



GUIDELINES FOR TENTATIVE MAP PREPARATION

PLEASE NOTE THAT PRIOR TO SUBMITTING AN APPLICATION FOR A TENTATIVE MAP, THE APPLICANT SHALL PREPARE A WATER QUALITY MANAGEMENT PLAN (WQMP) AND RECEIVE APPROVAL FOR SAID PLAN FROM THE CITY.

General Map Requirements

1. Minimum size 18" x 26".
2. The scale of the map shall be large enough to show all details clearly.
3. Marginal line around entire sheet leaving blank margin of one inch.
4. Scale and North arrow in lower right hand corner (North orientation shall either be toward the top or right side of the map).
5. Shall be wet-stamped and signed by a RCE or LS.

Map Contents

1. Tentative map number and legal description shall be at top of map.
2. Vicinity map.
3. Show the parcel layout, the approximate dimensions of each parcel (ditto marks not acceptable) and a number for each parcel in consecutive numbers. Any portion of property in common contiguous ownership not included in the land division shall be labeled as a remainder parcel.
4. Show all building setback lines (front, interior side, street side, rear) including dimensions.
5. Perimeter and interior streets shall be identified by name or, if new streets, "A", "B", "C", etc. City will assign street names.
6. Show existing width of adjoining streets and alleys.
7. Show existing and proposed contour lines and flow direction. Use City datum.
8. Show all existing and proposed physical improvements. Indicate whether existing structures and improvements will be retained, relocated or removed.
9. Show all existing easements.
10. Show existing and/or proposed location of all utilities (electricity, natural gas, water, sewer).

Project Data

Show the following:

1. Project address and APN.
2. Existing and proposed land use for subject property.
3. Existing and proposed zoning designation/General Plan designation of subject property and adjoining properties, including across streets. Indicate distance from property line to any off-site structures that are within 15 feet of property lines.
4. Total development area.
5. Lot area of each lot to be created.
6. Existing and proposed building area on each lot.
7. List of utility and service providers.

Title/Information Block

Shall be at bottom of map and include the following:

1. Existing legal description of each lot.
2. City benchmark(s).
3. Owner's and subdivider's name(s) and contact information.
4. Engineer's or surveyor's contact information.
5. Architect's contact information (if applicable).
6. Date/Job No. information.
7. Sheet No.

CITY OF MONTCLAIR

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