



CITY OF MENIFEE

COMMUNITY DEVELOPMENT DEPARTMENT

PLANNING DIVISION

Map Exhibit Requirements

The following table lists the minimum information required on the tentative map exhibit. IF ANY REQUIRED INFORMATION IS NOT APPLICABLE TO A SPECIFIC PROJECT, AN EXPLANATORY NOTE MUST BE PLACED ON THE EXHIBIT NEXT TO THE AMENDMENT BLOCK, EXPLAINING WHY THE INFORMATION IS NOT NECESSARY. All map exhibits must be clearly drawn and legible. NOTE: Additional information **may** be required during review of the subdivision, including information not specifically required by this checklist.

PM	TR	PRD	PCD	PM = Parcel Map TR = Tract Map PRD = Planned Residential Development PCD = Planned Community Development
X	X	X	X	1. Name, address, and telephone number of applicant.
X	X	X	X	2. Name, address, and telephone number of landowner.
X	X	X	X	3. Name, address, and telephone number of exhibit preparer.
X	X	X	X	4. Assessor's Parcel Number(s) and, if applicable, address of the property.
X	X	X	X	5. Scale (number of feet per inch) use Engineer's Scale for all maps and exhibits. Architect's scale is only acceptable for the floor plans, elevations, and landscaping plans.
X	X	X	X	6. North arrow.
X	X	X	X	7. Date tentative map or exhibit prepared.
X	X	X	X	8. Map Number.
X	X	X	X	9. Title of Map (i.e. Map No., "Vesting Tentative Map", etc.).
X	X	X	X	10. Proposed improvement schedule (i.e. Schedule "A", "B", "C", etc.).
X	X	X	X	11. Map book and page numbers of adjoining recorded land divisions.
X	X	X	X	12. Complete legal description of property.
X	X	X	X	13. Overall dimensions and approximate total net and gross acreage of property.
X	X	X	X	14. Vicinity map, showing site relationship to major highways and cities and two access roads (Proposed and existing paved roads will be indicated by heavy dark lines or noted as paved).
X	X	X	X	15. Exhibit Revision Block.
X	X	X	X	16. Thomas Brothers map page and coordinates (Indicate edition year used.).
X	X	X	X	17. Land division boundary line.
X	X	X	X	18. Proposed lot lines and dimensions of each parcel.
X	X	X	X	19. Net lot size, for each lot.
X	X	X	X	20. Gross lot size, for each lot 2 acre and larger in size.
X	X	X	X	21. Location of adjoining property and lot lines.
X	X	X	X	22. A statement indicating that the tentative map includes the entire contiguous ownership of the land divider or only a portion thereof.
X	X	X	X	23. Existing and proposed zoning and land use of property.
X	X	X	X	24. Existing use and zoning of property immediately surrounding subject property.
X	X	X	X	25. If project is within a Specific Plan, indicate the Specific Plan Planning Area number and the land use designation of subject property and all surrounding property.
X	X	X	X	26. Names of utility purveyors and school district(s), including providers of water, sewer, gas, electricity, telephone, and cable television.
X	X	X	X	27. Location, widths, and improvements of existing and proposed public utility easements,

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				transmission lines, power and telephone poles, and underground utilities on or abutting the property.
X	X	X	X	28. Names, locations, right-of-way widths, and improvements of adjacent existing and proposed streets and the approximate grades of proposed and existing streets and approximate street centerline radii of curbs. If private streets are proposed, they shall be so noted on the tentative map.
				29. Proposed names of streets without current names.
X	X	X	X	30. List and accurately show all easements of record (by map or instrument number).
X	X	X	X	31. Streets, alleys, and rights-of-way providing legal access to the property.
X	X	X	X	32. Indicate whether or not property is within a County Service Area or Community Facilities District, identify the district or area.
X	X	X	X	33. Typical street improvement cross-section (not required on schedule "H" or "I" parcel maps).
X	X	X	X	34. Label and describe any land or rights-of-way to be dedicated to public or other uses.
X	X	X	X	35. Any known existing wells on the property or within 200 feet of the property boundary.
X	X	X	X	36. Existing topography of the property, with the source(s) of the contour lines identified. The contour lines shall extend 300 feet beyond the exterior boundaries of the subject property when adjacent property is unimproved or vacant. When adjacent property is improved or not vacant, contour lines shall extend beyond the exterior boundaries of the subject property a distance sufficient to determine compatibility with adjacent property. Maximum contour interval should be five feet. Flood Control District and Transportation Department base maps are acceptable sources of information. Topography from U.S.G.S. maps may be used only when more detailed information is not available. Additional topography map be required if deemed necessary.
	X	X		37. Preliminary grading including all cut/fill slopes to scale with slope ratios and slope setbacks from structures and property lines, the elevations of all individual building pads, the elevations at the perimeter of the subdivision, conceptual drainage facilities (including the location of terraces, terrace drains, brow ditches, V-ditches, and lot to lot drainage facilities), existing topography and the relationship to adjoining land and development, and any existing grading.
X				38. Preliminary grading as described above in item "37" for all existing and proposed road, and for all proposed pad and driveway locations within "contained" areas (See detailed description of "Constrained Area" on Page 3).
				39. Detailed grading plan to include all information required above in item "37" for preliminary grading plus a typical lot drainage design with a building envelope.
X	X	X	X	40. Spot elevations (See detailed description of "Spot Elevations" on Page Error! Bookmark not defined.).
X	X	X	X	41. When subsurface septic sewage disposal is intended, include the information described on Page 4 under, "Site Grading, Subsurface Disposal."
X	X	X	X	42. Note whether or not land is subject to liquefaction, or other geologic hazards, or is within a Special Studies Zone.
X	X	X	X	43. Note whether or not land is subject to overflow, inundation, or flood hazards.
X	X	X	X	44. FEMA mapped floodplains and floodways including zone designations.
X	X	X	X	45. Drainage plan. (See description of "Drainage Plan on Page 4).
X	X	X	X	46. Centerline curve radii and typical selections of all open channels.
		X	X	47. Table indicating area and density calculations with percentage breakdowns, including total area involved, total building area divided by uses, if applicable, total parking/paved area, total landscaped area, total recreation and/or open space area. Identify proposed parking spaces.
X	X	X	X	48. Numbered mobile home or recreational vehicle spaces, dwelling units, or lots, and the total number of each type of space, unit, or lot.

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X	X	X	X	49. Labeled common areas, open space, and recreational areas with location, dimensions, acreage, and known proposed uses, and name of proposed owner(s) or entity(ies) who will maintain these areas.
	X	X	X	50. Location, dimensions, setbacks, and nature of any proposed and all existing fences, gates, walls, free-standing signs, driveways, turnouts and/or turnarounds, curbs, drainage structures, and above and below ground structures, including specific subsurface disposal systems.
		X		51. Location, dimensions, arrangement, and numbering of parking spaces for existing and/or proposed parking, loading and unloading facilities, identifying handicapped and compact parking spaces.
X	X	X		52. Location and dimensions of existing and proposed ingress and egress, and methods of vehicular circulation.
				53. Lighting system, both street and outdoor.
X	X	X		54. Location and dimensions of existing dwellings, buildings or other structures, labeled as existing and indicating whether they are to remain or be removed.
X	X	X		55. Location, dimensions, and height of proposed dwellings, buildings or other structures, labeled as proposed.
X	X	X		56. Setback dimensions of existing structures and paved areas.
X	X	X		57. Setback dimensions of proposed structures and paved areas.
		X		58. Label landscaped areas with dimensions and spacing of proposed planters.
		X		59. Location and amount of flammable/combustible liquids and waste of both above and belowground.
		X		60. Dimensioned elevations, including details of proposed materials for elevations, and type of construction and occupancy classification per the current Adopted Uniform Building Code and floor plans for each building (Attach to Site Plan.)
		X		61. Square footage of each dwelling unit and every floor and the total for each building shown.
		X		62. Irrigation and landscaping plans, including size, plant species and spacing proposed, including planters, and irrigation systems (Attach to Site Plan, or note that said plans will be deferred to a later time.)
		X		63. Design Manual (optional) (See detailed description of "Design Manual" on page 5).
	X			64. If R-2 Zone (Article VII, Sec. 7.1a (9)), Restricted Single-Family Residential Subdivision: building footprints, floor plan assignments, proposed setbacks, pad elevations, street grades, and all cut and fill slopes in excess of one foot in vertical height.
X	X	X	X	65. To show compliance with the City's Water Quality Management Plan, water quality features or a note describing the site's water quality features shall be shown.

SPOT ELEVATIONS

Spot elevations (proposed finished elevations) sufficient to demonstrate that streets, driveways, parking lots, and drainage grades meet minimum requirements. Spot elevations may be necessary at street intersections, ends, and cul-de-sacs; beginning and end of all driveways, parking lot outer limits, entrance and end points, and at all grade breaks.

CONSTRAINED AREA

Constrained areas include, but are not limited to, the following resources and hazards: Slopes in excess of 25%, biologically sensitive areas, archaeologically sensitive areas, flood hazard areas, ridgelines, hilltops, and geologically hazardous areas. Within constrained areas, proposed pad locations and driveways must be shown.

SITE GRADING, SUBSURFACE DISPOSAL REQUIREMENTS

When subsurface disposal is proposed, include and identify the primary sewage disposal system and its 100% expansion area, proposed cuts and/or fills in the areas of the sewage disposal systems, the elevation of the individual building pads such that there will be gravity feed to the sewage disposal system, and statement signed and with seal, as to the appropriateness of the grading plan with regard to the soils percolation engineer's report. Said statement may be attached to the grading plan or placed upon a blue line copy of the grading plan.

DRAINAGE PLAN

Tentative Maps/Primary Exhibits shall include a conceptual drainage plan showing how all on-site and off-site stormwater will be conveyed through the property. The exhibit shall clearly label points of concentration where flows enter or exit the site and indicate the amount of runoff (cubic feet per second - CFS) and the tributary drainage area (acres) at these points. The drainage plan shall acknowledge offsite construction required to collect flows and to discharge them to an adequate outlet. The exhibit shall also clearly label all watercourses, channels, culverts, brow ditches, or other flood control facilities passing through the site and indicate whether they are proposed or existing. Additionally, all facilities shall be labeled with name, owner, maintenance entity, capacity, grades, and dimensions. All easements or rights of way shall be shown and their widths indicated. Where calculated flow rates or hydraulic capacities are supplied or where flood control facilities are proposed, the exhibit shall be signed and sealed by a registered civil engineer.

In cases where it is not feasible to show the required detail on the exhibit or where offsite improvements or analysis are required, the applicant may submit two (2) copies of a drainage report as a supplement to the exhibit.

WATER QUALITY MANAGEMENT PLAN (WQMP)

The Santa Ana Region and San Diego Region Regional Water Quality Control Boards have adopted Board Orders R8-2002-0011 and R9-2004-001, respectively, in compliance with the federal National Pollutant Discharge Elimination System (NPDES) Municipal Separate Storm Sewer System (MS4) Clean Water Act requirements. These Board Orders regulate the discharge of pollutants from the City's MS4, and require the City to implement measures to mitigate the water quality impacts of new developments within its jurisdiction. In compliance with these Board Orders, and beginning January 1, 2005, projects submitted within the western region of the City of Menifee for discretionary approval will be required to comply with the Water Quality Management Plan for Urban Runoff (WQMP). The WQMP addresses post-development water quality impacts from new development and redevelopment projects. The WQMP requirements will vary depending on the project's geographic location (Santa Margarita watershed). The WQMP provides detailed guidelines and templates to assist the developer in completing the necessary studies. These documents are available on-line at: <http://www.floodcontrol.co.riverside.ca.us/waterqualitynpdes.asp>

To comply with the WQMP, a developer must submit a "Project Specific" WQMP. This report is intended to, a) identify potential post-project pollutants and hydrologic impacts associated with the development; b) identify proposed mitigation measures (Best Management Practices - BMPs) for identified impacts including site design, source control and treatment control post-

development BMPs; and c) identify sustainable funding and maintenance mechanisms for the aforementioned BMPs. A template for this report is included as an appendix to the WQMP.

Projects requiring Project Specific WQMPs will also need to include a PRELIMINARY Project Specific WQMP along with the subdivision application package. The format of the PRELIMINARY report would mimic the format/template of the final report but would be at a much lesser level of detail. For example, points a, b & c above would be covered, rough calculations supporting sizing would be included, and footprint/locations for the BMPs would be identified on the tentative map. Detailed drawings will not be required.

FLOOR PLANS AND ELEVATIONS

All floor plans and elevation exhibits shall include the information listed as indicated for items 1 through 7 of the Primary Exhibit Requirements (page 1) folded no larger than 8½" x 14". In addition, architectural elevations shall include scaled drawings of all sides of all buildings with dimensions indicating proposed height, and any wall signs, air conditioning equipment, solar equipment or other equipment mounted on exterior walls or roof. Conceptual sign program will be presented on the building architectural elevations or as a separate exhibit. No landscaping, figures, or other presentation decorations shall be illustrated on the building elevations.

DESIGN MANUAL

As an alternative to showing footprints, elevations, and floor plans, eight (8) copies of a Design Manual may be prepared and submitted as part of the Vesting Map or Planned Residential/Commercial Development application package. If this alternative is utilized, the applicant shall be required to identify on the tentative map, or as an exhibit to the tentative map, the building envelope for each lot. The building envelope is the buildable portion of the lot excluding all side, front and rear yard requirements and any special easements, uses, or topographic constraints. The applicant must insure that there is adequate area outside of the setback requirements for each housing model to be built on each lot, or identify model types that cannot be built on specific lots. This includes fireplaces, with the exception of the one-foot that is allowed to encroach into the setback. The applicant must identify in the design manual whether or not fireplaces will extend one foot into the setback.

Design Manuals shall contain the following minimum information: Development Standards (ranges of minimum and maximum lot sizes, setbacks, height, frontage, depth, width, encroachments, lot coverage, parking, landscaping, size of dwelling units, location of two story structures, etc.), Design Guidelines (lotting concepts, grading criteria, siting criteria, fencing/walls, architectural features such as theme, form, mass, height, shade/shadow, building relief, materials, roof form and material, spaces, and accessory structures), Landscaping (coverage, plant selection, planting guidelines, special treatments), Lighting, and other information as required.

Projects with design manuals will receive a condition of approval, requiring plot plan approval prior to the issuance of a building permit, filed pursuant to Section 18.30 of Ordinance No. 348, finalizing footprint location and model type on each lot.

ALTERNATIVE ACCESS

When alternative access is required and the alternative access is off-site, or when any other public improvement is required or proposed off-site, the land divider shall do each of the following as part of the tentative map review.

1. Provide any studies or information required to adequately evaluate the environmental impacts of constructing the off-site, improvement/alignment; and,
2. Show all proposed centerline, approximate gradients and radii on the tentative map in addition to other factors such as street widths, pavement surface, etc. for the off-site improvement/alignment; and,
3. Provide mailing labels showing the addresses of property owners that are adjacent to the off-site improvement/alignment for hearing notification purposes and,
4. Provide written assurance(s) from the owner(s) of the property underlying the off-site improvement/alignments that sufficient right-of-way to construct will be provided. A formal agreement or offer of dedication is not necessary to satisfy this requirement, but the owner's willingness to cooperate must be communicated as to a form acceptable to the Transportation Department; and, in the event that the land divider does not satisfy one or more of the requirements set forth in subsections J.1., J.2., or J.3. of City of Menifee Ordinance No. 460, and no exception is granted, the tentative map shall be redesigned such that the off-site improvement/alignment is no longer required. If the land divider refuses or is unable to redesign project review staff shall recommend to the appropriate Advisory Agency or Appeal Board that the tentative map be denied. In the event that the land divider does not satisfy the requirement set forth in subsection J.4. of Ordinance No.460, project review staff shall note in its report the potential need to institute eminent domain proceedings and the appropriate Advisory Agency or Appeal Board may, in its discretion, act on the tentative map as designed or require that the map be redesigned to eliminate the off-site improvement/alignment.