



HOW TO APPLY FOR A TENTATIVE TRACT MAP

WHEN IS A TENTATIVE TRACT MAP REQUIRED?

Tentative tract map review is required for all subdivisions creating five or more parcels, five or more condominiums, five or more condominium conversions, a community apartment project containing five or more parcels, or for the conversion of a dwelling to a stock cooperative containing five or more dwelling units.

A parcel map may be filed instead if the subject property qualifies under Section 66426 (a, b, c or d) of the State Subdivision Map Act.

WHAT IS ITS PURPOSE?

Tract maps are reviewed to help insure that development complies with the State Subdivision Map Act, City Subdivision Regulations, environmental, zoning, and building regulations, General and Neighborhood Plans, and requirements of the Public Works, Fire and Police Departments.

WHAT DOES IT COST?

The initial application fee for a Tentative Tract Map is a \$15,000.00 deposit to be used for cost of staff review time and materials (no maximum), billed on a monthly basis [See Planning Fee Schedule].

WHO APPROVES A TENTATIVE TRACT MAP?

When no zone change or variances are involved the Planning Commission at a public hearing may approve or deny the tentative tract map. In this instance the action of the Planning Commission is final unless appealed to the City Council. If a zone change and/or a variance are involved the Planning Commission becomes the recommending body and the City Council becomes the deciding body.

When a tentative tract map may also require a concurrent application for a use permit or site plan review the applications would be acted upon simultaneously in most cases.

WHAT ARE THE STEPS?

1. Make an appointment with the Development Review Engineer to determine which regulations apply to your project and what materials you need to prepare. At your request, or if the Development Review Engineer determines it would be helpful, a pre-application meeting will be set up with staff members from other departments.
2. Submit completed application form and required materials to the Planning Division. (See application instructions for tentative tract map.)
3. Copies of your proposal will be referred to effected departments and other agencies for comment. Within 30 days of submittal of application, the Development Review Engineer will notify you whether your application is complete or additional information or revised plans need to be

submitted.

4. The Development Review Engineer will schedule a preliminary meeting two to three weeks after the application is submitted. The applicant, owner, engineer, interested neighbors, general public and City staff are invited to attend and review the project.
5. The Development Review Engineer will prepare a staff project report for review by both Planning Commission and when necessary, City Council. Applicants will be notified of both public hearing dates.

HOW LONG DOES APPROVAL TAKE?

Approval of the tentative map usually takes approximately three months after an application is deemed complete and if an environmental impact report is not required. [NOTE: Indicated processing times **do not** include time needed by developer to revise and resubmit plans.]

If an Environmental Impact Report (EIR) is required, processing time can take up to one year for obtaining approval or denial. (For details about EIR requirements or other environmental concerns, see the Environmental Assessment Information Sheet.)

WHAT IS INVOLVED IN A PUBLIC HEARING?

A minimum of 20 days prior to the hearing of an application, the applicant and all persons who own and occupy property within 300 feet of the boundaries of the project will be notified of the place, time and date of the hearing. The mailing list uses addresses shown on the latest assessor's records. The Planning Commission and City Council will consider the report prepared by Planning Division staff at each respective public hearing, evaluate testimony from the applicant and his or her representatives and from the public.

MAY A DECISION BE APPEALED?

When the Planning Commission is the deciding body the decision may be appealed to the City Council, whose action is final.

WHEN ARE HEARINGS HELD?

The Planning Commission holds public hearings on the 2nd and 4th Thursdays of each month at 7:30 p.m. in the City Council Chambers. The Planning Commission also meets the 1st and 3rd Thursdays on an "as needed" basis. The City Council meets the first four Tuesdays of each month at 8:00 p.m. in the City Council Chambers.