



## **TENTATIVE PARCEL MAP (TPM)** (APPLICATION CHECKLIST)

Reference [Buellton Municipal Code](#) Section 18.04.120

- All applicable items listed on the Checklist must be submitted to the Planning Department for a complete application. Please allow up to 30 days from project submittal for a determination of application completeness.
- **Submittal Format** - Both electronic and physical plans are required
  - **Electronic Plans:** Submit a digital copy as PDF. Fully dimensioned plans are required for electronic submittals.
  - **Physical Plans:** Submit one 11" x 17" copy and seven 24" x 36" copies folded to 9" x 12". Must be to scale.
  - **Reports/Studies:** Submit a digital copy only.
- If you have any questions, please contact us at (805) 688-7474 or at [planning@cityofbuellton.com](mailto:planning@cityofbuellton.com). You may also arrange to meet with us in person Monday thru Friday, 8 am to 12 pm and 1 pm to 5 pm.

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### CHECKLIST

1. **Application Form**
  - a) Completed and signed by the property owner and applicant.
  - b) Project description must indicate any proposed activities, type of goods or services to be offered, number of employees anticipated, hours and days of operation, and any other applicable details of the proposed use that may be relevant to a detailed description of the proposed land use; attach additional sheets if needed.
  - c) An ownership disclosure is required if the project site is owned by an LLC, corporation, partnership, or trust. The disclosure must list the names and addresses of the principal owners (25% or greater) with a copy of the current corporate articles, partnership agreement, or trust document as applicable attached.
2. **Application Deposit** – (\$3,600)  
Please make your check payable to the City of Buellton. Mailing address – P.O. Box 1819 Buellton, CA 93427
3. **County Fire Department Review Fees** – Tentative Parcel Map (\$1,247)  
Please make your check payable to the Santa Barbara County Fire Department. Mailing address – P.O. Box 1819 Buellton, CA 93427. Include the Project Case Number on the check.
4. **Payment Processing Agreement** – Completed and signed
5. **Preliminary Title Report** – Must be dated within the last 180 days prior to submittal date.
6. **Tentative Parcel Map** – Include the following (where applicable):
  - a) Parcel Map number, name, date of preparation, north arrow, scale, and date of survey
  - b) Name and address of person or company that prepared the map and their registration or license number.
  - c) Names, addresses, and signatures of subdivider and all parties having a record title interest in the property being subdivided, consenting to the proposed subdivision.

- d) A vicinity map of appropriate scale showing sufficient adjoining territory to clearly indicate surrounding streets, other land in the subdivider's ownership, and other features which have a bearing on the proposed subdivision.
  - e) Boundaries of the subdivision, defined by legal description, with sufficient information to locate the property and to determine its position with respect to adjacent named or numbered subdivision, if any.
  - f) Topographic information with a reference to the source of the information. Contours of adjacent land shall also be shown whenever the surface features of such land affect the design or development of the proposed subdivision. Contour lines shall have the following intervals:
    - 1. Two-foot contour level for ground slope between level and ten percent
    - 2. Five-foot contour interval from ground slope exceeding ten percent.
  - g) Approximate location and description of any trees over three inches in diameter at the trunk with notations as to their proposed retention or removal.
  - h) Location and outline (to scale) of all structures, which are to be retained within the subdivision, as well as all structures outside of the subdivision within ten feet of the boundary lines. Indicate the distances between the structures to be retained and existing or proposed street and lot lines. Also, make notations regarding all structures, which are to be removed.
  - i) Locations, widths and purposes of all existing and proposed easements for utilities, drainage and other public purposes. These easements should be shown by dashed lines, within and adjacent to the subdivision (including proposed building setback lines, if known).
  - j) All proposed utilities including the size of water lines and the size and grade of sewer lines, locations of manholes, fire hydrants, street trees and street lights.
  - k) Name, location, width and directions of flow of all watercourses and flood control areas within and adjacent to the property and the proposed method of providing storm water drainage and erosion control.
  - l) Location of all potentially dangerous areas, including but not limited to areas subject to inundation, landslide, settlement or excessive noise. Indicate the means of mitigating the hazards.
  - m) Locations, widths and names or designations of all existing or proposed streets, alleyways, paths and other rights-of-way, whether public or private; private easements within and adjacent to the subdivision; the radius of each centerline curve; a cross-section of each street; any planned line for street widening or for any public project in and adjacent to the subdivision. All private streets shall be clearly indicated.
  - n) Lines and approximate dimensions of all lots and the number assigned to each lot. Lots shall be numbered consecutively. Indicate the total number of lots, area of each lot, and any lot lines to be deleted. Also, please indicate proposed building setbacks.
  - o) Locations of existing or abandoned wells, septic leaching fields, springs, water impoundments, and similar features to the extent that they affect the proposed use of the property.
7. **A Statement of Existing and Proposed Zoning and Land Use** with copies of current zoning and general plan land use designation maps indicating the property to be subdivided.
8. **A Description of Requested Exceptions from Subdivision Design Standards** for such items as lot area, lot dimensions, street sections or utility easements.

*TPM Checklist – Updated 10-2021*