

# TENTATIVE TRACT MAP PROCEDURES

## **Tentative Tract Map:**

*A subdivision involves the owner or owner's representative proposes to divide vacant or improved land within the City limits into lots or parcels for the purpose of sale, lease, gift or financing, now or in the future.*

*There are two types of subdivisions: Tract Map and Parcel Map. Each type is processed in two phases. Each type is processed in two phases, tentative and final. The first phase involves the review and approval of the map; the second phase is the approval and recordation of the map. The requirements and procedures for subdivisions are established by State Government Codes as well as Municipal Codes.*

## **Procedure:**

### **Step 1: Process Determination**

*The Tentative Tract Map process must be used when you propose to create five or more:*

- *Land Parcels or Lots;*
- *Condominium Units;*
- *Parcels or Lots for a community apartment project;*
- *Units in the conversion of a dwelling to a stock cooperative.*

*This process does not apply if one of the following is true:*

- *The land is divided into four or less parcels or lots;*
- *The land before division:*
  - *Contains less than five acres; and,*
  - *Has each proposed parcel or lot abutting upon a maintained public street or highway; and,*
  - *Requires no road dedication or improvements.*
- *Each proposed parcel or lot has:*
  - *A gross area of 20 acres and not more than 40 acres; and,*
  - *An approved access to a maintained public street or highway.*
- *The land:*
  - *Consists of a parcel[s] or lot[s] having an approved access to a public street or highway; and,*
  - *Is part of a tract zoned for commercial or industrial development; and,*
  - *Is approved as to street alignment and width.*
- *Each parcel or lot created:*
  - *Has a gross area of 40 acres or more; and,*
  - *Is not less than a quarter of a quarter section.*

### **Step 2: Presubmission**

*Now that you have determined your subdivision will be processed as a tentative tract map, it is advisable that you, together with your engineer or land planner, consult with the City Planner prior to formal submission to clarify the content of your request. The Presubmission Process is available to you as one means of obtaining information regarding your development request.*

### **Step 3: Application**

*A Tentative Tract Map application can be obtained from the Planning Department. The application identifies the specific information and number of copies required.*

*Before you submit your application, you must obtain a tract number from the City Planner. Your map will be identified throughout the review process by this number.*

*Upon submission of the application and payment of all requisite fees, the application will be given a cursory check for completeness. Your application will only be accepted for filing if the basic requirements have been met.*

*Before the application is formally accepted as complete, a detailed review will be conducted. You will be notified if additional information is required. Your application will be placed on hold until the required information is added to your file. If no further information is required, your application will be accepted as complete and processed [within 30 days].*

***Step 4: Development Review Committee [DRC]***

*Your application is sent to all departments and agencies that have an interest in your proposal. Their comments are requested by a certain date, or their comments may be given during the scheduled Development Review Committee [DRC] meeting.*

***Step 5: Review by the City Planner***

*The City Planner will then review your project, visit the site, review the comments proffered by other departments/agencies potentially affected by the project, and synopsise all of this into the staff report. This report will contain both the findings and the recommendations for the Planning Commission. Copies of the staff report will be made available to you and other interested parties prior to the public hearing.*

***Step 6: Approval of Findings***

*Tentative Tract Maps can only be approved when the proposed land division design and improvements are:*

- *Consistent with the applicable general and specific plans;*
- *Physically suitable for the development and proposed density;*
- *Not likely to cause substantial environmental damage;*
- *Not likely to substantially and avoidably injure fish or wildlife or their habitat;*
- *Not likely to cause serious public health problems; and,*
- *Providing adequate public street easements.*

***Step 7: Public Review, Planning Commission Review***

*A Public Hearing Notice of your proposed Tentative Tract Map will be published in the local newspaper and sent to all property owners within 300 feet of the boundaries of your site. Additional public notification may be required, depending upon the actual location of your site. The Public Hearing Notice will provide information on the date, time, request and location of the meeting where your project will be considered, and a description of your project.*

*At the Public Hearing, the Planning Commission will consider your request, the Staff Report and recommendation, and any public testimony. Upon conclusion of the Hearing, a recommendation will be made to approve, conditionally approve or deny your request.*