

# TENTATIVE TRACT MAP AND PARCEL MAP

## Submittal Requirements and Checklist



The purpose of this form is to inform applicants of the basic submittal requirements in order to allow staff to accurately analyze and process a Tentative Tract or a Tentative Parcel Map application. A Tentative Tract or a Tentative Parcel Map application will not be considered for approval, either by staff or City Council, until all required information is submitted and deemed complete. The following is required to be submitted at the time of application

1.  Deposit in the amount of:
  - Tentative Tract Map: \$3,000
  - Tentative Tract Map Time Extension: \$1,000
  - Tentative Parcel Map \$2,500
  - Tentative Parcel Map Time Extension \$500
2.  Completed Discretionary Permit Application Package
3.  Tentative Parcel Map or Tentative Map (Tract)
4.  Public Notice Package
5. Map Requirements Checklist:
  - Name and address of the record owner of the property proposed to be subdivided and the name and address of the applicant. The applicant and owner; or the applicant alone, provided the applicant is authorized in writing by the owner, shall sign the Tentative Map indicating approval of the filing of such map.
  - Name and address of the registered civil engineer, or licensed surveyor, who prepared the map and the date of preparation.
  - Written statement of acknowledgement from any public utility owning easements, right-of-way, or other property within the boundaries of the proposed subdivision
  - North point and graphic scale of map
  - Sufficient description to define the boundaries of the proposed subdivision and a vicinity map indicating the general location of the proposed subdivision
  - Location, names, widths and approximate grades and radii of proposed and existing streets, alleys, utilities easement and right-of-ways in and adjacent to the subdivision
  - Approximate dimensions of each lot, approximate radii of all curves
  - Elevation contours and general grade plan of lots
  - Provide legal description and assessors parcel number(s)
  - Approximate boundaries of areas subject to inundation of storm water overflow and location, width, and direction of the flow of watercourses
  - Location of existing buildings, trees, railroads, or other physical features affecting the subdivision within the tract or within twenty-five feet of the boundaries thereof. Identify existing features to be removed
  - Indication of present zoning of the parcel(s)
  - Existing monuments or stakes identifying lot corners
  - All streets shall be designated on the Tentative Map along with the existing or proposed street name as established by the street name procedure in the Municipal Code
  - All appropriate certifications as required in 66410 of the California Government Code

- 5.  Preliminary Title Report
- 6.  Grant Deed
- 7.  Soils Report
- 8.  Grading Plan (In the event no such grading is proposed, a statement to that effect shall be placed on the tentative parcel map or tentative map)
- 9.  A statement that verifies that the applicant(s) have not ever owned any adjacent parcel(s)

10. Condominium conversions:

- Submit proof of tenant notification required by California Government Code 66452.9(a) Pursuant to the provisions of subdivision (a) of Section 66427.1, the subdivider shall give notice 60 days prior to the filing of a tentative map pursuant to Section 66452 in the form outlined in subdivision (b), to each tenant of the subject property. (b) The notice shall be as follows:

To the occupant(s) of \_\_\_\_\_

Address

The owner(s) of this building, at (address), plans to file a tentative map with the (city, county, or city and county) to convert this building to a (condominium, community apartment, or stock cooperative project). You shall be given notice of each hearing for which is required pursuant to Sections 66451.3 and 66452.5 of the Government Code, and you have the right to appear and the right to be heard at any such hearing.

\_\_\_\_\_  
(signature of owner or owner's agent and date)

The written notice to tenants required by this section shall be deemed satisfied if such notices comply with the legal requirements of service by mail.

- Physical Elements Report (If units are older than 10 years old)
- Landscaping/Irrigation Plan
- Site Plan
- Elevation Plans
- Tenant Relocation Assistance (as required)
- All proposed improvements should be included in the project plans/submittal