



**CITY OF DUBLIN**  
Community Development Department

**TENTATIVE MAP (TMAP)**  
**PLANNING APPLICATION SUBMITTAL REQUIREMENTS**

All applicants should consult with a City Planner to determine which of these submittal requirements will be applicable for the specific project you are submitting, as some of the requirements may not be necessary.

- Planning Application Form** including the address and signatures of Applicant(s) and Property Owner(s).
- Environmental Information Form** (Initial Study) including signatures of Applicant(s) and Property Owner(s).
- Processing Fee Agreement Form**
- Consent Form for Architectural Drawings** for any applications that include the submittal of architectural drawings by a design professional or the owner of the copyright.
- Written Statement** describe the project in detail, and give reasons why the application should be approved. Provide factual information supporting the following findings:
  1. How will the proposed subdivision benefit the City of Dublin?
  2. Describe how the proposed subdivision will be compatible with surrounding land uses, enhance the development of the general area, and create an attractive and safe environment.
  3. How will the proposed subdivision be consistent with all elements of the General Plan and any applicable Specific Plans of the City of Dublin?
  4. Is the site physically suitable for the type and intensity of development being proposed?
  5. Is the design of the subdivision or proposed improvements likely to cause substantial environmental damage or substantially injure fish or wildlife or their habitat?
  6. Will the design of the subdivision or type of improvements adversely effect the health or safety of persons residing or working in the vicinity, or be detrimental to the public health, safety and welfare?
  7. Will the design of the subdivision or type of improvements conflict with easements, acquired by the public at large, for access through or use, of property within the proposed subdivision?
  8. Is the site where the subdivision is proposed located on a hazardous waste and substances site (pursuant to Government Code Section 2.65962.5)?
- Preliminary Title Report/Property Profile** to document ownership, prepared within three months of application submittal.
- Stormwater Requirements Checklist** and incorporate applicable measures into project plans. Please contact the Public Works Department with questions regarding these requirements. The checklist is available to download from the City's website at:<http://dublin.ca.gov/1656/Stormwater-Development-Submittal-Require>
- Waste Enclosure Requirements Checklist** and incorporate the required information into the project plans (Note that this requirement does not apply to single-family residential subdivisions or multi-family residential subdivisions that do not have shared waste enclosures). Please contact the Public Works Department with questions regarding these requirements. The checklist is available to download from the City's website at:<http://dublin.ca.gov/1932>
- Public Notice Materials**
  1. Reproduced copy of Alameda County Assessor's Parcel map showing the Project parcel(s) outlined in **RED** and a 300-foot radius in **BLUE** drawn from the perimeter of the parcel(s).
  2. An Excel spreadsheet showing all property owners and occupants within 300 feet of the project parcel. The spreadsheet should show the Assessor's Parcel Number, owners' name, situs address, and mailing address.
  3. Applicant is responsible for paying the cost of postage. Cost of postage is calculated: Number of postcards x Current Postage Rate.

**Tentative Map** drawn to 1" = 40' scale, fully dimensioned, prepared by a registered civil engineer or licensed land surveyor. Plans should not be larger than 30" x 42". All lettering must be 1/8" minimum in height. The tentative map must contain:

1. Title - A title containing the subdivision number, name and type of project.
2. Names - The name and address of the legal owner, subdivider, and person preparing the map (including registration or license number).
3. Legal Description - A legal description (including Assessor's Parcel Number) to define the boundary of the subdivision.
4. Date, North Arrow and Scale.
5. Land Use - The existing and proposed land uses, by type and floor area and/or acreage, and the present zoning and proposed zoning changes.
6. Vicinity Map - A vicinity map showing roads, adjoining subdivisions, showing Assessor's Parcel Numbers of adjacent properties.
7. Adjacent Developments - The name and number of adjacent subdivisions, showing Assessor Parcel Numbers (APNs) of adjacent properties.
8. Existing Topography and Improvements - Existing topography and improvements on the site and at least 100 feet beyond its boundary, including:
  - a. Existing contours at two-foot intervals if the existing slope is less than 10% and at not less than 5' intervals for existing ground slopes equal to or greater than 10%. Contour intervals should not be spread more than 150 feet apart. Existing contours should be represented by dashed lines.
  - b. Species (common name), size, condition, location, and dripline of existing trees over 12 inches in circumference, 24 inches above grade. Any trees to be removed shall be so indicated.
  - c. The approximate location and outline of existing structures identified by type. Buildings to be removed shall be so marked.
  - d. The approximate location of all areas subject to inundation or storm water overflow and the location, width and direction of flow of each water course.
  - e. The location of pavement and right-of-way and the name of existing streets and highways.
  - f. The widths, locations, and type of all existing easements.
  - g. The location and size of existing sanitary sewers, water mains, and storm drains.
  - h. The approximate location of the 55, 60, 65 and 70 CNEL (Community Noise Equivalent Level) contours, if any.
  - i. Location and description of significant features such as rock outcroppings, wells and any utility structures and whether or not they are to be retained.
9. Proposed Improvements including:
  - a. The location, grade, centerline radius, and arc length of curves and tangents, right-of-way widths to scale, and preliminary names of all streets. Typical sections of all streets, alleys, and pedestrian ways must be shown.
  - b. The location and radius of all curb returns and cul-de-sacs.
  - c. The angle of intersection streets if such angle deviates from a right angle by more than four degrees.
  - d. The approximate lot layout and the approximate dimensions of each lot and of each building site. Engineering data must show the approximate finished grading of each lot, the preliminary design of all grading, the elevation of proposed building pads, the top and toe of cut and fill slopes to scale, and the number of each lot. Buildable lots are to be numbered consecutively, beginning with number "1".
  - e. Proposed contours at two-foot intervals must be shown if the existing ground slope is less than 10%.
  - f. Proposed recreation sites, trails, and parks for private and public use.
  - g. Proposed common areas and areas to be dedicated to public open space.
  - h. The location and size of sanitary sewers, water mains, and storm drains. Proposed slopes and approximate elevations of sanitary sewers and storm drains must be indicated.
  - i. Storm water treatment facilities and trash capture facilities. Details regarding information to include in the storm water management plan are available from Public Works on the City's website: <http://dublin.ca.gov/1656/Development-Permits--Stormwater-Require>
  - j. Waste enclosure details, as applicable, in accordance with the Waster Enclosure Requirements Checklist and Waste Handling Standards provided by Public Works (see checklist information above and found at <http://dublin.ca.gov/1932>).
  - k. Location, size and species of proposed and existing street trees.
  - l. Location, height and type of street lighting.
10. Names - The name(s) of the geologist or soils engineers whose services were used in the preparation of the tentative map.
11. Source - The source and date of existing contour mapping.
12. Phases - If it is planned to develop the site as shown on the tentative map in phases, the proposed phases and their sequence should be described and shown in graphic form on the map.

**Accompanying Data and Reports** - The tentative map must be accompanied with the following data or reports:

1. Grading Plan - A preliminary grading plan prepared by a registered civil engineer (folded, 9" x 11" maximum) 1" = 40' scale
2. Soils Report - If the preliminary soils report indicates the presence of critically expansive soils or other soils problems which, if not corrected, would lead to structural defects, the investigation of each lot within the subdivision. Additional soils or geological data may be required due to the scale of the proposed grading or the presence of potentially hazardous or environmentally sensitive conditions.
3. Erosion Control Plan - A conceptual plan for soil and erosion and sediment control (folded, 9" x 11" maximum).
4. Preliminary Stormwater Management Plan, including water-quality and detention measures in conformance with the latest Municipal Stormwater Permit issued to the City by the Regional Water Quality Control Board (folded, 9" x 11" maximum).
5. Confirmation of Sewer and Water Service – A “will serve” letter form the agency proposed to provide sewer and water service to the proposed subdivision indicating and committing that sewer and water service connections and service can be provided to the proposed subdivision.
6. Other Reports - Any other data or reports deemed necessary by the Planning Division.

- Site Color Photographs/Slides** showing views of and from site, including neighboring development.
- Aerial Photo** legibly showing a direct overhead view of the proposed subdivision and 300 feet beyond its boundary showing sufficient topographic data to indicate clearly the character of the terrain; the type, location, and condition of mature trees, and other natural vegetation; and the location of existing development. The aerial photo shall not be more than one year old.
- Traffic Data** Specific to the site or proposed project: traffic generation rates, peak hour counts, trip distribution and similar information. (Applicant must check with Public Works Department for additional information.)
- Special Information** or information in such form and number as may be required by the Planning Division.

**For assistance or questions regarding submittal requirements, please contact: Planning Division Staff at (925) 833-6610 or [planningpermits@dublin.ca.gov](mailto:planningpermits@dublin.ca.gov).**