



COUNTY OF SANTA BARBARA

Planning and Development

[www.sbcountyplanning.org](http://www.sbcountyplanning.org)

## SITE PLAN/TOPOGRAPHIC MAP REQUIREMENTS

**SCALE:** 1 inch = 40 feet (or larger, i.e., 1 inch = 20 feet)

**SIZE:** 24" by 36" maximum (larger sizes are accepted on a case by case basis)

### ACCURATELY DEPICT THE FOLLOWING (AS APPLICABLE)

The Site Plan and Topographic Map may be shown on one map if all information required for both is entirely legible. If not, all bulleted items must be shown on both the plan and the map, all information required in Sections I, II and VI must be shown on the Topographic Map, and all information required in Sections III, IV, V, and VI must be shown on the Site Plan. Mylar over-sheets showing the required information for the individual sections are preferred. The Site Plan shall be drawn in graphic scale and include the following:

- North arrow
  - Assessor's Parcel Number
  - Date
  - Address of the project site
  - The exterior boundaries of the parcel in conformance with existing records, with information as to dimensions and bearings
  - Gross and Net acreage and boundaries of the existing property
  - Gross and Net area of each proposed lot.
  - Location, width, nature and status of all existing and proposed easements, reservations and rights-of-way, whether or not on record, to which the subject property is, or will be, subject must be shown on the map.
  - A small-scale vicinity map portraying and orienting the boundaries of the project site with respect to surrounding areas and roads
- Demonstration of a validly created parcel and graphic configuration of such legal parcels

### I. GENERAL

A. TOPOGRAPHY - Contour intervals shall be as follows:

**Datum for elevations should be indicated on the map**

1. For parcels with predominantly moderate slopes (under 25%):
  - a. 10 foot intervals for proposed parcels of more than 20 acres
  - b. 5 foot intervals for proposed parcels of 5 to 20 acres
  - c. 1 or 2 foot intervals for proposed parcels less than 5 acres

2. For parcels with predominantly steeper slopes (over 25%):
  - a. 10 or 25 foot intervals for proposed parcels of more than 20 acres
  - b. 5 or 10 foot intervals for proposed parcels of 5 to 20 acres
  - c. 5 foot intervals for proposed parcels less than 5 acres
3. For large parcels (50 + acres) with predominantly extreme slopes (over 30%), 50 foot contour intervals may be used
4. Show topography offsite through 3 contour intervals.
5. Contour maps showing topography and areas proposed for major regrading

**B. SLOPES** - Depict the existing grade as follows:

1. Average slopes
2. Indicate 20% - 30% slopes with shading
3. Use an alternate indicator (e.g., hatching) for slopes of greater than 30%
4. Slopes may be indicated on a separate map sheet if extensive shading is necessary

**II. GRADING** - Indicate the following:

- A. Areas of proposed grading
- B. Revised contour lines
- C. Estimated cut and fill for all building sites and roadways
- D. Proposed drainage plan, including method of conveying water off the site, types of conveyances, and proposed discharge location
- E. Retaining walls (include height and length)

**III. ACCESS** - Indicate the following:

- A. Location, name, and width of all existing and proposed roads, streets, access driveways and alleys within the parcel. Identify each as existing or proposed.
- B. Location, name, and width of all existing roads, streets, alleys and street intersections along the boundaries of the proposed land division. Approximate width and location of proposed streets and their connector roads and other major highways on surrounding property.
- C. Location, width, nature and status of all existing and proposed easements, reservations and rights-of-way, whether or not on record, to which the subject property is, or will be subject
- D. Streets or other areas to be offered for dedication
- E. Trails (horseback riding, hiking, etc.)
- F. All interior circulation patterns including existing and proposed streets, walkways, bikeways, and connections to existing and proposed arterial and connector roads and other major highways
- G. The location, names, widths, approximate grade and curve radii of all existing and proposed roads, streets, and access easements within or affecting the parcels and the existing roads, streets and easements serving the parcels
- H. Roads should be below 15% slopes per Fire Department
- I. A statement of intent with respect to the establishment of utilities, services, and facilities including water, sewage disposal, fire protection, police protection, schools, and transportation, i.e., access, proximity to public transit, or provision of bike lanes, etc.
- J. Proposed public access or recreational areas, trails, or streets to be dedicated to the County

#### IV. DEVELOPMENT AND USE

A. STRUCTURES - Locate all existing and proposed structures, and include the following notations:

1. Label all structures "Existing" or "Proposed"
2. The use, number of stories, height, square footage, and approximate age for each of the above structures
3. Setback distance to proposed lot lines
4. Distance between buildings
5. Label any structure(s) to be demolished
6. Note if permits were obtained for these structures

In addition, indicate the following:

7. Buildings and structures within 50 feet of the property, and their use (**It is very important that this information be included on the map.**)
8. Existing or proposed fences or walls (indicate height and material)
9. Proposed retaining walls (include height and length)
10. Number and type of dwelling units in each building, i.e., single family dwelling, Condominium, apartment, etc. and number of bedrooms in each unit.

B. DEVELOPMENT ENVELOPES (Include all disturbed areas)

1. Shall be located at least 6 feet outside of native tree driplines (oak, willow, sycamore, bay)
2. Shall encompass slopes of less than 20%
3. Shall encompass area for access drives, leach fields, utilities, and associated grading
4. Indicate size of any designated development envelopes

C. OTHER DEVELOPMENT - Indicate where applicable

1. Location of parking spaces, including loading spaces, and parking ratio (parking spaces per building square footage, number of employees and number of proposed new employees, or dwelling units, whichever is applicable), identification of overflow or excess parking, identification of parking areas using permeable surfaces
2. Location of land devoted to public purposes (e.g., unpaved trails, open space, landscaping, recreation) and percent of total net land area devoted to same
3. Impervious surfaces as a percent of total net land area
4. Location of storm drain inlets or catch basins
5. Location of land devoted to storm water quality treatment (e.g., bioretention, bioswales, grassed swales, etc.)
6. Location of existing or proposed on-site lighting indicating the nature of the lighting, the height and the hooding devices
7. For industrial or commercial projects, location of recycling facility
8. Total square footage of gross floor area of all stories, and percent of total net land area of the site covered by buildings
9. Number of hotel/motel units
10. Seating capacity or square footage devoted to patrons
11. Estimated number of potential residents and each residential category
12. Measures to be used to prevent or reduce nuisance effects, such as noise, dust, odor, smoke, fumes, vibration, glare, traffic congestion and to prevent danger to life and property

13. If development is to occur in stages, the sequence in timing of construction of the various phases
14. Location of amount of open space for use by prospective residents and the public
15. Location and description of proposed recreational facilities
16. Location of all proposed structures including but not limited to residential (distinguishing between the various types of residential structures, i.e., single family dwelling, duplex, apartment, condominium, etc.), industrial, and recreational structures, a description of the general dimensions and square footage of each of these structures, and an indication of the total number of an estimated total population for each type of dwelling unit

## V. SITE INFORMATION

- A. VEGETATION - Depict all vegetation in the following areas:
  1. Within 300 feet of the proposed building envelopes
  2. Within 30 feet of proposed utility lines
  3. Within 30 feet of proposed roadways
  4. Within 30 feet of proposed wells, drywells, septic systems, leachlines, etc.
  5. Location of areas of prime scenic quality, habitat resources, archaeological sites, water bodies, and significant existing vegetation such as dense chaparral, riparian corridors, etc.
- B. TREES - Depict all trees using the following notations:
  1. Type, trunk diameter 48" from the ground surface, and height
  2. Extent of canopy
  3. "To Be Removed" (if proposed for removal) and "To Be Preserved" (if intend to save)
  4. Oak woodlands and other types of dense cover may be depicted with a single canopy line with type of tree(s) indicated.
- C. AGRICULTURE - Depict the general extent of any agricultural activities (e.g., orchard, grazing, crops) coverage and estimate the number of trees, acres, livestock, etc.
- D. SURFACE WATER/FLOODING - Indicate the following:
  1. Year-round or seasonal creeks, ponds, drainage courses or other water bodies
  2. 100 year flood plain, or floodway (consult the Federal Emergency Management Agency (FEMA) maps)
  3. Geologic "top of bank" of any creek or drainage or 10 year inundation line where no top of bank
  4. Proposed flood control measures or drainage devices; proposed water quality measures (best management practices)
  5. The location, width, depth, and direction of flow of all existing water courses affected by the application
  6. Proposed storm drain outfalls
- E. GEOLOGY - Indicate the following:
  1. Location of areas of geologic, seismic, flood, and other hazards
  2. Unique geologic features such as fossil deposits, caves, etc.
- F. ARCHAEOLOGY
  1. Recorded prehistoric or historic archaeological sites **must be shown on a separate submittal to be kept confidential by the County.**

**VI. PUBLIC/PRIVATE SERVICES** - Locate and label the following:

- A. Existing or proposed water wells and/or water storage tanks
- B. Existing or proposed components of the septic system
- C. Existing or proposed water mains, sewer lines, gas pipelines, electrical service, including meters and utility poles, fire hydrants, and any other utilities
- D. The source of domestic water supply and the method of providing an adequate water supply to each parcel affected
- E. Other utilities which are to serve the parcels affected
- F. Existing and proposed storm drains

**VII. IF THIS APPLICATION IS FOR A TRACT MAP, TENTATIVE PARCEL MAP, OR LOT LINE ADJUSTMENT, ALSO SHOW THE FOLLOWING**

- A. Proposed lot layout with lot dimensions and numbers (not letters) on each lot
- B. Number and average size of proposed lots
- C. Location of lots that are considered to be affordable pursuant to the County's Housing Element
- D. A label such as "Tentative Parcel Map"
- E. Name, address and telephone number of the subdivider and the registered engineer or licensed surveyor
- F. A certificate signed by all legal owners of the property to read as follows:

**"I hereby apply for approval of the division of real property shown on this map and certify that I am the legal owner or the authorized agent of the legal owner and that the information shown hereon is true and correct to the best of my knowledge and belief."**

**DATE:**

**SIGNED: (by all legal owners, or authorized agents)**

**PRINTED NAME: (of all legal owners, or authorized agents)**

**ADDRESS: (of all legal owners, or authorized agents)**

**TELEPHONE NUMBER: (of all legal owners, or authorized agents)**

- G. For Lot Line Adjustments: Lot sizes, net and gross for both existing and proposed configuration and % change in lot size for each lot.

\*\*\*\* Any other data requested by the Planning and Development Department \*\*\*\*