four (4) copies of REQUEST TO REVIEW PREVIOUS ENVIRONMENTAL DOCUMENTS [PDS-366](#), One (1) copy of the original APPLICATION FOR AN ENVIRONMENTAL INITIAL STUDY (AEIS) [PDS-367](#), One (1) copy of USGS Map with site marked and One (1) set of Photos with directions marked.

OR

- ☐ URBAN MINOR SUBDIVISION ENVIRONMENTAL REVIEW EXEMPTION [PDS-314](#).

OR

- ☐ Exempt if it is a condominium conversion.

OR

- ☐ SPECIAL HANDLING FORM (PDS-341) to be completed only by a PDS Staff Planner.

- ☐ **Slope Analysis.** Two (2) copies of a Slope Analysis signed by a registered civil engineer, licensed land surveyor, architect or landscape architect. Refer to [Policy S-1](#) and [PDS-374](#) for further information.
- ☐ **Resource Protection Ordinance.** A Resource Protection Ordinance Study is required to determine if sensitive lands are located on the property and whether the Resource Protection Regulations should be applied. Please refer to [PDS-374](#) and [PDS-394](#) for additional information.
- ☐ **Storm Water Quality Management Plan.** Two (2) copies of a Storm Water Quality Management Plan. See the [Storm Water Intake Form for All Permit Applications LUEG:SW](#) for further information.
- ☐ **Preliminary Grading Plan.** Two (2) copies of a Preliminary Grading Plan must be filed with each Tentative Parcel Map showing graded building site elevations and grading proposed for the creation of feasible building sites on each lot together with driveway access thereto and for construction or installation of improvements.
  - ☐ The Preliminary Grading Plan must be on a separate sheet and cannot be incorporated into the TPM for the project.

### PART IV: MAPS

- ☐ **Master Parcel Plan.** A Master Parcel Plan must be filed with a Tentative Parcel Map which proposes creation of three or more parcels and which could be further divided into a total of five or more lots as allowed by the General or Community/Subregional Plan. Three (3) copies of the Master Parcel Plan must be submitted when required.

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- ☐ **Map Requirements.** A Tentative Parcel Map will not be accepted for processing if the map is inadequate. The map must meet the criteria and show the information listed below.
- ☐ **Legible Drawing.**
- ☐ **Size.** Each Tentative Parcel Map must be on one or two sheets. If on two sheets sets must be stapled together. The size must be 18" x 26" but shall not exceed 36" in width. The map must be drawn to an engineer's scale, such as 1" = 200'. A one-half inch plank margin must be maintained.
- ☐ **Number of Maps and Type.** See [coversheet of application](#); (If the project area falls in the I-15 corridor or is a new condominium, a Site Plan must be filed concurrently.)
- ☐ **Complete LAND DIVISION STATEMENT** [PDS-240](#).
- ☐ a. Owner's Certification Statement signed under penalty of perjury pursuant to Section 81.603 of the Subdivision Ordinance.
- ☐ b. Sufficient legal description, including Section, Township and Range if appropriate, of the land to define the boundaries of the Tentative Parcel Map, including Assessor's Parcel Number. Assessor's Parcel Number alone is not acceptable.
- ☐ c. Name, address, telephone number and signature of the person who prepared the Tentative Parcel Map and, if prepared by a registered civil engineer or a licensed surveyor, their registration number.
- ☐ d. Name, address, telephone number and signature of all owners and of applicant if it is different from that of the owner(s). If it is a corporation, partnership, etc., indicate title of signer.
- ☐ e. Location and status of access to subject property from a publicly-maintained road.
- ☐ f. Zoning box with all designators and the proposed use of each lot. Zone boundaries must be shown on the Tentative Parcel Map if more than one zone applies.
- ☐ g. Land use designation(s) of the property as shown on the San Diego County General Plan and the applicable Community or Subregional Plan. Name the plan area. If a Specific Plan, state land use designation(s) of the Specific Plan and name the plan area. Land use designation boundaries must be shown on the Tentative Parcel Map if more than one designation applies.
- ☐ h. **General Plan Slope Analysis Table** (if applicable). Table showing average slope for each parcel. Refer to [Policy S-1](#) and [PDS-374](#) for further information.
- ☐ i. Source of domestic potable water supply and sewage disposal for each lot.
- ☐ j. Name of district or agency providing fire protection to subject property.
- ☐ k. Name of applicable school district (include High School, Jr. High and Elementary School, if applicable).
- ☐ **Associated Requests.** Permit application numbers, if previously submitted.
- ☐ **Solar Access Statement.** A note must be placed on the Tentative Parcel Map stating:  
*"All lots within this subdivision have a minimum of 100 square feet of solar access for each future dwelling/commercial/industrial unit allowed by this subdivision (with the exceptions of parcel(s) \_\_\_\_\_."*
- When parcels less than one acre are proposed, the statement must be signed by a registered civil engineer or licensed land surveyor. A statement supporting the exception of any lot/parcel from solar access must also be signed by a registered civil engineer or land surveyor.
- ☐ **Required Data.** The following data must appear on each Tentative Parcel Map:

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- ☐ a. Dimensions and gross and net area of each parcel.
- ☐ b. Parcels numbered in consecutive order beginning with Parcel 1.
- ☐ c. Scale of the map and North arrow. (Engineer's scale, i.e., 1" = 100', 1" = 200', etc.)
- ☐ d. Vicinity map. Unless other specific location information (reference points) is provided, the approximate distance to a public street or highway must be indicated in feet to the nearest one-tenth of a mile, as well as a distance from some known location to the project boundary.
- ☐ e. Width and approximate locations of all existing and proposed easements, including rights-of-way and flowage and utility easements, whether public or private, recorded or unrecorded.
- ☐ f. Locations, widths and approximate grades of all existing and proposed highways, streets and road easements within and adjacent to the Tentative Parcel Map, including names of public streets and officially named private road easements.
- ☐ g. To ensure that the future lots are large enough for single-family residences, please indicate the required main building setbacks and building pads.
- ☐ h. Approximate radii of all curves.
- ☐ i. Typical cross sections of street improvements, drainage facilities and other improvements proposed to be constructed and installed, including cross sections of streets and easements serving the property.
- ☐ j. Adequate topography and contours (5 foot contours if available) along with the locations, widths and directions of flow of all watercourses within the proposed Tentative Parcel Map and within 100 feet of the boundaries thereof, with parcel design superimposed thereon, together with a note indicating the source of the data used. Actual elevations must be shown on the map.
- ☐ k. If the topography is based on Department of Public Works topographic map(s), identify map number(s).
- ☐ l. Buildings within the proposed division of land and within 100 feet of the boundaries thereof. All buildings or structures must be identified as to use and their distances from all existing and proposed buildings, property boundaries and easement lines. Buildings which are to be removed must be so noted on the map.
- ☐ m. Approximate location and width of any Mobility Element roads within the proposed division of land. Contact the Department of Public works, Route Location Group, at (858) 694-3246 to determine the desired location.
- ☐ **Vesting Tentative Map.** A Vesting Tentative Parcel Map (Section 81.1201 et seq.) shall have printed conspicuously across its face the words: "*Vesting Tentative Map*" (Government Code Section 66452(b)). A Vesting Tentative Map also requires the filing of a complete Site Plan at the same time (Section 81.1203b).
- ☐ **Condominium Map.** A Tentative Parcel Map for proposed condominiums must contain the following note:  
*"This is a map of a condominium project as defined in Section 1350 of the State of California Civil Code, the maximum number of units is \_\_\_\_\_."*
- ☐ **Condominium conversions and new condominium, additional requirements.** Show building footprint(s) with labeling of all structures, walkways, recreational facilities, driveways, parking places and trash areas. Indicate, by table, the number of dwelling units by number of bedrooms (e.g., 1 studio, 2 one-bedroom, 1 two-bedroom, etc.).

### PART V: GROUNDWATER ORDINANCE

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YES NO

- ☐ ☐ Is this Tentative Parcel Map subject to the County Groundwater Ordinance? A project is subject to the Ordinance when it proposes the use of groundwater.
- ☐ ☐ If the project is subject to the Groundwater Ordinance, do the proposed parcels meet the minimum sizes required by the Ordinance; or, the applicant will be notified through a scoping letter of the requirements for a groundwater investigation as required by the Ordinance.

**NOTE:**

*The County Subdivision Ordinance and the Subdivision Map Act provide that no parcel of land may be sold, leased, conveyed or transferred, and no building permit shall be issued unless a tentative parcel map has been approved by the Director of Planning & Development Services, a parcel map has been approved by the County Department of Public Works and the parcel map filed in the Office of the County Recorder.*