



# CITY OF MONTE SERENO

18041 SARATOGA-LOS GATOS ROAD, MONTE SERENO, CA 95030  
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## SUBDIVISION SUBMITTAL REQUIREMENTS

### APPLICATION FEES:

- \$3,905 (4 or fewer lots) - Tentative Map
- \$13,022 (5 or more lots) - Tentative Map
- Environmental Determination - see fee schedule

### INITIAL SUBMITTAL:

Applications shall be submitted and fees paid online at: <https://epermits.montesereno.org/>

### TENTATIVE MAP SHALL INCLUDE ALL OF THE FOLLOWING DATA:

1. The tentative map must be legible with clear delineation of all data required thereon and must be prepared by a registered civil engineer or a licensed land surveyor, and shall have a dimension of not less than 18 x 26 inches and a scale of no greater than 1 inch equal to 100 feet.
2. Name, date, book and page of any existing recorded map applicable to subdivision.
3. Proposed subdivision name and date
4. North arrow and scale
5. Key map showing adjacent property and lot configuration, giving location, names of owners and widths of adjacent rights of way.
6. Name address, phone number and zip code of legal owner and applicant.
7. Name, address, phone number and zip code of Engineer or Land Surveyor and Geotechnical Consultant.
8. Location names, widths center line radii and centerline slopes of all streets (show existing and proposed pavement) highways and other ways within proposed development or on adjacent property. Show R.O.W., pavement and other improvements.
9. Number and dimensions of lots, including frontage, depth, width area in square feet, slope of each lot and proposed driveway approaches and their slopes.
10. Contours intervals of not great than two (2) feet, including amount and direction of ground slope at building site. Extend contours a minimum of fifty (50) feet beyond property line. Include significant topographic features within one hundred (100) feet of property line. Benchmarks shall be on Monte Sereno datum.
11. Location and character of existing easements and restrictions for drainage, sewage, public utilities, buildings and uses
12. Existing and proposed use of property
13. Existing and proposed zoning
14. Approximate locations and proposed easement for drainage, sewage or other public utilities.

15. Transfers of adjacent and related property owners by subdivider or his predecessor in interest made within last five (5) years.
16. Provisions for sewage disposal, storm drainage, and flood control.
17. Provisions for domestic water supply, including source, quality and approximate quantity
18. Existing wells, active or abandoned and proposed disposition
19. Proposed improvements including dates of commencement and completion of construction
20. Distance to and location of nearest sewer main
21. Location, diameter and species of all existing native and ornamental trees exceeding six (6) inches in diameter, four (4) feet above grade and including outline and centers.
22. Location of all natural creeks, streams and other watercourses, showing top of existing banks and creek depth, with separate sheet showing cross-section of all such creeks, streams and water courses
23. A blank space 8 ½ inches by 4 inches on right side of sheet.
24. A preliminary geotechnical report prepared by a Certified Engineer Geologist and/or a Civil Engineer registered by the State of California.
25. Location of any utility company facilities, septic tank systems, mine shaft tanks or other underground systems or structures.
26. Location of present structures above ground and within 100 feet of property
27. If average grade of any lot exceeds 10%, or if within the Scenic Highway Corridor, a site development plan shall be required showing pad elevation, cut and fill slopes, retaining walls and driveway access, etc.
28. Site plan showing location of all streets, on-street and off-street parking, bicycle paths, riding trails, hiking trails, building and other man-made structures and areas of soil stabilization planting. (This may be shown on tentative.)
29. Architectural elevations showing building height, materials, colors and general design
30. A table listing land coverage by percentage and acreage for the following:
  - a. Open space (landscaped and natural),
  - b. Coverage by housing units, accessory structures,
  - c. Parking (covered and uncovered, off-street),
  - d. Streets (public and private),
  - e. Sidewalks and paths,
  - f. Recreational facilities
31. Topographic map at a scale of not less than 1 inch equals 100 feet (1"=100') showing contours existing prior to grading at an interval of not more than five (5) feet over which is superimposed, a grading plan showing increments, all proposed cuts and fills. Plan to show ultimate disposal of runoff water.
32. One (1) copy of a slope classification map showing by color coding all lands which have less than 10% slope (yellow), all land which has a slope between 30-40% (blue), and all land which has a slope in excess of 40% (dark blue).
33. Submit three (3) copies of geologic and soil reports prepared by a registered Engineering Geologist.

34. A calculation of the slope percentage prepared by a registered Civil Engineer or licensed Land Surveyor, using the following formula:

$$S = \frac{0.00229 IL}{A}$$

A

$$S = \text{Percent (\%)} \text{ Slope} = \frac{0.00229IL}{A} \text{ where}$$

A

I = Interval of contours in feet (uniform vertical distance between successive contours)

L = Length in feet (sum of individual contour lengths)

A = Gross area in acres and fractions thereof in the parcel being considered