



**CITY OF MORRO BAY**  
**COMMUNITY DEVELOPMENT DEPARTMENT**  
955 SHASTA AVENUE ♦ MORRO BAY, CA 93442  
805-772-6261  
[www.morrobayca.gov](http://www.morrobayca.gov)

CASE NO:

# APPLICATION

- TENTATIVE PARCEL MAP       TENTATIVE TRACT MAP  
 VESTING TENTATIVE PARCEL MAP       VESTING TENTATIVE TRACT MAP

RECORD OWNER(S): Name \_\_\_\_\_ Tel. No. \_\_\_\_\_

Address \_\_\_\_\_

ENGINEER NO. \_\_\_\_\_ Name \_\_\_\_\_ Tel. No. \_\_\_\_\_

*and / or*  
SURVEYOR NO. \_\_\_\_\_ Name \_\_\_\_\_ Tel. No. \_\_\_\_\_

*and / or*  
ARCHITECT NO. \_\_\_\_\_ Name \_\_\_\_\_ Tel. No. \_\_\_\_\_

AGENT: Name \_\_\_\_\_ Tel. No. \_\_\_\_\_

Address \_\_\_\_\_

PROJECT DESCRIPTION: \_\_\_\_\_

\_\_\_\_\_

PROPERTY ADDRESS: \_\_\_\_\_

LOT \_\_\_\_\_ BLOCK \_\_\_\_\_ TRACT \_\_\_\_\_

ASSESSOR'S PARCEL NUMBER \_\_\_\_\_

EXISTING USE: \_\_\_\_\_

PROPOSED USE: \_\_\_\_\_

EXISTING ZONING: \_\_\_\_\_

GROSS SITE ACREAGE (include public dedications and roads) : \_\_\_\_\_

\_\_\_\_\_

NET SITE ACREAGE (gross acreage minus public dedications and roads): \_\_\_\_\_

\_\_\_\_\_

DATE RECORD OWNER PURCHASED LOT: \_\_\_\_\_

CONTIGUOUS PROPERTY IN SAME OWNERSHIP: \_\_\_\_\_

**PLEASE READ CAREFULLY BEFORE SIGNING**

Acceptance of this application does not imply approval/authorization of this request. I realize that this application may be denied or that conditions may be attached to this request to assure compliance with applicable Municipal Code requirements.

---

OWNER'S SIGNATURE

DATE

---

ENGINEER/SURVEYOR/ ARCHITECT SIGNATURE

DATE

APPLICANT MUST PROVIDE INFORMATION INDICATED ON THE ATTACHED CHECKLIST (INCLUDING TWO COPIES OF A PRELIMINARY TITLE REPORT) BEFORE THIS APPLICATION CAN BE ACCEPTED.

---

**THIS SECTION FOR DEPARTMENT USE:**

Additional Applications: \_\_\_\_\_  
\_\_\_\_\_

RECEIPT NO: \_\_\_\_\_

DATE: \_\_\_\_\_

APPLICATION FEE: \$ \_\_\_\_\_

OTHER APPLICATIONS: \$ \_\_\_\_\_

OTHER CHARGES: \$ \_\_\_\_\_

**TOTAL** \$ \_\_\_\_\_

---

**I. TENTATIVE TRACT or TENTATIVE PARCEL MAP**  
**APPLICATION REQUIREMENTS**

City Applicant

**A. Filing and Processing:** A tentative map must be prepared by a registered civil engineer, licensed land surveyor or architect. Blue or black line copies of 24" x 36" with a 1" margin shall be submitted for review. A total of twelve (12) copies shall be prepared. In addition, the applicant shall provide a reproducible copy of the proposed map on an 8-1/2" x 11" sheet(s). The map shall show:

1. The map number, name if any, date of preparation, north point, scale, and if based on a survey, the date and official record of the survey;

2. Name and address of the person or entity which prepared the map and the applicable registration or license number and expiration date thereof;

3. Names and addresses of the subdivider and all parties having a record title interest in the property being subdivided;

4. The boundaries of the subdivision, defined by legal description, with sufficient information to locate the property and to determine its position with respect to adjacent named or numbered subdivisions, if any;

5. Topographic information with a reference to the source of the information. Contour lines shall have the following intervals:

0-12% slope	2' intervals
>12% slope	5' intervals

Contours of adjacent land shall also be shown whenever the surface features of such land affect the design or development of the proposed subdivision;

6. The approximate location and general description and type of any trees 6 inches dbh (diameter at breast height) or greater - or the general canopy cover of clusters of trees - with notations as to their proposed retention or destruction; notations as to general type of vegetation in areas not occupied by trees;

7. The location and outline to scale of all structures which are to be retained within the subdivision and all structures outside the subdivision and within ten feet of the boundary lines; the distances between structures to be retained, and existing or proposed street and lot lines; notations concerning all structures which are to be removed;

8. The locations, widths and purposes of all existing and proposed easements for utilities, drainage and other public purposes shown by dashed lines, within and adjacent to the subdivision (including proposed building setback lines, if known); all existing and proposed utilities including size of water lines and size and grade of sewer lines, locations of manholes, fire hydrants, street trees and street lights;

APPLICATION REQUIREMENTS  
TENTATIVE and VESTING TENTATIVE TRACT MAPS and PARCEL MAPS

- 9. The location, width and directions of flow of all water courses and flood-control areas within and adjacent to the property involved; the proposed method of providing storm water drainage, low impact development and erosion control;
- 10. The location of all potentially dangerous areas, including areas subject to inundation, landslide, or settlement, or excessive noise, and the means of mitigating the hazards;
- 11. The locations, widths and names or designations of all existing or proposed streets, alleys, paths and other rights-of-way, whether public or private; private easements within and adjacent to the subdivision; the radius of each centerline curve; a cross section of each street; any planned line for street widening or for any other public project in and adjacent to the subdivision; private streets shall be clearly indicated;
- 12. The lines and approximate dimensions of all lots, and the number assigned to each lot; the total number of lots; the approximate areas of the average lot; lots shall be numbered consecutively;
- 13. The boundaries, acreage and use of existing and proposed public areas in and adjacent to the subdivision. If land is to be offered for dedication for park or recreation purposes or for purpose of providing public access to any public waterway, river or stream, it shall be so designated;
- 14. Any exception being requested in accordance with the requirements of Chapter 16-11 (Subdivision Exceptions) of these regulations shall be clearly labeled and identified as to nature and purpose;
- 15. The location of all railroad rights-of-way and grade crossings;
- 16. The locations of any existing or abandoned wells, septic leaching fields, springs, water impoundments and similar features to the extent they affect the proposed use of the property;
- 17. When it is known that separate final maps are to be filed on portions of the property shown on the tentative map, the subdivision boundaries which will appear on the final maps and the sequence in which the final maps will be filed;
- 18. Maps for condominium projects shall indicate the address of the property and the number, size and location of proposed dwelling units, parking spaces and private or public open spaces. For all condominium projects, the floor area of each floor shall be shown in proper scale and location together with the plan view of each ownership unit.
- 19. The location of proposed building envelopes shall be shown for any proposed lot having an average slope of ten percent or greater.

**B. The following supplementary material shall be filed with the tentative map:**

City Applicant

- A. A vicinity map of appropriate scale and showing sufficient adjoining territory to clearly indicate surrounding streets, other land in the subdivider's ownership, and other features which have a bearing on the proposed subdivision;
- B. A statement of existing and proposed zoning and land use;
- C. A statement of proposed improvements and landscape modifications, including the estimated time of completion in relation to subdivision of the property;
- D. A description of proposed public or commonly held areas and draft open space easement agreements, if applicable;
- E. Draft covenants, conditions and restrictions if they are integral to the development concept or proposed atypical requirements;
- F. A description of requested exceptions from the subdivision design standards for such items as dimensions, street sections or utility easements;
- G. Description of the proposed building setbacks and yards if different from those in the zoning regulations;
- H. A preliminary grading plan and drainage plan including calculations, and erosion control plan which utilizes Best Management Practices (BMPs);
- I. An engineering geology report, prepared by a registered geologist, may be required in areas of moderate, high and very high landslide risks, and in areas of high and high + liquefaction potential and subsidence potential as noted in the general plan, seismic safety element. The engineering geology report shall include definite statements, conclusions and recommendations concerning the following, as applicable:
  - 1. Location of major geologic features;
  - 2. Topography and drainage in the subject areas;
  - 3. Distribution and general nature of rock and soils;
  - 4. A reasonable evaluation and prediction of the performance of any proposed cut or fill in relation to geologic conditions;
  - 5. An evaluation of existing and anticipated surface and subsurface water in relation to proposed development;
  - 6. Recommendations concerning future detailed subsurface sampling and testing that may be required prior to building;

APPLICATION REQUIREMENTS  
TENTATIVE and VESTING TENTATIVE TRACT MAPS and PARCEL MAPS

7. Capability of soils and substrata to support structures;

- J. A soils engineering report, prepared by a civil engineer registered in this state and based upon adequate test borings, may be required for every subdivision. The City Engineer may determine that, due to existing information available on the soils of the subdivision, no analysis is necessary. If the soils engineering report indicates soil problems which, if not corrected, could lead to structural defects, a soils investigation of each lot in the subdivision may be required. The soils engineering report shall include data regarding the nature, distribution and strength of existing soils, conclusions and recommendations for grading procedures and design criteria for corrective measures, when necessary, and opinions and recommendations covering adequacy of sites for development;
- K. Stormwater Design: Site design shall comply with requirements set forth in the Stormwater Management Guidance Manual for Low Impact Development and Post-Construction Requirements. These include LID site planning and peak stormwater flow control. Drainage analysis, runoff calculations, design and justification of drainage facilities shall be performed by a Registered Civil Engineer and submitted with the building permit application. The responsible Soils engineer shall review all proposed infiltration or storage systems for site suitability.
- L. Frontage Improvements: Frontage improvements are required per Municipal Code Section 14.44. The applicant/developer shall at their own expense design, construct and install frontage improvements consisting of curb, gutter, sidewalks, street and street trees along the entire frontage of the subject property.
- M. In potential noise problem areas identified in the noise element of the general plan, specific site analysis by an acoustical engineer or other approved professional with qualifications in acoustic design may be required by the City Engineer. Such study shall define the noise exposure problems, conclusions and recommendations for corrective or mitigating measures, when necessary, and opinions and recommendations covering the suitability of the site for development;
- N. Preliminary title report (current within six months);
- O. An authorization consenting to the proposed subdivision signed by all parties having a fee title interest in the property to be subdivided;
- P. Any other information, which the City Engineer or Director of Public Services determines is necessary for full evaluation of the proposed subdivision.

## II. VESTING TENTATIVE TRACT MAP APPLICATION REQUIREMENTS

City Applicant

- A. Filing and Processing:** A vesting tentative map shall be filed in the same form; and the application package shall have the same contents, accompanying data and reports and shall be processed in the same manner as set forth in this subdivision ordinance for a tentative map except as provided in Section 16-5.003.
1. At the time a vesting tentative map is filed, it shall have printed conspicuously on its face the words "Vesting Tentative Map".
2. At the time a vesting tentative map is filed, a subdivider shall also supply the following information:
- a. Site plans for each lot or parcel indicating proposed locations for all improvements (e.g., utilities, structures, septic systems, driveways, curb, gutter, sidewalk etc.);
- b. Preliminary floor plans for all structural uses;
- c. Architectural elevations of all structures identifying all exterior finish and roofing materials;
- d. Detailed grading plans for each lot or parcel, per the requirements listed on the Building Plan Check List;
- e. Road improvement plans for all adjacent and interior roads; and
- f. For other than single-family residential projects, landscaping plans for each lot or parcel per the Landscape Guidelines.