



# City of Hemet

PLANNING DIVISION  
445 E. Florida Avenue, Hemet, CA 92543  
(951) 765-2375  
[www.hemetca.gov](http://www.hemetca.gov)

## TENTATIVE PARCEL MAP SUBMITTAL REQUIREMENTS

The following instructions are intended to provide the necessary information and procedures to facilitate the processing of a Tentative Parcel Map application. Your cooperation with these instructions will ensure that your application can be processed in the most expeditious manner possible.

### THE TENTATIVE PARCEL MAP APPLICATION FILING PACKAGE CONSISTS OF THE FOLLOWING:

#### A. APPLICATION SUBMITTAL REQUIREMENTS

- ☐ 1. Completed application form.
  - a. Property Owner Consent Affidavit and/or Corporate Resolution, if owner is different from applicant.
- ☐ 2. Processing fees:
  - ☐ a. Application processing fee pursuant to the latest adopted fee schedule.
  - ☐ b. CEQA fees
    - (1) Initial Study or Categorical Exemption fee (paid with submittal).
    - (2) Additional Environmental fees (if applicable).
  - ☐ c. Fish & Game fees (if applicable).
  - ☐ d. Notice of Determination recordation fee (paid when the application is scheduled for public hearing).
  - ☐ e. Public hearing notice newspaper publication fee (paid when the application is scheduled for public hearing).
  - ☐ f. Public hearing notice mailing fee (paid when the application is scheduled for public hearing).
  - ☐ g. Scanning fee pursuant to the latest adopted fee schedule.
  - ☐ i. Airport Influence Area Review fee (if applicable).
  - ☐ j. Technical Study Review fees (if applicable).
  - ☐ l. Cultural Review for projects on sites listed in Appendix B (Historic Resources) of the Hemet General Plan (If applicable).
  - ☐ m. MSHCP HANS Review by Riverside County Regional Conservation Authority (If applicable).
- ☐ 3. Completed environmental assessment form.
- ☐ 4. Preliminary title report completed by a licensed title company and prepared less than 6 months of the application submittal date.
- ☐ 5. Legal description of the project area properties with a wet seal of the engineer or licensed land surveyor.
- ☐ 6. Proof of ownership (i.e., grant deed).
- ☐ 7. A letter signed and dated by the applicant that addresses each of the following:
  - a. Compliance with the goals and policies of the General Plan and with the development standards of the zone or any applicable specific plan.
  - b. Suitability of the site for the type and density of the proposed subdivision.
  - c. Source, quality, and estimate of available quantity of domestic water supply.
  - d. Proposed street improvements and utilities.
  - e. Proposed storm drainage system.

- f. Proposed method of sewage disposal.
  - g. Any existing or proposed public easements or protective covenants to be recorded.
  - h. Proposed phasing.
- ☐ 8. One (1) full-size (24 x36 folded to 8½ x 11) and one (1) 11 x 17 copies of the detailed tentative parcel map drawn to scale per City requirements (attached) and including the following information in table format:
  - (1) Lot area for each lot.
  - (2) Lot width and depth for each lot.
  - (3) Average lot area.
  - (4) Total lineal street frontage.
- ☐ 9. One (1) 8 ½ x 11 reduction of the detailed parcel map.
- ☐ 10. One (1) electronic copy on a flash drive of all submission materials including the tentative parcel map sheets in PDF format and any environmental documentation, photo documentation, or technical studies prepared for the project, as applicable.
- ☐ 12. One (1) electronic copy on a flash drive of all submission materials including the **revised** tentative parcel map sheets in PDF format and any environmental documentation, photo documentation, or technical studies prepared for the project, as applicable.
- ☐ 13. Public hearing noticing fees (newspaper publication, mailing, posting).
- ☐ 14. Notification package prepared and certified by a licensed Title Company with data updated less than six months from the submission date and includes:
  - (1) One (1) 8½ x 11 radius map that shows the boundaries of the subject property, the 500-foot radius line, and the boundaries of all assessor parcels within the 500-foot radius boundary. The radius boundary line may be amended by the Director.
  - (2) A list of assessor parcel numbers within the 500-foot radius boundary and the mailing addresses of all property owners and property occupants when the owner mailing address is different than the property address.
  - (3) Three (3) sets of property owner and property occupant (when the owner mailing address is different than the property address) mailing labels for all parcels located within the 500-foot radius boundary and one (1) electronic version in Microsoft Word.
    - i. Labels shall be 1 x 2.5, self-adhesive, on 8 ½ x 11 sheets.
    - ii. Each mailing label shall include the assessor parcel number.
    - iii. The data shall be from the latest County Assessor's information.
  - (4) A notarized public notice mailing affidavit signed by the applicant or preparer.

## **B. APPLICANT NOTIFICATIONS**

1. Prior to submittal of a Tentative Parcel Map application, Pre-Application Review is required. Applications are available at the Planning Division counter or on the City's website.
2. Receipt of the application at the Planning Division counter **does not** indicate acceptance of a complete application. Government Code Section 65943 provides 30 days in which the City can review the application and determine completeness. The applicant will be sent a letter during this time period with either a statement of completeness or a list of additional items that are necessary to complete the application.
3. It is recommended that the applicant and/or representative be present at all hearings.
4. All correspondence and reports will be sent electronically (e-mailed) only to the project applicant as designated on the application form.

- 
5. Please direct all questions to the Case Planner or contact the Planning Division at 951-765-2375.

### C. DETAILED TENTATIVE MAP REQUIREMENTS

Per Hemet Municipal Code Section 70-131, the tentative map of the subdivision shall be clearly and legibly drawn by a California registered civil engineer or a California licensed land surveyor. The proposed tentative maps must show the items listed below, as applicable:

- ☐ Name, address, and phone number of Applicant.
- ☐ Name, address, and phone number of Engineer and/or Architect.
- ☐ The map number assigned by the Riverside County Surveyor.
- ☐ Pre-Application Review number and other related project file numbers in the margin.
- ☐ Date of preparation and revisions.
- ☐ Phasing and number of final maps. If one phase and one map is planned, indicate on map.
- ☐ List of the utilities and the serving agency.
- ☐ North arrow, preferably oriented to the top of sheet.
- ☐ Scale of drawing. Scale must be of a sufficient size to reasonably show all required features.
- ☐ Vicinity map.
- ☐ Existing and proposed land use(s) for the project site.
- ☐ General Plan land use designation and zoning for the project site and for all parcels within 100 feet of the exterior boundaries of the site.
- ☐ For residential projects, show the proposed density (dwelling units per acre).
- ☐ Existing and proposed property lines and lot dimensions.
- ☐ Existing buildings. Identify buildings to be removed.
- ☐ Proposed building setback lines.
- ☐ List of all lot areas, widths, and depths. Determine average lot area. Determine total site net acreage. (May be shown on separate sheet.)
- ☐ Legal description of the parcel(s) included within the subdivision.
- ☐ Assessor parcel number(s) of the parcels included within the subdivision.
- ☐ The approximate widths, location, and purpose of all existing and proposed easements.
- ☐ Dimensioned locations of existing and proposed public and private improvements on the project site including but not limited to water and sewer lines, utilities, storm drains, fire hydrants, and street lights.
- ☐ Existing and proposed street locations, width, approximate grade, and centerline radii of curves within the subdivision and within 100 feet of the exterior boundaries of the project site. Show both a curb line and a property line dimension for each lot.
- ☐ Label existing streets by name. Label all proposed streets by letter until a proper name is determined.
- ☐ Typical street cross-sections showing curb, gutter, sidewalk, parkway, and dimension to centerline.
- ☐ Total linear footage of each street.
- ☐ Topographic contours and major features at least 50 feet beyond the project boundary and in sufficient detail to show configuration of the land and any depressions that may present drainage problems.
- ☐ Areas designated for preservation or protection from development such as MSHCP criteria cells, archeological resource areas, or areas with significant geologic formations
- ☐ Approximate location of all FEMA identified 100-year flood plain areas, and the location, width, and direction of any ephemeral water courses.
- ☐ Approximate site grades, existing and proposed.
- ☐ Approximate finished pad elevations for each lot.