Planning Division

Tract Map / Parcel Map Checklist

☎ 909.394.6250 ✉ planning@sandimasca.gov 245 E. Bonita Ave San Dimas CA

☐ Tentative map: Four (4) sets of full-sized scaled plans at 24”x36” and three (3) set of reduced plans at 11”x17”. The full-sized plans must be drawn to scale (not less than 1/8” scale is preferred) and dimensioned to include, at a minimum, the following:

- Applicant name, address and phone number.
- Name, address and phone number of registered engineer that prepared the map.
- North arrow and drawing scale.
- Project site address / Accessor’s Parcel Number(s) (APNs)
- Map number and date map prepared.
- Identify streets, street lights, trees, drainage, sewage disposal, utilities and structures.
- Any existing trees on the site that may be affected by the proposed development (size and species of each tree).
- Total number of lots being created, including common area/HOA lots.
- Area(s) of new lots being created
- Street dedications

☐ (If grading is proposed) Conceptual grading plan: Four (4) sets of full-sized scaled plans at 24”x36” and three (3) set of reduced plans at 11”x17”.

☐ Photos: Provide photos of the subject site as viewed from the street, side and rear yard.

☐ Environmental Information Form – Part I Initial Study

☐ Engineering fee statement.

Supplementary materials and information: Additional information may be required depending on project scope to complete a thorough review of the project, which may include, but not limited to, the following. **(If required, these items will be requested after the application has been deemed complete):**

- Air quality study
- Arborist report
- Biological report
- Conceptual Lighting
- Environmental Impact Report
- Hydrology/drainage report (Department of Public Works Fees apply)
- Negative Declaration/Mitigated Negative Declaration
- Noise study
- Parking Analysis
- Sewer capacity study (Department of Public Works Fees apply)
- Soils report
- Traffic study (Department of Public Works Fees apply)