



TENTATIVE PARCEL /TRACT MAP APPLICATION

I. INTRODUCTION: Tentative Maps are required whenever land is divided. For four or fewer lots, a Tentative Parcel Map is required. When five or more lots are created, a Tentative Tract 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 818-790-8881, 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:

A. Attached Forms:

1. **Supplemental Application Form** (Section VII)
2. **Public Hearing Notice List Affidavit** (Section VIII)
3. **Disclosure Affidavit** - A notarized statement indicating that the applicant, family members and business associates have not subdivided nor plan to subdivide contiguous properties. (Section IX)
4. **Certification of Easements** - verifying that all existing easements of record are shown on the tentative map. (Section X)
5. **Certification of Posting** - verifying that the property has been posted. (Section XI)
6. **Check List for Applicant** (Section XII)
7. **CEQA Initial Study Questionnaire** (Section XIII)
8. **Certification** (Section XIV)

B. Drawing Sets:

1. **Tentative Map** - thirty-six (36) copies - at a scale of 1" = 20' (or as otherwise approved by the Director). Rolled maps will not be accepted. All information listed within **Section V "PREPARING THE 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.



TENTATIVE PARCEL /TRACT MAP APPLICATION

C. 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. **Preliminary 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.
- C. **Staff Review of Application for Completeness.** The Planning Staff will advise you if your application is incomplete. When the application 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.**



TENTATIVE PARCEL /TRACT MAP APPLICATION

IV. FEES: The Application Fee, City Engineer Deposit, CEQA Negative Declaration and Public Noticing Fees shall be paid to the “City of La Cañada Flintridge” at the time of submittal. The County Posting Fee and any Department of Fish & Wildlife fees shall be paid later as instructed by your Project Planner. These checks shall be made out to the Los Angeles County Clerk directly.

	<u>Parcel Maps</u>	<u>Tract Maps</u>
Application Fee	\$5,700.00	\$11,395.00
Deposit - City Engineer	\$1,500.00	\$1,500.00
EIR/ND Consultant Deposit:	See Notes below	See Notes below
or		
CEQA Negative Declaration Fee	\$1,000.00	\$1,000.00
Public Noticing Fee	\$150.00	\$150.00
TOTAL FEE	\$8,350.00	\$14,045.00

Separate checks will be required later:

County Posting Fee:	\$75.00	(payable to L.A. County Clerk)
Environmental Impact Report:	\$3,078.25*	(payable to L.A. County Clerk)
Negative Declaration:	\$2,216.25*	(payable to L.A. County Clerk)

Notes:

- (1) Where an Environmental Impact Report or (*Mitigated*) Negative Declaration is required – a separate contract cost and administrative fee equal to 20% of the contract cost may be required.
- (2) Additional separate application and fee 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 Public Noticing Fee may be required if a Council hearing is required.
- * Fee per Fish & Wildlife Code Section 711.4 for 2017

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.



TENTATIVE PARCEL /TRACT MAP APPLICATION

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 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



TENTATIVE PARCEL /TRACT MAP APPLICATION

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 Los Angeles 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 818-790-8881.

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.



TENTATIVE PARCEL /TRACT MAP APPLICATION

City Date Stamp

T_M#

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

7. Size of Property to be Divided: _____ Acres _____ Sq. Ft.



TENTATIVE PARCEL /TRACT MAP APPLICATION

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:

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



TENTATIVE PARCEL /TRACT MAP APPLICATION

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.

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)



TENTATIVE PARCEL /TRACT MAP APPLICATION

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



TENTATIVE PARCEL /TRACT MAP APPLICATION

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.



TENTATIVE PARCEL /TRACT MAP APPLICATION

XIII. CEQA INITIAL STUDY QUESTIONNAIRE

The City requires the following information so that it may review your project under the requirements of the California Environmental Quality Act (CEQA). Please fill out this Initial Study Questionnaire and submit it with your project application form. Use additional sheets, as needed. For additional information, please call (818) 790-8881.

A. Present use of site:

B. List and describe all related permits or other public approvals that you will obtain for this project. Include the name of the permitting agency. (Examples: Section 404 Permit from U.S. Army Corps of Engineers for Grading in Stream; Health Department Permit for Restaurant Kitchen Facilities; County Flood Control Department for Easement Encroachment.)

C. Phasing. Will this project be built in phases or is this project part of a larger project, plan or program? Discuss the timing of the project, including projected start and finish dates. Attach a time schedule, if appropriate. If the project is part of a larger project or previously granted permit for which an Environmental Impact Report (EIR) or Negative Declaration (ND) has been prepared, attached a copy of the appropriate documentation or identify the relevant city of La Cañada Flintridge case no. Attach additional sheets, if necessary.

D. Project site. Describe the project site as it is before the project. Discuss topography and slope characteristics, plants and animals, crops, and any cultural, historical or scenic aspects. Describe any existing structures on the site and the use of these structures on the site and the use of these structures. Attach additional sheets, if necessary.

E. Environmental setting. Describe the surrounding properties. Discuss topography and slope characteristics, plants and animals and any cultural, historical or scenic aspects. Indicate



TENTATIVE PARCEL /TRACT MAP APPLICATION

the types of surrounding land uses (residential, commercial, open space) and the intensity and the scale of development (one and two-story single family homes, high-rise hospital, strip commercial). Attach additional sheets, if necessary.

F. Will the project require any grading? _____ Yes _____ No

If yes, how many cubic yards of materials will be moved? Cut: _____ Fill: _____

Will the earth movement be balanced on the site? _____ Yes _____ No

If grading will require the addition or removal of material, where will the material be obtained from or deposited?

G. Are there any identifiable landslides or other major geologic hazards on the property? Include areas of compacted fill.

H. Are there any natural drainage courses, springs, ponds, etc., on the property?

I. Will any natural water courses, surface flow paths, etc., be changed through implementation of the project?

J. Identify any hazardous substances, such as oil, pesticides, chemicals or radioactive materials that will be handled or stored on or off the site, as a result of this project or its operations.



TENTATIVE PARCEL /TRACT MAP APPLICATION

K. What are the existing principal sources of noise at the project site?

L. Describe the facilities and/or equipment within your project which are expected to induce noise?

M. What types of odors will the project generate?

N. Identify the source of any dust which the project may generate.

O. What provision will be included for security within the project?

P. Identify, in general terms, the plants and animals of the project area.

Q. Explain any displacement of people which will result from the project.



TENTATIVE PARCEL /TRACT MAP APPLICATION

R. Identify any historical sites located on the property.

S. What school district serves the property? _____

If the project is a residential development of five (5) or more units, attach verification from the appropriate school district stating that existing school facilities are adequate to meet the anticipated increase in attendance resulting from the project. Verification attached: _____

T. Is sewer presently available to the site? _____ yes _____ no

If sewer service is available, attach verification from the appropriate sewer district stating that existing sewers are capable of meeting the anticipated increase resulting from the project.

Verification attached _____

U. If sewers are not available, what type of disposal system will be used?

V. Is an existing water supply available for adequate fire protection? _____ yes _____ no

If an adequate supply is available, attach verification from the L.A. County Fire Department supporting this claim. Verification attached _____.

XIV. CERTIFICATION: I hereby certify that the statements furnished above and in the attached exhibits present the data and information required for this initial evaluation to the best of my ability, and that the facts, statements, and information presented are true and correct to the best of my knowledge and belief.

Date _____ Signature _____

Name: _____

For (if agent): _____