



**Town of Tiburon**

1505 Tiburon Boulevard  
Tiburon, California 94920

(415) 435-7373 | [www.townoftiburon.org](http://www.townoftiburon.org)

**TENTATIVE MAP APPLICATION**

Complete the following and provide the specific information requested below:

1. Application proposes \_\_\_\_lots or \_\_\_\_units and constitutes a (check one):  
\_\_\_\_Major Subdivision (5+ lots/units) OR \_\_\_\_Minor Subdivision (4 or less lots/units)
2. This application is for (check one):\_\_\_\_Tentative Map OR\_\_\_\_Vesting Tentative Map
3. Total site area: in square feet:\_\_\_\_\_ in acres: \_\_\_\_\_
4. Existing use of site:\_\_\_\_\_
5. Proposed use of site:\_\_\_\_\_
6. Provide a separate table detailing each proposed lot by number in terms of the following:  
lot area, lot depth, lot width at street frontage, average lot width, average slope of lot.
7. Describe proposed provisions for the following:

Water Service: \_\_\_\_\_

Fire Protection: \_\_\_\_\_

Storm Drainage: \_\_\_\_\_

Sewage Disposal: \_\_\_\_\_

Other Utilities: \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_

The following additional materials shall accompany the application:

1. A completed Town of Tiburon Land Development Application form and this Tentative Map Application form.
2. Filing fees as shown on the latest Town of Tiburon Fee Schedules.
3. A completed Environmental Data Submission package (unless waived by the Planning Division or the CEQA process for the project has already been completed).
4. A completed Town of Tiburon Cost Recovery Agreement (short form).
5. All items listed in Chapter 14, Sections 14-2.202 through 14-2.204, inclusive (see attached), of the Tiburon Municipal Code.
6. A preliminary grading plan depicting existing and proposed contours, areas of cut and fill or balancing, with estimates as to the amounts of material to be cut, filled, imported, or exported from the site in cubic yards. Said plan shall depict all structures and significant physical features with one hundred (100) feet of the project boundaries. A narrative explaining how the grading plan is consistent with the retention of the natural terrain and will not create new slopes in excess of 30% shall accompany the grading plan.
7. At least two (2) cross-section drawings showing existing and proposed profiles.
8. A detailed written description of the proposal (project description).
9. Additional maps or drawings may be required to satisfy requirements of the Town Engineer or Director of Community Development.
10. Recent photographs of the site from multiple vantage points.
11. A "Resource Conservation Map" at the same scale as the Tentative Map sheets, showing the location of all of the following features if found on the site and describing how they will be preserved:
  - a. Flood plains or areas where flooding or ponding occurs.
  - b. Rare or endangered plant or animal species (survey may be required).
  - c. Rare or endangered animal habitat areas (survey may be required).
  - d. Areas of riparian vegetation.
  - e. Archaeological or paleontological resource areas (survey may be required).
  - f. Rock outcroppings.
  - g. Existing trails.
  - h. All significant vegetation on the site, including all trees with trunks of at least twelve (12) inch circumference measured two (2) feet above ground level.
  - i. Knolls, ridges, or other promontories where long-range views are possible.
  - j. Other noteworthy or unusual site characteristics.
12. Other information as may reasonably be required by the Town to establish conformance with Town policies and regulations.

## **VESTING TENTATIVE MAPS: ADDITIONAL SUBMITTAL REQUIREMENTS**

a. In addition to the submittal requirements set forth in Sections 14-2.202 through 14-2.204 inclusive, a vesting tentative map shall be accompanied by the following plans and calculations when deemed necessary by the Director of Community Development:

(1) Structural plans for any buildings or structures proposed to be constructed on the subdivided property in compliance with the building regulations in Chapter 13.

(2) Energy calculations for any buildings proposed to be constructed on the subdivided property in compliance with the building regulations in Chapter 13.

b. At the time a vesting tentative map is filed, it shall have printed conspicuously on its face the words "Vesting Tentative Map."

c. A subdivider shall obtain all discretionary approvals that will be required under this title in conjunction with the approval or conditional approval of the vesting tentative map in order to construct the development including, but not limited to, general plan amendments, rezoning or zoning text amendments, conditional use permits, variances, and site plan and architectural review approvals. An application for a vesting tentative map shall be determined to be incomplete if other required discretionary permit applications have not been submitted at the same time. Contact the Director of Community Development for a preliminary listing of other discretionary permit applications would be required to file an application for vesting tentative map.

**PROJECT TECHNICAL CONSULTANT LIST**

**CIVIL ENGINEER:**

Name: \_\_\_\_\_

Address: \_\_\_\_\_

\_\_\_\_\_

Phone: \_\_\_\_\_ Email: \_\_\_\_\_

**GEOTECHNICAL/SOILS ENGINEER(S):**

Name: \_\_\_\_\_

Address: \_\_\_\_\_

\_\_\_\_\_

Phone: \_\_\_\_\_ Email: \_\_\_\_\_

**SURVEYOR:**

Name: \_\_\_\_\_

Address: \_\_\_\_\_

\_\_\_\_\_

Phone: \_\_\_\_\_ Email: \_\_\_\_\_

## Excerpted from Tiburon Municipal Code, Title IV, Chapter 14 (Subdivision of Land)

### 14-2.202 Tentative Maps: Filing.

Ten (10) paper sets of a tentative map, prepared as described in Section 14-2.203, and ten (10) reduced size (11" by 17") paper sets, shall be filed with the Director of Community Development, accompanied by an application form provided by the Director, data and reports as set forth in Section 14-2.204, filing fees as set forth in the applicable Fee Schedule(s) of the Town of Tiburon, and all items listed on the Town's *Tentative Map Application*, or any successor thereto, which is available on the Town of Tiburon's official website. If the subdivision lies partially within two (2) or more municipalities, the tentative map shall be filed with each municipality and acted upon by each.

### 14-2.203 Tentative Maps: Form and Contents.

(a) General. A tentative map shall be based upon a field survey made in conformity with the Land Surveyors Act, shall be prepared by or under the direction of a land surveyor registered in the State of California or a civil engineer registered in the State of California who is authorized to perform land surveying, shall be legibly drawn, shall include a description of the real property being subdivided and the names, addresses, telephone numbers, and email addresses of the persons preparing and filing the map, and shall conform to the requirements of this section and the Subdivision Map Act.

(b) Map Sheets. The size of each sheet shall be twenty-two inches (22") by thirty-four inches (34"). A marginal line shall be drawn completely around each sheet, leaving an entirely blank margin of one inch (1"). The scale of the map shall be large enough to show all details clearly and enough sheets shall be used to accomplish this. The number of each sheet and the total 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. The subdivision number shall be shown on each sheet. One (1) or more reduced sets of the map sheets may also be required to be submitted, as specified by the Director of Community Development.

(c) Scale, North Arrow, Basis of Bearings, and Elevation Datum. Each sheet shall include a scale, north arrow, and basis of bearings based on previously recorded final maps, parcel maps, or records of survey in the vicinity of the site. The basis of bearings shall be approved by the Town Engineer. Elevation datum shall be NAVO 1988 unless specifically authorized in writing by the Town Engineer.

(d) Boundaries and Monuments. The exterior boundaries of the land included within the subdivision shall be clearly indicated by distinctive symbols. The map shall show the definite location of the subdivision, and its relation to surrounding surveys. Town boundaries that cross or join the subdivision shall be clearly designated. The location of all existing and proposed monuments shall be shown based on the required survey. The map shall include a sufficient legal description, including all bearings, tract and lot identification, and distances, of the land as to define the boundaries of the area to be divided, including and describing all monuments found or set. The engineer or surveyor shall set sufficient durable monuments to conform to the standards described in California Business and Professions Code Section 8771 so that another engineer or surveyor may readily retrace the survey.

(e) Linear, Angular and Radial Data. Sufficient linear, angular and radial data shall be shown to determine the bearings and lengths of monument lines, street centerlines, the boundary lines of the subdivision, the boundary lines on every lot and parcel which is a part of the subdivision, and

ties to existing monuments used to establish the boundary. Bearing and distance of all straight lines, and arc length, radius, total central angle and radial bearings of all curves shall be shown. Ditto marks shall not be used in the dimensions and data shown on the map.

(f) **Parcels.** The location of each parcel shall be shown, including the exact layout, bearings, dimensions and area of each parcel. New lot lines shall be shown as solid lines, and original lot lines shall be dashed lines. Each parcel shall be numbered or otherwise designated. Each parcel must be shown completely on one (1) sheet; if more than one (1) sheet is required to show a parcel, the first sheet shall contain a small- scale, un-dimensioned map of the entire parcel. The location of any remainder of the original parcel shall be shown, but if such remainder has a gross area of five (5) acres or more, then it need not be shown as a matter of survey, but only by reference to the existing record boundaries of such remainder. Minimum lot size and width shall be in conformance with the requirements of Chapter 16 of the Municipal Code, and as set forth in Section 14-6.609(c).

(g) **Streets.** The locations, names, and widths of all existing adjacent highways, streets, and ways and the width of all proposed highways, streets, and ways within the subdivision shall be shown. Each proposed highway, street, and way shall be named or otherwise designated, and a cross-sectional drawing of each shall be provided on the map.

(h) **Easements.** The widths and locations of all existing and proposed easements for drainage, sewers, and public utilities shall be shown. Easements for roads or streets, paths, stormwater drainage, sanitary sewers, or other public use as may be required, shall be dedicated to the public for acceptance by the Town or other public agency, and the use shall be specified on the map.

(1) All easements of record shall be shown on the map, together with the name of the grantee and sufficient recording data to identify the conveyance, such as the County Recorder's serial number and date, or book and page of official records.

(2) Easements not disclosed by the records in the office of the County Recorder and found by the surveyor or engineer to be existing shall be specifically designated on the map, identifying the apparent dominant tenements for which the easement was created.

(3) The sidelines of all easements of record shall be shown by dashed lines on the final map with the widths, lengths and bearings of record.

(4) The width and location of all proposed easements shall be approved by the Town Engineer.

(i) **Existing Drainage Courses.** All existing drainage courses, creeks and waterways shall be identified and shown.

(j) **Existing Buildings and Improvements.** The location of existing buildings and improvements and their relationship to the existing and proposed lot lines shall be shown.

(k) **Adjoining Properties.** All adjoining property shall be identified by subdivision number, or name when not identified by official number, and by reference to the book and page number of the filed map showing such subdivision. If no such subdivision is adjacent, the adjoining property shall be identified by the name of the owner and by reference to the recorded deed by book and page number for the last recorded owner of such adjacent property.

(l) **Owners' Consent.** The tentative map shall indicate the names, addresses, telephone numbers

and email addresses of all parties having any record title interest in the real property to be subdivided, and shall include a certificate, signed and acknowledged by all such parties, consenting to the preparation and recordation of the final map, except as provided in Section 66436 of the Subdivision Map Act.

**14-2.204 Tentative Maps: Accompanying Data and Reports.**

The tentative map shall be accompanied by the following data and reports as may be required by the Director of Community Development or Town Engineer.

(a) Title Report. A preliminary title report, showing the legal owners at the time of filing the tentative map, along with two (2) copies of all deeds, easements, and "exception" documents listed on the title report.

(b) Soils Report. Unless waived in writing by the Director of Community Development and Town Engineer, the preparation of a preliminary soils report is required. If a preliminary soils report indicates the presence of critically expansive soils, location of landslides, liquefaction or other soil problems which, if not corrected, could lead to structural defects, the soils report accompanying the final map shall contain an investigation of each lot within the subdivision. The Director or Town Engineer may require additional information or reject the report if it is found to be incomplete, inaccurate or unsatisfactory. The preliminary soils report may be waived if the Director or Town Engineer determines that, due to knowledge of the soil qualities in the subdivision, no preliminary analysis is necessary.

(c) Geotechnical Report. A geotechnical report that evaluates seismic hazards and recommends appropriate mitigation measures, prepared in compliance with the requirements of the State Seismic Hazard Mapping Act, shall be submitted with the tentative map. The report shall identify mitigation measures that will be incorporated into the design of the subdivision to mitigate hazards from liquefaction, landslides and other seismic hazards subject to approval by the Town Engineer and the Director of Community Development. With respect to landslide mitigation, the geotechnical report will address and provide mitigation consistent with the Town of Tiburon's currently adopted *Landslide Mitigation Policy*. A professional independent review of the geotechnical report may be required by the Town Engineer or Director at the applicant's expense, with the independent reviewer to be selected by the Town.

(d) Preliminary Drainage Plan. A preliminary drainage plan that shows areas for treatment and storage of stormwater complying with the stormwater management requirements of Chapter 20A of the Tiburon Municipal Code for the two (2) year storm. Provide calculations for determining these areas. Said plan shall also show areas for storage and detention of stormwater to needed to provide sufficient capacity to allow the storm drain system to convey the one-hundred (100) year storm. At the tentative map stage these areas need not be based on complete hydrology and hydraulic calculations.

(e) Environmental Site Assessment. The Director of Community Development and/or Town Engineer may require the preparation of a Phase I environmental site assessment to determine the probable existence of any hazardous waste on the property, including contamination of soil, groundwater, or surface water. Such report shall be based on reasonably available knowledge of the property, including, but not limited to, historical use of the property, prior releases, visual and other surveys, records, consultant reports, and regulatory agency correspondence. The exact form and content of the report shall be as specified by the Director or Town Engineer. If the report

concludes that hazardous waste may exist on the property, further evaluation and/or remediation may be required as a condition of approval of the tentative map.

(f) Environmental Review Information. Where applicable, the subdivider shall provide additional data and information and pay such fees as may be required for the preparation and processing of environmental documents pursuant to the California Environmental Quality Act.

(g) A Land Capacity Report (LCR) shall be required with all applications for major subdivision for which a precise development plan is not required pursuant to Chapter 16.

(1) Submittal. An LCR shall be submitted before or in conjunction with the tentative map application for subdivision.

(2) Contents. An LCR shall contain the following:

a. A slope map depicting existing conditions and which shows, by shading or other clear means, areas of slope less than twenty percent, areas of slope twenty percent to thirty percent, areas of slope thirty percent to forty percent, and areas of slope in excess of forty percent. The acreage of each slope category shall be estimated.

b. A resource conservation analysis consisting of text and maps describing the land features and environmental resources including an identification and analysis of the following:

(i) Flood plains and areas where ponding may occur;

(ii) Geologic and soils conditions;

(iii) Hydrology;

(iv) Existing trees and areas of riparian vegetation;

(v) Scenic areas;

(vi) Rare or endangered plant and animal species and habitat areas;

(vii) Rock outcroppings;

(viii) Existing roads, trails and pathways;

(ix) Primary wildlife habitats and resources, including movement corridors;

(x) Cultural resources such as archaeological, historical and paleontological;

(xi) Knolls, ridges and other promontories where long-range views are seen;

(xii) Other noteworthy or unusual site characteristics.

(3) Waiver. An LCR may be waived by the Director of Community Development where a finding is made that the report would serve no useful purpose.

(4) Notice. A determination by the Director to waive the requirement, or a refusal to do so after a waiver is requested by the applicant, shall be reported in writing to the applicant and to the Planning Commission within ten days of such decision.

(5) Planning Commission action. The Planning Commission shall, at its next regular meeting following receipt of such decision, affirm or reverse the Director's decision. The decision of the Planning Commission shall be final.

(h) Other Reports. Any other data or reports deemed necessary by the Director of Community Development and/or the Town Engineer shall be submitted with the tentative map.