






Tentative Tract Maps Application Submittal Requirements Checklist

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The following list identifies the submittal requirements for Tract Maps Applications, and **is designed to be used as a one page checklist (by customers/staff) at time of submittal of the application.** (See "Tentative Tract Maps Process Details" for additional information, clarification and samples for items below).

SCREEN CHECK:

- 1) **Subdivision Application Information Form** Provided -
- 2) **Agent Authorization Letter** (if applicable) Provided -
- 3) **Letter of Project Proposal** Provided -
- 4) **Plans - Tentative Tract Map** Provided -
 - 20 copies (maps folded - 8 ½ x 14)
 - Statistical summary chart showing gross area of the project, area of public streets, area of private streets, open space areas, common area, and development area
 - All existing easements and irrevocable offers of dedications that affect the property being subdivided (letter or note on plan)
- 5) **Water Supplier and Sewer Agency Letter** Provided -
- 6) **Environmental Review (Draft Initial Study Information)** Provided -
- 7) **Deposits and Fees** Provided -
 - Map Processing Deposit (\$5,000.00)
 - Environmental Processing Deposit (additional deposit may be required)
 - Orange County Fire Authority Map Review Fee (\$309.00)

***Note: Map Check Deposits are required at time of submittal with the OC Surveyor (\$2,268.00 + \$126.00/per parcel deposit)**
- 8) **Concurrent Processing Request Letter** (if applicable) Provided -

OFFICIAL FILING:

- 1) **Updated and Revised Items, listed above in 1-3** (if applicable) Provided -
 - Subdivision Application Information Form
 - Agent Authorization Letter
 - Letter of Project Proposal
- 2) **Plans - Tentative Tract Map (20 copies)** Provided -
- 3) **Public Notification Information** Provided -
 - Notification Map and Ownership Mailing List
 - Pre-addressed, stamped envelopes
- 4) **Presentation Information and Exhibits**
 - Color Photographs and Materials Board
 - CD-ROM/DVS/Photos in digital format
 - Reduced Architectural Plans
- 5) **Deposits** Provided -
 - Map Processing Deposit (if applicable)

ZONING BASICS

Site Permits

APN Pages

Zoning
Regulations

FOR STAFF USE ONLY

Color Aerial
