

Instructions for filing a:

Tentative Tract Map



- A. **Purpose:** A Tentative Tract Map may be granted by the Planning Commission for the subdivision of 5 or more 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, including whether the lots are intended for sale or fully developed houses and lot.
 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. Twenty-six (26) sets of plans, drawn to scale, consisting of the following:
 - a. A location map at the minimum scale of one inch equals one thousand feet (1" = 1000'), indicating the location of the proposed subdivision and the land use in the surrounding area;
 - b. Name and address of record property owner(s) and the subdivider (if different);
 - c. Name and address of registered civil engineer or licensed surveyor who prepared the tentative map;
 - d. The tentative tract number, date of preparation, north arrow and scale;
 - e. Tract number or name of all adjacent subdivisions, location of, names and width of adjacent streets, highways, alleys and ways, together with the type and location of street improvements thereon;
 - f. The existing contour of the land including all adjacent properties within one hundred feet (100') at intervals of not more than two (2) feet on areas having a cross slope of ten percent (10%) or less and five feet (5') for all other areas;
 - g. Sufficient data to define the boundaries of the tract, or a legal description of the tract. The tentative map shall show the planned schedule of development of the final map;
 - h. Width location and purpose of all existing and proposed public or private easements;

- i. The width, grade and direction of flow of drainage on all streets, highways, alleys and other right-of-ways proposed for dedication or not, and the approximate elevation of all street intersections;
- j. The radius of all curves;
- k. All lots shall be numbered consecutively throughout the entire development; the dimensions of all lots, lot areas for all lots not rectangular in shape, and lot elevations shall be shown. The highest numbered lot shall be circled;
- l. The location of areas subject to inundation by storm water overflow, and the location of, width and direction of flow of all watercourses existing and proposed;
- m. The location and outline to scale of each existing building or structure within the subdivision, noting thereon whether or not such building or structure is to be removed from or remain in the development of the subdivision, and its future use;
- n. Surrounding development, including pad elevations, building footprints, etc., within 100' of the tract boundaries.
- o. The location, pipe size and grades of proposed sewers, water lines and underground storm drains, and all other utilities, existing or proposed;
- p. The location of all trees over three inches (3") in diameter (where stands of trees are located, individual trees need not be shown, but as a group);
- q. The location of existing fences, wells, irrigation pipes, cesspools, sewers, culverts, drain pipes, underground structures, sand, gravel, or other excavation, within one hundred feet (100') of any portion of the subdivision, noting thereon whether they are to be abandoned or used;
- r. Street cross sections;
- s. The net and gross area of the subject property expressed in acres
- t. Where excessive grades or grading is apparent, a grading plan shall be submitted pursuant to Chapter 30 of the Municipal Code with tentative map submittal; otherwise show preliminary grading on the tentative map;
- u. Statement regarding existing zoning and proposed use;
- v. Statement regarding intention of subdivider relative to erosion control and improvements to be constructed by him as required in Chapter 16-A of the Municipal Code;
- w. Proposed source of water supply and sewage disposal;
- x. Proposed public areas to be dedicated or easement proposed;
- y. Written statement from the owner(s) of the land sought to be subdivided expressly authorizing the submission of the tentative map by the subdivider to the City.

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 preliminary title report shall be filed with the City.
- 8. A copy of any conditions, restrictive reservations or covenants existing or proposed.
- 9. A "Will Serve Letter" from the Yorba Linda Water District.
- 10. The Community Development Department may require additional information or plans, such as topographical data or additional grading information, if they are a necessity in determining whether the circumstances prescribed for the granting of this tract 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 Tract Map Initial Deposit	\$2,500.00	\$108.00 per hour
Revised Tentative Tract Map (After Planning Commission Approval) Initial Deposit	\$1,000.00	\$108.00 per hour
Minor Change to Approved Tentative Tract Maps (If public hearing is required)	\$750.00	\$108.00 per hour
Minor Change to Approved Tentative Tract Maps (If public hearing is <u>not</u> required)	\$180.00	Set Fee, No charge

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 - (Mit. 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