



City of
Los Banos
At the Crossroads of California

**Community & Economic
Development Department**
520 J St.
Los Banos, CA 93635
Phone: (209) 827-7000 ext. 2431
www.losbanos.org

PARCEL MAP SUBMITTAL REQUIREMENTS

- ☐ Completed Application
 - If the applicant is not the property owner(s), the property owner(s) shall designate the applicant as the authorized agent to act on his or her behalf by way of a signed, dated, and notarized statement and both (or all) shall sign the application.
- ☐ Application fee
- ☐ Cost Recovery Contract
- ☐ Completed Environmental Checklist if more than four parcels are created, if it does not conform to General Plan or zoning regulations, if variances or exceptions are required, if services or access to the parcels to City standards is not available, if the parcel was involved in a division within the previous two (2) years or if the slope is greater than 20%
- ☐ Project description fully explaining intended use, General Plan Designation, zoning, surrounding uses, proposed backbone infrastructure and circulation
- ☐ Evidence of property ownership, e.g. deed, title insurance policy
- ☐ Maps containing the following information:
 - A key or location map on which shall be shown the general area including adjacent property, subdivisions, and roads
 - Legend including:
 - Date, north point, scale and sufficient description to define location and boundaries of the proposed map
 - Name, address, phone and fax of recorded owner or owners, subdivider and engineer or surveyor who prepared the map (maps must be stamped and signed with a valid stamp)
 - Acreage of proposed tract to the nearest tenth of an acre
 - Lot layout, lot numbers and dimensions of each lot
 - Identify land uses on surrounding properties
 - The outline of any existing buildings (delineating if they are to remain) in their locations with pertinent dimensions in relation to proposed or existing street or lot lines
 - Location, size and type of all existing trees over 4" in diameter on the property, delineate any to be removed. Where stands of trees are located, individual trees need not be shown but may be shown as a group.

- The locations and names of all existing roads, streets, highways and right-of-ways in and adjacent to the proposed map, both public and private. All dedications shall be clearly identified and distinguished from existing rights of way
 - Sufficient elevations or contours to determine the general slope of the land and the high and low point thereof
 - The widths, location and purposes of all existing and proposed easements
 - At least two (2) points shown on the map shall be tied to the California State Plane Coordinate System (1983 NADatum) providing sufficient data is available within one mile of the subdivision and providing the points can be occupied. If sufficient data is not available within one mile, the subdivision shall be tied into a section corner, quarter section corner, lot or block corner of an original subdivision, or any other corner acceptable to the City Engineer. Said tie shall also show the relationship of the subdivision to the section line or lot line and may be calculated from record.
- ☐ Twelve (12) sets of the map not less than 18"x 26", nor greater than 32"x 42" in size. Scale of 1" = 100' for large areas, or a scale of 1" = 40' for small areas. All maps shall be folded to a size of approximately 8.5"x 11".
 - ☐ Eight (8) sets of maps reduced to 8.5"x 11"
 - ☐ Ten (10) sets of the map reduced to 11"x 17"
 - ☐ Site photos showing site and surrounding properties labeled clearly
 - ☐ Electronic copy of full submittal on USB drive

Note: Staff may deem additional submittal information necessary such as a noise study, biological assessment, parking study, drainage report, arborist report, sight line analysis, infrastructure calculations, or master plans to adequately analyze the project, complete environmental review, or make recommendations to Elected or Appointed Officials.