Submittal Checklist for

TENTATIVE TRACT / PARCEL MAP

This checklist should be reviewed with a Planner at the Permit Center and must be submitted with the application. Incomplete applications cannot be processed and will be returned to the applicant together with a checklist specifying the items that are incomplete.

MINIMUM SUBMITTAL REQUIREMENTS:
Listed below are the minimum submittal requirements for Tentative Tract/Parcel Maps. If there are multiple entitlements, they may be combined under one submittal.

☐ **DIGITAL COPIES (PDF)** of all application material
a) Submit via USB Flash Drive.

☐ **MASTER APPLICATION** (three copies)
a) Cover Sheet with Applicant Signature.
b) Environmental Assessment.
c) Tree Inventory.
d) Taxpayer Protection Act Disclosure Form with required signature.

☐ **SITE PLANS** (three full size copies and two 11”x17” reductions)
a) Applicant name, address and phone number.
b) Project site address, north arrow and drawing scale.
c) Property lines.
d) Internal and external rights-of-way and any vehicular access or other easements.
e) Existing and proposed structures with their uses labeled.
f) Location of structures on adjacent properties and their uses.
g) Mature trees 4 inches or more in diameter (on-site, adjacent to property lines and in public right-of-way).
h) Yard dimensions.
i) Topography (when applicable).
j) Vicinity map showing ½-mile radius street system with project site highlighted (integrated at lower right hand corner of plan).

☐ **OWNERSHIP VERIFICATION** (one copy)
a) Copy of Grant Deed.
b) Written Consent from property owner to authorize representative (if applicable).

☐ **NOTIFICATION PACKET** (two sets)
a) 500-foot Radius Map and Ownership List.
b) Affidavit.
c) Mail Merge (Excel Spreadsheet).

☐ **PHOTOS** (two sets)
a) A minimum of four photos (varied angles) of the project site showing walls, trees and existing structures (no Polaroid’s permitted). The photos shall be keyed to the site plan or map to show what angles the photos represent.

☐ **APPLICATION FEES**

☐ **CHECKLIST FOR SPECIFIC ENTITLEMENTS & OTHER ITEMS**
Refer to the reverse page for additional submittal requirements.

PLANNING AND COMMUNITY DEVELOPMENT DEPARTMENT
CURRENT PLANNING SECTION – Email: ZoningQuestions@cityofpasadena.net
175 NORTH GARFIELD AVENUE
PASADENA, CA 91101

SPECIFIC ENTITLEMENT REQUIREMENTS:
In addition to the minimum submittal requirements, the following specific entitlement requirements for Tentative Tract/Parcel Maps shall also be submitted:

☐ **SUPPLEMENTAL APPLICATION** (three copies)
a) Description of Request.
b) Findings for a Tentative Tract/ Parcel Map.
c) Owner's Statement.
d) List of Public Works Requirements for Map Submittal.

☐ **TENTATIVE MAP** (three full size copies and two 11"x17" reductions)
a) Applicant name, address and phone number.
b) North arrow and drawing scale.
c) Project site address.
d) Map number and date map prepared.
e) All information outlined in "Public Works Requirements" (see Supplemental Application), including streets, street lights, trees, drainage, sewage disposal, utilities and structures.
f) Vicinity map showing ½-mile radius street system with project site highlighted (integrated at lower right hand corner of plan).
g) Any existing trees on the site that may be affected by the proposed development (size and species of each tree).
h) The approved addresses shown on each proposed air parcel. Addresses must be approved by the City's Addressing Coordinator.

☐ **HILLSIDE OVERLAY DISTRICT INFORMATION** (if applicable, three copies)
a) Slope-density formula/topographical map.
b) Soils report.
c) Hydrology report.
d) Grading plan.
e) Preliminary landscape plan.

☐ **TENANT RELOCATION INFORMATION** (if applicable, two sets)
a) If there are existing tenants residing on the site that will be displaced, a Tenant Relocation Assistance Plan is required. Please contact the Housing Division at 744-8318 for plan submittal requirements (plans must be approved by the Housing Division prior to application approval).
b) If there are existing tenants residing on the site and the project includes a condominium conversion, comply with all items outlined in the Condominium Conversion (Ownership) checklist handout.
c) If there are no tenants residing on the site, the applicant shall submit an affidavit stating that there are currently no tenants at the site.

☐ **INCLUSIONARY HOUSING PLAN** (two copies, if 10 or more new housing units are proposed)

ADDITIONAL ITEMS:
In addition, the following items may be required by the Planner for submittal:

☐ **FLOOR PLANS**
☐ **LANDSCAPE PLAN**
☐ **CIRCULATION PLAN**
☐ **DEVELOPMENT SCHEDULE**

- ☐ **ELEVATIONS**
- ☐ **STREET ELEVATION SKETCHES**
- ☐ **LEASE AGREEMENT**
- ☐ **OTHER ITEMS** _____

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Supplemental Application for
TENTATIVE TRACT / PARCEL MAP

Project Address: _____ Case # _____

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 can be viewed at the Permit Center and online at www.cityofpasadena.net.

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);

_____

_____

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Project Address: _____ Case # _____

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;

Project Address: _____ Case # _____

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

Project Address: _____ Case # _____

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.

Supplemental Application for
TENTATIVE TRACT / PARCEL MAP

Project Address: _____ Case # _____

OWNER'S STATEMENT:
The applicant must thoroughly respond to the following to make the required finding for the proposed project. Use additional sheets if more space is necessary to complete your response.

Name of Property Owner of Record: _____

Address: _____

Phone: _____ Email: _____

Registered Engineer or Licensed Surveyor: _____

Address: _____

Phone: _____ Email: _____

Total site area in square feet: _____ Acres: _____

Square footage of each lot (use additional sheets if necessary): A: _____ B: _____

C: _____ D: _____ E: _____ F: _____ G: _____

Is this a condo conversion: ☐ Yes ☐ No New Condo project: ☐ Yes ☐ No

Existing Land Use(s): _____

Proposed Land Use(s): _____

List existing street improvements (curb, gutter, sidewalk, etc.): _____

_____

List Proposed street improvements: _____

_____

Proposed method of sewage disposal: _____

Source of water supply: _____

Proposed utility improvements: _____

Date improvements will be completed: _____

_____ _____
Subdivider's Signature Date

Project Address: _____ Case # _____

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Project Address: _____ Case # _____

PUBLIC WORKS REQUIREMENTS:
The information below must be provided on all tentative subdivision maps. ***Note: The project must be consistent with the City's General Plan.*** *If the proposed density exceeds the General Plan designation, then the subdivision application shall be denied based on inconsistency with the General Plan. A General Plan Amendment is the only procedure by which land use densities can be altered and must be approved prior to any land use discretionary action. The City's General Plan can be viewed at the Permit Center and online at www.cityofpasadena.net.*

I. TENTATIVE MAP:

Streets:

1. Location, name and width of adjacent streets, highways, ways and access driveways/ easements, and all existing improvements within the street right-of-way.

2. Location, name and width of all existing or proposed streets, highways, ways and access driveways/easements within the subdivision and their approximate grades if in excess of six percent (6%). If any street improvements are contemplated, indicate proposed widths, grades, location, dimensions and type (including pavement, curbs, gutters and sidewalks).

3. Approximate radius of each curve.

4. Indicate future street extensions with dotted lines if it is reasonably expected that the subdivision could potentially be re-subdivided in whole or in part.

Street Lights:

5. Type and location of existing streetlights and any streetlights proposed to be installed or relocated.

Trees:

6. Approximate location of each area covered by brush or trees.

7. Existing and proposed trees (type and size) within the existing and proposed public right-of-way.

Drainage:

8. Approximate width and location of all existing or proposed drainage easements and watercourses; also indicate drainage structures.

9. Areas subject to inundation or storm water overflow (flooding).

10. Indicate the direction from which water drains to the project site, and where does and will the project site drain water.

Sewer Disposal:

11. Location, size and type of nearest existing public sewer.

12. Approximate width and location of all existing or proposed sewers and easements for sewage.

Utilities:

13. All existing or proposed easements for public utilities.

14. Outline each existing or proposed structure, drawn to scale, shown in its exact location in relation to existing and proposed streets and lot lines.

Miscellaneous:

15. Map Number (secured from the LA County Department of Public Works).

16. Date, north arrow and scale.

17. Indicate square footage of each lot.

18. Approximate lot layout and approximate division of each lot.

19. Contours.

20. Building pad for each lot.

21. Open space easements (if applicable).

22. Hillside subdivision must include slope-density calculations per Section 17.48.050 of the City's Zoning Code.

II. FINAL MAP:

23. Consult with the Public Works engineer with regard to the City's requirements and contract. Arrange with Public Works for necessary financial assurances (letter of credit, certificates of deposit and contract) that all improvements will be completed.

24. Submit final map to LA County Public Works for map analysis (County fee required).

25. Submit to the city of Pasadena Public Works and Transportation Department one original and 24 copies of final map, and eight (8) title sheets with a letter from the County offices verifying map analysis.

26. Submit plans and profiles of all public improvements to the City of Pasadena Public Works Department for plan check.

27. Consult with a public works engineer for City Council map presentation requirements.