



CHECKLIST FOR TENTATIVE PARCEL/TRACT MAP

Community Development Department, Planning Division

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The City has the legal authority for the review of the design and improvement of subdivision and the processing any proposed subdivision, reconfiguration and/or consolidation of land in accordance with State of California Subdivision Map Act. A Parcel Map shall be required for all divisions of land into four (4) or less parcels, or four (4) or less condominiums or stock cooperative units, a community apartment project containing four (4) or less parcels or lots or for the conversion of a dwelling to a stock cooperative containing four (4) or less dwelling units. A Tentative and Final Map shall be required for all divisions of land into five (5) or more parcels, or five (5) or more condominiums or stock cooperative units, a community apartment project containing five (5) or more parcels or lots or for the conversion of a dwelling to a stock cooperative containing five (5) or more dwelling units. CMC Section 16.06. The review authority for Tentative Parcel and Tract Maps is the Planning Commission and the approval authority is the City Council. Tentative Parcel and Tract Maps are processed by the Planning Division. All items on this checklist shall be submitted at the time of formal application. Additional information as listed in the "Supplementary Materials and Information" section may be required if determined to be necessary during the review process.

SECTION 1: FILING REQUIREMENTS

- 1. Standard Application Form
- 2. Project Description Form, Project Contact List Form, Project Owner's Authorization Form
- 3. Environmental Information Form
- 4. **Four (4) sets of the developmental plans** (see Section 4) to be reviewed by staff for completeness and accuracy of filing. All plan sets shall be collated, stapled, and folded to the size of 8" x 13" for each set of plans.
- 5. **One (1) flash drive with complete digital submittal package AND plans** (files smaller than 12.5mb are acceptable as PDF attachments, larger files must be sent via google link, dropbox link, or similar service). **Do NOT embed a google link**
- 6. For actions requiring a public hearing, the following information must be submitted:
 - Property ownership list: Two sets of typed, gummed labels on 8-1/2" x 11" sheets, listing the name, address, and assessor's parcel number of all property owners within 300 feet of the exterior boundaries of the subject property (see format in attached example). The list shall be obtained from the latest equalized assessment roll issued by the Tax Assessor
 - A radius map drawn on the Assessor's Parcel Maps, spliced together on an 8-1/2" x 11" format, indicating the subject property with a 300 foot radius drawn around the property as shown in the attached example
 - An affidavit certifying property owners' list
- 7. Filing Fees (see Section 2)
- 8. Legal description of Properties – Title Insurance Report not more than 90 days old

SECTION 2: FILING FEES

Contact the Planning Division to determine which fees are applicable

- Tentative Parcel/Tract Map See current fee list
- Public Works – Engineering and Environmental Services Sections See current fee list
- (CEQA) Environmental Review See current fee list
The applicant is responsible for the preparation of special studies and/or reports, and paying/reimbursing the City, its agent(s), officer(s), and/or consultant(s) for all costs for the preparation, review, analysis, recommendations, mitigations, etc., of special studies and/or reports
- (CEQA) Environmental Challenge/Appeal Fee See current fee list

The applicant is responsible to pay or reimburse the City, its agent, officers, and/or consultants for all costs in the event of an environmental challenge or appeal; and all costs related to required revisions to the Initial Study and/or additional special studies such as traffic, noise, geologic, etc.

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| <input type="checkbox"/> Los Angeles County Fire Department Review: | <input type="checkbox"/> Single Family Residential |
| | <input type="checkbox"/> Commercial/Industrial/Multi-Family Residential |
| | <input type="checkbox"/> Subdivision |

SECTION 3: PLAN PREPARATION GUIDELINES

Plans not conforming to these guidelines will not be accepted for processing

- 1. All plans should be drawn on uniform size sheets no greater than 24" x 36" in size
- 2. All site and landscape plans should be drawn to an engineering scale no smaller than 1":50' and no smaller than 1":40' for Grading Plan. All elevations should be drawn to an architectural scale no smaller than 1/4" = 1'.
- 3. All required plans shall be collated and stapled together as an individual development package sets; each set shall be folded to the size of 8" by 13" and secured with a rubber band
- 4. All plans should be clear, legible and accurately scaled
- 5. All plans should be clearly labeled with the sheet title, project name and project location
- 6. All plans need to contain a north arrow, a scale clearly labeled and a legend identifying any symbols
- 7. A one-sheet index map should be provided when a plan cannot contain the entire project on a single sheet
- 8. Existing versus proposed improvements must be clearly identified and all items may not apply to all projects

SECTION 4: CONTENTS OF DEVELOPMENT PLANS

The items listed below are considered a minimum; additional information may be necessary for clarification during the review process

- A. Tentative Subdivision Maps (CMC Section 16.08.070 - 16.08.080):** Tentative subdivision maps shall be drawn to an engineering scale no smaller than 1"=50' with the north arrow oriented toward the top or right side of the sheet, and shall include the following minimum information:
 - Graphic scale
 - Name, address and phone number of the applicant, engineer and/or architect, as well as any soils engineers or geologist whose services were utilized in the preparation of the project
 - Map number and the date the map was prepared, including any subsequent revision dates
 - Vicinity map showing the precise location of the project
 - All boundary lines of the project site, proposed lots or parcels, and all adjacent (abutting) properties
 - Location of all existing structures on adjacent properties, including storage areas, landscape areas, parking lots and driveways
 - Location of existing trees, specifically noting trees with a trunk diameter of 4-inches or greater
 - Existing General Plan designations, zoning districts and land uses on all adjacent properties
 - A summary to appear as notes on the map, as follows:
 - 1. Adjusted gross and net acreage
 - 2. Minimum and average net lot area
 - 3. Minimum lot dimensions (width and depth) for interior and corner lots
 - 4. Assessor's parcel number(s)
 - Proposed building pad elevations, and existing and proposed ground contours. Existing contour should extend a minimum of 50-feet past the map boundary
 - Surface watercourses and land subject to inundation
 - Location, height and materials of existing and proposed walls and fences, including height of retaining portions of walls
 - Existing and proposed adjacent rights-of-way (both public and private), alleys and easements, including all

curve data and street grades

- Typical cross sections of all streets, alleys and easements, including railroads
- Nearest cross streets on both sides of the project site, with plus or minus distances from the site
- Names and Addresses of existing and proposed utilities/facilities (sewer, water, telephone, electricity, storm drain and cable TV) serving the tract
- If the map is to be phased, indicated the limits of the phasing. All projects phasing must be disclosed at the time of initial application submittal and review. A phased map which is not disclosed “up-front” will require the filing of a supplemental application (“Modification”), with appropriate fees to defray cost associated with additional City review and expenses

B. Conceptual Grading Plan shall include the following:

- A **HYDROLOGY/GRADING REPORT** will be required for those development projects that would result in an increase in storm water run-off as specified by the City Engineer. A hydrology analysis showing existing and proposed storm flows for a 25-year storm frequency (50-year if SUSMP Conditions) to Los Angeles County Modified Rational Methodology
- Proposed grading – structures, curbs, walls (height), gutters, pavement drainage structures, swales, mounding, slopes, open space, and trails.
- The plan shall include: distances spot elevations, gradients, contours, details, cross-sections, flow arrows, etc.
- Proposed items shall be designated with solid lines and existing items with short dashes or screened
- Location of existing trees, indicate the species and size of the trees, and indicate whether the trees are to be preserved in place, relocated or removed
- Existing grading – same as for proposed grading, except shall be screened as a background for the proposed grading information
- Structures – footprints, pad and floor elevations, retaining walls, stem walls, etc.
- Cross-sections at all site boundaries shall be drawn to both an engineering horizontal and vertical scale showing existing and proposed grading, cut versus fill conditions wall heights (including retaining walls), and elevation differences (maximum and minimum conditions) between off-site structures and those on-site. Sections shall extend through building pads and/or streets
- Sections shall be drawn where the adjacent property is affected to the greatest extent
- Separate cut and fill areas with a clearly identified line
- Easements, property lines, rights-of-way
- Natural areas to preserved (undisturbed – no grading)
- Parkway culverts where drainage is directed to streets, except for single family residences
- Provide all wall and retaining wall height, both existing and proposed with top and footing elevations
- Location, elevation, and size of proposed building pads
- Low Impact Development (LID). Any new development and significant redevelopment projects must address the quality and quantity of storm-water runoff through the incorporation of permanent (post-construction) best management practices (BMPs) in project design. Provide a separate Preliminary Storm Water Pollution Prevention Plan (SWPPP) and Standard Urban Storm Water Mitigation Plan (SUSMP). The purpose is to prevent and control the discharge of pollutants to the storm-drain system and the receiving waters. Examples of best management practices may include but are not limited to infiltration basin/trench and its size, bio-retention and its size, water quality inlets, etc. Show the proposed types of facilities used for the project site. (CMC Section 8.50)
- Streets – existing and proposed cross-sections, improvements, rights-of-way, etc. Show centerline radii and gradient
- Existing and proposed sewers or other method of sewerage
- Existing and proposed domestic water
- Indicate location of benchmark(s)
- Line of sight
- All sheets should have the Geotechnical Engineer and Civil Engineer’s California registration seal and original signature prior to plan submittal

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- Cut and fill quantities, exclusive of street quantities in cubic yards. These shall also be placed on the plan cover sheet in addition to submittal by letter
- Detailed plans of all surface and subsurface drainage devices, walls, cribbing, dams and other protective devices to be constructed with, or as part of, the proposed work, together with a map showing the drainage area and the estimated runoff of the area served by any drains
- Provide dimensions, elevations, or proposed contours to be achieved by the grading
- Show side yard and rear yards swale
- Show the actual setbacks (property line to structure and all distance between structures)
- Provide cross-sections along the property perimeter and typical interior lots
- Provide percent of slope for driveways
- Total existing impervious area (square feet), total new impervious area (square feet) and total removal and replacement of impervious area (square feet)

Supplementary Materials and Information:

- Supplementary materials and information that may be required are listed below. You are encouraged to discuss your proposed project with Planning/Engineering Division staff prior to submission of your application for City review and action to determine whether the submission of additional materials and information is necessary
 - A TRAFFIC STUDY** will be required if:
 1. 50 or more new trips added to any peak travel direction to or from the project site during any peak hour, including projects such as: (1) the development of 100 or more residential dwelling units, (2) the development of 25,000 or more square feet of office space, (3) the development of 1,000 or more square feet of retail, convenience or fast food space, (4) the development of 100,000+ industrial space, and (5) will be required for projects which exceed the thresholds specified in the regional Congestion Management Plan
 2. The City's Traffic Engineer determines that the preparation of a traffic and circulation study is warranted due to nature and/or size of a specific proposed land use
 - A **HYDROLOGY/DRAINAGE//GRADING REPORT** will be required for those development projects that would result in an increase in storm water run-off as specified by the City Engineer
 - A **SOILS REPORT** will be required to evaluate and report the impact that the subdivision may have upon the environment, subject to the review by City Engineer.
 - A **BIOLOGICAL REPORT** will be required for those development projects which would result in a negative change in the diversity or number of any unique, rare or endangered species of plant, animal or habitat
 - An **ARBORIST REPORT** will be required for those development projects which would result in a negative change in the number of trees existing on a project site with a trunk diameter greater than 4-inches
 - An **AIR QUALITY STUDY** will be required for those projects that exceed the thresholds established within the SCAQMD CEQA Handbook
 - ADDITIONAL MATERIALS** and information may be required depending upon project scope and complexity