City of Salinas
DEVELOPMENT ENGINEERING (PW) • 200 Lincoln Ave • Salinas, California
Phone: (831) 758-7251 opt. 2 • www.salinas.gov

TENTATIVE MAP FOR SUBDIVISIONS

1) The application submittal checklist is an essential part of ensuring your development request moves through the process without unnecessary delays. Our aim is to help you create the best project possible while meeting the community's goals and the policies of the City of Salinas General Plan and other guiding documents. We know timely processing matters, and we're committed to helping you move forward efficiently. All submittals shall be consistent with Section 31-401.3 of the Salinas Municipal Code.

2) Every item on the checklist helps fully and accurately describe your project. This information allows City staff, the community, and decision-makers to understand your proposal and confirm that it meets required standards and regulations. Providing complete information at the start helps avoid delays later.

3) **Please submit complete applications only.** Partial packages or low-quality graphics cannot be accepted, as they prevent an effective review. This packet includes detailed instructions to support you, and staff are available to answer questions about submittal requirements or the permitting process.

4) Who should prepare the plans? Plans must be created by a qualified design professional—such as an architect, landscape architect, civil engineer, or drafting service—unless the applicant can show adequate graphic skills. Because building and engineering permits typically require licensed professionals, involving them early may streamline later steps.

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APPLICATION SUBMITTAL REQUIREMENTS
TENTATIVE MAP CHECKLIST

GENERAL APPLICATION PROCESS Applications must comply with The City Subdivision Ordinance in Article 3, Chapter 31 of The City of Salinas Municipal Code. Any application that has been deemed incomplete by the city and for which there has been no resubmittal of the required materials by the applicant within (180) one-hundred-eighty-days from the date of the incompleteness letter shall be considered withdrawn, and a new application and fees shall be required to be submitted to further process the project.
APPLICATION – Accompanying Data and Reports shall be consistent with Section 31-401.3 of the Salinas Municipal Code
• Completed application form and filing fee
• Operational/Environmental Statement
• Map: Submit Electronic Files: Full size PDF file of each plan sheet, completed by a registered civil engineer or licensed land surveyor.
• Soils Report: Submit PDF file package of a preliminary soils report prepared in accordance with the City's Grading Ordinance, the report shall provide analysis to address Storm Water Design Standards. *
• Title Report: A **preliminary title report** must be provided, identifying all parties with a legal or equitable interest in the property, as well as all easements, covenants, encumbrances, and other recorded interests in effect at the time the tentative map is filed. An **electronic version** of the title report, including **hyperlinked documents**, must also be included.
• Traverse calculations
• Engineering geology and/or seismic safety report. If the subdivision lies within a moderate or higher seismic hazard area, as shown in the Seismic Hazard Zones of the General Plan Safety Element, a preliminary engineering geology and/or seismic safety report shall be prepared, unless waived by the city engineer. If said report indicates the presence of geologic hazards or seismic hazards, an engineering geology and/or seismic safety report specifying mitigation measures for each lot shall accompany the tentative map. Submit PDF with the map application
• Applications for affordable housing or SB330/HCA, applicants shall comply with Preliminary Application Form: SB 330 Preliminary Application and additional requirements as described at the bottom of this checklist.
MAP REQUIREMENTS

All of the following listed items must be shown on the tentative map before your application is accepted as complete, unless indicated otherwise or unless they are not applicable to your project (as determined by City staff). All maps must be prepared by a registered civil engineer or licensed surveyor. The map shall be clearly and legibly drawn on sheets 18 inches by 26 inches (minimum) in size with a one-inch blank margin, a minimum lettering height of 1/8 inch and drawn to a scale large enough to show all details clearly. Map shall include date, north, arrow, and all relevant information. The following is a list of some of the map requirements, for a full list of requirements, refer to Section 31-403.1 of the Salinas Municipal Code.
• A title which shall contain the subdivision name, and type of subdivision, and tract number.
• Name, address and telephone number of the legal owner, subdivider, and person preparing the map. Must include a registration or license number.
• The name or names of any geologist or soil engineer whose services were required in the preparation of the design of the map.
• A sufficient legal description to define the boundaries of the proposed subdivision.
• The subdivision boundaries shall be clearly marked, dimensioned and labeled along with property corners and street centerline monuments.
• Existing and proposed land uses.
• A vicinity map showing roads, adjoining subdivisions, towns, creeks, railroads, and other data sufficient to locate the proposed subdivision and show its relation to the community.
• Other reports. Any other data or reports deemed necessary by the city planner or city engineer.
• For any such subdivision, the city council shall require that a sufficient water supply be available, based on written verification from the applicable public water system purveyor, and pursuant to the procedures, definitions, and provisions of Section 66473.7 of the Subdivision Map Act. Any subdivider subject to this subsection shall provide such reports and data as deemed necessary by the city planner and city engineer to enable the required findings to be made.
EXISTING TOPOGRAPHY
• The widths, location and identity of all existing easements with record references.
• The location, pavement, right-of-way width, grade limits and name of existing streets and highways.
• Location and outline of existing structures identified by type. Structures to be removed shall be so marked.
• Existing contours shall extend at least 100 feet beyond their boundary: If ground slope is less than 10 percent, contours must be shown at 2-foot intervals. If ground

slope is equal to or greater than 10 percent, then contours must be shown at no less than 5-foot intervals. *
• The type, circumference, and dripline of existing trees on the property. Any trees proposed for removal shall be indicated. *
• The approximate location of all areas subject to inundation or storm water overflow and the location, width, and direction of flow of each watercourse. Two-year, 10-year and 100-year flood levels shall be shown.
• The location and size of existing sanitary sewers, water mains, and storm drains with direction of flow noted. The location of existing overhead lines, underground utility lines, and street lighting on peripheral streets. Photometric plan is required.
PROPOSED IMPROVEMENTS
• The approximate layout, area, and dimensions of each lot and the number of each lot. • The map shall show the 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, retaining walls as required. • Provide consistency with the Storm Water Development Standards (SWDS). • Conceptual (preliminary) stormwater control plan and the Post-Construction Stormwater Management Requirements. A conceptual stormwater control plan for NPDES compliance in accordance with the City's stormwater development standards, can be acquired at this link: https://www.salinas.gov/files/sharedassets/city/v/1/public-works/documents/stormwate_development_standards_august_2021.pdf
• Any portion indicated as a “designated remainder” parcel shall be shown. A parcel designated as “not a part” shall be considered the same as “designated remainder.”
• The location, width, and purpose of all easements.
• The location, right-of-way width, grade limits, centerline radius and arc length of curves, pavement, right-of-way width, and name of all streets. Typical pavement structural sections of all streets shall be shown.
• The location and radius of all curbs returns and cul-de-sacs. Cul-de-sacs are generally discouraged.
• Proposed recreation sites, trails and parks for private or public use. Tree species list can be obtained by contacting staff by email at: encroachment@salinas.gov
• Proposed common areas and areas to be dedicated to public open space.
• Proposed contours: If ground slope is less than 10 percent, contours must be shown at 2-foot intervals. If ground slope is equal to or greater than 10 percent, then contours must be shown at no less than 5-foot intervals. A separate grading

plan may be submitted showing both existing and proposed contours and elevations. *
• If the subdivider plans to develop the site in phases. A phasing plan is required, the proposed phases and their proposed sequence of construction shall be shown in the plan.
• The approximate location of noise contours 60-CNEL, 65-CNEL and 70-CNEL, if any.
• School site. The subdivider shall obtain from the school districts serving the subdivision their intention, in writing, concerning the necessity for a school site, if any, within the subdivision and shall present this information to the city planner prior to the consideration of the tentative map by the planning commission.
• Environmental review information. The subdivider shall provide additional data, information, and reports, and deposit and pay fees as may be required to comply with CEQA and for the preparation and processing of environmental review documents, including but not limited to biotic reports and surveys, archaeological and paleontological studies, etc. as deemed necessary by the city planner or city engineer.
• SB 330/HCA - Tentative Map shall also incorporate and comply with all the provisions and requirements of specific plans, amendments and accompanying Final Environmental Impact Report (EIR), the Subdivision Map Act, Article IV & VI-Division 2 & 15 respectively of Chapter 37, including Article 8, Chapter 37 of the Salinas Municipal Code (SMC).
• Development Impact Fees: Applicants shall pay development impact fees in accordance with the adopted resolution by the City Council. This link:https://www.salinas.gov/Government/Departments/Public-Works/Development-Engineering/Development-Impact-Fees will take you to obtain information to assist developers in estimating their development fees.

* The City Engineer may waive certain requirements if the additional information is deemed unnecessary.

Revised November 3, 2026.