

**CITY OF PALM SPRINGS
PLANNING DEPARTMENT APPLICATION
PARCEL OR TENTATIVE TRACT MAP**

APPLICANT'S REQUIRED MATERIAL CHECKLIST

The following items must be submitted before a Parcel or Tentative Tract Map application will be accepted. Please check off each item to assure completeness.

	Applicant Only	City Use Only
Application Information:		
• General Information Form + Parcel or Tentative Tract Map Form (1 copy with notarized signature & in electronic form)	<input type="checkbox"/>	<input type="checkbox"/>
• Justification Letter	<input type="checkbox"/>	<input type="checkbox"/>
• Title Report	<input type="checkbox"/>	<input type="checkbox"/>
• Public Hearing Labels <u>Must be submitted (hard copy)</u>	<input type="checkbox"/>	<input type="checkbox"/>
• Project sponsorship labels	<input type="checkbox"/>	<input type="checkbox"/>
• <u>Electronic complete application package consisting of all listed materials in PDF</u>	<input type="checkbox"/>	<input type="checkbox"/>
Tentative Map:		
• Full size (20 hard copies) folded no larger than 9" x 12". If the project fronts on State Highway 111, two (2) additional copies are required for CalTrans review.	<input type="checkbox"/>	<input type="checkbox"/>
• Tract or Parcel number. This number shall be obtained from the Riverside County Road Department.	<input type="checkbox"/>	<input type="checkbox"/>
• Complete legal description	<input type="checkbox"/>	<input type="checkbox"/>
• Date, north arrow, scale, gross new site area (acreage and square footage), project phasing, and zoning	<input type="checkbox"/>	<input type="checkbox"/>
• Location map indicating the location of the proposed land division in relation to the surrounding area	<input type="checkbox"/>	<input type="checkbox"/>
• Name, address, and phone number of the record owners, lessee, subdivider, and the registered civil engineer or licensed surveyor (and the registration number) under whose direction the map was prepared	<input type="checkbox"/>	<input type="checkbox"/>
• The existing topography of the land proposed to be subdivided using Minimum contour intervals of:	<input type="checkbox"/>	<input type="checkbox"/>
2' on terrain 0-2%	<input type="checkbox"/>	<input type="checkbox"/>
4' on terrain 3-9%	<input type="checkbox"/>	<input type="checkbox"/>
10' on terrain 10% plus	<input type="checkbox"/>	<input type="checkbox"/>
• Tentative grading and drainage plan	<input type="checkbox"/>	<input type="checkbox"/>