

- Location and dimensions of proposed future street extensions proposed by subdivider or per the City's General Plan
- Proposed landscaping, including size, height, and type of existing and proposed trees, vegetation and/or groundcover and any proposed for removal
- Location, type, size, and lineal footage of existing and proposed stormwater drainage improvements within 200 feet of property
- Location, type, size, and lineal footage of existing and proposed water and sanitary sewer improvements within 200 feet of property
- Location of Special Flood Hazard Area limits as designated by the Federal Emergency Management Agency or a statement that no such areas exist on the property

Grading plans shall also include the following:

- Existing and proposed topography with 5' contour intervals for areas of 10% or greater slope and 2' contour intervals for areas with less than 10% slope (include match with all adjacent topography)
- Location, dimension, and flow direction of all drainage swales, intermittent streams, creeks, ponds, and other water bodies
- Limits of grading, the area and percentage of lot area subject to grading, total number of cubic yards of cut and fill
- Areas proposed for grading should be highlighted with shading or other graphic technique
- Profiles of proposed cuts/fills showing existing grades, proposed grades, and finished slopes (e.g. 2:2 or 3:1, etc.)

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.



Your Guide to Understanding
the
**TENTATIVE PARCEL
MAP APPLICATION
PROCESS**



**City of San Juan Capistrano
Development Services
32400 Paseo Adelanto
San Juan Capistrano, CA 92675**

**Tel: (949) 443-6331
www.sanjuancapistrano.org**

TENTATIVE PARCEL MAP PROCESS

For subdivisions of land involving four or less lots, the City requires review of a tentative parcel map application. The review process ensures that the proposed lots comply with the zoning district standards and that the proposed subdivision provides the necessary public improvements. The proposed subdivision review also ensures consistency with the City's General Plan and Municipal Code provisions.



A tentative parcel map requires public hearings by both the City's Planning Commission and City Council. Processing times vary from 4-to-12 months, depending upon the issues inherent in the proposal.

SUBMISSION REQUIREMENTS

- Application for Development Approval
- Deposit per adopted City Council resolution
- Preliminary drainage and hydrology studies
- Check payable to OCFA for OCFA review

- Preliminary title report for the property prepared within 30 days of your application submittal, along with an American Land Title Association survey
- Other technical studies (to be prepared under contract by the City with the cost to be borne by the applicant) as required by the Environmental Administrator or Planning Director for determining CEQA compliance
- Tree Survey of existing trees (over 6" in diameter measured 36" above grade) prepared by an arborist or landscape architect indicating type, location, condition, diameter, height, and proposed disposition
- Three 24" x 36" and ten 11" x 17" copies each of the following drawn to scale and folded to 9" x 12":
 - Proposed subdivision map
 - Proposed grading plan
 - For non-residential, comprehensive development concepts: site plan, landscape plan, preliminary architectural elevations
- One (1) set of photographic reductions (8 1/2" x 11")
- Conceptual Water Quality Management Plan (if project is classified as "Priority Project")
- List of property owners required to be notified of development proposal (see Notification Requirements).
- Letter of Intent describing proposed use and site operations.

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 type of all existing and proposed easements
- Building setback lines per zoning classification
- Location, width, and approximate grade of existing and proposed public and private streets, driveways, sidewalks, equestrian trails, bikeways, parking areas, and similar improvements
- Location of existing and proposed utilities,

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

see reverse side