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Tentative Map Application

As Provided in the Clayton Municipal Code Title 16, Chapter 16.20.020

Below: Office Use Only

File No: _____ Deposit: _____

Received By: _____

Date: _____ Receipt No: _____

Please clarify any questions with the Planning Staff prior to completing this form. Please print or type legibly. Attach additional sheets if necessary. Incomplete applications will not be accepted.

1. Design Team Contact Information:

Applicant:

Name: _____

Email: _____

Address: _____

Company Name: _____

Direct Phone No: _____

Property Owner:

Name: _____

Email: _____

Address: _____

Company Name: _____

Direct Phone No: _____

Civil Engineer/Licensed Land Surveyor:

Name: _____

Email: _____

Address: _____

Company Name: _____

Direct Phone No: _____

2. Project Information:

Title [assigned by staff]: _____

Subdivision Number [assigned by staff]: _____

Type of Subdivision: _____

Name of Subdivision: _____

Instructions

Tentative Maps are for major subdivisions of five or more parcels

16.20.022 Filing of Tentative Map and Supplementary Data.

The subdivider shall file (a number of prints as determined by the Community Development Director) the tentative map of the subdivision, together with supplementary data and the required filing fee. The official date of filing a Tentative Map and the required accompanying statement is the date on which the application is accepted as complete. This date will be within thirty (30) calendar days after the Tentative Map has been received in the City office. If the application is not complete and accepted, it shall be returned to the subdivider by the City Clerk with a written statement of the reason.

A. Referral to other departments.

Within five (5) working days after the official filing of the map, the planning staff shall forward copies to such agencies as: the City Engineer, the Health Officer, Flood Control, Building Inspection Department of the County, the Chief Engineer of a Sanitary District if the subdivision lies within a sanitary district, the Chief of the local fire district, the local State Highway Department office, and to other interested agencies. Each of the said agencies, within fifteen (15) working days after the map has been filed, may forward to the Planning Staff its findings and recommendations thereon.

B. Subdivision conference.

Within twenty (20) working days after the filing of a Tentative Map, a review conference may be held on the Tentative Map. Written notice of such conference shall be given to the subdivider or his/her agent, and to all interested agencies. The recommendations of the planning staff and the other affected agencies will be considered and correlated. A written report of the results shall be presented to the applicant at least three (3) days prior to any hearing or action on such map by the Planning Commission. (Ord. 325, 1996; Ord. 199, 1980)

3. Submittal Requirements:

The number of copies of each of the items below, which constitutes a complete Application Submittal Packet, will be determined by the Community Development Director. If not specified, assume only one copy is needed. If applicable, all plans and analyses shall be at scale 1"=20' for site planning and 1/8"=1' or greater for elevations and floor plans. Please submit the following information in the order in which it is outlined below. Additional items may be required by Community Development Director.

☐ Community Development General Application

☐ Tentative Map Application

☐ Environmental Review Application (See "environmental impact study" in Part 5 of this application)

☐ Impervious Area Worksheet

☐ Processing Deposit \$ _____ (Make check payable to the City of Clayton)

☐ Title Report or copy of a Preliminary Title Report prepared for the current owner

☐ Legal description for each subject parcel(s)

☐ Current zoning map showing existing and proposed zoning classification(s), as applicable, for the subject parcel(s) and its surrounding land uses

☐ General Plan map showing existing and proposed general plan designation(s), as applicable, for the subject parcel(s) and its surrounding land uses

☐ Photographs/Graphics showing the relationship of the subject parcel(s) identified to the surrounding properties. Include aeriels such as Google Earth maps, and perspective photographs, as applicable

☐ Utility Certification: (Certification in writing from all utilities that the proposed subdivision can be adequately served)

☐ **Topographical Contour Map:**

Elevations shall be in accord with U. S. Geological Survey (1929 Sea Level Datum). The map shall be drawn to an engineer's scale large enough to show all information clearly, but not smaller than one hundred feet (100') to the inch. Contour interval shall not be greater than two feet (2') if the ground slope is less than ten percent (10%) nor larger than five feet (5') for ground slopes greater than ten percent (10%); and at such intervals that the contour lines will not be spread more than one hundred fifty feet (150') (ground distance) apart.

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| 1. Existing terrain | 17. Typical geometric sections for streets showing pavement width, curbs, sidewalks, grading in marginal strips, slopes of cuts and fills, and other construction proposed or applicable |
| 2. Existing drainage channels | 18. Areas to be used for public purposes |
| 3. Roads | 19. Location, approximate grade, direction of flow and type of facility of existing drainage channels and storm drains |
| 4. Culverts | 20. A vicinity map showing roads, adjoining subdivisions, towns, creeks, railroads, and other data sufficient to locate the proposed subdivision and show its relation to community development |
| 5. Overhead and underground utility lines | 21. North arrow and scales for maps and contour interval |
| 6. Wells and springs | 22. Boundary lines of existing land use zones shall be delineated |
| 7. Major structures | 23. Statement or plan as to proposed plans for drainage the area subject to flooding or inundation by waters flowing into or from the subdivision |
| 8. Irrigation ditches | 24. If to be developed in increments, the map shall indicate the approximate sequence of development units |
| 9. Utility poles | 25. The source and date of existing contours |
| 10. Other improvements in their existing location | 26. Significant trees and outcroppings |
| 11. The outline of existing slides, slips, slump areas subject to inundation or ponding | |
| 12. The edges of pavements of existing paved roads, drive-ways, and the edges of existing traveled ways within public right-of-way | |
| 13. Location of existing property lines and approximate boundaries of existing easements within the subdivision, with the names of the owners of record, of easements, exclusions, and the properties abutting the subdivision | |
| 14. The proposed lot and street layout with scaled dimensions of each lot | |
| 15. The location of all proposed easements for drainage and access | |
| 16. Street names, width of streets and easements, approx. grade, and radius of curves along property lines of each street. | |

Proposed Improvements:

1. The location, grade, centerline radius, and arc length of curves, pavement and right-of-way width, and name of all streets. Typical sections of all streets shall be shown.
2. The location, width, and purpose of all easements.
3. The location and radius of all curb returns and cul-de-sacs.
4. The angle of intersecting streets if such angle deviates from a right angle by more than four degrees.
5. The approximate lot layout and the approximate dimensions of each lot and of each building site. Engineering data shall show the approximate finished grading, the elevation of proposed building pads, the top and toe of cut and fill slopes to scale, and the number of each lot.
6. Proposed recreation sites, trails, and parks for private or public use.
7. Proposed contours at two feet (2') intervals shall be shown if the existing ground slope is less than ten percent (10%) and five feet (5') intervals for existing ground slopes greater than or equal to ten percent (10%). A separate grading plan may be submitted.
8. Proposed common areas and areas to be dedicated to public open space.
9. The location and size of sanitary sewers, water mains, and storm drains. Proposed slopes and approximate elevation of sanitary sewers and storm drains shall be indicated.
10. The name or names of any geologist or soils engineer whose services were required in the preparation of the design of the tentative map. (Ord. 325, 1996; Ord. 199, 1980)

Preliminary Soils Report:

A preliminary soils report prepared by a civil engineer registered in the State of California and based on adequate test borings shall be submitted. The City Engineer may require a soils investigation of each lot in the subdivision if the preliminary soils report indicates the presence of critically expansive soils or other soils and seismic problems which, if not corrected, would lead to structural defects. Such soils investigation shall recommend the corrective action which is likely to prevent structural damage to each structure proposed to be constructed in the area where such soils problems exist. A preliminary grading and site development plan including drainage will be submitted.

Engineering geology and/or seismic safety report:

A preliminary engineering geology/seismic safety and/or a seismic safety hazards investigation report prepared in accordance with guidelines established by the Planning staff shall be prepared. If the preliminary engineering geology and/or seismic hazards investigation report indicates the presence of geologic hazards or seismic which, if not corrected, would lead to structural defects, an engineering geology and/or seismic hazards investigation of each lot shall accompany the final map and shall contain an investigation of each lot within the subdivision deemed to be affected by such hazards.

School Site:

The subdivider shall obtain from the school districts involved their intention in writing concerning the necessity for a school site, if any, within the subdivision and shall present this information to the Planning staff prior to the consideration of the tentative map by the Advisory Agency.

Letter of Explanation:

1. Existing use of the property.
2. A description of the proposed subdivision, including the number of lots, their average and minimum size, and the nature of the development.
3. Source of water supply.
4. The method of sewage disposal proposed.
5. Other improvements proposed.
6. Explain how the proposed tentative or parcel map will effect, either positively and or negatively, the City of Clayton residents and the adjacent property owners.
7. Explain how the tentative or parcel map accommodates, encourages, and promotes innovatively designed developments involving residential and/or non-residential land uses, which form an attractive and harmonious unit of the community.

Mailing Envelopes and addresses:

1. List of names and addresses of all legal owners of property within a 300' radius of the subject parcel(s).
2. Envelopes: prepare a complete set of addressed and stamped legal size envelopes for all listed property owners. Do not place return address on envelopes.
3. Ownership Map: County Assessors map showing subject parcel(s) highlighted or outlined and a boundary line indicating all properties located within a 300' radius of the subject parcel(s). (Will be provided by City Staff if applicant is not using a Title Company.)

4. Important Implementing Information from the City of Clayton Municipal Code:

16.20.023 Chart of Actions on Tentative Map.

SEQUENCE:

- A. Subdivider prepares draft tentative map for proposed subdivision and submits to City Staff along with supporting documents.
- B. City Staff reviews draft tentative map; schedules conferences and coordination with Interested agencies and the Planning Commission; prepares report of findings; sends to subdivider and to all other interested parties.
- C. Subdivider prepares application for tentative map in accordance with report on draft tentative map and submits to City.
- D. City Staff checks the submission for completeness and, if determined complete by the Community Development Director, accepts the application which is the beginning of the 50 day period for final action. The City Staff prepares necessary reports with copies to all interested persons and forwards accepted application to the Advisory Agency (Planning Commission) for required action.
- E. Advisory Agency (Planning Commission) reviews and studies application, map and supporting documents; holds public hearing and deliberations; takes one of three actions:
 1. Approves as submitted;
 2. Approves with conditions;
 3. Disapproves the tentative map.
- F. City Staff. City Clerk certifies action by Advisory Agency (Planning Commission) and provides notification of action to subdivider and interested agencies and persons.
- G. The subdivider may accept the tentative map as approved or conditionally approved, or, if the application was disapproved, the subdivider may appeal in accordance with Section 66452.5 of the Government Code. The subdivider may also appeal any other action of the Advisory Agency (Planning Commission) as may any other person who is adversely affected. If the subdivider does not appeal, the approved, or conditionally approved, map expires in accordance with Section 66452.6. If the subdivider or an adversely affected person files an appeal, such appeal must be filed with the City Clerk within 10 days after the action of the Advisory Agency (Planning Commission). (Ord 375, 2004)
- H. City Staff on appeal. The City Clerk will refer the appeal to the Appeal Board (City Council) for public hearing; notifies all persons concerned.
- I. Appeal Board (City Council) set the appeal for public hearing to be held within 30 days of the date of filing; renders decisions on the matter within 10 days after the hearing. Failure of Appeal Board (City Council) to act, the tentative map insofar as it complies with applicable codes shall be approved or conditionally approved as it was last approved or conditionally approved.
- J. City Staff. The City Clerk certifies the action taken and returns the tentative map to the subdivider. (Ord. 325, 1996; Ord. 199, 1980)

Environmental impact study.

No tentative map filed pursuant to the provisions of this Chapter shall be approved until the subdivision is found exempt or an initial study is completed and a negative declaration or environmental impact report, as appropriate, is prepared, processed and considered in accordance with the provisions of the California Environmental Quality Act. The subdivider shall provide such additional data and information and deposit and pay such fees as may be required for the preparation and processing of environmental review documents. Upon the filing of a tentative map as provided herein, it may be submitted to the Office of Intergovernmental Management pursuant to Section 12037 of the Government Code for an evaluation of the environmental impact of the proposed subdivision. If the subdivision in question is a land project as defined by Section 11000.5 of the Business and Professions Code, such submission shall be required prior to approval of the tentative map.

5. Certification:

General Certification:

I (We):

- consent to the submission of this application.
- understand that an incomplete application may be denied.
- hereby declare under penalty of perjury under the laws of the State of California that the information in this application and its attachments is true, complete and correct.
- certify that I (We) have read and understand Title 16, Chapter 16.20.020 found in Part 4 of this application and in the City of Clayton's Municipal Code.

Form Specific Certification:

I (We):

- understand that all permits and/or reviews are subject to regulations set forth in the Clayton Municipal Code, and the conditions of approvals as set by the Planning Commission during the Public Hearing and/or City Council appeal.

Applicant's Signature: _____

Date: _____

Property Owner's Signature: _____

Date: _____