



## Tentative Map Filing Requirements

1. A Tentative Map, as defined in [LBMC Section 20.36.280](#), is a map prepared in accordance with the provisions of these regulations and the applicable provisions of the Subdivision Map Act for the purpose of showing the design of a proposed subdivision and the existing conditions in and around it.
2. The following information shall be filed with the completed Planning Permit Application and Tentative Map and shall contain the following information:
  - Tentative map (PDF) shall not exceed the scale of one (1) inch equals one hundred (100) feet.
  - A tentative map prepared by a qualified California registered civil engineer or a California licensed surveyor in accordance with these regulations. Civil engineers with licenses prior to January 1, 1982 (with a license number before 33966) are authorized to practice all land surveying and engineering surveying.
  - The County subdivision map number - such number must be obtained from the Los Angeles County Engineer.
  - North arrow, scale, and generalized vicinity map.
  - Name and address of record owner(s), subdivider(s), and the person who prepared the map with the applicable registration or license number.
  - The locations, names and width of all roads, streets, highways, and alleys in the proposed subdivision and along the site's boundaries.
  - The 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 subdivisions, if any.
  - The lines and approximate dimensions of all existing and proposed lots, and the number assigned to each lot, the total number of lots, and the area of each lot (net and gross). Lots shall be numbered sequentially.
  - The location and outline to scale of all existing structures, including active, inactive and abandoned oil wells within the subdivision and all structures outside the subdivision and within ten feet of the boundary lines, the distances between structures to be retained and existing or proposed street and lot lines, and notations concerning whether structures are to be retained or removed.
  - Existing and proposed topographic information shall be provided and shall be tied to the City's datum. Contour lines shall have the following intervals:
    1. Two-foot contour interval for ground slope between level and ten percent; and
    2. Five-foot contour interval for ground slope exceeding ten percent.

- The approximate location, height, trunk diameter and general description of any trees over three inches in diameter at the trunk, measured at a height of 48 inches above grade, with notations as to their proposed retention or removal.
- The directions of flow of all watercourses and flood-hazard areas within and adjacent to the property involved per Federal Emergency Management Agency (FEMA) Flood Insurance Rate (FIRM) maps, and the proposed method of providing storm water, drainage, and erosion control.
- A mapping of the flood zones from the current FEMA for tidal and fluvial flooding including the following:
  1. Projected sea level rise and storm flooding for the life of the project based upon the most current science-based projection of sea level rise including a 100-year storm and wave run up.
  2. Projected coastal erosion based upon a detailed assessment of site geology, sea level rise, and waves.
  3. Projections of flooding shall be based on site and/or near shore bathymetry.
- The location and extent of any known jurisdictional wetland areas or other sensitive habitat areas such as rare and endangered plant species or riparian vegetation.
- The location of the site's scenic landscape features and scenic corridors, shorelines, ridgelines, and skylines, as defined in the City's General Plan, Local Coastal Program, and State law, and an assessment of the visibility of any future development from or within scenic corridors.
- The locations, widths, and purposes of all existing and proposed easements for utilities, drainage, and other public purposes, shown by dashed lines, within and adjacent to the subdivision (including proposed building setback lines, if known).
- All existing and proposed utilities including, but not limited to, size of gas and water lines, size and grade of sewer lines, locations of manholes, valve lids, fire hydrants, street trees and streetlights.
- The locations of any existing or abandoned wells, septic leaching fields, springs, water impoundments and similar features to the extent they affect the proposed use of the property.
- The boundaries, size and use of existing and proposed public areas in and adjacent to the subdivision. If land is to be offered for dedication for open space park or recreation purposes or for purpose of providing public access to any public waterway or recreation area, it shall be so designated.
- The outer boundary of the property to be subdivided shall be based on a field survey performed by a licensed land surveyor or civil engineer authorized to practice land surveying, with proper controlling monumentation and boundary establishment methods. In the event a subdivision map is not filed, a record of survey shall be filed on the exterior boundary. A copy of which shall be submitted to the Designated City Surveyor.

- The Basis of Bearings shall be based on the California Coordinate System and be in compliance with the California Public Resource Code.
- The licensed land surveyor or civil engineer shall note and remedy any encroachments issues prior to the filing of the subdivision map.
- 3. The subdivider shall file copies of drawings, statements, and other data with the Community Development Department as applicable to the proposed tentative map, including, but not limited to the following:
  - Zoning.** A statement of existing and proposed zoning and land use.
  - Site Development.** A statement of proposed improvements and landscape modifications, including the estimated time of completion in relation to subdivision of the property.
  - Public/Private Areas.** A description of proposed public or commonly held areas and draft open space easement agreements, if applicable.
  - Subdivision Exceptions.** Any exception being requested of these regulations shall be clearly labeled and identified as to nature and purpose. A written statement justifying the exception shall be submitted by the applicant separate from the map.
  - Subdivision Boundaries.** When it is known that separate final maps are to be filed on portions of the property shown on the tentative map, the subdivision boundaries which will appear on the final maps and the sequence in which the final maps will be filed.
  - CC&Rs.** Draft covenants, conditions and restrictions if they are integral to the development concept or proposed atypical requirements.
  - Drainage Study.** A copy of the preliminary drainage study showing or explaining the drainage area tributary to the subdivision and a statement setting forth in detail the manner in which storm water run-off will enter the subdivision, the manner in which it will be carried through the subdivision, and the manner in which disposal beyond the subdivision boundaries will be accomplished. This shall be done in accordance with the applicable City regulations and shall be prepared by a civil engineer registered in the State of California.
  - Soils Report.** A preliminary soils report (prepared by a qualified engineer registered in this State) based on adequate test borings, is required. The requirement for a preliminary soils report may be waived by the City Public Works Director in circumstances where earlier projects on the same site have provided a soils report, or where the Director determines that adequate records (or knowledge of soil qualities) exist that do not warrant a soils report.
  - Preliminary Title Report.** One copy of a preliminary title report dated not more than three (3) months prior to submittal of the application.
  - Survey Data.** All survey data required to review the map (i.e., preliminary title reports, closure reports, underlying deeds, map references, etc.). The Designated City Surveyor may request any survey related documents, including, but not limited

to, field notes, photographs, adjustments, CAD files prior to acceptance or approval of documents.

- Affordable Housing Plan and Statement.** Unless exempt, the applicant shall submit an affordable housing statement in compliance with the City's Inclusionary Housing Requirement. The map or plans should identify location of affordable units.
  - Based on the unique circumstances at the site, other documents or information requested by the Director of Community Development to process the tentative map.
4. In addition to the tentative map and accompanying data, supplemental materials and other documents may be required to be filed depending on the site's location and potential impact on various resources or consistency with City plans and policies as outlined in 20.12.037 of the Subdivision Regulations.
  5. For more information on processing, please see [LBMC Chapter 20.12](#).

To request this information in an alternative format or to request a reasonable accommodation, please contact the Community Development Department at [longbeach.gov/lbcd](http://longbeach.gov/lbcd) and 562.570.3807. A minimum of three business days is requested to ensure availability; attempts will be made to accommodate requests with shorter notice.