



SUBDIVISIONS: TENTATIVE TRACT/TENTATIVE PARCEL MAPS INFORMATION SHEET

The Subdivision Map Act of the State of California governs the subdivision of land for the purpose of sale, leasing or financing. Under this law, local government has both the duty and the authority to see that public objectives are met during the subdivision process. A Tentative Parcel Map is filed for the division into four or fewer residential lots or non-residential subdivisions. A Tentative Tract Map is required for division into five or more residential lots. For additional information, a copy of the City of Irvine Subdivision Manual may be purchased from the City Records Center.

Once an application for a tentative map has been accepted as complete, the City shall approve, conditionally approve or deny the application within 50 days of certification of the environmental impact report, adoption of a negative declaration or an exemption determination. The environmental review must be completed within 105 days if the project requires a negative declaration or within one year if the project requires an environmental impact report. The City may grant a one-time 90-day extension for the completion of the environmental review pursuant to mutual consent of the parties.

The cost of processing your tentative map is charged according to the hours spent by staff in checking plans, writing a staff report, preparing an environmental analysis, notifying the public and attending the public hearing. You will also be billed for project related costs such as public notice advertising, postage and City Attorney fees if these are required for your project. Total cost *may vary widely* according to the size of the project and the complexity of the issues. You must first open a Developer Deposit Case account with an *initial deposit* to which project costs are charged. See Developer Deposit form for more specific information. At the close of your case, any remaining funds will be returned to you. At the City's sole discretion, a planning consultant may process your application.

Please use this information sheet as a checklist to assemble the materials required for your tentative map, and bring it with you when you submit your application. If you have any questions about the items requested or if you wish to obtain information on processing schedules, please call the Development Assistance Center at (949) 724-6308.

SECTION A – City Documents

_____ Development Case Application

This must include the lot(s) and parcel or tract number (as shown on the recorded subdivision map) must be noted on the Development Case application form. If lot and parcel or tract number are unavailable, a metes and bounds description must be provided. Please do not use the book and page number from the County Recorder's Office. Book and page number are not legal descriptions.

_____ Developer Deposit Case Setup Form

_____ Orange County Fire Authority Service Request Form & Fee

SECTION B – Letter of Justification

Letter of Justification

This letter should be addressed to the City. It should describe the project in your own words, explain how it would benefit the community and include the following points:

- a. A statement of how the proposed tentative map meets the following findings for approval of a map as required by section 3.6.c of the City's Subdivision Manual:
 1. That the proposed map is consistent with applicable general and specific plans.
 2. That the design or improvement of the proposed subdivision is consistent with the applicable general and specific plans.
 3. That the site is physically suitable for the type of development.
 4. That the site is physically suitable for the proposed density of development.
 5. That the design of the subdivision or the proposed improvements is not likely to cause substantial environmental damage or substantially and avoidably injure fish or wildlife or their habitat.
 6. That the design of the subdivision or type of improvements is not likely to cause serious public health problems.
 7. That the design of the subdivision or the type of improvements will not conflict with easements, acquired by the public at large, for the access through or use of, property within the proposed subdivision.
 8. That any discharge of waste from the proposed subdivision into an existing sewer system would not result in violation of existing requirements prescribed by the California Regional Water Quality Control Board, Santa Ana Region, pursuant to Division 7 of the Water Code of the State of California.
 9. That the requirements of the California Environmental Quality Act have been satisfied.
- b. Description of how the proposed Tentative Map is in compliance with Subdivision Ordinance Section V.F-403.b.3 as identified below:
 1. That the tentative map complies with all requirements of the zoning regulations, or with pending zoning requirements that have been adopted by the City Council but have not yet become effective, and with any applicable general and specific plans.
 2. That if the preliminary soils report identifies the existence of critically expansive soils or other soil problems which, if not corrected, would lead to structural defects, the City, as the advisory agency may approve the report or a portion thereof if it is documented that recommended corrective action is likely to prevent structural damage to each structure to be constructed.
 3. That the requirements imposed upon the subdivision would not render unfeasible the development of housing for all segments of the economic community and that the effect of any actions on the map considers the housing needs of the region and is balanced against the public service needs of its residents and available fiscal and environmental resources.
 4. That the design of the subdivision provides, to the extent feasible, for future passive or natural heating or cooling opportunities in the subdivision.

5. That the tentative map complies with all the City's local park code requirements.
6. That except where modifications are requested for exceptions, the tentative map complies with all requirements of this division.

SECTION C – Deposit Check payable to the City of Irvine

_____ A deposit of \$4,000 is required

SECTION D – Address Plans

A separate address plan and proposed street name list must be submitted in conjunction with the application for a tentative map for both residential and commercial developments. This requirement does not apply to the subdivision of a "Master Map" or "A Map" for an entire Planning Area where large lots are being created for sale to builders/lenders, or a subdivision of developed land with existing buildings.

The purpose for requesting address plans and proposed street names at this stage of the development review process is to identify and enter addresses and street names into the computer permitting system so that the building permits can be submitted to the City for review. Building permits cannot be submitted to the City until an approved address exists in the computer system.

The address plan shall contain a site plan of the proposed development depicting the location of all streets and the building footprints of each structure to be addressed. For multiple units within a single building, delineate each unit or suite within the building. You have the choice to assign address numbers to the address plan or have staff assign the address numbers. The address numbers will be approved based on City policies and procedures. You will be able to review the proposed address plan prior to approval by the City.

Additionally, proposed street names must be submitted with the address plan. Please provide a list of at least twice as many street names than will be required for the development. The Police Department and Orange County Fire Authority will review street names. A list of "approved" street names will be provided to you. You may assign the "approved" street names to any of the proposed streets in the development.

Please provide five (5) copies of the address plan and street name list folded to approximately 8 ½" x 14". The entire address plan should fit on a single sheet.

SECTION E – Project Plan

These must be legible and drawn to scale to clearly illustrate the components of the project. Remember that the staff, Planning Commission and Subdivision Committee are not familiar with the property and will need this information to evaluate your project. **If the plans are not legible, or do not contain the information listed below, your application will not be accepted for processing.** Submit ten (10) sets of project plans, folded to approximately 8 ½" X 14". Use the checklist to be sure your plans included the following **required** elements:

Note: Some items on this list will not apply to all cases. For details and graphic representation requirements please consult the City's Subdivision Manual.

Initial submittal:	Ten (10) sets of plans folded to approximately 8 ½" X 14". Sets should be folded together and staple bound.
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Correction submittal(s): As required by Case Planner or Engineer. (Maps must be folded and sets bound.)

Final submittal: As required by Case Planner or Engineer. (Maps must be folded and sets bound.)

- _____ Vicinity map
- _____ Subdivision boundary (heavy double width solid line)
- _____ Street and lot lines (heavy single width solid line)
- _____ Existing lot lines (light solid line)
- _____ Easements (light dashed line; indicate type)
- _____ Utility lines (heavy dashed lines; indicate type)
- _____ Tentative tract or parcel map number (centered at top of map); Note here if map is for financing or conveyance purposes only
- _____ North arrow and scale
- _____ Tract or parcel map numbers of adjoining subdivisions
- _____ Acreage of subdivision
- _____ Number, dimension and size of lots
- _____ Proposed use of lots, zoning designation for each parcel
- _____ Locations and sizes of each parcel to be dedicated for public use
- _____ Locations and sizes of all common areas to be designated for public use
- _____ Total area of parkland, trails, recreational areas, etc., with specific area calculated for each of the following:
 - 1. Areas to be dedicated to public ownership
 - 2. Areas to be retained in private ownership
- _____ Locations, grades, widths, total area, and names of internal and adjacent vehicular accessways and transit corridors
- _____ Center lines of existing streets
- _____ Total length in feet along center line of all existing and proposed streets within the boundaries of the subdivision, measured from intersection to intersection
- _____ Location of future vehicular accessways, both public and private, indicated with a dotted line
- _____ Existing and proposed street cross sections
- _____ Dimensions and locations of sidewalks, bicycle and hiking trails
- _____ Width, locations and designations of all easements (sewage, trails, drainage, etc.)
- _____ Total area to be held in reservation for capital improvements

- _____ Approximate size, type and lineal footage of proposed drainage facilities; Where applicable, and a reference to the duly adopted Master Plan of drainage
- _____ Approximate size, type and lineal footage of proposed water and sanitary sewer facilities; Name of Sewering Agency
- _____ Approximate size, type and height of existing trees; if eucalyptus trees are present on site, their location shall be accurately plotted
- _____ Location, dimensions, boundaries and direction of flow of all watercourses
- _____ Boundaries of area of special flood hazard along with base flood elevation data; if no special flood hazards exist, a statement to this effect shall be made
- _____ Plan for handling storm water
- _____ Location and source of water supply and sewage facilities
- _____ Contour intervals of five feet slopes 10 percent or greater and two feet for slopes less than 10 percent
- _____ Name, address, telephone number, license and registration number of map preparer
- _____ Signature of map preparer
- _____ Name and current address of record owner(s)
- _____ Signature of record owner consenting to map submittal
- _____ Existing buildings, if any – building area justification per UBC, number of stories, type of construction, occupancy group, setback distances, maximum site coverage

SECTION F – Public Notice Materials

Please note that the homeowners associations that govern property in the vicinity will be notified of your project as required by the City's Zoning Ordinance. Staff suggests that you advise them of your intent to develop a project as soon as possible to receive their comments and address their concerns.

_____ Two sets of mailing labels for all of the following:

- a. Each property owner and residential tenant, and all homeowners' and community associations governing property within five hundred (500) feet of the property line of the proposed project. Commercial tenants within five hundred (500) feet shall also receive public notice in the following instances only: 1) the subject of the application is a residential development which is proposed within 1,000 feet of where businesses use, store, transport and/or manufacture hazardous materials or waste; or 2) the subject of the application is a heavy manufacturing use which involves the use, storage, transportation, and/or manufacture of hazardous materials or waste. This information shall be provided from the latest equalized assessment roll of Orange County.
- b. Each local agency expected to provide water, sewage, schools or other essential facilities or services to the project.
- c. The property owner or the owner's duly authorized agent.
- d. The project applicant.

_____ A map which is keyed to the above labels

_____ A list of names and addresses keyed to the above labels

_____ Mailing labels may be submitted in any one of the following formats:

Preferred Format:

- Excel TEXT format with separate fields of information on a CD, **or**
- Excel with separate fields of information on a CD.

NOTE: MSWord, Word Perfect, and other common formats will not work

- Each field of information (assessor's parcel number, complete name, complete street address, city, state, zip code) must be separated by a tab key, tab delimited (preferred), or comma, comma-delimited.
- Project number and number of entries on the above list should be printed on the disk label.

Example of Preferred Format:

Cell 1 APN	Cell 2 Attention	Cell 3 Name	Cell 4 Company	Cell 5 Complete Address	Cell 6 Complete Address	Cell 7 City	Cell 8 State	Cell 9 Zip Code
123	J Jones	Payroll	Alton Ctr	567 Alton Pkwy	PO Box 19575	Irvine	CA	92623

For information or questions on formatting, please call (949) 724-6012.

Or

Two sets of labels affixed to a number 10 size envelope in order for the mail room "stuffing machine" to automatically insert the notices and *with the following preprinted return address:*

City of Irvine Community Development - Project Entitlement
P.O. Box 19575
Irvine, CA 92623-9575

SECTION G – Additional Materials

_____ Water Purveyor's Statement of Certification

_____ Sewering Agency's Statement of Certification

_____ Current Title Report

_____ Technical Reports and Statements

_____ Preliminary Soils and Geology Report (Unless waived in writing by the City Engineer)

_____ Energy Conservation Statement (Residential Projects Only)

_____ Regional Housing Needs Statement (Residential Projects Only)

_____ Preliminary Noise Analysis (Residential Projects Only)

_____ Technical Studies for noise, traffic, parking, hazardous materials or other issues may be required according to City Policy.

_____ Preliminary technical studies including, but not limited to, environmental, traffic and parking may be required at the discretion of the Director of Community Development.

_____ Treatment Control Water Quality Management (TCWQMP)

The TCWQMP shall provide complete and comprehensive strategy for meeting onsite Treatment Control requirements that will be used to treat predictable pollutant runoff as defined under the current Orange County Stormwater Program Drainage Area Management Plan. For additional information, please see the WQMP Requirements for Discretionary Applications or contact 724-6315.

The Planning Commission, Subdivision Committee, Community Services Commission or the Director of Community Development may require additional information to help illustrate your proposal.

You will be noticed within 30 days of the date you should submit your application if any additional materials will be necessary to complete this application.