



INSTRUCTIONS FOR FILING A TENTATIVE TRACT OR PARCEL MAP

All of the following must be submitted before the Planning Division can process the application:

1. **Application Sheet**
2. **Owner's Permission** authenticated by notary. **The Owners Permission MUST be notarized or the Planning Division will not accept the application.**
3. **Filing Fee and Deposit Agreement:**
 - a. Tentative Tract Map Review: **\$8,000.00 deposit** for planner review at a rate of \$96.36 per hour.
 - b. Tentative Parcel Map Review: **\$4,000.00 deposit** for planner review at a rate of \$96.36 per hour.
 - c. Tentative Parcel Map for Urban Lot Split Review : **\$2,000.00 deposit** for planner review at a rate of \$96.36 per hour.
 - d. Fish and Game Environmental Review Fee for projects having an adverse effect on fish and wildlife resources:
 - \$2,406.75 (for projects involving a negative declaration of environmental impact)
 - \$3,343.25 (for projects involving an EIR)
 - e. Los Angeles County Clerk, Environmental Processing Fee: \$75.00 (separate check)
 - f. Completed Deposit Agreement, as attached to this packet

NOTE: *Building permits associated with this application will not be issued until all filing fees are collected and deposit accounts are settled.*
4. **Environmental Information Form**
5. **Property Owners and Occupants List:** (3) Three copies on self adhesive mailing labels, plus one photocopy and a 300-foot Radius Map. A notarized certification of the property owners and occupants list must be provided. **Not Required for Urban Lot Split.**
6. **(2) Two copies** of the required Tentative Map as large plans. (See 3rd page for detailed description)

They must be 24" x 36" in size and folded to a maximum 8.5" X 13".

**Prior to scheduling a public hearing a total of 10 sets of plans must be provided.*
7. **Digital copy** of the full set of plans on a **flash drive**. Our computers do **NOT** accept CD's.



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8. **Occupant's Permission To Enter And Investigate Site:** Submit attached form with ink signature of occupant.
9. **Art in Public Places:** Required for certain projects
10. **Indemnity Agreement:** Required for all projects.
11. **Posting of Public Hearing Site Notice:** See planner for details. **Not Required** for Urban Lot Split.
12. **Tentative Tract/Parcel Map Findings**

*Plans **MUST** be folded and stapled together in sets to maximum 8½" x 13".

*Planning Division will not accept the application if the plans are not folded and stapled together.



EXPLANATION OF ITEMS 1 THROUGH 12

1. Application

To process the Tentative Tract/Parcel Map, the attached application sheet must include the notarized authorization of the legal owner.

2. Filing Fee

- a. City Council Resolution requires \$96.36 per hour for staff time actually spent in the preparation and processing of applications. In addition, any time required of the City Attorney will be billed at the attorney's current rate.

An initial deposit of \$8,000.00 for a Tentative Tract Map and \$4,000 for a Tentative Parcel Map shall be required at the time of submittal of the application, from which the hourly charges will be funded. When the deposit is depleted, additional deposits may be required by the Community Development Director before work on the application resumes.

- b. Environmental Impact Assessment: The Community Development Director will use the Guidelines and Procedures incorporated in the California Environmental Quality Act (CEQA) to evaluate the potential environmental impact of proposed projects. If it is found that a proposed action is not categorically exempt from CEQA, the following fees shall be required and charged to the applicant to prepare or process the required environmental impact documents:

- I. Fish and Game Environmental Review Fee: Fish and Game Code Section 711.4 requires a fee for reviewing projects which may have an adverse effect upon fish and wildlife resources. This fee, payable to the Department of Fish and Game, is \$2,406.75 for a project involving a negative declaration of environmental impact, and \$3,343.25 for a project involving an Environmental Impact Report.
- II. \$96.36 per hour for staff time spent in the preparation or processing of initial studies, negative declarations, and Environmental Impact Reports, plus City Attorney time at the attorney's current rates, to be funded from the initial deposit as required by City Council Resolution.
- III. The County requires a \$75 environmental document processing fee. Please submit a separate check payable to the Los Angeles County Clerk.



EXPLANATION OF ITEMS 1 THROUGH 12

3. Applicant's Environmental Information Form

The Environmental Information Form (attached to this packet) must be submitted when you file this application, so that an environmental determination can be made. If an Environmental Impact Report (EIR) is then required, processing of the application will cease until an EIR has been prepared pursuant to CEQA and local CEQA guidelines.

4. Property Owners And Occupants List

This list must be typed on self adhesive mailing labels (3 sets), and must have the names and mailing addresses of all property owners, and the mailing addresses of all occupants, *commercial and residential*, within or partially within the 300-foot radius. It must be prepared from the **most recent** equalized assessment rolls of the Los Angeles County Assessor, which are available in the County Assessor's branch office, 1190 Durfee Avenue, South El Monte. Number all labels to correspond with the numbers on the radius map. **Labels addressed to property owners must include the assessors parcel number on the first line of the label.** Separately provide three (3) copies of the applicant's address on labels, and one photocopy of a complete address label set.

300-Foot Radius Map: The radius map must be prepared:

- showing all areas 300 feet or nearer to the property in this application (the 300 foot distance should be measured from the nearest edge of the subject property—see enclosed example)
- showing all property lines completely or partly within the 300 foot line
- with the properties inside the line numbered to match the Owners/Occupants list
- folded to 8½" x 13" maximum size.

5. Tentative Tract or Parcel Map : All drawings must be prepared as noted below and folded together to 8½" x 13" max.

I. The Tentative Tract or Parcel Map shall conform to all of the following provisions:

1. The map shall be drawn at a clear and legible scale.
2. Show the parcel/tract map number obtained from the County Engineer.
3. Show name of owner or land divider whose property is proposed to be divided.



EXPLANATION OF ITEMS 1 THROUGH 12

4. Show a north arrow and the scale used.
5. Clearly mark the boundary lines.
6. Show the location, width, and proposed names of all the streets or alleys within or adjacent to the division and the approximate grade.
7. Show lot lines and approximate dimensions and numbers of each lot.
8. Show approximate elevation contours.
10. Show approximate locations of all existing buildings and structures.
11. Record the width and location of all existing or proposed public or private easements.
12. Include a Tree Inventory Report (please include the type, size, and location of all on-site trees and any public trees adjacent to the site).

NOTE: After the Tentative Tract or Parcel Map has been approved by the Planning Commission, the subdivider will be required to file a final map for City Council approval, prepared in accordance with the provisions of the Municipal Code.

- II. Prior to the City Council approval of the final map, the following items, where required, will be provided:
 1. Deeds for street widening, service roads, alleys, sanitary sewers, or storm water drainage easements, if not to be dedicated by map.
 2. Approved plans and profiles for street improvements, service roads or alleys, sanitary sewers, and storm sewers as required.
 3. Approved estimate for cost of all improvements.
 4. Agreement to install improvements.
 5. Bond to cover cost of all improvements.
 6. Inspection and plan check fees, as needed, in cash.
 7. Street light deposit, as needed, in cash.
 8. Final map fee, in cash.
 9. Street tree fee, in cash.
 10. Sewer connection charges, as needed, in cash.
 11. A grading and drainage plan showing existing and proposed elevations and drainage structures on subject site shall be submitted prior to issuance of a building permit.
 12. Fire protection system deposit (fire hydrants), as needed, or letter from water company.



EXPLANATION OF ITEMS 1 THROUGH 12

After noting the above requirements, we request the subdivider to confer with the staff of the Planning, Building and Engineering Divisions before preparing the Tentative Map.

6. Art in Public Places

This application (available from the Planning Department) must be completed and submitted if the project consist of any of the following: residential subdivision of ten or more lots, construction of ten or more dwelling units, non-residential development that has a project cost over \$499,999, expansion of non-residential buildings with a project cost over \$249,999, mixed used projects, or City projects that have a project cost over \$499,999.

7. Posting of Public Hearing Site Notice:

The Planning Commission has established a policy of posting a temporary sign on the subject property for new commercial developments and residential developments with five or more units. A separate handout is available detailing posting requirements.

8. Indemnity Agreement:

The applicant or successor in interest shall indemnify, hold harmless and defend the City Of West Covina (City), its agents, officers, and employees from any claim, action, proceeding or damages against the City, its agents, officers, or employees to attack, set aside, void, or annul the approval by the City of this Tentative Tract/Parcel Map. The indemnity document shall be signed by the applicant prior to the project being determined to be complete and the scheduling of a public hearing.



TENTATIVE TRACT/PARCEL MAP (TTM/TPM) APPLICATION

A. **Planning Application Requested**

- Commercial Property
- Residential Property
- Urban Lot Split

Case No.

Total Number of proposed Parcels: _____

B. **Project Information:**

Property Address: _____

Assessor's Identification Number (AIN): _____

Zoning Classification of the Subject Property: _____

Lot Area-per Parcel (square-feet): _____

Building (footprint) Square Footage: _____

Project Description: _____

C. **Project Coordinator/Applicant Information:**

Name: _____ Title: _____

Address: _____

Phone: _____ E-mail: _____

D. **Property Owner Information:**

Name: _____

Address: _____

Phone: _____ E-mail: _____



OWNER'S PERMISSION

I (we) do hereby certify, under penalty of perjury, that I (we) am (are) the owner(s) of the real property legally described herein and hereby grant permission for which this application is made. (Attach a supplemental sheet if necessary):

Name: _____

Address: _____

Phone: _____ **E-mail:** _____

Signature: _____

Name: _____

Address: _____

Phone: _____ **E-mail:** _____

Signature: _____

The Owner's Permission MUST be notarized or the Planning Division will not accept the application.



DEPOSIT AGREEMENT

Case No.

This is to certify that I, _____
(applicant)

understand that the \$8,000.00 or \$4,000.00 deposited at the time of the filing of this application is to be used to cover staff time at the hourly rate determined by City Council Resolution (rate changes effective July 1st of each year) which is currently \$96.36 per hour, and any City Attorney time at current rates. Should my deposit be depleted at any time prior to the completion of the process, the process will be suspended until additional deposits, the amount of which shall be determined by the Community Development Director, are made. Failure to provide additional funds within ten (10) days after notification of depletion shall be cause for withdrawal of this application. I also understand that prior to the issuance of any future building permit(s) associated with this application, all fees must be collected and deposit accounts settled.

Signature: _____

Date: _____



**OCCUPANT'S PERMISSION TO ENTER AND
INVESTIGATE SITE**

I, _____ as _____
(owner or lessee)

and occupant of the property located at _____

do hereby authorize representatives of the City of West Covina to enter upon the above mentioned property for inspection purposes and to obtain photographs of the subject property to prepare reports for Tentative Tract/Parcel Map No. _____.

This authorization terminates upon the final decision on the case, made either by the Planning Commission or City Council of the City of West Covina.

Signature: _____

Date: _____

To be filled out by occupant (owner or lessee)



TENTATIVE TRACT/PARCEL MAP FINDINGS

7. *The design of the subdivision or the type of improvements will either*
- (i) not conflict with recorded or adjudged easements, acquired by the public at large, for access through or use of, property within the proposed subdivision; or*
 - (ii) alternate easements, for access or for use, will be provided, and these will be substantially equivalent to ones previously acquired by the public.*



ENVIRONMENTAL INFORMATION FORM

A. General Information

1. Name of developer or project sponsor: _____
Address of the above: _____
_____ Telephone: _____
2. Address or location of project: _____

3. Name of project leader or coordinator: _____
Address of the above: _____
_____ Telephone: _____
4. Indicate number(s) of the permit application(s) for the project to which this form pertains: _____
5. Existing zoning: _____
6. List and describe any other related permits and other public approvals required for this project, including those required by city, regional, state and federal agencies: _____

7. Proposed use of site: _____

8. Proposed zoning (if different than existing): _____

B. Project Description (Include Precise Plan or Development Plan, where applicable)

1. Site size: _____
2. Square footage of building coverage: _____
3. Number of floors in building(s): _____
4. Total floor area: _____
5. Amount of off-street parking provided: _____



ENVIRONMENTAL INFORMATION FORM

6. Proposed scheduling (phasing) of current development and any anticipated future development: _____

7. Please provide complete information for your project.

- If residential, include the number of units, schedule of unit sizes, range for sale prices or rents, and types of household size expected:
- If commercial, indicate the type, whether neighborhood, city, or regionally oriented, square footage of sales area, and loading facilities:
- If industrial, indicate type, estimated employment per shift, number of shifts, and loading facilities:
- If institutional, indicate the major function, estimated employment per shift, number of shifts, estimated occupancy, loading facilities, and community benefits to come from the project:
- If public works, indicate the kind, whether it is taking place within the existing public right of way, and whether it is replacing an existing system or facility:

8. If the project involves a variance, conditional use permit, zone change, or general plan redesignation, state this and indicate clearly why such application is required: _____



ENVIRONMENTAL INFORMATION FORM

9. Are the following items applicable to the project or its effects? Discuss below all items checked yes:

YES

NO

a. Change in existing topography (a substantial alteration of ground contours).

b. Change in scenic views/vistas from existing residential areas, public lands, or roads.

c. Change in pattern, scale or character of general area of project.

d. Significant amounts of solid waste or litter.

e. Change in dust, ash, smoke, fumes, or odors in vicinity.

f. Change in stream or ground water quality or quantity, or alteration of existing drainage patterns.

g. Substantial change in existing noise or vibration levels in the vicinity.

h. Site on filled land or on slope of 10 percent or more.

i. Use or disposal of potentially hazardous materials, such as toxic substances, flammables, or explosives.

j. Substantial change in demand for municipal services (police, fire, water, sewage, etc.)

k. Substantially increase fossil fuel consumption (electricity, oil, natural gas, etc.)

l. Relationship to a larger project or series of projects.



ENVIRONMENTAL INFORMATION FORM

Discuss “yes” answers below:

C. Environmental Setting

1. Describe the project site as it exists before the project, including information on topography, soil stability, plants and animals, and any cultural, historical, or scenic aspects. Describe any existing structures on the site, and the use of the structures. Attach photographs of the site (polaroids OK).

2. Describe the surrounding properties, including information on plants and animals and any cultural, historical or scenic aspects. Indicate the type of land use (residential, commercial, etc.), intensity of land use (single-family, apartments, local retail, regional commercial, etc.) and scale of development (height, frontage, set-backs, etc.). Attach photographs of the vicinity (polaroids OK).



ENVIRONMENTAL INFORMATION FORM

D. Certification:

I hereby certify that the statements furnished above and in the attached exhibits present the data and information required for this initial evaluation to the best of my ability, and that the facts, statements, and information presented are true and correct to the best of my knowledge and belief.

Name:

Signature:

Date:



TENTATIVE TRACT/PARCEL MAP (TTM/TPM) APPLICATION CHECKLIST

FOR DEPARTMENT USE ONLY

CASE NO: _____

DATE FILED: _____

FILING FEE: _____

RECEIPT NO: _____

APPLICATION COMPLETE?:

Application Submittal Checklist

- (2) Two full sized set of plans
- Digital copy of submitted plans on a flash drive
- Notarized Owner's Permission
- Occupant's Permission To Enter And Investigate Site
- Deposit Agreement
- Environmental Information Form
- Property Owners and Occupants List
- Tentative Tract/Parcel Map Findings