



City of Los Altos

Planning Division

SUBMITTAL REQUIREMENTS FOR A TENTATIVE MAP/SUBDIVISION

APPLICANT PRESUBMITTAL CHECKLIST

REQUIRED APPLICATION MATERIALS

All items are required at time of submittal and shall be submitted in electronic format.

A. [General Planning Application](#) (see separate City form)

B. **Application Fee:** Current application fee as listed in the City's adopted fee schedule.

C. **Current Preliminary Title Report:** Title report for the project property prepared in the last year. Provide a copy of all restrictive covenants or easements identified in the Title Report.

D. **Tentative Map:** A full plan set (24" x 36") in a single, flattened/compressed PDF file not exceeding 125 MB. Include page thumbnails with matching sheet title labels. Plan sets shall include the following information and be prepared to a minimum scale of 1" = 10':

- Vicinity map – Small map of the project site location within the City (1/2 mile radius).
- Index of plan sheets.
- North arrow, scale, and sufficient description to define the location and boundaries of the proposed subdivision.
- General project information including project site address; Assessor Parcel Number (APN); General Plan designation; Zoning designation; and flood hazard zones as shown on FEMA maps.
- The name, address, and telephone number of the property owner, subdivider, and the registered civil engineer or licensed land surveyor who prepared the map.
- Sufficient elevations or contours to determine the general slope of the land, the high and low points thereof, and all drainage features. Contour intervals shall be no more than 1' vertical in 100'.
- The location, names, and existing width of all adjoining and contiguous highways, alleys, streets, and public ways.
- Stormwater management measures to retain stormwater on site in accord with the Best Management Practices.
- The approximate widths, locations, and purposes of all existing and proposed easements.
- The lot layout and approximate dimensions and square footage of each lot and unit of air space.
- A number or letter for each proposed lot.
- The proposed use of the property.

- The present location, floor area, and outline to scale of any existing buildings to remain or to be demolished on the property.
- The setback of existing buildings from new and existing property lines (only those buildings which are proposed to remain).
- Location, size, type, and proposed disposition of all existing trees greater than 4" in diameter measured at 48" above natural grade.
- The locations and names of streams, creeks, or watercourses within one hundred feet (100') of the property.
- The location of existing utility poles and anchors.
- Anticipated location of all existing and proposed surface and subsurface utilities, including electrical, gas, sanitary sewer, water, and telecommunications, including junction boxes, transformers, catch basins, and manholes.
- The location of any existing wells and whether they are to be retained or abandoned.
- The public areas proposed for parks, open space, and like uses.