



Parcel Map Information and Submittal Requirements Checklist

City of Indian Wells
Community Development Department
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PARCEL MAP

PARCEL MAP. The purpose of this application is to consider a parcel map (PM) as required in connection with an application for a subdivision of land pursuant to the Subdivision Map Act. The applicable code section dealing with PMs is 20.28 and should be consulted for complete information.

Parcel maps can be permitted only if granted by the planning commission in a public hearing and city council under the consent calendar if all requirements for a parcel map are met. A parcel map is required by California law to divide property into four legal lots or less. The map will be conditioned to provide basic services and improvements prior to construction. Parcel maps shall be based on a field survey in conformity with the Professional Land Surveyors Act unless waived by the City Engineer.

The parcel map shall lapse and become void one year after approval of the subject permit was granted by the city council unless the right(s) granted therein have become vested or the time limit is extended by the city council.

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- Documentation with owner's and applicant's signature.
- Application fee as per the current fee schedule.
- Preliminary title report prepared within six months.
- Photographs of the existing property conditions.
- Approval of any applicable homeowners' association.
- Water and sewer "will serve" letter.
- 6 copies of the parcel map (including one 11 x 17-inch reduction with the following information on the parcel map, except those items determined by the Community Development Director as not being pertinent to a particular subdivision:
 - (1) Tract number, title of map and legal description of property.
 - (2) Name and address of owner and subdivider.
 - (3) Name, address, telephone number, and license number of registered civil engineer or surveyor who prepared map.
 - (4) Approximate acreage and overall dimensions.
 - (5) Revision box.
 - (6) North point, scale and date.
 - (7) Subdivision boundary line and vicinity map.
 - (8) Names and book and page numbers of adjoining subdivisions.
 - (9) Names, locations and widths of adjacent streets.
 - (10) Identifying landmarks and existing structures, both above and below ground.
 - (11) Location (including distances from centerline to property), width, and grade of all existing and proposed streets or highways or other roads, ultimate right-of-way dimensions, and cross sections of each.
 - (12) Indication of which streets and ways, if any, are private.
 - (13) Excavations within two hundred feet (200') of the subdivision.
 - (14) Names of utility companies serving the subdivision.
 - (15) Locations of existing and proposed public facilities.

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- (16) Elevations of sewers at proposed main connections.
- (17) Existing culverts and drain pipes.
- (18) Watercourses and channels, including proposed facilities for control of storm waters.
- (19) Land subject to overflow, inundation or flood hazard.
- (20) Railroads and other rights-of-way into or through the subdivision.
- (21) Parks and other lands to be dedicated to public use.
- (22) Locations and dimensions of reservations.
- (23) Proposed lot lines and approximate dimensions.
- (24) Adjoining property and lot lines.
- (25) Setback lines from front streets and side streets.
- (26) Contours, with maximum interval as follows:

Slope	Interval
0-2%	2'
3-9%	5'
10% plus	10'

Copies of U.S.G.S. maps are not acceptable.

- (27) Existing use of property immediately surrounding the subdivision.
- (28) Proposed land use of all lots (e.g., single family or multifamily residential, commercial, industrial).
- (29) Source of water supply.
- (30) Method of sewage disposal.
- (31) Existing zoning and proposed zoning.
- (32) Location of all Class I and Class II bikeways conforming to State and County design criteria.
- (33) Location of all golf cart paths.

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- Reports and written Statements on the following matters shall be provided by the City or the subdivider and shall accompany the parcel map. Items 9 to 19 as shown above must be submitted prior to approval, but do not need to accompany initial submittal. Some of these statements will not be applicable as determined by the Community Development Director.
 - (a) Subdivision, building or development plan.
 - (b) Written evidence that a water purveyor under permit has agreed in writing to serve all lots in the subdivision.
 - (c) Type of street improvements to be installed.
 - (d) Utilities to be installed.
 - (e) Proposed method of control of storm water, including data as to grades and dimensions of facilities;
 - (f) If private streets are proposed, the method by which their maintenance will be accomplished and financed;
 - (g) A written Statement from the Coachella Valley Water District stating the type of sewage disposal that will be permitted;
 - (h) A written Statement from the City's Deputy Fire Marshall certifying the adequacy and feasibility of a fire control plan for any subdivision proposed to be located in areas designated as medium, high or extreme fire hazard areas by the Fire Marshall, or a Statement from the Fire Marshall that the proposed subdivision will not be located in any of these areas.
 - (i) A landscape plan and irrigation management program for all common areas. The plan shall be submitted to the Coachella Valley Water District prior to permit issuance.
 - (j) An energy and water conservation Statement which lists the measures to be taken by the applicant to reduce proposed energy and water consumption.
 - (k) For any map which proposes private streets, the applicant shall establish a financial mechanism acceptable to and approved by the City for maintenance of private streets. The financial mechanism shall be established at the expense of the property owner. If street maintenance is to be financed through a homeowners' association, which has been found acceptable by the City, the property owner, concurrent with the recordation of a final map, shall execute and record a covenant obligating the homeowners' association to adopt

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and maintain a street sweeping program for all roadways within the map area.

- Information as required for a public hearing contained in Section 21.06.100(a) of the Municipal Code as applicable.
- 3-sets of certified mailing labels with a radius map of all properties within 300-feet of the project site (may be extended to 500-feet).
- Other information as required per the request of the Community Development Director.