



City of Gilroy
COMMUNITY DEVELOPMENT DEPARTMENT
Planning Division
7351 Rosanna Street, Gilroy CA 95020
(408) 846-0451 (408) 846-0429 (fax)
www.cityofgilroy.org

TENTATIVE SUBDIVISION MAP FILING REQUIREMENTS

1. **Uniform Application** – one copy
2. **Filing Fee** (see Planning Application Fees)
3. **Preliminary Environmental Questionnaire**
4. **Preliminary Title Report** for all parcels involved, dated no later than 6 months prior to application submittal
5. **Plans - 8 sets***
 - A. **Tentative Tract Map** –shall include:
 1. Name and address of the property owner and subdivider
 2. Name and address of the registered civil engineer or licensed surveyor who prepared the map(s)
 3. North arrow, scale, date of preparation, and signature of party responsible for preparing the map
 4. Sufficient legal description of the land as to define the boundaries of the proposed tract
 5. Proposed use of the property
 6. Tract number and name, or designation
 7. A small location map clearly locating the property within the community
 8. The location of existing structures, buildings, trees with a six-inch or greater caliper trunk at a level of three feet above existing ground, septic tanks, water and sewer lines, railroad tracks, and other physical features which will remain or be removed
 9. Approximate location, names and directions of flow of all watercourses and natural drainage channels; and approximate locations of all areas covered by water or subject to overflow by a one percent flood
 10. Approximate existing contours at two-foot intervals (at five-foot intervals in hillside areas)
 11. The names, locations and widths of all adjacent streets and highways
 12. Each street shown by its actual street name or by a temporary name or letter for purpose of identification until the property name of such street is determined
 13. The proposed lot lines, lot dimensions, lot numbers, and the classification of lots as to the intended residential, commercial or industrial use
 14. The location, width, proposed names, curve radii, and approximate grades of all streets and alleys within the subdivision
 15. The widths and approximate locations of all existing or proposed easements, whether public or private, for roads, drainage, sewers, slope, or public utility purposes
 16. The width and approximate grades of rights-of-way and roadways for all highways, streets and roads within such proposed development, with typical cross-section showing proposed improvements
 17. Location of cuts or fills over two feet in depth
 18. Existing elevations of all properties within one hundred feet (100') of the site, and the location of all bench marks
 19. Identification of all used, unused, and abandoned water wells
 20. Source of water supply and proposed distribution system
 21. Proposed method of sewage collection and disposal
 22. Proposed public areas, if any
 23. Proposed route of drainage system

NOTE: Any of the previous map information, which is found to be impractical to delineate on the Tentative Subdivision Map, may be furnished on separate sheets with the supplemental information.

- B. Preliminary Utility Plan** shall show
 1. Location of existing overhead utilities
 2. Location of proposed switch gear and transformers. (Note: All utilities shall be underground)
- C. Supplemental plans required**
 1. Typical proposed street and alley sections
 2. Approximate connection location for the source of water, storm drainage, sanitary sewer and other utilities
 3. Proposed off-site route for the drainage, sanitary sewer, and water system
- D. Site Map in PDF format** for Tentative Map, Parcel Map and Final Map showing the following:
 1. Tentative Map: include the TM file number and name of project e.g. "TM 06-01 Rancho Park"; Parcel Map: include project name;
 2. Lot numbers shown in corner of lot
 3. Curb cuts for driveways
 4. Street names
 5. Property and right of way lines
 6. North arrow
 7. Location of existing and proposed fire hydrants (Parcel and Final map only)
 8. Vicinity map
 9. Locations of proposed mailboxes

- 6. Conditions, Covenants and Restrictions** proposed to be recorded
- 7.** Any **additional information** which would illustrate the proposal or support the request
- 8.** A **soils report** shall be prepared that examines the property of all phases from the proposed subdivision
- 9.** The following are required of all **vesting tentative map** applications:
 - A. Vesting tentative map submittals shall not be considered to be complete or ready for filing until submitted simultaneously with a completed application for architectural and site review. (Ord. No. 81-11, 1, 3-16-81; Ord. No. 85-15, 1, 8-19-85)
 - B. A vesting map shall have printed conspicuously upon its face the words "vesting tentative map".
 - C. Proposed off-site routing plans for sewer, water, storm drainage, primary vehicular street access, and secondary emergency access shall be provided.
 - D. Complete grading plans shall be prepared that illustrate all proposed cuts and fills. (Ord. No. 85-15, 2, 8-19-85)
- 10.** A completed **Architectural and Site Review application** is required for all Tentative Maps located within a Planned Unit Development.
- 11. Street Names:** Submit at least (2) names for each proposed new street in the subdivision. Street names shall:
 - A. Consist of a common theme and continue a theme if one has already been established in the project area;
 - B. Consist of 12 or fewer characters; and
 - C. Not include surnames unless the proposed name has been documented as having historic significance in Gilroy.
- 12. Noticing Information** for any project requiring a Public Hearing shall include the following information, provided by a **Title Company**:
 1. Mailing List: all properties within a 500' radius of the project site
 2. Map showing subject property and other properties noticed
 3. Mailing Labels: the labels should be Avery 5160 or equivalent in size

13. Indemnification Agreement for Development Applications

*Prior to agendizing project, additional plan sets will be required for the Planning Commission meeting.

Note: Prior to submitting this application, the project proposal should be reviewed by the Planning Division.

If you would like to have a preliminary discussion about your proposal prior to your application submittal, you may schedule a meeting with the Development Review Group by contacting (408)846-0451.

MAPS AND PLANS MUST BE PUT INTO COLLATED INDIVIDUAL SETS, STAPLED AND INDIVIDUALLY FOLDED TO A SIZE NOT TO EXCEED 8 1/2 " X 14" IN ORDER TO FIT INTO FILE FOLDERS