



Subdivision – Submittal Requirements Checklist

GENERAL REQUIREMENTS – The following submittal documents are required:

- Subdivision Application**– Completed **Subdivision Application** signed by all property owners. If the owner or applicant is a corporation, documents identifying the officers of the corporation must also be submitted.
- Project Description** – Completed written **Project Description** for the development proposal. A thorough, detailed, and quantified project description is required for a complete application and will facilitate the project review and permitting process, reduce processing timelines, and help ensure a well-designed project.
- Application Filing Fees** – Application fees are paid to the County of Solano. Please consult the **Planning Services Division Fee Schedule** for appropriate application filing fees.
- Agreement for Supplemental Application Processing Fees** – Completed and signed by all property owners. If the owner or applicant is a corporation, documents identifying the officers of the corporation must also be submitted.
- Preliminary Title Report** – Provide a preliminary title report prepared within the last sixty (60) days for each property affected by the lot line adjustment. The report should detail any conditions, easements, agreements, deed notices, or other restrictions on the property. A preliminary title report may be obtained from a title company. Please include copies of any easements, agreements, or restrictions on the property.
- Copy of the Williamson Act or California Land Conservation contract**, if applicable.
- Provide **one (1) print copy** of the development plans (tentative map, public water supply or sewer plan, phasing plans) no larger than 24” x 36” and **one (1) 8.5” x 11” print copy and electronic copies in pdf format** unless otherwise indicated in this checklist.

ALL TENTATIVE MAPS - Each tentative map application shall be **clear and legible** and contain the following pertinent information and additional documents as applicable, outlined in Section 26 - 62 of County Code.

- Prepared by a registered Civil Engineer licensed to practice in California.**
- Vicinity Map, North arrow, and scale (graphic & bar).** Engineers scale 1 inch: 100 ft or larger. The map sheets shall not exceed 42 inches (1.1 meters) along any side.
- Subdivider and Preparer’s information on the tentative map:**
 - Name and address of subdivider;
 - Subject Property Assessor’s Parcel Number(s);
 - Property owner name;
 - Name and address of person preparing the map;

- The date the map was prepared and/or revised;
- The 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;
- Provide the preparer's professional stamp on the tentative map that identifies the license number and expiration date.
- The names and addresses of all operators of proposed subdivision utility systems, all proposed water, and sewer purveyors, fire protection district, and all on-site oil/gas pipeline operators;

Existing and proposed boundary lines:

- All existing and proposed interior and exterior boundary lines of the subdivision with approximate bearings and distances;

Adjacent/abutting property owners names and Assessor's Parcel Numbers (APN)

Contours:

- Existing topography of the land proposed to be divided, using contour intervals of not more than five feet, or otherwise as approved by the Department of Resource Management. Contours of adjacent land shall also be shown whenever the surface features of such land affect the design and/or improvements of the proposed division. Contours shall be clearly labeled and legible.

Lot numbers, dimensions, and size (gross & net):

- Each lot shall be identified with the following: any remainder parcel shall be designated "Remainder Parcel"; all other lots shall be numbered consecutively commencing with the number "One"; Gross and Net acreage of each lot.

Existing and proposed use of each lot

- Identify single-family, multi-family, accessory dwelling, parks, schools, canal, or similar

Streets/Road

- Indicate public or private streets/roads, existing and proposed street names
- The widths, centerline radii, and approximate grades of all rights-of-way for all roads within the proposed subdivision,
- The approximate finish grades at road intersections and turnarounds within the proposed subdivision,
- 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,
- The location within and outside of the proposed subdivision of proposed storm drain lines, inlets, and outlets;
- The width and location of all necessary off-site access, including the location of any bridges from the proposed subdivision to the nearest public road;
- The approximate location of all public roads, private roads, and public or private easements to be vacated pursuant to Sections 66499.203 and 66499.202 of the Subdivision Map Act.

Access rights to the subject property

- Provide evidence of rights to access the subject property. If off-site access or right-of-way required to access the subject property, provide evidence of off-site access rights from each affected property owner.

Buildable Area:

- The location of at least one buildable area, 4000 square foot minimum, on each including the location and grade of driveways to serve the buildable area.

- Easements:**
 - The location of existing easements as identified in the Title Report and any proposed easements on the subject property and affected adjacent/abutting properties.

- Existing and proposed structures, fences, oil & gas wells, gates:**
 - The location of all existing structures, fences, tree rows, significant trees, existing or abandoned water wells, public utility lines, prominent features, and land uses within the subdivision and one hundred feet (30 meters) of the proposed subdivision.
 - The location of all producing, abandoned, or idle gas wells, oil or gas pipelines, existing or abandoned oil sumps; and the location and capacity of any abandoned or active underground storage tanks, buried fuel tanks, or farm chemical tanks;
 - The location of all active, closed, or abandoned solid waste disposal sites, including but not limited to domestic waste sites, agricultural waste or construction debris disposal sites;

- Existing natural features and proposed alteration or removal:**
 - The location of existing tree rows, significant trees within the subdivision, and 100 feet of the subdivision. Indicate any trees and delineate the dripline of any trees proposed to be removed.
 - If located within a Hillside or Visually Sensitive Area where General Plan policies, Specific Plan policies or action of the Board of Supervisors provide for ridgelines, natural land formations, stands of native vegetation, open space, and viewshed corridors, submit the following:
 - Areas subject to grading & amount of excavation, fill or export, or import material.
 - Identify all trees more than 6 inches dbh
 - Elevations, drawings, photographs showing each building area in the project setting as viewed from adjacent primary roads
 - Tentative maps shall comply with Subdivision Design Guidelines Section 26-73.1
 - For any tree or vegetation removal -submit an **Arborist Report** prepared by a licensed and certified Arborist, which includes, tree number and species, the health and condition of the trees, the justification for removal, and mitigation measures.
 - The location and direction of flow of all watercourses, including intermittent streams, natural drainage channels, man-made drainage channels, viaducts, ponds, surface impoundments, and lakes;

- Off-Site Improvements, if applicable:**
 - Evidence of a purchase agreement adequate to ensure sufficient title, including easements or licenses as appropriate, to permit the construction or installation of offsite improvements;

- Flood Hazard Areas**
 - Delineation of all flood hazard areas based on 100-year storm frequency as determined by FEMA. FEMA maps(s) are available [here](#) . For subdivisions that are within an identified flood hazard area, the base flood elevation shall be shown. The development shall conform to Section [12.2-52](#). Standards for Subdivision, Flood Damage Prevention of the Solano County Code.

- Sewage Disposal**
 - A. Septic System:**
 - The location of each existing or proposed septic tank, leach field, and reserve area, including the location of soil percolation test holes and soil profile excavations completed pursuant to site evaluation reports described in subdivision (k) of Section [26-63](#);

- Site and Soil Evaluation Report prepared by registered civil engineer, geologist, certified engineering geologist, environmental health specialist or certified soil scientist.

B. Public Sewer Connection:

- Location and size of existing and proposed public sewer line, the public sewer provider, and each connection point. If phasing is proposed, depict the phasing lines.
- Public Sewer Connection Plan prepared by a registered civil engineer licensed to practice in California.

Water Supply:

A. Domestic Water Supply:

Public Water Connections:

- Subdivisions within locations that are served by a public water agency shall connect to the public water service provider. The tentative map shall identify the proposed public water line location, size, and water meters. Location and size of existing and proposed public water line, fire hydrants, the public water provider, and each connection point. If phasing is proposed, depict the phasing lines clearly.
- Submit a Will Serve Letter from the applicable public water service provider.
- Public Water Supply Plan prepared by a registered civil engineer licensed to practice in California.

Private Well

- Subdivisions located in areas not served by public water agency and located in water yield zones “A” or “B” as designated on the USGS Water Bearing Rock Map dated 1972 on file with the Environmental Health Division may submit water quantity test results before final map recordation. Water source and well yield test data shall conform with Section 26-80 of County Code.
- Proposed well location for each lot. Proposed wells shall conform to the setback requirements of Section 26 of County Code.

B. Agricultural Irrigation supply:

- Location and size of existing and proposed irrigation type and service provider.

Fire Protection:

- Identify the appropriate Fire District jurisdiction and whether located within a State Responsibility Area (SRA). Refer to the **SRA Safety Checklist** for the requirements
- Identify existing and proposed location of Fire Hydrants where public drinking water system service is available.
- Where the public drinking water system is unavailable, identify fire suppression methods on the tentative map.

SUBDIVISION OF FIVE (5) OR MORE LOTS - In addition to the above, subdivision applications of 5 or more lots shall submit the following:

Development Table (in excel format):

- By lot number and acreage (gross and net acreage); existing and proposed zoning or general plan land use designations. If development phasing is proposed, identify the proposed phase for each lot. Submit the development table in excel format.

Phasing Lines, if applicable:

- Clearly label the proposed phase lines on the tentative map.
- Development schedule and timeline

Storm Water Management Plan

A description of the proposed method of stormwater disposal, prepared by a civil engineer registered by the State of California, including the following:

- A hydrologic and hydraulic study indicating the following conditions before and after proposed development of the subdivision: drainage areas, major watercourses, quantity and pattern of stormwater, and diversion and collection systems; and
- A narrative and graphic description indicating how the drainage requirements outlined in the Solano County Road Improvement Standards and Land Division and Subdivision Requirements will be satisfied.

GENERAL PLAN AMENDMENT and/or REZONE PETITION - General Plan amendments or rezone applications accompanying a subdivision application shall include the following:

- Exhibits - Existing and proposed General Plan Land Use Designations and or Rezone
- Justification statement for proposed amendments or rezone

POLICY PLAN OVERLAY (Section 28.68 of County Code) - Subdivision projects which propose a Policy Plan Overlay shall include the following:

- Complete Legal Description of the subject property
- Narrative description of the existing uses of the subject property and adjacent uses
- Detailed enumeration of the existing and proposed ordinance standards (word format, track changes) with a detailed explanation of the differences
- Findings of Fact demonstrating consistency with applicable General Plan policies
- Draft Policy Plan Overlay (word format) which includes a set of standards which will define the purpose, intended uses, development density, dimensional constraints, and performance standards for the subject property and, in general, shall take the following form:

Statement of purpose
Permitted uses
Accessory uses
Conditional uses
Prohibited uses

Height, Building Coverage and Setbacks
Landscaping
Parking and Loading Requirements
Additional development standards
Architectural and Sign Standards

Performance standards (e.g. hazardous materials and waste management) Site-specific policies to ensure adequate protection of the public health and safety and consistency with the surrounding uses

- A development plan at a scale no smaller than 1 inch = 100 feet shall depict use areas and proposed circulation. The development plan shall include a schematic representation of subdivision, grading, landscaping, and proposed systems of drainage, water supply, sewage disposal, and utility service.
- Representative design and improvement details shall accompany the development plan and be presented in detail to establish that development and construction will be consistent with the proposed policy plan overlay district. Minimum specific design and improvement details shall include typical building elevations, streetscape, and explanation of all relevant features required pursuant to this subdivision.
- Development schedule describing the sequence and timing of subdivision and capital improvements, along with estimated capital costs and proposed funding mechanism.

ENVIRONMENTAL REVIEW/TECHNICAL STUDY - To assist in processing your application, the following are examples of technical studies that may be required for your project, to complete the environmental review process. The assigned Project Planner will specify the required Technical Study and scope for your project. Technical studies shall be prepared by a qualified professional licensed to practice in California, as applicable. The cost of preparation of the technical studies are not included in the County environmental review fee schedule and shall be borne by the applicant.

- TRAFFIC IMPACT STUDY (TIS):** Analysis of trip generations and distribution, and traffic modeling of vehicle miles traveled generated for the project.
- GEOTECHNICAL REPORT:** A preliminary geotechnical investigation addressing the suitability of each lot for purposes of construction, prepared by a Geotechnical Engineer registered by the State of California, and based upon adequate soil borings and other appropriate test methods if the property is located within a hillside or earthquake zone.
- BIOLOGICAL RESOURCES ASSESSMENT REPORT:**
A report on the significant biological and wildlife resources on the property that contains environmental features such as seasonal streams, creeks, ponds, lakes, wetlands, and trees, and potential ground disturbance.
- ARCHEOLOGICAL & PALEONTOLOGICAL AND CULTURAL RESOURCES STUDY:**
A survey of the archeological, paleontological, and cultural resources found on the property if ground disturbance is proposed. A historical evaluation for any structure more than 45 years old.
- PHOTO SIMULATIONS** of the project if located within proximity of a Scenic Corridor as indicated on Figure RS-5 of the General Plan or visually sensitive area.
- AIR QUALITY(AQ) & GREENHOUSE GAS EMISSIONS (GHG) ANALYSIS** which includes an evaluation of potential impacts in AQ/GHG and evaluation of criteria pollutant, toxic air contaminant, and greenhouse gas emissions. The analysis shall address construction and operational impacts.
- NOISE/ACOUSTICAL IMPACT ANALYSIS** includes an evaluation of operational and construction impacts for projects located nearby sensitive receptors.
- CROSS SECTIONS & PRELIMINARY GRADING PLANS**
 - Cross-sections of all proposed improvements for roads or streets, utility lines, storm drains, and the like
 - A preliminary grading plan showing all cut and fill slopes over five (5) feet (1.5 meters) in vertical height, both on and outside the parent parcel, and contour lines.