

Tentative Parcel Map, Tentative Map, & Tentative Master Parcel Map Application Information Guide (Chapter 17.828 of the Sacramento City Code)

This guide provides information for the submittal of Tentative Parcel Map, Tentative Map, and Tentative Master Parcel Map applications pursuant to the Subdivision Map Act and applicable provisions of Sacramento City Code Title 17 (Planning and Development Code). The guide is organized into the following sections:

- I. General Submittal Requirements
- II. Form and Content Requirements of Tentative Parcel Maps, Tentative Maps, and Tentative Master Parcel Maps
- III. Subdivision Design Deviations
- IV. How to Submit
- V. Special and/or Unique Situations
- VI. Tentative Map Process Flowchart

The Planning Division of the Community Development Department administers the tentative map application process, and the Development Engineering section of the Public Works Department administers the application process for Final Parcel Maps, Final Maps, Lot Mergers, and Lot Line Adjustments. For information about the submittal of applications for Lot Mergers, Lot Line Adjustments, Final Parcel Maps and Final Maps, see Public Works' website ([click here](#)). For Urban Lot Split applications concerning [Sacramento City Code Section 17.864.030](#) (i.e., SB 9), please first review CDD-0436, SB 9 Planning Approval Form ([click here](#)).

If you have questions about this guide, submit them via email to planning@cityofsacramento.org or call 311 or 916-264-5011. Alternatively, appointments for an in-person meeting with Planning Division staff can be made online ([click here](#)).

- I. **General Submittal Requirements:** All applications require the information below. Prior to accepting the application, staff will verify each item is included. City staff will not accept an application until all the information required by this section is submitted.

- Completed Planning Entitlement Application Form CDD-0063 ([click here](#)).
- A preliminary title report for all affected parcels **AND** copies of all documents referenced in the preliminary title report. The preliminary title report must be prepared no later than six months from the date of application submittal.

- Copy of the grant deed for each existing parcel affected by the subdivision.
- Preliminary soil investigation and geological reconnaissance report by a registered civil engineer specializing and recognized in soil mechanics and foundation engineering **OR** an approved waiver by the Public Works Department. For waiver requests, see Section V (Special and/or Unique Situations).
- Preliminary grading plan **OR** an approved waiver by the Utilities Department. For waiver requests, see Section V (Special and/or Unique Situations).
- Proposed tentative map including all information outlined in Section II (Form and Content Requirements of Tentative Parcel Maps, Tentative Maps, and Tentative Master Parcel Maps) below.

II. **Form and Content Requirements of Tentative Parcel Maps, Tentative Maps, and Tentative Master Parcel Maps.** All maps shall be clearly and legibly drawn and shall be drawn to scale by or under the direction of a registered civil engineer or licensed land surveyor. After accepting the application, the information required by this section will be verified by a City staff assigned to process the application.

- The scale of the map shall be at least one-inch equals 100 feet. If necessary to provide the proper scale, more than one sheet may be used, but the relation of the several sheets shall be clearly shown on each.
- Vicinity map in upper right corner.
- Information block including all the following:
 - a. Subdivision name.
 - b. Assessor's parcel number of all affected parcels.
 - c. Property address(es) of all affected parcels, if assigned.
 - d. Name, address, and phone number of owners of record, and subdivider of the land.
 - e. Name, address and phone number of the firm or organization that prepared the map.
 - f. Present zoning and proposed zoning.
 - g. Present land use(s) and proposed land use(s).
 - h. Number of lots, and net gross area of property.
 - i. School district.
 - j. Provisions for sanitary facilities, storm drainage, flood control, and source of water supply.
- Legend describing all lines and symbols shown on the map.
- Date of preparation, north point, and scale of the map. If based on a survey, indicate the date.
- Names of adjacent subdivisions and lot lines.
- Boundaries of the map with sufficient information to locate the property.

- Contour lines at intervals of not more than one foot unless waived prior to submission by the Utilities Department. Topographic information shall be sufficient to fully show the configuration of the land and all depressions that present drainage problems and shall extend beyond the tract boundaries where necessary to show drainage conditions on surrounding property which may affect the subdivision. Topographic survey will not be waived in areas within the 100-year flood hazard boundary as shown on the most current Federal Emergency Management Agency flood insurance rate map (FIRM).
- The approximate location and general description of any trees and shrubs, and their drip lines if known, with notations as to their retention or removal; and any vernal pools or wetlands located on the property to be subdivided. The general description of trees and shrubs should include an indication as to their size (diameter) and type, if known. See Section V (Special and/or Unique Situations) below for information on [Sacramento City Code Chapter 12.56](#) (Tree Planting, Maintenance, and Conservation).
- The location of all railroad rights-of-way and grade crossings; approximate locations of all existing wells, abandoned wells and sumps; and an indication of any physical restrictions or conditions in the subdivision which affects the use of the property.
- Proposed property lines, property line dimensions, and areas of all lots. Each proposed lot shall be numbered and the total number of lots identified.
- For each proposed lot, the location and width of proposed building setback lines.
- The location of all structures on the site or on adjacent properties; the distances between structures to be retained and existing or proposed street and lot lines; and notations (i.e., current/prior land use, date of construction) concerning all structures which are to be removed.
- Existing improvements and/or topographic features on and adjacent to the site, including:
 - a. Curbs, gutter sidewalks, driveways, and other public improvements.
 - b. Utilities (public and private; underground and overhead).
 - c. Drainage features (natural, manmade).
 - d. Structures (houses, offices, commercial buildings, etc.).
 - e. Railroad/SacRT rights-of-ways and crossings.
 - f. Existing wells and sumps, abandoned wells and sumps, and intended disposition (i.e., relocation, abandonment, etc.).
- Locations of existing utilities in and adjacent to the subdivision, including:
 - a. The size and invert elevation of sanitary sewers and storm drainage mains.
 - b. Size of water mains.
 - c. Location of the existing water, sanitary sewer, and storm drainage main dimensioned from the centerline of the pipe to the property line unless otherwise waived by the Utilities Department.
 - d. If sewers and water mains are not in or adjacent to the subdivision, the direction and distance to the nearest sewer and water main with size and invert elevation.
 - e. Method of providing sewage disposal.

- Existing and proposed public and private streets, alleys, bikeways, pedestrian ways, etc., within and adjacent to the subdivision, including:
 - a. Clear identification of existing and proposed centerlines and right-of-way lines.
 - b. Right-of-way widths including across streets adjacent to the project site.
 - c. Street names, centerline radii, and tangent lengths.
 - d. Requested abandonments, if any, including Vacation/Abandonment Clearance Letters and the Adjoining Property Owner Contact Forms ([click here](#)). See Section V (Special and/or Unique Situations) for more information on abandonments.

- Existing and proposed easements and intended use/purpose, including:
 - a. Purpose, benefactor, and record information.
 - b. Intended disposition of existing easements (i.e., to remain, abandonment, etc.).

- Location of all potentially dangerous areas, including geologically hazardous areas and areas subject to inundation or flood hazard; the location, width, and directions of flow of all water courses and flood control channels within and adjacent to the subject property; and the proposed method of providing storm water, drainage, and erosion control. In areas subject to 100-year flood hazard, base flood elevation and floodway boundary shall be indicated.

- The boundaries of existing and proposed public areas in and adjacent to the subdivision with the nature of each indicated thereon with the acreage thereof, including the distance measured in feet to the nearest public park, trail, open space, and/or navigable waterway. If land is to be offered for dedication for park or recreation purposes or for the purpose of providing public access to navigable waters, it shall be so designated, including gross and net acreage of proposed dedication.

- If separate final maps are to be filed on portions of the property shown on the tentative map, the tentative maps shall identify the proposed subdivision boundaries which will appear on said final maps and the sequence in which said final maps will be filed.

III. Subdivision Design Deviations

- Requests to deviate from standards within Sacramento City Code Chapters [17.500](#) (Design Standards for Subdivisions) or [17.504](#) (Improvement Requirements for Subdivisions) shall be made in writing at the time of tentative map submittal and include the following:
 - a. Each requested deviation, identifying the standard(s) and requested deviation.
 - b. Information in support of each deviation (i.e., why the deviation should be approved).
 - c. Statement of why the standard cannot be met.
 - d. Data, assumptions, methodology, analysis, and conclusions to justify the deviation.
 - e. Illustration of each requested deviation.

- Proposed findings of fact responsive to [Sacramento City Code Section 17.842.020](#). For each finding (included below) provide a fact-based analysis. The review authority must make all the findings to approve the deviation.
- a. The property to be divided is of such size or shape, or is affected by such topographic conditions, or that there are special circumstances or conditions affecting the property that it is impossible, impractical, or undesirable in the particular case to conform to the strict application of subdivision design regulations.
 - b. The cost to the subdivider of strict or literal compliance with the regulation is not the sole reason for granting the deviation.
 - c. The deviation will not be detrimental to the public health, safety, or welfare, or be injurious to other properties in the vicinity.
 - d. Granting the deviation is in accord with the intent and purpose of these regulations and is consistent with the general plan and with all other applicable specific plans of the city.

IV. How to Submit

All planning entitlement applications, such as tentative map applications, are submitted through the City's [Citizen Portal](#) - a website for application submittals, to pay fees, and track the status of your application. Before applying, please download and review the [Registration and Submittal Guide](#) for instructions on how to create a Citizen Portal account and submit an application. For further information, please visit the [E-Planning webpage](#).

Once an application is submitted through the Citizen Portal, Planning Division staff will review it to ensure all required documents and plans are present. **Please be advised that the latest version of the [Planning Entitlement Application form \(CDD-0063\)](#) is required and old versions of the form will not be accepted.** If information is missing, Planning Division staff will contact you directly via email. However, if all required documents and plans are present, the application will be accepted, provided with an application number, and an invoice for application fee payment will be sent. Additional information on application fees can be found on the following websites:

- Director Level Fees Form CDD-0091 ([click here](#)) – for all tentative map applications.
- Commission Level Fees Form CDD-0088 ([click here](#)) – for projects including a tentative map and other planning entitlement that requires Planning & Design Commission approval.

Please be advised that Sacramento City Code Section 17.808.110.A.2 requires Site Plan and Design Review for subdivisions. If you have questions about fees, submit them via email to planning@cityofsacramento.org or call 311 or 916-264-5011. Alternatively, appointments for an in-person meeting with Planning Division staff can be made online ([click here](#)).

V. **Special and/or Unique Situations:** The following information addresses common questions related to the tentative map preparation and/or review process.

Preliminary Soils Report: Waiver Requests

[Sacramento City Code Section 17.828.040.C.3](#) requires a preliminary soil investigation and geological reconnaissance report by a registered civil engineer specializing and recognized in soil mechanics and foundation engineering for every subdivision. If the Public Works Department knows the soil conditions of the proposed subdivision, this requirement may be waived. If requested, waivers must be approved prior to tentative map application submittal. To download the waiver form and instructions (CDD-0027), please visit the following website ([click here](#)). For more information relating to this topic, please contact the Public Works Department at DE@cityofsacramento.org or schedule an in-person appointment at this website ([click here](#)).

Preliminary Grading Plan: Waiver Requests

[Sacramento City Code Section 17.828.040.C.5](#) requires submission of a preliminary grading plan with tentative map applications. The Utilities Department will consider waivers for this requirement when a preliminary grading plan is not required for proper grading, flood hazard mitigation, and erosion control. If requested, waivers must be approved prior to the tentative map application submittal. To download the waiver form and instructions (CDD-0027), please visit the following website ([click here](#)). For more information relating to this topic, please contact the Utilities Department at DOUDevelopmentReview@cityofsacramento.org or schedule an in-person appointment at this website ([click here](#)).

Private Protected Trees and City Trees: Removal

If the subdivision includes trees or will affect them in any way, please review whether they are subject to [Sacramento City Code Chapter 12.56](#). The removal, pruning, or construction activities (i.e., regulated work) near 'Private Protected Trees' and 'City Trees' is subject to a discretionary Tree Permit process that is processed concurrent with the tentative map. All regulated work requires an arborist report and plans showing the proposed before and after conditions. For more information on 'Private Protected Trees' and 'City Trees' please review this website ([click here](#)).

Vacation/Abandonment: Submittal Requirements & Map Content

A vacation is when a public right-of-way or a public service easement is "abandoned" by the City. If the subdivision proposes to vacate any easements or public rights-of-way ("ROW"), the tentative map must include the proposed easements or ROW to be vacated including reference to the recording date creating the easements and/or ROW. In addition, the application submittal must include the Vacation/Abandonment Clearance Letters and the Adjoining Property Owner Contact Forms. For more information relating to vacations, including the required forms, please review this website ([click here](#)).

VI. **Tentative Map Process Flowchart:** The flowchart below shows the typical review process for tentative map applications.

