

**TENTATIVE TRACT/PARCEL MAP
Application and Processing Guide**

**CITY OF SOUTH PASADENA
Department of Community Development
1414 Mission Street
South Pasadena, CA 91030
(626) 403-7220**

Before you fill out the application form and to assist staff in processing your application,
please carefully read the enclosed filing instructions.

FILING INSTRUCTIONS

Tentative Tract/Parcel Map Application

I. Application Requirements

To file an application for a tentative map, the applicant shall submit the following items to the Community Development Department:

- Application Form - This includes a description of the proposed project, a statement of how the request meets the required findings, and an original signature from the property owner.
- Initial Study Questionnaire for Environmental Review - See Attached.
- Property Owners Map and List - One (1) copy of a map depicting all the properties within the required 300' radius of the project site and a list of the names and addresses of all current owners of these depicted properties, including all residential and non-residential properties. Two sets of envelope labels for mailing information to these property owners is also required. A property owner's affidavit must also be submitted with the application - See Attached Form.
- Vicinity Map - One (1) copy of a map showing all parcels within 300 feet of the project site, indicating their existing land use (s).
- Tentative Tract/Parcel Map prepared by a State Licensed Surveyor or registered Civil Engineer - Ten (10) copies at a scale of 1" = 20' or larger and including the following:
 1. **Map Title** – “TENTATIVE TRACT OR PARCEL MAP NO. _____” shall be shown in bold letters in the lower right hand corner of the map. You must obtain a map number at the Los Angeles County Engineer's Office, Land Development Processing Office, 900 S. Fremont Avenue, Alhambra, CA 91803-1331, (626) 458-5100.
 2. **Names, addresses and telephone numbers** of the record owner(s), developer and licensed land surveyor or registered civil engineer preparing map.
 3. **Legal Description** - Sufficient legal description of the land included on the map to define the boundaries of the tentative tract.
 4. **Tract Number** of adjoining subdivisions.
 5. **North arrow, date and scale** – The map shall be oriented so that north is at the top.
 6. **Vicinity map** – A map indicating the location of the site in relation to the neighborhood or vicinity shall be included.
 7. **Zoning** – Indicate the present and proposed zone designation and proposed land uses (single family, commercial, etc.)
 8. **Topography** – Contours at no greater interval than five (5) feet shall be shown.
 9. **Drainage** – The location and direction of all surface drainage flows and defined water courses shall be shown.

10. **Property Boundaries** – The dimension and record boundaries of the total ownership of the property shall be shown.
 11. **Proposed Lot Boundaries** – The dimension, boundaries and area of each proposed lot shall be shown.
 12. **Lot Numbers** – A number (not letter) shall be assigned to each lot and indicated on the map.
 13. **Adjacent Streets** – The names, locations, widths, and improvements (existing and proposed) of all adjoining highway, streets or other access rights-of-way shall be shown.
 14. **Proposed Streets** – All proposed streets shall be indicated by name or letter, if no name has been assigned.
 15. **Easements** – The widths and approximate alignments of all easements, whether public or private, for access, drainage, sewage disposal, and public utilities which are existing or proposed shall be shown. Also, approximate radius of all centerline curves on highways, streets and alleys.
 16. **Hydrants** – The location of all existing fire hydrants within 500 ft. of the property.
 17. **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.)
 18. **Proposed Structures** – The footprints of all proposed structures shall be shown.
 19. **Sewage Disposal** – Indicate the location of all existing and proposed sewage disposal systems.
 20. **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.
 21. **Condominiums** – 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 of spaces, and dimensions.
 - D. All recreation and service areas and facilities.
- **Application Fee** - The amount is established by the current fee schedule approved by the City Council (see below). Checks shall be made payable to the City of South Pasadena.

II. Processing Your Application

Pre-Application Review - A preliminary meeting with the Planning Staff is recommended, though not required. The meeting provides you and staffs an opportunity to review the project and the applicable zoning standards, and obtain the appropriate applications form(s) for your request.

Application Submittal - After you have prepared your plans and filled out the application forms, bring them and the required fee to the Planning Department. You will receive a receipt for your fee payment.

Staff Review of Application to Determine Completeness - Upon submittal, staff will review your application packet and notify you shortly thereafter if additional materials are needed. You will be notified of the time and date of the public hearing when your request will be presented to the Planning Commission. A minimum of four to six weeks will pass between submission of your complete application and the Planning Commission hearing date.

Staff Review for Environmental Determination - Your project will also be reviewed for any possible environmental impacts. Staff will notify you if additional information is required to satisfy the environmental review process. Where an EIR is required, the application shall not be complete until a Draft EIR has been prepared. You will then be scheduled for a public hearing at the next available Planning Commission meeting. A deposit is required to obtain a consultant firm to prepare the Draft EIR.

Staff Review of the Tentative Tract/Parcel Map Request - Staff will examine the application materials, including your plans, justification statement, and other relevant information. We will make one or more site visits and may contact surrounding property owners for additional information.

Decision on the Request - A decision on your request for the tentative tract/parcel map will be made by the Planning Commission at a public hearing. At the hearing, the Planning Commission opens the matter for public comment by interested parties or individuals. Once every one wishing to speak on the matter has been heard, the Planning Commission will close the public hearing. The decision could be that of an approval, approval with conditions, continuation for redesign, or denial. (The City Council will review all final maps for approval)

Appeal - Before the Commission's decision is final, there is a fifteen day appeal period during which the applicant, the City Council, or any person aggrieved by the decision of the Commission, can file a written appeal. An appeal application and current filing fee in the amount of \$350.00 may be submitted to the City Clerk's office within the fifteen-day appeal period. If no appeal is filed, the Commission's decision is final. If such an appeal is filed, the matter is set for a public hearing by the City Council. At the hearing, the Council shall either uphold or reverse the Planning Commission decision, at which time, the decision on the matter is final.

III. Fees

The following are current fee entitlement applications:

Tentative Tract/Parcel Map:	\$ 1,575.00
Environmental Review	Varies as applicable (See current fee schedule.)

Applicant's Guide to the Initial Study Questionnaire

I. Introduction

California law requires that all local government review any project for its potential effects on the environment. The process for this review is contained in the California Environmental Quality Act (CEQA) and its implementing Guidelines. The first step in this review is the preparation by the City of an Initial Study. The Initial Study is the basis for reviewing your project and determining if additional studies, such as an Environmental Impact Report (EIR), are required. In order to prepare the Initial Study, the City needs information about the project. Which you are asked to provide in the attached Initial Study Questionnaire.

This guide and the attached forms identify the information which you, as applicant, must provide before the City can decide on the possible environmental impacts of your project. You are also encouraged to contact the Community Development Department at (626) 403-7220, if you have any questions about your project or the application process.

II. The Initial Study and your project

Typically, an environmental review is conducted as part of the processing of request for development, such as a Conditional Use Permit (CUP) or Tentative Tract Map. However, you may request an environmental review in advance of applying for any permits or approvals. In either case, your project must be sufficiently well defined so that the City can prepare an adequate picture of future environmental conditions.

The application submittal requirements listed below are prepared as if the Initial Study is being filed separately, with no other applications. If you are also preparing an application for a development permit (i.e., CUP, Variance, Zone Change), the requirements below may be met, in part, by the submission requirements of your other application.

III. Application Requirements

The following items are required to be submitted to the Community Development Department for an Environmental Review.

- A. Completed Initial Study Questionnaire (attached). This form includes a description of the proposed project, a description of existing environmental conditions, and a series of questions related to areas of potential impact.
- B. A map of approximate scale showing generalized land use on the project site and on surrounding properties.
- C. A plot plan (3 copies), including the following information:
 - i. Topographical contour lines;
 - ii. The location and layout of all existing and proposed structures, including building sites and pad elevations;
 - iii. Existing landscaping, including the location, spread, health and circumference (measure at 4 ½ feet above ground level) of all oak trees and any other tree with a trunk diameter of 2 inches or greater, with species names.

- D. Photographs of the site, building pad locations and surrounding area. The photographs must indicate the site boundaries and must be keyed to the plot plan.
- E. A vicinity map of appropriate scales showing the subject property in relation to nearby streets and other significant physical features. Street maps (such as the Thomas Guide) in urban areas of U.S.G.S. Quad Sheets in rural areas may be used.
- F. An application fee. The amount is established by the current fee schedule adopted by the City Council. Checks should be made payable to the City of South Pasadena.

IV. Processing your Application

These are the steps typically involved in processing an Environmental Review:

- A. Pre-application Review: A preliminary meeting with a Planner is recommended, though not required. The meeting gives you and staffs a chance to review your project and the City's policies with regard to environmental impact review.
- B. Application Submittal: After you have prepared your plans and filled out the Initial Study Questionnaire, bring them and the required fee to the Community Development Department. You will receive a receipt for your fee payment.
- C. Staff Review of Application for Completeness: A Planner will let you know if there is anything missing from your application packet. When the packet is complete, a public hearing date is set for your request(s).
- D. Staff Review of Environmental Determination: Your project will be reviewed for any possible environmental impacts. If additional information is required, we will notify you.
- E. Decision on Determination: Staff will make A decision on your request. It may be determined that your project is Categorically Exempt and no additional environmental review is required; OR a Negative Declaration may be prepared which states that no potentially significant environmental impacts are expected to result from the project. (Changes to the project, in the form of Mitigation Measures, may be incorporated into the Negative Declaration); OR further study of one or more areas of potential environmental significance may be required. This typically results in the preparation of an EIR.
- F. Appeal: If you or someone interested in the project disagrees with the final decision, an appeal can be filed with the City Clerk's Office. Information on appeals is available in the City Clerk's Office.

V. Fees

- See current fee schedule.

Tentative Map Application
(continued)

9. For condominium projects, indicate number of units and size of common area, if any:

No. of Units _____ Size of Common Area _____ sq. ft.

10. Method of Sewage Disposal: _____

11. Standard conditions of Approval for Tentative Tract and Parcel Maps:

1. A final tract map prepared by or under the direction of a registered civil engineer or licensed land surveyor shall be submitted to and approved by the City of South Pasadena prior to being filed with the Los Angeles County Recorder.
2. A preliminary tract map guarantee shall be provided which indicates all trust deeds (to include the name of the trustee), all easement holders, all fee interest holders, and all interest holders whose interest could result in a fee. The account for this title report shall remain open until the final tract map is filed with the Los Angeles County Recorder.
3. Easements shall not be granted or recorded within any area proposed to be dedicated, offered for dedication, or granted for use as a public street, alley, highway, right of access, building restriction, or other easements until after the final tract map is approved by the City of South Pasadena and filed with the Los Angeles County Recorder; unless such easement is subordinated to the proposed dedication or grant. If easements are granted after the date of tentative approval, a subordination shall be executed by the easement holder prior to the filing of the final tract map.
4. All required off-site improvements shall be completed prior to the recordation of the final map. (Unless the aggregate cost of all off-site improvements exceed \$125,000.00). Should any required off-site improvement not completed within a 36 month period, an improvement security bond pursuant to the regulations of Chapter 5 of the Subdivision Map Act with denomination to be determined by said Chapter thereof shall be issued to ensure that all the improvements will be completed in a timely manner.
5. That a fee in the amount of \$525.00 be paid to the City for City Attorney's fee in review of the Conditions, Covenants, & Restrictions (CC&R) of the proposed condominium subdivision prior to the final map. In the event that the attorney fee exceeds \$525.00, the applicant acknowledges that he or she shall pay the difference in said fee.

Tentative Map Application
(continued)

6. All conditions from City of South Pasadena Departments and Divisions shall be incorporated into the tract map prior to submitting the tract map for review.
7. Documentation shall be provided indicating the mathematical accuracy, title information and survey analysis of the tract map and the correctness of all certificates. Proof of ownership and proof of original signatures shall also be required.
8. Proof of Tax clearance shall be provided at the time of tract map review submittal.
9. Upon submittal of the tract map for review by the City of South Pasadena, a letter signed by both the subdivider and the engineer shall be provided, which indicates that these individuals agree to submit five (5) blueprints, one 8 ½ x 11 copy, and one sepia mylar of the recorded tract/parcel map to the City of South Pasadena Public Works Department.

12. Owner's Affidavit: As owner of the above described property, I/we affirm that the foregoing statements and answers herein contained and the information submitted are in all respects true and correct to the best of my/our knowledge and belief.

Executed this _____ day of _____, _____.

Property Owner's Signature (Required)

Date

**Tentative Map Application
Disclosure Affidavit
(MUST BE NOTORIZED)**

This is to affirm that the undersigned is/are the recorded owner(s) and/or subdivider(s) of the site subject to the Tentative Tract/Parcel 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 South Pasadena 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 }
COUNTY OF LOS ANGELES }

On _____ before me, the undersigned, a Notary Public in and for the State, personally appeared: _____, known to me to be the person(s) whose name(s) are/is subscribed to the within instrument and acknowledged that he/she/they executed the same.

Witness my hand and official seal:

Signature

Notary Name (typed or printed)

(This area for Official Seal)

**CALIFORNIA ENVIRONMENTAL QUALITY ACT (CEQA)
ENVIRONMENTAL INFORMATION FORM**
(To be completed by the applicant)

I. General Information

1. Name and address of developer or project sponsor: _____

2. Address of project: _____

3. Assessor's Block and Lot Number: _____

4. Name, address and telephone number of person to be contacted concerning this project: _____

5. General Plan Designation: _____

6. Existing Zoning District: _____

7. Proposed use of site (project for which this form is filed): _____

8. List and describe any other related permits and other public approvals required for this project, including those required by the city, regional, stated and federal agencies:

CEQA ENVIRONMENTAL INFORMATION FORM (continued)

II. Project Description

1. Site size: _____
2. Square footage: _____
3. Number of floors of construction: _____
4. Amount of off-street parking provided: _____
5. Attach a set of plans.
6. Proposed scheduling: _____
7. Associated projects: _____
8. Anticipated incremental development: _____
9. If residential, include the number of units, schedule of unit sizes, range of sale prices or rents, and type of household size expected:

10. If commercial, indicate the type, whether neighborhood, city or regionally oriented, square footage of sales area and loading facilities:

11. If industrial, indicate type, estimated employment per shift and loading facilities:

CEQA ENVIRONMENTAL INFORMATION FORM (continued)

12. If institutional, indicate the major function, estimated employment per shift, estimated occupancy, loading facilities and community benefits to be derived from the project:

13. If the project involves a variance, conditional use permit or rezoning application, state this and indicate clearly why the application is required:

14. Are the following items applicable to the project or its effects? If "yes", please indicate below and explain on a separate sheet(s).

<u>YES</u>	<u>NO</u>	
_____	_____	Change in existing features or substantial alteration of ground contours.
_____	_____	Change in scenic views or vistas from existing residential areas or public lands or roads.
_____	_____	Change in pattern, scale or character of general area of project.
_____	_____	Significant amounts of solid waste or litter.
_____	_____	Change in dust, ash, smoke, fumes or odors in vicinity.
_____	_____	Change or alteration of existing drainage patterns.
_____	_____	Substantial change in existing noise or vibration levels in the vicinity.
_____	_____	Site on filled land or on slope of 10% or more.
_____	_____	Use of disposal of potentially hazardous materials such as toxic substances, flammables or explosives.
_____	_____	Substantial change in demand for municipal services (police, fire, water, sewage, etc.)
_____	_____	Substantially increase fossil fuel consumption (electricity, oil, natural gas, etc.)
_____	_____	Relationship to a larger project or series of projects.

CEQA ENVIRONMENTAL INFORMATION FORM (continued)

III. Environmental Setting (Attach additional sheets as necessary)

1. Describe the project site as it exists before the project, including information on topography, soil stability, plants and animals, and any cultural, historical or scenic aspects. Describe any existing structures on the site, and the use of the structures. Attach photographs of the site. Snapshots or Polaroid photos are acceptable.

2. Describe the surrounding properties, including information on plants and animals and any cultural, historical or scenic aspects. Indicate the type of land use (residential, commercial, etc.), intensity of land use (one family apartment houses, shops, department stores, etc.), and scale of development (height, frontage, setback, rear yard etc.). Attach photographs of the vicinity. Snapshots or Polaroid photos are acceptable.

IV. 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

For: _____

**Affidavit of Certified Property Owner's List
for the City of South Pasadena
(To be notarized)**

I, _____, declare under penalty of perjury that the attached list contains the names and addresses of all persons to whom all property is assessed as they appear on the latest available assessment roll of the County within the area described and for a distance of three hundred (300) feet from the exterior boundaries of the property legally described as:

Executed at _____, California, this _____ day of _____, 19_____.

Signature

SUBSCRIBED AND SWORN TO
BEFORE ME THIS _____
DAY OF _____, 19_____

NOTARY PUBLIC

**SOUTH PASADENA
LETTER OF AUTHORIZATION**

TO: City of South Pasadena
Community Development Department

FROM: _____
Name

Address

Telephone #

RE: _____
Project Address

This letter is to notify you that I(we), as legal owner(s) of the property described in above and in the aforementioned application, hereby authorize the following person(s) to file and represent my (our) interest in the above referenced application(s):

Name: _____

Address: _____

Telephone #: _____

Signature of Legal Owner(s):	_____	_____
	_____	Date
	_____	Date
	_____	Date

SUBSCRIBED AND SWORN TO
BEFORE ME THIS _____
DAY OF _____, 19_____

NOTARY PUBLIC