



Required Materials and Documents Checklist Tentative Tract or Parcel Map Application

County of Ventura • Resources Management Agency • Planning Division
800 S. Victoria Ave., Ventura, CA 93009 • (805)654-2488 • www.vcrma.org/divisions/planning

At the application pre-submittal meeting, Planning staff will check off on the list below the documents required to submit your tentative tract or parcel map application. All application documents shall be submitted in digital format and be saved as separate PDFs on a thumb drive. The documents shall be labeled as described in the column entitled “Description of Materials” shown below.

Not Required	Required	No. of Required Copies	Received	Description of Materials
	<input checked="" type="checkbox"/>	1	<input type="checkbox"/>	Application Form
	<input checked="" type="checkbox"/>	1	<input type="checkbox"/>	Agent Authorization Form , if applicable
	<input checked="" type="checkbox"/>	Original, plus 1	<input type="checkbox"/>	Reimbursement Agreement and Application Fee/Deposit payable to County of Ventura – See Fee Schedule at: https://vcrma.org/docs/images/pdf/planning/fees/Fee_Schedule_Current.pdf .
	<input checked="" type="checkbox"/>	1	<input type="checkbox"/>	Levine Act Campaign Disclosure Form
	<input checked="" type="checkbox"/>	1	<input type="checkbox"/>	Tentative Map , prepared in accordance with the requirements of VCSCO section 8205-3 – See <i>Checklist of Information to be Shown on Tentative Maps</i> .
	<input checked="" type="checkbox"/>	1	<input type="checkbox"/>	Names and addresses of all utility systems, and all proposed water and sewer purveyors (VCSCO §8205-4(d))
<input type="checkbox"/>	<input type="checkbox"/>	1	<input type="checkbox"/>	Oil and Gas leases and associated pipeline facilities and equipment that exist on the property (if applicable) (VCSCO §8205-4(e))
<input type="checkbox"/>	<input type="checkbox"/>	1	<input type="checkbox"/>	Slope/density Analysis , if applicable (VCSCO §8205-4(f))
<input type="checkbox"/>	<input type="checkbox"/>	1	<input type="checkbox"/>	Hydrologic and Hydraulic Study (VCSCO §8205-4(g)(1))
<input type="checkbox"/>	<input type="checkbox"/>	1	<input type="checkbox"/>	Post-Construction Stormwater Management Plan (PCSMP) (VCSCO §8205-4(h)(1))
<input type="checkbox"/>	<input type="checkbox"/>	1	<input type="checkbox"/>	Drainage Study or Hydrology Report (VCSCO §8205-4(h)(3))
<input type="checkbox"/>	<input type="checkbox"/>	1	<input type="checkbox"/>	Preliminary Soils Report (VCSCO §8205-4(h)(4))
<input type="checkbox"/>	<input type="checkbox"/>	1	<input type="checkbox"/>	Soils Investigation Report , if applicable (VCSCO §8205-4(n))
<input type="checkbox"/>	<input type="checkbox"/>	1	<input type="checkbox"/>	Public Sewer : Sewer Availability Letter from Sewer Purveyor, if applicable (VCSCO §8205-4(i)(1))
<input type="checkbox"/>	<input type="checkbox"/>	1	<input type="checkbox"/>	Private Sewage Disposal : Soil Evaluation Report, if applicable; Geological Report, if in area where there are potential geologic hazards (VCSCO §8205-4(i)(2)); Percolation Test results (VCSCO §8205-4(m)(2))
<input type="checkbox"/>	<input type="checkbox"/>	1	<input type="checkbox"/>	Public Water System : Water Availability Letter from Water Purveyor, if applicable (VCSCO §8205-4(j)(1))
<input type="checkbox"/>	<input type="checkbox"/>	1	<input type="checkbox"/>	Private Water Supply : Report demonstrating the availability of a long-term domestic water supply to each lot, if applicable (VCSCO §8205-4(j)(2))
<input type="checkbox"/>	<input type="checkbox"/>	1	<input type="checkbox"/>	Current Preliminary Title Report and Title Policy (not less than one year old and showing evidence of insurability for all parcels involved in the subdivision) (VCSCO §8205-4(k))
<input type="checkbox"/>	<input type="checkbox"/>	Original, plus 1	<input type="checkbox"/>	Public Easement Certification : Certification by a Licensed Surveyor that the design of the subdivision and improvements will not conflict with easements for access through, or use of, property within the proposed subdivision (VCSCO §8205-4(l))
<input type="checkbox"/>	<input type="checkbox"/>	1	<input type="checkbox"/>	Geology Evaluation Report , if applicable (VCSCO §8205-4(o))
<input type="checkbox"/>	<input type="checkbox"/>	1	<input type="checkbox"/>	Initial Study Biological Assessment (ISBA) , if applicable (VCSCO §8205-4(p))
<input type="checkbox"/>	<input type="checkbox"/>	1	<input type="checkbox"/>	Survey of the archeological, paleontological, historical, and cultural resources on the property , if applicable (VCSCO §8205-4(q))
<input type="checkbox"/>	<input type="checkbox"/>	1	<input type="checkbox"/>	Improvements : Cross-sections of all proposed improvements for roads or streets, utility lines, storm drains, etc., if applicable (VCSCO §8205-4(r))
<input type="checkbox"/>	<input type="checkbox"/>	1	<input type="checkbox"/>	Preliminary Grading Plan , if applicable (VCSCO §8205-4(s))
<input type="checkbox"/>	<input type="checkbox"/>	1	<input type="checkbox"/>	Housing and Financial Impact Report (for Mobilehome Park Conversions or Closures only) (VCSCO §8205-4(t))
<input type="checkbox"/>	<input type="checkbox"/>	1	<input type="checkbox"/>	Existing and/or Proposed Uses/Buildings Report , if applicable (VCSCO §8205-4(u))
<input type="checkbox"/>	<input type="checkbox"/>	1	<input type="checkbox"/>	Flood Elevation Data , if in 100-year flood hazard area (VCSCO §8205-4(v))
<input type="checkbox"/>	<input type="checkbox"/>	1	<input type="checkbox"/>	Other Documents : _____