



Required Information to be Shown on Tentative Maps Checklist

County of Ventura • Resources Management Agency • Planning Division
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The following checklist outlines the requirements for tentative tract or parcel maps. Prior to preparing a tentative tract or parcel map, carefully review the design requirements for tentative maps which are listed in the Ventura County Subdivision Ordinance (VCSO) section 8205-5. A tentative map must comply with the following map preparation requirements:

Required	Tentative Map Requirements/Informational Items
<input type="checkbox"/>	Size: all map sheets must be of equal size and shall not exceed 42 inches along any side. (VCSO § 8205-3)
<input type="checkbox"/>	Scale: 1-inch equals 100 feet or larger. (VCSO § 8205-3)
<input type="checkbox"/>	Vicinity Map: no larger than 5 inches by 5 inches in size; showing the major existing circulation pattern and all proposed major streets, existing major watercourses and existing Ventura County Watershed Protection (WPD) channels within ½ mile of the exterior boundaries of the subdivision. (VCSO § 8205-3(a))
<input type="checkbox"/>	Title Block: In or near the lower right-hand corner of the first sheet, include the following: (1) Tract number or parcel map number; (2) Name and address of subdivider; (3) Name and address of owner(s) of parent parcel; (4) North point arrow and scale of map; (5) Name and address of person preparing the map; (6) Date the map was prepared; (7) Total number of lots to be created by the subdivision; and, (8) Total number of lots or parcels to be offered for dedication, excluding any remainder parcel and, if there is a remainder parcel, a notation to that effect. (VCSO § 8205-3(b))
<input type="checkbox"/>	Boundary Lines: show all boundary lines of the subdivision with approximate bearings and distances. (VCSO § 8205-3(c))
<input type="checkbox"/>	Existing Lots: show the location of each existing lot prior to the proposed subdivision. (VCSO § 8205-3(d))
<input type="checkbox"/>	Existing Topography: show existing topography based on North American Vertical Datum 1988 or latest vertical datum adopted by the California Spatial Reference Center . Contour intervals shall be: (1) 1 foot unless the terrain is steeper than 35%; (2) 10 feet when terrain is steeper than 35%; (3) At least every 5 th contour shall be clearly labeled and indicated so as to be distinctive; and, (4) Contour lines shall be depicted for a sufficient distance beyond the boundary lines of the subdivision to clearly show the relationship of the topography of the subdivision to that of the surrounding land. (VCSO § 8205-3(e))
<input type="checkbox"/>	Identify and Label Proposed Lots: show individual lot lines and approximate dimensions, with each lot identified as follows: (1) Any remainder parcel shall be designated “remainder parcel”; (2) Any parcel to be dedicated or offered for dedication for flood control purposes shall be designated “Parcel X”; (3) All lots which are to be dedication or offered for dedication for any purpose other than flood control purposes shall be designated “Parcel” and lettered consecutively commencing with the letter “A”; and, (4) All other lots, including conservation parcels and non-conservation parcels as defined in VCSO Article 2 and further described in VCSO Article 11, shall be numbered consecutively commencing with number 1. (VCSO § 8205-3(f))
<input type="checkbox"/>	Size of Proposed Lots: show the gross and net area of each proposed lot 10 acres or smaller in size. (VCSO § 8205-3(g))
<input type="checkbox"/>	Building Site: show the location of at least one buildable site for each proposed lot for which a buildable site is required by VCSO § 8205-5.1.5. (VCSO § 8205-3(h))
<input type="checkbox"/>	Proposed Use: show the proposed use of each proposed individual lot (e.g., single-family, multifamily, commercial, industrial, schools, parks, and common areas). (VCSO § 8205-3(i))
<input type="checkbox"/>	Label and identify the following within the subdivision which are to remain or be removed and all those located within 100 feet of the proposed subdivision: (1) Structures and buildings; (2) Fences; (3) Tree rows; (4) Protected trees; (5) Existing or abandoned water wells; (6) Public utility lines; (7) Areas of native vegetation; (8) Prominent features; (9) Land uses (VCSO § 8205-3(j)); and, (10) Sewage disposal systems (e.g., onsite wastewater treatment systems “septic systems”, or grey water systems), including disposal fields and expansion areas.
<input type="checkbox"/>	Environmentally Sensitive Habitat Areas (ESHA) and Sensitive Biological Resources: show the location of all ESHA and sensitive biological resources as identified in an initial study biological assessment required by Section 4 (Biological Resources) of the Ventura County Initial Study Assessment Guidelines . (VCSO § 8205-3(k))

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<input type="checkbox"/>	Oil Wells and Infrastructure: show all producing, abandoned and idle oil wells, oil and gas pipelines, existing and abandoned oil sumps, and existing oil and gas Conditional Use Permit boundaries and associated pipeline facilities and equipment. (VCSO § 8205-3(l))
<input type="checkbox"/>	Watercourses and Natural Drainage: show the approximate location and direction of flow of all watercourses and natural drainage channels identified in an initial study biological assessment. (VCSO § 8205-3(m))
<input type="checkbox"/>	Rights-of-Way, Roads, Easements: show the following: (1) The widths, centerline radii, and approximate grades of all rights-of-way and road widths for all roads within the proposed subdivision, the approximate finished grades at road intersections and turnarounds within the proposed subdivision; (2) The widths and approximate locations of all existing or proposed public or private easements either within or outside of the proposed subdivision for roads, drainage, or utilities; (3) The location within and outside of the proposed subdivision of proposed storm drain lines, inlets and outlets; and, (4) The approximate location of all easements to be abandoned pursuant to Government Code sections 66434(g) or 66445(j). (VCSO §§ 8205-3(n) and (t))
<input type="checkbox"/>	Access: show the width and location of all necessary and legal off-site access ways from the proposed subdivision to the nearest approved access. (VCSO § 8205-3(o))
<input type="checkbox"/>	Fire Fuel Modification Zones and Defensible Space: show all widths of required defensible space and fuel modification zones in accordance with the regulations of the Ventura County Fire Protection District, Section 51182 of the Government Code, and Section 4291 of the Public Resources Code. (VCSO § 8205-3(p))
<input type="checkbox"/>	Flood Areas: delineate all Special Flood Hazard Areas as identified on the effective Federal Emergency Management Agency (FEMA) Flood Insurance Rate Map and delineate any flood hazard flowage easements. (VCSO § 8205-3(q))
<input type="checkbox"/>	Impervious Surface Area: if proposed new impervious surface area is 10,000 square feet or greater, show the location of the impervious surfaces, storm drain system elements, general drainage pattern, proposed post-construction stormwater quality controls, boundaries of areas draining to each post-construction stormwater control, and the description of post-construction stormwater quality controls. (VCSO § 8205-3(r))
<input type="checkbox"/>	Borings: show the location of each test boring upon which a preliminary soils report is based, including infiltration testing, as described in VCSO §§ 8205-3(s) and 8205-4(m).
<input type="checkbox"/>	Horsepower and Heat Ratings: show the horsepower rating of any diesel-fueled engine(s) powering an emergency generator either proposed or existing and the heat rating of any boiler or process heaters in MMBTU/Hr (one million British Thermal Units per hour) either proposed or existing. Ratings may be displayed on the map only. (VCSO §§ 8205-3(u) and (v))
<input type="checkbox"/>	Additional Planning Division Requirements: _____. (VCSO § 8205-3(w))
<input type="checkbox"/>	Additional County Surveyor Requirements: _____. (VCSO § 8205-3(x))