



**REQUIRED OF ALL APPLICATIONS:**

1. This application must be typed or printed and filled in completely.
2. If the applicant is not the property owner, the property owner shall designate the applicant to act on his behalf and sign this application.
3. Tentative Tract Maps require twenty (20) 18" x 26" copies and two (2) 8-1/2" x 14" copies of the map drawn to a scale not less than one inch equals 100 feet (1" = 100').  
Tentative Parcel Maps require twelve (12) copies of the tentative map.  
Lot Line Adjustments require twelve (12) copies on the prescribed form available at the Zoning Counter.
4. Fold all plans to a maximum size of 8-1/2" x 14" (lower right print side out).
5. The tentative map application shall be accompanied with the following data and reports:
  - (a) Completed environmental assessment form.
  - (b) Preliminary title report not more than three months old identifying the legal owners at the time of filing the tentative map.
  - (c) Three (3) copies of a preliminary soils report and engineering geology report.
  - (d) Public notification requirements (see supplemental handout).
  - (e) Photographs of the subject property.
  - (f) Written narrative which includes the following:
    - (1) Existing use or uses of the property and present zoning.
    - (2) Proposed use of property. If property is proposed to be used for more than one purpose, the area, lots or lot proposed for each type of use shall be shown on the tentative map.
    - (3) Statement of the improvements and public utilities, including water supply and sewage disposal, proposed to be made or installed and the time at which such improvements are proposed to be completed.
    - (4) Public areas proposed.
    - (5) Tree planting proposed.
    - (6) Restrictive covenants proposed.
  - (g) Coastal Development Permit application if the subdivision is located within the Coastal Zone.
6. The Tentative Map shall contain the following information:
  - (a) The subdivision name and/or number, date, north point, scale and sufficient description to define the location and boundaries of the proposed subdivision.
  - (b) Name and address of record owner or owners of said subdivision.
  - (c) Name and address of the subdivider.
  - (d) Name, business address and number of the registered engineer, or licensed surveyor, who prepared map of said subdivision.
  - (e) Elevations or contours at intervals or two (2) feet up to five (5) percent grade, give five (5) feet up to ten (10) percent grade, and ten (10) feet over ten (10) percent grade, to determine slope of the land and the high and low points thereof, unless approval is obtained from the City Engineer to allow greater intervals.
  - (f) The locations, names, widths and approximate grades of all roads, streets, highways, ways and locations of existing streets in the proposed subdivision and along the boundaries thereof.
  - (g) The location and character of all existing or proposed public utility facilities in said adjoining and contiguous highways, streets and ways.
  - (h) The approximate widths, location and purpose of all existing or proposed easements and contiguous to the proposed subdivision.
  - (i) Approximate lot layout, approximate dimensions of each lot, approximate lot sizes (sq. ft./acre), and each to be numbered.
  - (j) The outline of any existing buildings to remain in place and their location in relation to existing or proposed street and lot lines.
  - (k) If the subdivision is within a known oil field, the map shall include the location of all existing oil wells and appurtenances and a plan of their disposition or treatment including abandonment, underground placement, screening, fencing, landscaping, conversion of pumping units, etc. Such plan shall include disposition of treatment of all future wells, drill sites and operations. Such plan shall also include the written concurrence of the oil lessee or operator concerned.
  - (l) The flood hazard zone and elevation of the base flood.
7. All decisions by the Director of Planning/Zoning Administrator/ Planning Commission are final unless appealed within ten (10) days of such decision and shall be in writing specifying the areas of aggrievement.
8. The approval or conditional approval of a tentative map or tentative parcel map shall expire twenty-four (24) months from the date the map was approved or conditionally approved. The expiration of the approved or conditionally approved tentative map shall terminate all proceedings. Any subsequent subdivision of the same real property shall require the filing and processing of a new map.
9. Extension on tentative maps and tentative parcel maps:
  - (a) The subdivider filing a tentative map or tentative parcel map may request an extension of the tentative map or tentative parcel map approval by written application to the Planning Department, such application to be filed at least thirty (30) days before the expiration of the approved or conditionally approved map. The application shall state the reasons for the requested extension. In granting an extension, new conditions and exactions may be imposed and existing conditions may be revised.
  - (b) An extension(s) or tentative map or tentative parcel map approval or conditional approval may be extended by the Zoning Administrator, Planning Commission or City Council for a period not to exceed one (1) year, with a maximum of three (3) one-year extensions of time. The extension of time shall commence with the expiration date of the approved or conditionally approved tentative map or tentative parcel map. The approved new date shall not extend more than five (5) years beyond the date of initial approval.

**NOTE:** Completion of this application does not presume approval of the subdivision. Such approval is discretionary with the Director of Planning, Zoning Administrator or Planning Commission. The Director of Planning, Zoning Administrator or Planning Commission may deny, modify or approve the subdivision with conditions.