September 29, 2008

MAJOR SUBDIVISIONS / TENTATIVE MAPS
REVIEW PROCEDURES

(MORE THAN FOUR LOTS)
(DOES NOT APPLY TO CONDOMINIUMS)

All projects require approval of a Tentative Map. The procedure for reviewing these applications can be summarized as follows:

1. **Preliminary Map** – Submit Preliminary Map with brief letter explaining proposal with request for Preliminary Map Meeting to the Planning, Engineering and Environmental Compliance Division. A fee is not currently required for this review, which is a formal meeting between the applicant, the applicant's engineer and City staff. Three full size plans of the Preliminary Map are required. *(Municipal Code Chapter 33, Article 5, Division 1, Section 33-49 thru 33-54.)* The purpose of the preliminary Map Meeting is to provide early concept review of the plan.

2. **Tentative Map and Use Permit Application** – Submit the Project Application and fees for Tentative Map and Use Permit to the Planning, Engineering and Environmental Compliance Division. *(Municipal Code Chapter 33, Article 5, Division 2, Section 33-55 thru 33-63.)*

3. **Development Review Committee (DRC)** – All applications for Tentative Maps are submitted to the DRC for evaluation. The DRC consists of representatives of various City Departments. The purpose is to determine if the application is complete, to identify issues, concerns and potential inconsistencies with standards, and to determine potential environmental impacts. Complete applications will be scheduled for Public Hearing. Applications requiring additional information are deemed incomplete. Applicants will be notified in writing when additional information is required.

4. **Environmental Determination** – The Planning, Engineering and Environmental Compliance Division files a California Environmental Quality Act (CEQA) determination after the application is complete. At a minimum the CEQA determination will be posted for no less than 21 days prior to the Public Hearing.

5. **Planning Commission Review** – All applications for Tentative Maps require Public Hearing review before the Planning Commission. The Planning Commission provides a recommendation to the City Council.

6. **City Council Review** - All applications for Tentative Maps require Public Hearing review and approval by the City Council. Council decisions are final.

Attached Submittals:
- Major Subdivisions - Preliminary Maps Application Checklist
- Major Subdivisions – Tentative Maps Application Checklist

<u>Contacts:</u>
Map Questions - City Engineer Tom Reeves (831) 646-3920
Zoning Questions - Principal Planner Kim Cole (831) 646-3759
Inclusionary Housing Questions - Administrative Analyst Sandra Reeder (831) 646-3995
Fire Department Questions - Deputy Fire Marshall David Reade (831) 646-3908
Building Questions - Chief of Permit & Inspection Services John Kuehl (831) 646-3890

MAJOR SUBDIVISIONS-TENTATIVE MAPS
APPLICATION CHECKLIST
(More Than Four Lots)

September 29, 2008

PROJECT: _____
APPLICANT: _____
DATE SUBMITTED:

REQUIRED BASIC INFORMATION

(See Municipal Code Chapter 33, Article 5, Division 2, Sections 33-55 thru 33-63 for complete listing.)

(Application not to be accepted unless the following is submitted:)

SUBMITTED YES	NO	N/A		
			1	Filing of Tentative Map_____ (date)
			2	Number of Copies: Six (6) Drawings 24" x 36"
			3	One (1) Reduced Copy (11" x 17")
				Form and Content of Tentative Map
			4	Map prepared by civil engineer or land surveyor: _____ (Name)
			5	Scale between 1" = 100' and 1" = 40' / Appropriate Scale
			6	Map fit onto one 24" x 36" page
			7	Vicinity sketch
				Information required on the Tentative Map
			8	Names, addresses and telephone numbers of owners of record, of the subdivider, and of the person or firm preparing the Tentative Map
			9	Date, North point, and scale
			10	Tract number
			13	Description of the location and boundaries of subdivision (Legal Description)
			15	Contours of 2' intervals for slopes of 0 to 5%, or five-foot intervals for slopes over 5%; (Such contours shall extend 200' onto contiguous properties)
			16	Grading plan
			17	Outlines of existing buildings
			18	Location and species of all trees
			19	Approximate boundaries of areas subject to storm water inundation; location, size and direction of flow of watercourses and proposed major storm drain facilities
			20	Approximate widths, locations, and uses of all existing or proposed drainage, sewage, and public facilities within and adjacent to the proposed subdivision, including any easements
			21	Locations, names, widths and grades of existing streets, highways and other public ways, in and near the subdivision
			25	Indication of the total number of lots proposed, with all lots numbered consecutively throughout the subdivision or each proposed unit thereof
			26	Approximate layout and dimensions of each lot; and the areas of the smallest and the largest lots in the tract. Approximate lot areas shall be shown for all lots not rectangular in shape
			27	Proposed building setback lines
			28	Location of any improvements which may be required to be constructed beyond the boundaries of the subdivision and vicinity map

MAJOR SUBDIVISIONS-TENTATIVE MAPS
APPLICATION CHECKLIST
(More Than Four Lots)

			29	Location of surface and underground features, such as fences, ditches, wells, utilities, drains, and the like
			30	Location of natural resources such as sand, gravel, timber, lakes and the like, within the proposed subdivision or within 200' thereof
			31	Line of high-water when adjoining any stream, lake, or ocean
			32	Gross area of the subdivision, open space and recreation areas and greenbelt areas to be shown to the nearest one-tenth of an acre

ACCOMPANYING STATEMENTS

			33	Statement as to existing zoning and land use and as to proposed land use.
			39	**Preliminary Title Report** prepared by a California licensed title company.

ADDITIONAL REQUIRED INFORMATION

(To be determined on a project-by-project basis)

SUBMITTED YES	NO	N/A		
			11	Tract name duplicated within 3 miles of City limits?
			12	Names, numbers and intersecting boundary lines of adjacent subdivisions and tracts, and owners of adjacent land and person/firm preparing the map.
			14	If development will proceed by units, are the boundaries shown
			22	Locations, names, widths, approximate grades, direction of drainage and typical cross sections of all proposed streets, access easements and other ways, and the approximate elevations of street intersections.
			23	Approximate radius of all designed curves.
			24	Any proposed public or semi-public use.
			34	Statement as to the proposed source of water supply and method of sewage disposal.
			35	Statement as to intention of subdivide in regard to erosion control.
			36	Statement as to the proposed timing and phasing of the development of the subdivision or each unit thereof, including the installation of improvements and facilities and the construction of the buildings.
			37	Statement as to the type of sales program anticipated such as condominium, land project, cooperative apartments , etc.
			38	Statement of types and locations of proposed street trees.

ACCOMPANYING DOCUMENTS

			40	SOILS REPORT
			41	GEOLOGIC REPORT
			42	MODEL
			43	C C & R'S

44 Any additional information, data, reports or the like which the Chief of Planning or the Planning Commission deems necessary or desirable for the review and analysis of the proposed subdivision shall be further provided.