



Subdivision/Tract/Parcel Map Application (Information)

GENERAL INFORMATION

Tract/Parcel Map applications require a two-part process:

1. A Tentative Map must be approved by the Planning Commission. A Tentative Map is a map that depicts the design of the proposed subdivision, including associated easements, street cross-sections, existing drainage patterns, topography, and standard notes including, but not limited to, scope of project, water and sewage method, and utilities. It is submitted during the first stage of the map review process, which includes review by various city departments during the Subdivision Committee Meeting. Once a Tentative Map is approved by the Planning Commission, the subdivision enters the Final Map stage.
2. A Final Map must be approved by the City Council and then recorded with the Los Angeles County Recorder's office. A Final Map is a map that establishes the new legal lot lines. A Final Map depicts dedications, owner's statement, survey points and meets and bounds depiction of new lots and easements. Once a Tentative Map is approved, the Final Map must be submitted and recorded before the Tentative Map expires. Unlike Tentative Maps, where the Planning Department is the lead agency, the Public Works Department is the lead agency for all Final Maps. Final Maps must show that the conditions of the Tentative Map approval have all been satisfied. All required notes and easements must be depicted on the Final Map.

Applicants should discuss their project with members of the Community Development Department and the Department of Public Works staff prior to submitting an application. It will allow the applicant a better understanding of the submittal requirements to help ensure the formal submittal includes all the necessary items. In addition, important information regarding subdivision design, drainage, street improvements, possible dedications/vacations, water and sewer availability, etc. associated with the planning and engineering standards of the City can be obtained and discussed.

Make sure all application forms are complete and all required data and related items are in order prior to submitting the application. Submitting an incomplete application will impact the processing of the map. **Please provide all the application materials in .pdf format and submit digitally via email to vincevelasco@santafesprings.gov. File(s) larger than 20 MB must be submitted via email with a downloadable link. EACH LETTERED ITEM SHALL BE A SEPARATE .PDF FILE.**



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DEFINITIONS

- “Tentative Map” refers to a map prepared in accordance with the City’s Subdivision Ordinance and the State Subdivision Map Act for the purpose of showing the design and improvement of a proposed subdivision and the existing conditions in and around it and need not be based upon an accurate or detailed final survey of the property. The Planning Commission must approve all Tentative Maps
 - “Parcel Map” and “Tract Map” refer to a map prepared in accordance with the City’s Subdivision Ordinance and the State Subdivision Map Act and is designed to be filed for recordation in the Office of the County Recorder of the County of Los Angeles. Approval by the City Council is required before any Parcel Map or Tract Map can be recorded.
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APPLICATION FILLING INSTRUCTIONS

General

- The applicant must submit a completed application form, the required property ownership list and map, property owners list affidavit, filing fees and a digital copy of a Tentative Map containing all of the information required in the City’s Subdivision Ordinance and the Subdivision Map Act.
 - If it is determined by the City that the proposed Parcel Map or Tract Map will require an Environmental Document, the applicant must complete and submit a digital copy of Part 1, Initial Study, with the application.
 - A soils report prepared by a civil engineer must be submitted, if required, either by the Director of Planning and Development or by the City Engineer.
 - The application form must be filled out in full, typed or legibly printed, and any required affidavits must be signed and notarized.
 - All required documents **MUST BE SUBMITTED DIGITALLY WITH THE APPLICATION AT THE TIME OF SUBMISSION** in order for the application to be accepted for filing.
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APPLICATION FILLING INSTRUCTIONS

Contents of the Map

1. Parcel Map or Tract Map number (to be obtained from the County Engineer prior to submittal).
2. Sufficient legal description of the land included on the map to define the boundaries of the Tentative Map.
3. Names, addresses and telephone numbers of the record owner, developer and licensed land surveyor or registered civil engineer who prepared map.
4. North point, scale, date and area of individual parcel and map.
5. The width and approximate locations of all existing or proposed easements or rights-of-way, whether for public or private roads, drainage, sewers or flood control purposes.
6. The actual street names of each existing highway or street shown on the Tentative Map.
7. The locations, widths and approximate grades of all highways, streets, alleys or ways within the area adjacent to such Tentative Map.
8. The lettered designation for each proposed highway or street shown on the Tentative Map.
9. Approximate radius of all centerline curves of highways, streets, alleys or ways.
10. The layout and number of lots and their approximate dimensions and areas.
11. The locations of all areas subject to inundation or flood hazard and the location, width and direction of flow of all water courses and flood control channels.
12. The contour of the land at intervals of not more than one foot if the general slope of the land is less than ten (10) percent or as requested by the City Engineer.
13. The location and outline of each building or structure above ground drawn to scale and a notation as to whether or not such building or structure is to be removed from or remain on the property.
14. The location of existing wells, cesspools, sewers, culverts, drain pipes, underground structures or sand, gravel or other excavations within the subdivision noting thereon whether or not they are to be abandoned, removed or used.
15. A general location map of the area to be subdivided showing its relation to existing main thoroughfares and the distance from the nearest public street centerline to the boundary of the proposed subdivision.

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16. The location of all streets, existing or contained on adjacent approved Tentative Maps, where such streets intersect the boundary of the subdivision.
 17. A layout of adjoining unsubdivided property in sufficient detail to show the effect of proposed streets that may intersect such property.
 18. The location of any landfill areas, oil sumps, etc. within the subdivision and all active and abandoned oil wells on or within 25 feet of the exterior boundaries of the subdivision.
 19. Proposed direction of flow and rate of grade of street drainage.
 20. Statement of the present use and the proposed use or uses of the property (Site plan should be submitted if available.)
 21. Tract or Parcel Map numbers of adjoining subdivision(s) shall be shown as well as existing lots indicating their lot numbers and use within 50 feet from the boundaries of the proposed subdivision.
 22. If the subdivision is bounded by streets, show all existing streets or driveways across these streets from the proposed subdivision.
 23. The Tentative Map shall clearly indicate the proposal for handling of storm waters. In the event that such information cannot satisfactorily be shown on the Tentative Map, the map shall be accompanied by whatever supplemental maps or written reports are necessary to show the proposal.
 24. The Tentative Map shall clearly show the method of sewage disposal. In the event this information cannot satisfactorily be shown on the Tentative Map, the map shall be accompanied by whatever supplemental maps or written reports are necessary to show the proposal.
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PROCESSING PROCEDURES

1. Filing of Application – Applicant submits a digital Tract/Parcel Map application to the Department of Planning and Development. This application is for a Tentative Map.
 2. Subdivision Committee - The Subdivision Committee considers the project and makes recommendations that will be presented to the Planning Commission.
 3. Planning Commission Consideration - The Planning Commission holds a Public Hearing and acts on the Tract/Parcel Map within 50 days following submittal of a complete digital application. With mutual consent, the 50 days may be extended. The recommendations of the Subdivision Committee are considered at this time.
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4. Preparation/Submission/Filing of Parcel Maps and Final Maps - The final Parcel Map and Tract Map must be prepared by a licensed land surveyor or registered civil engineer in substantial compliance with the approved Tentative Map and in full compliance with the City's Subdivision Ordinance and the Subdivision Map Act.

The Tract Maps are submitted to the Department of Public Works for map checking/processing/approval along with the map-checking fees. The Tract Map must be signed by all parties having owner interest; the Parcel Map may be signed by the subdivider with the owner interests shown. The Parcel Map is signed by the City Engineer upon approval by same and submitted directly to the County Engineer for filing with the County Recorder for recordation unless City Council approval is required because of street dedication/vacation. The Tract Map must be submitted directly to the County Engineer's office for checking and recording with the County Recorder. If City Council approval is required, the City Clerk subsequently signs the map prior to submission to the County Engineer/Recorder. The City Treasurer signs the Tract Map regarding any unpaid assessment against the property (All assessments must be paid in full prior to the City Treasurer's signature).

PUBLIC HEARING REQUIREMENTS

All subdivision applications are set for Public Hearing before the Planning Commission. The applicant must submit the following data required of Public Hearing items as a part of the application:

1. Property Ownership Map (Scale 1"=100')

A digital copy of a property ownership map must be submitted indicating the subject property and adjacent properties within five-hundred (500) feet of the exterior boundaries of said property numbered to correspond to a property ownership list to be submitted by the applicant. NOTE: Los Angeles County House Numbering Maps are acceptable for use as the required base map.

2. Property Ownership List

The applicant must digitally provide two lists typed on labels of names and addresses of all property owners taken from the last equalized Los Angeles County Assessment Roll within five-hundred (500) feet of the exterior boundary of the subdivision map. The property owners shown on the list must be numbered to correspond to properties on the property ownership map. The attached affidavit must be signed by the applicant or applicant's agent indicating that the ownership list and map are true and accurate and taken from the last equalized Assessment Roll of the County of Los Angeles.



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FEES

Refer to the most recent fee schedule for the required filing fees for a Tentative Map. If a revised map is substituted for an approved or conditionally-approved Tentative Map, an additional filing fee equal to one-fourth of the original fee must be paid for processing the revised Tentative Map. **No refund** of such filing fees is made for any Tentative Map withdrawn or abandoned.

NOTE: An additional fee is required for the Final Map. The Final Map process is handled by the Public Works Department.

EXPIRATION

Approval of the Tentative Map is valid for a two (2) year time period with extensions of up to three (3) years possible if the extension is requested in writing at least fifteen (15) days prior to the expiration date and the Planning Commission approves the extension. A Final Map must be prepared and filed for recordation in the Office of the Los Angeles County Recorder within this time period.



Subdivision/Tract/Parcel Map Application

All applications, plans, maps, exhibits, and other documents must be digital, accurate, and complete for submission to the Planning and Development Department. Instructions for filing the Subdivision application are attached to this application, which contain general information, definitions, public hearing requirements, processing procedures and required fees. In addition, further supporting documents may be required upon the discretion of the Planning and Development Department. If the application is determined to be incomplete, the Planning and Development Department will notify the applicant via e-mail detailing the required document(s). Submission of an incomplete application will impede and prolong the application process.

PROPERTY LOCATION:

Address: _____

Assessor's Parcel Number: _____

PURPOSE OF PARCEL (SUBDIVISION) MAP & LEGAL DESCRIPTION:

PROJECT AND LAND USE DATA:

Existing Land Use: _____

Zoning Classification: _____

Intended Land Uses of Lots within the Subdivision: _____

General Plan Land Use Classification: _____

Surrounding Land Uses: _____

North: _____

South: _____

East: _____

West: _____

Existing No. of Lots: _____

Proposed No. of Lots: _____

Lot Area-per Parcel (S.F./Acres): _____

Building (footprint) Area-per Parcel: _____

Are dedications or public improvements required? _____



Subdivision/Tract/Parcel Map Application

PROJECT FINDING:

After submittal of the completed application, Planning staff will review all documents prior to scheduling a public hearing at the earliest agenda before the Planning Commission of the City of Santa Fe Springs. The application will be evaluated based on the proposed (parcel map) subdivision, public testimony at the hearing, and the finding listed below (Subdivision Map Act, Section 66474). Please provide support for the required findings below and additional comments.

| PROJECT FINDING | YES | NO | COMMENTS |
|---|-----|----|----------|
| Is the proposed map consistent with applicable general and specific plans? | | | |
| Is the design or improvement of the proposed subdivision consistent with applicable general or specific plans? | | | |
| Is the site physically suitable for the proposed density of development? | | | |
| Is the design of the subdivision or the proposed improvements likely to cause substantial environmental damage or likely to injure fish or wildlife or their habitat? | | | |
| Is the design of the subdivision or the type of improvements likely to cause serious public health problems? | | | |
| Will the design of the subdivision or the type of improvements conflict with easements, acquired by the public at large, for access through or use of the property within the proposed subdivision? | | | |

UTILITIES:

Grading: Is any grading of lots contemplated? _____ (If yes, show details on the tentative map.)

Water: What provisions are being made to provide an adequate water system? _____

Sewers: What provisions are being made to provide an adequate sewer system? _____

Gas and Electricity: Are the appropriate utility companies being contacted to ensure service to the subject property? _____

Streets: Will each resulting parcel or lot front on a dedicated and improved street? _____

Have you discussed street improvement requirements with the Department of Public Works? _____

Deed Restrictions: State nature of deed restrictions, existing and proposed: _____



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RESPONSIBLE PARTIES:

Gas Agency:

Address: _____

E-Mail: _____
Contact Person: _____
Phone Number: _____

Sewer Agency:

Address: _____

E-Mail: _____
Contact Person: _____
Phone Number: _____

Water Agency:

Address: _____

E-Mail: _____
Contact Person: _____
Phone Number: _____

Electric Agency:

Address: _____

E-Mail: _____
Contact Person: _____
Phone Number: _____

THE APPLICATION IS BEING FILED BY:

_____ Record Owner of the Property
_____ Authorized Agent of the Owner (Written authorization must be attached to application.)

STATUS OF AUTHORIZED AGENT (Engineer, Attorney, Purchaser, Developer, Lessee, etc.): _____

I HEREBY CERTIFY THAT the facts, statements and information furnished above are true and correct to
the best of my knowledge and belief.

SIGNED: _____

(If signed by other than the Record Owner, written authorization must be attached to this application.)

OWNER AGENT

Name: _____
Contact: _____
Address: _____
City: _____
State: _____
Zip Code: _____
Phone: _____
E-Mail: _____

Name: _____
Contact: _____
Address: _____
City: _____
State: _____
Zip Code: _____
Phone: _____
E-Mail: _____

ENGINEER LICENSE SURVEY

Name: _____
Contact: _____
Address: _____
City: _____
State: _____
Zip Code: _____
Phone: _____
E-Mail: _____

RECORD OWNER

FOR DEPARTMENT USE ONLY

TRACT/PARCEL MAP NO.: _____
DATE FILLED: _____
FILING FEE: _____
RECEIPT NO.: _____
APPLICATION COMPLETE? _____



Property Owners Statement

We, the undersigned, state that we are the owners of all of the property involved in this petition (Attach a supplemental sheet if necessary):

Name (please print): _____
Mailing Address: _____
Phone No: _____ Fax No: _____
E-mail: _____
Signature: _____

Name (please print): _____
Mailing Address: _____
Phone No: _____ Fax No: _____
E-mail: _____
Signature: _____

CERTIFICATION

STATE OF CALIFORNIA)
COUNTY OF LOS ANGELES) ss.

I, _____, being duly sworn, depose and say that I am the petitioner in this application for a Subdivision, Parcel and Tract Map, and I hereby certify under penalty of law that the foregoing statements and all statements, maps, plans, drawings and other data made a part of this application are in all respects true and correct to the best of my knowledge and belief.

Signed: _____

(If signed by other than the Record Owner, written authorization must be attached to this application)

(seal)

On _____ before me, _____,
Personally appeared _____
personally known to me (or proved to me on the basis of satisfactory evidence) to be the person(s) whose name(s) is/are subscribed to the within instrument and acknowledged to me that he/she/they executed the same in his/her/their authorized capacity(ies), and that by his/her/their signature(s) on the instrument, the person(s) or the entity upon behalf of which the person(s) acted, executed the instrument.

WITNESS my hand and official seal

Notary Public

FOR DEPARTMENT USE ONLY

CASE NO.: _____
DATE FILLED: _____
FILING FEE: _____
RECEIPT NO.: _____
APPLICATION COMPLETE? _____