NOTIFICATION REQUIREMENTS

A diskcopy of an Excel spreadsheet of the property owner’s mailing list for all real properties within the required feet of the project including the assessor parcel number, name, and mailing address. A copy of the relevant assessor parcel maps delineating the limits of the required public notice area.

A signed affidavit by the person responsible for preparing the list attesting to its accuracy and its compliance with Title 9.

A signed affidavit of on-site posting, if required.

★ See Notification Preparation Packet for project specific noticing requirements.

REVIEW PROCESS

PRE-APPLICATION: The applicant may apply for a Pre-Application meeting to meet with staff from each department, known as the Development Advisory Board (DAB), to become familiar with applicable General Plan, zoning, utility, traffic, environmental, and engineering requirements pertaining to the project. The DAB may also identify additional entitlements required for the project.

APPLICATION SUBMITTAL: After receiving an assigned Parcel number from the County of Orange, the applicant may submit a Tentative Parcel Map application and development plans to the Planning Division, and if no Pre-Application meeting was held, staff holds a DAB meeting to review the application for completeness. If complete, staff conducts environmental review in compliance with the California Environmental Quality Act, and schedules review by the Planning Commission, City Council, and/or any other boards and commissions as deemed necessary.

PLANNING COMMISSION: The Planning Commission conducts the public hearing and refers to the City Council with a recommendation of approval, approval with conditions, or denial.

CITY COUNCIL: The City Council conducts public hearing and makes final decision to approve, approve with conditions, or deny based upon commission recommendations and public testimony. After approval of the Tentative Parcel Map, the applicant must submit all final parcel map documents to the Engineering Division of the City for final processing.

CITY ENGINEER: The City Engineer will determine if a complete final parcel map filing has been made. Upon determining the filing is complete and accurate, the City Engineer will sign the appropriate statements and transmit the original map and any other items requiring City Council approval to the City Clerk within thirty days of receipt, with a recommendation of map approval.

ANY QUESTIONS? Please call the Development Services Department at (949) 443-6331.
Subdivision Maps shall include the following:

- Vicinity map showing the general location of the property within the City
- North arrow, scale, date and title block
- Map dimensions should be a minimum size of 18” x 24” with a maximum size of 24” x 36”
- Name, address, telephone number and signature of subdivider
- Name, address, telephone number, and signed statement of consent by record property owner(s)
- Name, address, telephone number, and license/registration number of civil engineer/surveyor responsible for preparation of the map
- Parcel number designation (at top center) and for adjoining properties within 300 ft.
- Location of all existing and proposed property lines and property boundaries
- Acreage or square feet of each lot, total project acreage, number of lots and proposed use, lot dimensions
- Location, width, and approximate grade of existing and proposed public and private streets, driveways, sidewalks, equestrian trails, bikeways, parking areas, and similar improvements

above and below ground, including sewer, storm sewer, electricity, natural gas, telephone and cable TV

- Existing and proposed General Plan and zoning designations and use of all properties within 300 feet of project boundaries
- Location and use of all existing and proposed structures, trees, and improvements, including accessory structures, fences, sheds, and similar improvements
- Location and size of each parcel to be dedicated for public use or reserved for future dedication or capital improvements
- Location of all “common areas” (open space, parking, etc.) to be dedicated for private use to a property owners association or similar entity
- Location and designation (public or private) of all parks, open spaces, trails, recreational areas, etc., including total area to be dedicated to public use and private use
- Location, grades, and widths for public/private streets (right-of-way and curb-to-curb) and proposed street names
- Centerline of existing streets and distance to nearest cross street
- Total length of all existing and proposed streets (in feet) along centerline between intersections
- Cross-section for all street improvements, including depth, type of surface treatment, base, and sub-base
- Curve radii of existing/proposed streets