



DEPARTMENT OF  
PLANNING

# CITY OF BANNING

99 E. Ramsey Street - P.O. Box 998  
Banning, California 92220  
(951) 922-3125

## TENTATIVE MAP SUBMITTAL REQUIREMENTS

### Fees:

	Tentative Parcel Map	Tentative Tract Map
Planning Division*	See Fee Schedule	See Fee Schedule
Environmental Assessment*	See Fee Schedule	See Fee Schedule
Engineering Division*	See Fee Schedule	See Fee Schedule
Final Map	See Fee Schedule	See Fee Schedule
Map Time Extension	See Fee Schedule	See Fee Schedule

\* Additional fees may be required to review and approve technical studies.

A. Tentative maps shall be twenty-four by thirty-six inches in size maximum, and to a scale of not less than one inch equals one hundred feet, or one centimeter equals ten meters, unless otherwise approved by the City Engineer on his determining that an alternate scale will permit presentation of map data of acceptable completeness and clarity. Tentative maps are required to be prepared by a registered civil engineer or licensed land surveyor.

B. Each application must be accompanied by a tentative map (tentative map numbers must be obtained from Riverside County Road Department, 4080 Lemon Street, Riverside CA) and one (1) CD or other electronic format of Digital files (PDF) of all plans and submittal materials. **Fifteen (15) full size copies** of the tentative parcel map/tentative tract map are required. One copy shall remain in the files of the Planning Department; another shall be retained in the files of the City Engineer, the third copy shall be returned to the applicant with proper notations thereon indicating the actions taken. A tentative map shall contain the following information:

**\*All submitted Tentative Maps shall be individually folded to a uniform size (approx. 9"x12") prior to submittal.**

1. A site location sketch indicating the location of the property to be divided.
2. The tract number, name (if any), date, north arrow, scale and sufficient description to define the location and boundaries of the proposed map.
3. The name and address of the recorded owner(s) of the property to be divided and all parcels contiguous thereto.

4. Name, address and telephone number of the developer.
5. Name, business address and number of the registered civil engineer or licensed surveyor who prepared the map.
6. The locations, names, width, approximate grade and curve radii of all roads, streets, highways and way proposed and existing within the property and along the boundaries.
7. Sufficient elevations or contours to determine the general slope of the land and natural drainage.
8. The location and character of all existing and proposed public utility facilities on the property or on adjoining and contiguous highways, streets and ways, and the appropriate widths, location and identification of all existing or proposed easements.
9. Approximate lot layout, approximate dimensions of each lot and square footage of each lot.
10. Preliminary lot and roadway cut and fill slope areas (preliminary grading plan).
11. The outline of any existing buildings and their locations in relation to existing or proposed streets.
12. Approximate areas subject to inundation or storm water overflow and the approximate location, width, and direction of flow of all water courses.
13. Approximate locations of existing wells, springs, and sewage disposal systems, and of test wells, percolation holes, and sufficient flagged reference points for use by appropriate public agencies for field check purposes.

C. A developer's statement shall be submitted with each tentative map. The developer's statement required shall contain the following information:

1. Existing use of uses of the property.
2. Zoning and general plan land use designation on the property.
3. Proposed use of the property. If the property is proposed to be used for more than one purpose, the area, lots or lot proposed for each type of use shall be shown on the tentative map.
4. Descriptive information on the following:
  - a. Proposed drainage channel changes and flood control measures.
  - b. Proposed domestic water supply and sewage disposal system.

- c. Proposed street, surface drainage, grading, fire protection, and other improvements.

D. The following documents shall be submitted with each tentative map:

1. A current preliminary title report for each parcel.
2. A letter describing and setting forth the reasons for any exceptions requested to the provisions of the Subdivision Ordinance and for any rezoning, use permit, or zoning variance which may be necessary to permit proposed uses of land and structures within the property and which will be applied for by the applicant.
3. A legible copy of the current owner's grant deed or contract of sale.
4. A map and copies of deed of all other property owned by the applicant that is contiguous to the subject real property.
5. For a parcel map waiver provide a legal description prepared by a surveyor licensed by the State of California for each new parcel created as approved by the authority for the proposed tentative parcel map on the subject property typed on plain, white paper, 8 ½ X 11" in size, with a one-inch (1") margin at the top, sides and bottom.
6. A fee as determined by City Council resolution, payable to the City of Banning to cover administrative costs of recordation of the land division.
7. All tentative map submittals shall be accompanied with three (3) sets of typed, self-adhesive labels, indicating all the property owner's names, mailing addresses, and Riverside County Assessor's parcel numbers, which are located within a (300') (1200' for R-A, R-A/H, R-R and R-R/H zones) radius of the exterior of their proposed project. (This list shall be obtained from the equalized assessment roll.)

A photocopy of the aforementioned labels shall also be submitted, as well as one label for the applicant / engineer and one label for the owner. An exhibit or tentative map showing all the parcels within three-hundred (300') (1200' for R-A, R-A/H, R-R and R-R/H zones) and affected by this proposal shall also be submitted. All of the above mentioned information may be obtained by contacting a title insurance company.

E. Soils Report, water, and percolation testing report (technical studies):

1. Each application must be accompanied by a preliminary soils report (geotechnical report) prepared by an engineer or geologist licensed by the State of California which shall identify the nature and distribution of existing soils; conclusions and recommendations for grading procedures; soil design criteria for any structures or embankments required to accomplish the proposed grading; and, where necessary, slope stability studies, and recommendations and conclusions regarding site geology. If the project is located in or adjacent to an earthquake fault zone, a fault hazard report shall also be required.
2. Each application must be accompanied by a preliminary hydrology/hydraulics report prepared by an engineer licensed by the State of California prepared in accordance with Riverside County Flood Control and Water Conservation District standards and specifications.
3. Each application shall be accompanied by a preliminary Water Quality Management Plan (WQMP) prepared by an engineer licensed by the State of California. A WQMP is a project-specific plan of Best Management Practices (BMP's) including site design, source controls, and treatment controls to address post-construction urban runoff water quality and quantity to protect receiving waters.
4. On lots where topography creates conditions impractical or impossible for sanitary sewer connection, the City Engineer shall require a percolation test for the purpose of private sewage disposal design. In such cases, a review for waiver of sewer connection shall be required from the utility.

F. An environmental analysis prepared pursuant to the provisions of the California Environmental Quality Act and the policies and guidelines adopted for the preparation of environmental impact reports for the City of Banning shall be submitted with each tentative map. Technical studies may be required in connection with the environmental analysis.

**\*All submitted Tentative Maps shall be individually folded to a uniform size (approx. 9"x12") prior to submittal.**

The Planning Division will be unable to begin processing your Tentative Map unless/until all of the information requested in this application form is completed and submitted with the required processing fees. Incomplete applications will be returned to the applicant and processing will not commence until all of the required information is provided.

**PLEASE NOTE:**

For a Map Time Extension, all the items listed above will need to be submitted with a completed Uniform Development Application and the time extension fee.