



## **TENTATIVE TRACT/PARCEL MAP APPLICATION** **(Requires Additional Core Application)**

**I. INTRODUCTION:** Tentative Maps are required whenever land is divided. When five or more lots are created, a Tentative Tract Map is required. For four or fewer lots, a Tentative Parcel Map is required. Tentative maps are reviewed by the Planning Commission. Conditions are typically placed on maps relating to the development of lots and the provision of public services. This guide and the attached forms identify the requirements for requesting a Tentative Map. You are also encouraged to contact the Planning Department at 790-8881, if you have any questions about your project or the review process.

**II. APPLICATION REQUIREMENTS:** The following items are required to be submitted to the Planning Department when applying for a Tentative Map **IN ADDITION TO THE CITY'S CORE PROJECT APPLICATION:**

**A. Attached Forms:**

1. **Supplemental Application Form**
2. **Public Hearing Notice List Affidavit**
3. **Certification of Easements** - verifying that all existing easements of record are shown on the tentative map.
4. **Disclosure Affidavit** - A notarized statement indicating that the applicant, family members and business associates have not subdivided nor plan to subdivide contiguous properties.
5. **Instructions for Posting** the Notice of Map Filing Site Sign.
6. **Certification of Posting** - verifying that the property has been posted.
7. **Applicant's Check List**
8. **Applicant's Guide Addendum** "Preparing Your Map"

**B. Public Notice Materials:** *(Optionally, the city will provide all the public notice materials for a flat fee of \$150.00, otherwise follow the instructions below.)*

1. **Property Owners Map** - One (1) copy of a map depicting all the properties within the required radius of the project site. The required radius is as follows:

- For all <u>residential</u> properties -	500 feet
- For all <u>non-residential</u> properties -	
- With an area of 30,000 sq. ft. or less -	500 feet
- With an area greater than 30,000 sq. ft. -	800 feet
2. **Property Owners List** – names and addresses of all current owners of the properties within the required radius per map, keyed to map.
3. **Property Owners Labels** – two sets of mailing labels corresponding to list, and a copy of the list.
4. **Vicinity Map** – showing all parcels within required radius of the project site, and indicating their existing land use(s).



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### C. Drawing Sets:

1. **Tentative Map** - thirty-six (36) copies - at a scale of 1" = 20' (or as otherwise approved by the Director) and folded to approximately 9" x 12". Rolled maps will not be accepted. All information listed on the attached addendum "**PREPARING YOUR MAP**", must be shown.

**NOTE: Please collate and fold all plans and maps to approximately 8½" x 11"**

2. **Grading and Development Plans** - Sites having an average slope of 15% or greater are subject to the Hillside Ordinance and require the following information:
  - Site plan - thirty-six (36) copies - including proposed grading, building pads, retaining walls and structures,
  - Topographic map - thirty-six (36) copies - minimum 5 foot contour (may be combined with site plan).
  - Tree map - thirteen (13) copies - showing existing trees with a trunk diameter of two (2) or more inches,
  - Soils engineering report, geology report, and hydrology report.

It is strongly recommended that the applicant thoroughly review the Hillside Ordinance and contact the Planning Department prior to preparing an application for development in the hillside areas.

### D. Other Materials:

1. **Preliminary Title Report.**
2. **Digital Plan Submittal:** All plans will be required to be submitted in digital format (jpeg, tiff). Alternatively, an 8½" x 11" reduced print of each drawing sheet may be submitted.
3. **Photographs** - One (1) set of photographs depicting the site from adjacent street and/or surrounding views. A map identifying the view directions of all photographs is also required. Please mount photographs on backgrounds no larger than 11 x 17".
4. **Application Fee** - The amount is established by the current fee schedule adopted by the City Council (see below.). Checks should be made payable to the City of La Cañada Flintridge.

## III. PROCESSING YOUR APPLICATION:

- A. **Pre-Application Review.** A preliminary meeting with the Planning Staff is recommended, though not required. The meeting gives you and Staff a chance to review your project and the applicable Zoning standards.
- B. **Application Submittal.** Submit your completed application forms, plans and required fees to the Planning Department. You will receive a case number for your project and a receipt for your fee payment.



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- C. **Staff Review of Application for Completeness.** The Planning Staff will advise you if your application is incomplete. When the packet is complete, a date is set for deciding your request.
- D. **Staff Review for Environmental Determination.** Your project will also be reviewed for any possible environmental impacts. If additional information is required, we will notify you.
- E. **Staff Review of the Tentative Map.** Staff will examine the application materials, including your plans, reports, statements, and information. We will make one or more site visits, and may contact surrounding property owners.
- F. **Land Development Committee.** The subdivision proposal will be reviewed by the Land Development Committee prior to scheduling the request for hearing by the Planning Commission. The LDC meeting provides an opportunity for you to discuss the proposal with representatives of the Planning, Public Works and Engineering Departments.
- G. **Decision on Request.** A decision on your request will be made by the Planning Commission following a public hearing. The applicant or other affected person may appeal the Commission's decision to the City Council. **THE PLANNING COMMISSIONERS (AND CITY COUNCIL MEMBERS, IF APPLICABLE) WILL VISIT YOUR SITE PRIOR TO THE MEETING. BE SURE TO ARRANGE FOR OPEN GATES, PENNING OF ANIMALS, ACCESS TO SITE, ETC.**

**IV. FEES:** The Application Fee, Deposit, Environmental Assessment and Hearing Notice Fee shall be paid to the “City of La Cañada Flintridge” at the time of application. The County Posting Fee and any Department of Fish & Game fees shall be paid later as instructed by your Project Planner. These checks shall be made out to the County Recorder and/or Department of Fish & Game directly.

<u>Tract or Parcel Maps</u>	
Application Fee	\$11,395.00
Deposit - City Engineer	\$1,500.00
EIR/ND Deposit: See <b>Notes</b> below	
Hearing Notice Fee	\$150.00
<u>Environmental Assessment Fee</u>	<u>\$250.00</u>
<b>TOTAL FEE</b>	<b>\$13,295.00</b>

**Separate checks will be required later:**

County Posting Fee:	\$75.00 (payable to L.A. County Recorder)
Environmental Impact Report:	\$2,792.25 (payable to Dept of Fish & Game)
Negative Declaration:	\$2,010.25 (payable to Dept of Fish & Game)

- Notes:**
- (1) An Environmental Impact Report or (*Mitigated*) Negative Declaration is required – a separate contract cost and administrative fee equal to 20% of the contract cost will be required.
  - (2) Additional separate applications and fees will be required for Final Map recordation.
  - (3) An additional County Posting Fee may be required if a second posting is required.
  - (4) An additional Hearing Notice Fee may be required if a Council hearing is required.



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### **V. PREPARING THE MAP:**

- A. PREPARATION OF TENTATIVE MAPS:** Tentative Maps must be prepared by a State licensed surveyor or registered Civil Engineer.
- B. TENTATIVE MAP NUMBER:** A map number must be obtained at the Los Angeles County Engineer's Office, Land Development Processing Office, 900 South Fremont Avenue, Alhambra, CA 91802-1331. Telephone: (818) 458-5100.
- C. REQUIRED INFORMATION:** The following information must be shown on the Tentative Map:
1. Map Title – "TENTATIVE (TRACT OR PARCEL) MAP NO. \_\_\_\_\_" shall be shown in bold letters in the lower right hand corner of the map.
  2. North Arrow, Date and Scale – The map shall be oriented so that the north arrow is at the top.
  3. Vicinity Map – A map indicating the location of the site in relation to the neighborhood or vicinity.
  4. Zoning – Indicate the present and proposed zone designation.
  5. Topography – Contours at no greater interval than five (5) feet.
  6. Drainage – The location and direction of all surface drainage flows and defines water courses.
  7. Property Boundaries – The dimension and record boundaries of the total ownership of the property.
  8. Proposed Lot Boundaries – The dimension, boundaries and area of each proposed lot.
  9. Lot Numbers – A number (not letter) shall be assigned to each lot and indicated on the map.
  10. Adjacent Streets – The names, locations, widths, and improvements (existing and proposed) of all adjoining highways, streets or other access rights-of-way.
  11. Proposed Streets – All proposed streets shall be indicated by name or letter, if no name has been assigned.
  12. Easements – The widths and approximate alignments of all easements, whether public or private, for access, drainage, sewage disposal, or public utilities which are existing or proposed.
  13. Hydrants – The location of all existing fire hydrants within 500 feet of the property.
  14. Existing Structures – All existing structures shall be shown to scale on the map. If it is impossible or impractical to describe such structures or improvements on the tentative map, such information shall be submitted on a separate sheet. Indicate house number, as appropriate. Indicate the disposition of all structures (to be removed, etc.)
  15. Proposed Structures – The footprints of all proposed structures.
  16. Sewage Disposal – Indicate the location of all existing and proposed sewage disposal systems.
  17. Condominiums – If the map is for condominiums, the words "FOR CONDOMINIUM PURPOSES" shall be shown in bold letters on the map. If the project is the conversion of an existing building, the words "CONDOMINIUM CONVERSION" shall be shown in bold letters on the map.
  18. Condominiums, continued – If a map is a condominium or lease project, the following information shall be indicated on the map:
    - a. All structures, number of units, building setbacks, and distances between buildings.
    - b. All vehicular and pedestrian access ways, including widths of such ways.
    - c. All vehicle parking spaces, including location, number spaces, and dimensions.
    - d. All recreation and service areas and facilities.

### **VI. INSTRUCTIONS FOR POSTING THE NOTICE OF MAP FILING SITE SIGN**

The Notice of Map Filing sign is a sign posted on the street frontage(s) of the subject parcel(s) at the time that a Tentative Parcel Map or Tentative Tract Map application is filed with the Community Development Department. If there is more than one street frontage, then signs shall be posted along each three hundred feet or fraction thereof of street frontage of the site (all sites



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shall have a minimum of one sign posting). The sign provides information to the general public regarding the pending proposal to subdivide the posted property.

**Materials:** The sign board shall be made of at least  $\frac{3}{8}$  inch thick wood having at least the following dimensions: two feet (2') tall by three feet (3') wide. The sign shall be mounted between a pair of two inch by two inch (2" x 2") wood posts (or appropriately sized metal posts) adequately fastened to each side of the sign.

**Placement:** The assembly shall be mounted into the ground in a manner that will withstand local wind and weather conditions. The bottom of the sign shall be at least three feet above grade. The sign shall be placed along the middle of the street frontage of the subject property outside the public right-of-way (on the site) and not farther than ten feet from the front property line. View of the sign shall be unobstructed from the entire street frontage.

**Content:** On the face of the sign, across the top, in legible letters printed/painted one and a half inches (1½") high, shall be placed the words:

**“Tentative Parcel Map #####”** (or **“Tentative Tract Map #####”** as the case may be) where ##### is the County assigned map number.

Underneath this shall be legibly printed/painted the following words in one inch (1") high letters:

**“Notice is hereby given that an application for a Tentative Map has been filed with the City of La Cañada Flintridge Community Development Department at City Hall in order to create XX parcels on XX.X acres of land at this site. Any interested person may review the application for this Tentative Map at City Hall. City Hall is located at 1327 Foothill Boulevard – telephone 790-8880.**

**A public hearing on this matter will be held before the Planning Commission on \_\_\_\_\_ . All interested citizens are invited to attend and be heard.”**

The applicant shall fill in the “X”s with the appropriate numbers. As soon as the Planning Commission hearing date is known, the applicant shall fill in that blank. The bottom one foot of the sign shall be imprinted with a legible project site plan.

The applicant shall provide the city with a photo of each site sign after it is posted in place, and at least ten days prior to the public hearing.



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T\_M#

City Date Stamp

## VII. SUPPLEMENTAL APPLICATION

1. Location Of Property: \_\_\_\_\_  
Street Address

Assessor's Parcel No.      Lot No.      Block No.      Tract No.

Nearest Street intersection

2. Zoning: \_\_\_\_\_

3. Project Description (Example: Divide 3.4 acre property into 6 lots):

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

4. Applicant: \_\_\_\_\_  
Name      Telephone No.

Street      City      Zip

5. Property Owner (if other than applicant)

Name      Telephone No.

Street      City      Zip

6. Other Interested Parties (Optional)

Name      Telephone No.

Street      City      Zip



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7. Size Of Property To Be Divided: \_\_\_\_\_ Acres \_\_\_\_\_ Sq. Ft.

8. Number And Size Of Each Proposed Lot:

- |                   |                   |                   |
|-------------------|-------------------|-------------------|
| 1. _____ Sq. Ft.  | 2. _____ Sq. Ft.  | 3. _____ Sq. Ft.  |
| 4. _____ Sq. Ft.  | 5. _____ Sq. Ft.  | 6. _____ Sq. Ft.  |
| 7. _____ Sq. Ft.  | 8. _____ Sq. Ft.  | 9. _____ Sq. Ft.  |
| 10. _____ Sq. Ft. | 11. _____ Sq. Ft. | 12. _____ Sq. Ft. |

(Attach sheet for additional lots.)

9. Average Slope Of Property To Be Divided: \_\_\_\_\_

10. Average Slope Of Each Proposed Lot:

- |            |            |            |
|------------|------------|------------|
| 1. _____%  | 2. _____%  | 3. _____%  |
| 4. _____%  | 5. _____%  | 6. _____%  |
| 7. _____%  | 8. _____%  | 9. _____%  |
| 10. _____% | 11. _____% | 12. _____% |

(Attach sheet for additional lots.)

11. For Condominium Projects, Indicate Number Of Units And Size Of Common Area, If Any:

Number of Units: \_\_\_\_\_ Size of Common Area: \_\_\_\_\_ Sq. Ft.

12. Name Of Water Company Serving Site: \_\_\_\_\_

13. Method Of Sewage Disposal:

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**VIII. PUBLIC HEARING NOTICE LIST AFFIDAVIT  
(REQUIRED UNLESS PREPARED BY CITY)**

I, \_\_\_\_\_ (applicant), hereby declare that the attached public hearing notification list contains the names and addresses of all persons who own property within the required notification area of \_\_\_\_\_ feet from the exterior boundaries of the subject property, as they appear on the latest available assessment roll of the City.

\_\_\_\_\_  
Preparer's Signature

\_\_\_\_\_  
Date



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## IX. DISCLOSURE AFFIDAVIT

This is to affirm that the undersigned is/are the record owner(s) and/ or subdivider(s) of the site subject to Tentative Tract Map No. \_\_\_\_\_, and that, except as indicated below, I/we have not subdivided any contiguous properties, and do not have any family, corporate or business relationships (including stock or share ownership) or agreements with owners or subdividers of contiguous properties.

*(Insert exceptions here)*

I/we understand that the purpose of this disclosure is to reveal any circumstances which could result in a violation of the State of California Subdivision Map Act and/or the City of La Cañada Flintridge Subdivision Ordinance.

I/we declare under penalty of perjury that I/we have reviewed this Affidavit and that the information furnished is true and correct.

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Signatures (To be signed by all record owners and subdividers.)

STATE OF CALIFORNIA    \ss  
COUNTY OF LOS ANGELES/

On \_\_\_\_\_ before me, the undersigned, a Notary Public in and for said State, personally appeared \_\_\_\_\_ known to me to be the person(s) whose name(s) \_\_\_\_\_ subscribed to the within instrument and acknowledges that \_\_\_\_\_ executed the same.

WITNESS my hand and official seal.

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Notary Name (Typed or Printed)

*(Official Seal)*



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**X. CERTIFICATION OF EASEMENTS AFFIDAVIT**

I, \_\_\_\_\_ (applicant), declare under penalty of perjury that all easements of record, (as shown on Preliminary Title Report No. \_\_\_\_\_, dated \_\_\_\_\_, and furnished to this office by the following company: \_\_\_\_\_, are shown on the Tentative Map No. \_\_\_\_\_, and that if the easements are blanket or indeterminate in nature that a statement to that effect has been placed on the tentative map. The purpose and ownership of all easements area also stated.

Executed at \_\_\_\_\_, California, this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_\_.

\_\_\_\_\_  
Signature of Owner/Subdivider/Subdivider's Agent

**XI. CERTIFICATION OF POSTING AFFIDAVIT**

STATE OF CALIFORNIA \  
COUNTY OF LOS ANGELES / ss

I, \_\_\_\_\_ (applicant), declare under penalty of perjury that the above Tentative Map has been posted pursuant to the provisions of La Cañada Flintridge City Council Resolution No. 89-49 on required boundaries of the property legally described as:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Executed at \_\_\_\_\_, California, this \_\_\_\_\_ day of \_\_\_\_\_, 2\_\_\_\_\_.

Signature: \_\_\_\_\_  
Owner/Subdivider/Subdivider's Agent



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### **XII. CHECK LIST FOR APPLICANT**

This checklist is provided to the applicant to simplify the application process for Tentative Maps. If you have any questions, please contact the Planning Department at 790-8881.

- Project Application and Supplemental Application- Property owner's signature required.
- Property Owner's Affidavit
- Initial Study Questionnaire for Environmental Review.
- Preliminary Title Report
- Map depicting all the properties within the required radius of the project site.
- List of names and addresses of all current owners of properties shown on the above map.
- Two (2) sets of envelope labels for mailing information to property owners listed above.
- Notice List Affidavit.
- Disclosure Affidavit (Notarized)
- Certification of Easements
- Certification of Posting
- Certificate of Water Availability
- Tentative Tract Map – Thirty-six (36) copies containing all required information and folded to approximately 9 x 12 inches.
- Transparencies - One 8 1/2 x 11 reduced transparency of Map and all accompanying plans.
- Site plan – Thirty-six (36) copies. (Hillside lots.)
- Topographic map – Thirty-six (36) copies. (Hillside lots.)
- Tree map - Eight (8) copies. (Hillside lots.)
- Soils engineering report. (Hillside lots.)
- Geology report. (Hillside lots.)
- Hydrology report. (Hillside lots.)
- Vicinity Map.
- One (1) set of photographs mounted on background no larger than 11 x 17
- Map identifying the view directions of all photographs.
- Application Fee.