



**DEPARTMENT OF RESOURCE MANAGEMENT**  
**SUBDIVISION (MAJOR & MINOR) APPLICATION**  
**Planning Services Division**

675 Texas Street, Suite 5500, Fairfield, CA 94533  
Phone (707) 784-6765 Fax (707) 784-4805  
www.solanocounty.com

**SUBDIVISION MAP CHECKLIST**

The Tentative Maps shall be clearly and legibly drawn on sheets 18 x 26 inches in size, using an engineer's scale in all cases (larger map sizes may be permitted where circumstances warrant it and this can be determined by a staff planner). A marginal line shall be drawn around each sheet leaving a blank margin of 1 inch. The scale shall be large enough to show all details clearly and enough sheets shall be used to accomplish this end. The particular number of sheets comprising the map shall be stated on each of the sheets, and its relation to each adjoining sheet shall be clearly shown.

Each map shall contain all pertinent information as outlined in Sect. 26-62 of the Solano County Subdivision Ordinance, including but not limited to the following information (unless waived by the Department of Resource Management):

The boundaries of the land proposed to be divided with dimensions and the net area exclusive of roads.

- Tract Number
- The boundaries of land proposed to be divided with dimensions and the net areas exclusive of roads.
- Date of preparation, revision dates, north point, scale with graphic scale.
- Sufficient legal description of the land to define the boundaries of the proposed division of land.
- A key map indicating the location of the proposed division of land in relation to the surrounding area.
- The name, address, and telephone number of the owner of record, the subdivider, the civil engineer, licensed surveyor, and/or other person who prepared the map.
- The location, dimensions, setbacks and the use of any existing structures or improvements on the land or underground, including wells, sewerage, etc.
- The location, dimensions, and setbacks of proposed building sites, leachfield areas, and sewage disposal reserve areas, identified in the Soils Profile or Percolation Tests report.
- The 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. The tentative map shall contain a statement by the person preparing the map, stating the source of contours shown on the map.
- The designation of any areas with slopes greater than twenty-five percent or any area not otherwise in conformance with Chapter 25 of the Solano County Code (sewage and sewage disposal) for establishment of a building site.

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- The approximate location of all areas subject to inundation or storm water overflow and the location, width, and direction of flow of each watercourse.
  - The approximate location of each area covered by trees with a statement of the nature of the cover and the predominant species and approximate location of all trees standing within the boundaries of proposed public right-of-way.
  - The location, width, approximate grade, and radius and arc length of each centerline curve, of all existing and proposed streets and highways within and adjacent to the proposed subdivision, and the location and width of pavement, curbs, gutters, and sidewalks, both existing and proposed, and the angle of intersecting streets or highways if such angle deviates from a right angle by more than four degrees. Each street shall be shown by its actual street name or by a temporary name or letter for purposes of identification until the proper name of such street is determined.
  - The width, purpose and approximate location of all existing and proposed easements or rights-of-way, whether public or private, within and adjacent to the proposed subdivision.
  - The lot layout and dimensions of each proposed lot and/or building site, with dimensions and net and gross area.
  - A preliminary grading plan with the location of all cut and fill slopes (see below). Engineering data shall show the approximate existing and finished grading of each lot, the elevation of proposed building pads, the top and toe of cut and fill slopes to scale, and the approximate quantities of cut, fill, and/or soils balanced on site.
  - The name, or names, of any geologist or soils engineer whose services were required in the preparation of the design of the tentative map.

**In addition, each application shall include all pertinent documents as outlined in Sect. 26-63 of the Solano County Subdivision Ordinance, including but not limited to:**

- Identify existing oil/gas development permits and leases on the property.
- The names and addresses of all operators of proposed subdivision utility systems, all proposed water and sewer purveyors, all on-site oil/gas well permits, and all on-site oil/gas pipeline operators.
- The existing use of the property including any active use permits.
- A description of the proposed method of storm water disposal, prepared by a civil engineer registered by the State of California, including a hydrologic and hydraulic study containing all information as required by Sect. 26-63(j) of the Solano County Subdivision Ordinance (contact Public Works Division for more information).
- A complete description of the proposed method of sewage disposal for each proposed lot, as required by Sect. 26-63(k) of the Solano County Subdivision Ordinance (contact Environmental Health Services Division for more information).
- A description of the proposed method and plan for providing a permanent domestic water supply to each proposed lot, as required by Sect. 26-63(l) of the Solano County Subdivision Ordinance (contact Environmental Health Services Division for more information).
- 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, as required by Sect. 26-63(n) of the Solano County Subdivision Ordinance, provided that the preliminary geotechnical investigation may be waived if the Public Works

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Division, the Building and Safety Division, and the Environmental Health Services Division find, on the basis of their knowledge of the soils in the subdivision, that the report is unnecessary.

- If the Public Works Division, Building and Safety Division, or the Environmental Health Services Division, has knowledge of, or if the preliminary geotechnical investigation indicates the presence of, critically expansive soils or other soils problems which, if not corrected, could lead to structural defects or hazardous conditions, a geotechnical investigation report for each proposed lot where such problems exist, shall be prepared by a Geotechnical Engineer registered with the State of California, as required by Sect. 26-63(o) of the Solano County Subdivision Ordinance.
- If the subdivision includes a hillside area, including type A or B lands identified in the Health and Safety Element of the General Plan, or any other geologically hazardous area, an engineering geology evaluation report, prepared by a Registered Geologist, in accordance with any applicable notes and recommended guidelines promulgated by the California Division of Mines and Geology, as required by Sect. 26-63(p) of the Solano County Subdivision Ordinance, provided that the engineering geology evaluation report may be waived if the Planning Services Division, Public Works Division, and the Building and Safety Division find, on the basis of their knowledge of the geologic characteristics of the subdivision, that the report is unnecessary.
- A report on the significant biological and wildlife resources found on the property, unless waived by the Planning Services Division.
- A survey of the archeological and paleontological resources found on the property, unless waived by the Planning Services Division.
- A status report, approved by the State Division of Oil and Gas, on any shut-in or abandoned oil/gas wells, and other wells associated with oil and gas development, located on the parent parcel, including a map from the Division of Oil and Gas with the project site outlined in red.
- 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 feet (1.5 meters) in vertical height, both on and outside the parent parcel, and showing contour lines as prescribed by subsection (e) of Section 26-62.
- If the proposed subdivision involves the conversion of a mobile home park to another use, a report on the impact of the conversion on displaced residents of the mobilehome park meeting the requirements of Section 66427.4 of the Subdivision Map Act.
- The flood elevation data used to delineate on the tentative map any flood hazard area based on 100-year storm frequency.
- Any other relevant document deemed necessary by the Planning Services Division to make a determination of application completeness.