

Instructions for filing a:

Tentative Parcel Map



- A. **Purpose:** A Tentative Parcel Map may be granted by the Planning Commission for the subdivision of 1-4 lots provided that the proposed map meets all applicable codes and development standards.
- B. **Filing Requirements:**
1. Uniform application
 2. Orange County Fire Authority Checklist.
 3. A letter explaining the purpose of the subdivision and the proposed development of the parcels.
 4. Public hearing information:
 - a. Property ownership list— one typed list on 8 ½ x 11 sheets of self-adhesive labels, listing the Assessor's Parcel Numbers, names, and addresses (**in that order**) of all property owners within 300 feet of the outside boundaries of the subject property.
 - b. Radius map drawn on the Assessor's Parcel Maps, indicating both the subject property and a 300 foot radius drawn around the property. (see example below)
 - c. The property owner's names must be obtained from the latest equalized assessment roll issued by the Orange County Assessor, 630 N. Broadway (Building C), Room 147 (first floor), Santa Ana, CA (714) 834-2727, or from a data-retrieval service or radius map service which uses current Assessor information.
 - d. For businesses within a commercial or industrial center: provide a typed list on self-adhesive labels including each existing tenant's business name and complete mailing address.
 5. Fifteen (15) sets of plans, drawn to scale, consisting of the following:
 - a. The Tentative Parcel Number, north arrow, scale, and date of preparation
 - b. A location map at a minimum scale of one inch equals one thousand feet (1" = 1000') indicating the location of the proposed division and the land use in the surrounding area
 - c. The dimensions and record boundaries of the total parcel together with a legal description of the total parcel attached to the map
 - d. The dimensions and boundaries of each proposed parcel
 - e. The names, addresses and telephone numbers of the property owner(s), the persons filing the map, and the registered civil engineer or licensed land surveyor who prepared the map
 - f. The abutting streets and alleys and existing surface improvements and proposed dedications and improvements.
 - g. Sufficient pad elevations and contours to determine the general slope of the land and the high and low points thereof, including all adjacent properties within 100' of the tract boundaries
 - h. The widths, location and purpose of all existing or proposed easements
 - i. Lot layout, dimensions, area in square feet, and a number for each parcel

- which numbering shall start with "1" and be numbered consecutively
- j. The outline and pad elevations of any existing buildings within the subdivision and on property within 100' adjacent thereto
- k. Location of all areas subject to inundation of storm water overflow and the location, width and direction of flow of all watercourses
- l. The location of proposed sanitary sewers, storm water drains and other existing or proposed utilities above or below grade
- m. The location of existing sewers, culverts, or other underground structures within the division and within one hundred feet (100') adjacent thereto, with sizes and grades indicated
- n. Existing use or uses of the property
- o. Statement of the improvements and public utilities proposed to be made or installed and of the time at which such improvements are proposed to be completed
- p. Provision for proposed sewerage and sewage disposal
- q. Approximate location of each area covered by trees with a statement of the types and approximate height of such trees, and the types and approximate location of all trees standing within the boundaries of proposed right-of-way
- r. The locations of all existing and proposed easements upon the property
- s. Statement regarding the existing zoning and use of the property;
- t. Statement to the City signed by the owner(s) of the land sought to be divided, expressly authorizing the submission of the tentative map by the divider
- u. Proposed source of water supply and sewage disposal

6. Preliminary Water Quality Management Plan (P-WQMP)

- a. All new development and redevelopment projects must submit a P-WQMP with the exception of one single-family detached residence, unless the City of Yorba Linda determines otherwise.
- b. Guidelines for preparing and submitting a Preliminary WQMP are available at the counter.
- c. The following projects are considered "Priority Projects" and must submit a Priority Project WQMP:
- d. New development projects that create 10,000 square feet or more of impervious surface. This category includes commercial, industrial, residential housing subdivisions, mixed-use, and public projects on private or public property that falls under the planning and building authority or the Permittees.
- e. Automotive repair shops. This applies to facilities that are categorized in any one of the following Standard Industrial Classification (SIC) codes 5013, 5014, 5541, 7532-7534, and 7536-7539.
- f. Restaurants where the land area of development is 5,000 square feet or more including parking area. This category is defined as facilities that sell prepared foods and drinks for consumption, including stationary lunch counters and refreshment stands selling prepared foods and drinks for immediate consumption (SIC code 5812).
- g. Hillside development greater than 5,000 square feet. Hillside development is defined as any development which is located in an area with known erosive soil conditions or where the
- h. Impervious surface of 2,500 square feet or more located within, directly adjacent to (within 200 feet), or discharging directly into receiving waters within Environmentally Sensitive Areas (ESAs).
- i. Parking lots 5,000 square feet or more including associated drive aisle, and potentially exposed to urban stormwater runoff. A parking lot is defined as a land area or facility for the temporary parking or storage of motor vehicles used personally, for business, or for commerce.

- j. Streets, roads, highways, and freeways. This category includes any paved surface that is 5,000 square feet or greater used for the transportation of automobiles, trucks, motorcycles, and other vehicles.
- k. All significant redevelopment projects, where significant redevelopment is defined as the addition or replacement of 5,000 or more square feet of impervious surface on an already developed site. Redevelopment does not include routine maintenance activities that are conducted to maintain original line and grade, hydraulic capacity, original purpose of the facility, or emergency redevelopment activity required to protect public health and safety. If the redevelopment results in the addition or replacement of less than 50 percent of the impervious area on-site and the existing development was not subject to WQMP requirement, the numeric sizing criteria only applies to the addition or replacement area. If the addition or replacement accounts for 50 percent or more of the impervious area, the Project WQMP requirements apply to the entire development.
- l. Retail Gasoline Outlets (RGOs). This category includes RGOs that meet the following criteria: (a) 5,000 square feet or more, or (b) a projected Average Daily Traffic (ADT) of 100 or more vehicles per day.

*If the project does not meet any of the above listed, the project is a "Non-Priority Project", and must submit a Non-Priority Project WQMP.

- 7. A copy of any existing or proposed condition, restrictive reservation or covenant.
- 8. A preliminary title report for the subject property.
- 9. The Community Development Department may require additional information or plans, such as topographical data or additional grading information, if they are a necessity in to determining whether the circumstance prescribed for the granting of this parcel map exist.

Special Requirements:

C. Plan Preparation:

- 1. All plans should be drawn on uniform sheets, no greater than 30" x 42".
- 2. All plans should be folded to approx. 10" x 12" and grouped into full sets.
- 3. All plans must be clear, legible, accurately scaled and fully dimensioned.

FILING FEES

PLEASE BE AWARE THAT THIS IS A DEPOSIT-BASED ACCOUNT (CHARGED ON AN HOURLY BASIS), WHICH MAY REQUIRE ADDITIONAL REQUEST FOR FUNDS IN THE FUTURE.

MAKE CHECKS PAYABLE TO THE CITY OF YORBA LINDA

D. City Application Fee (required):	<u>Charge (Deposit)</u>	<u>Hourly Rate</u>
Tentative Parcel Map (1-4 Lots) Initial Deposit	\$2,500.00	\$108.00 per hour

E. Environmental Evaluation Fees (if required):	<u>2014</u>	<u>2015</u>
Dept. of Fish & Game Filing Fee - (Neg. Dec.)	\$2,181.25	\$2,210.00
Dept. of Fish & Game Filing Fee - (Mitigated Neg. Dec)	\$2,181.25	\$2,210.00
Dept. of Fish & Game Filing Fee - (EIR)	\$3,029.75	\$3,069.75
Certified Regulatory Program	\$1,030.25	\$1,043.75
County Administrative Fee (make check payable to Orange County Clerk/Recorder)	\$50.00	\$50.00
Environmental Document Preparation	Charge is at \$108.00 per hour (or as per environmental consultant contract)	

F. Orange County Fire Authority Review (if required):	
<u>Plan Submittal Requirements:</u>	
1. 1 Electronic Copy in a PDF Format <ul style="list-style-type: none"> • Electronic copy may be submitted directly to OCFA via e-mail at eps@ocfa.org (files must be less than 10MB) • Electronic copy may be submitted on a CD-ROM or USB Drive to the Yorba Linda Planning Division 	
Tentative Subdivision Map Review Fee (make check payable to Orange County Fire Authority)	\$417.00
City Administration Fee	\$20.85 (5%)
Total	\$437.85