



TENTATIVE TRACT/PARCEL MAP APPLICATION

Project Address: _____ Case # _____

This checklist should be reviewed with a Planner at the public counter. A subdivision request is heard by the Planning Commission at a noticed public hearing. If approved by the Planning Commission, a Tentative Tract Map will subsequently be heard by the City Council at a noticed public hearing. The processing of the Final Tract/Parcel Map is with the City's Engineering Division. A complete application submittal for a subdivision consists of the following materials:

- Filing Fees** – Please consult with a Planner to determine the required application fees.
- Tentative Tract/Parcel Map Application** – Completed Tentative Tract/Parcel Map application including full legal descriptions of the existing and proposed lot(s).
- Proof of Ownership/Property Owner Authorization Form** – if the Applicant is representing owner

5 Physical Sets (along with electronic copies via e-mail/USB):

- Master Land Use Application** – Completed form (attached) that includes:
 - a) Comprehensive description of the project and the specific entitlements (e.g. Variance, Conditional Use Permit, Site Plan Review, etc.) requested.
 - b) Property owner signature. If application is not signed by property owner, written consent (signed) from the property owner is necessary authorizing the applicant to submit application.
- Applicant Affidavit (Notarized)** – Attached to Master Land Use application.
- Environmental Information Form** – Attached to Master Land Use application.
- Preliminary Title Report**– Provide **two copies** of a current preliminary title report (dated within one year of application date). Provide all recorded easements and restrictions.
- Development Plans** – folded copies of dimensioned and scaled plans that include:
 - a) Project site address.
 - b) Applicant, name, address, and phone number.
 - c) North arrow, scale, and vicinity map.
 - d) Lot survey prepared by a Licensed Engineer showing all existing and proposed lot/parcel lines with an assigned Map number from the Los Angeles County Assessor Office.
 - e) Site plan showing all property lines and distances to center line of streets/alleys.
 - f) Table showing development calculations (e.g. lot coverage, floor area ratio, parking, etc.).
 - g) Clearly labeled location of all existing and proposed structures.
 - h) Clearly labeled uses of all existing and proposed structures.
 - i) Clearly labeled location and uses of all existing structures on adjacent properties.
 - j) Setback dimensions of all existing and proposed structures.
 - k) Location of all existing and proposed fences, walls, and other screening.
 - l) Size and location of all exterior mechanical equipment and method of screening.
 - m) All easements located within or adjacent to the project site.
 - n) Demolition plan (if applicable).
- Additional Items** – Other items as determined by a Planner (e.g. topographic map, survey, lighting plan, drainage plan, landscape plan, sign inventory, parking inventory, grading, lease agreement etc.).

2 Physical Sets (along with electronic copies via e-mail/USB):

- Notification Materials** – Submittal items as outlined in the Public Notification Packet Instructions handout.
- Photos** – Photos showing general conditions of site including existing structures, walls, and landscaped/paved areas.

Please contact the Planning Division at (323) 887-1478 for any additional information related to the submittal of any Planning applications.

DESCRIPTION OF REQUEST:

This Tentative Tract / Parcel Map is to:

FINDINGS:

The applicant must thoroughly respond to the eight (8) directives below to make the required findings for the proposed map. Use additional sheets if more space is necessary to complete your response. The City's Zoning Code and General Plan are available at City Hall. The Zoning Code is also available at www.cityofmontebello.com

- 1) Describe how the proposed map is consistent with the applicable general plan and specific plans as specified in California Government Code Section 65451 (the Government Code can be viewed online at <http://www.leginfo.ca.gov/calaw.html>);

- 2) Describe how the design or improvements of the proposed subdivision are consistent with the applicable general and specific plans;

- 3) Describe how the site is physically suitable for the type of development;

- 4) Describe how the site is physically suitable for the proposed density of the development;

5) Describe how the design of the subdivision or proposed improvements is not likely to cause substantial environmental damage or substantially and avoidably injure fish or wildlife and their habitat;

6) Describe how the design of the subdivision or the proposed improvement is not likely to cause serious public health problems;

7) Describe how the design of the subdivision or the type of improvements will not conflict with easements, acquired by the public at large, for access through or use of, property within the proposed subdivision; and

8) Describe how the discharge of waste from the proposed subdivision into the existing sewer system would not add to or result in violation of existing water quality control standards.
