



TENTATIVE MAP APPLICATION

This application is required for the subdivision of property within the City of Yucaipa. Tentative Tract Map is required for all subdivisions creating five (5) or more parcels, and a Tentative Parcel Map is required all subdivisions creating four (4) or less parcels. Once a Tentative Map is approved, a Final Map process is required.

APPLICATION FEE

Tentative Tract Map:

\$4,699.00	Planning Review Initial Deposit (#2105)
<u>\$ 301.00</u>	Fire Department Review (#4202)
\$5,000.00	Total Initial Deposit

Tentative Parcel Map:

\$2,699.00	Planning Review Initial Deposit (#2105)
<u>\$ 301.00</u>	Fire Department Review (#4202)
\$3,000.00	Total Initial Deposit

Please note the initial deposit may be modified for certain projects, including large and complex projects, and/or where additional studies and reports are required to evaluate the Project.

Surveyor Review:

A deposit for Final Map and related processing will be charged on an actual cost basis prior to Final Map recordation. The initial deposit for this service is \$8,000.00 for a Tract Map, and \$3,000.00 for a Parcel Map.

FEE POLICY

This is an **Actual Cost** application. The actual cost for a project is determined according to the time spent by City personnel on that project and the associated personnel benefits, Department overhead, and other indirect costs incurred for that project. Whenever 75% of a deposit has been expended and the Department determines that the estimated actual cost of the job will exceed the amount deposited, additional deposit of such excess amount shall be required. Notification of additional deposit required will be mailed to the applicant, who shall deposit such additional monies prior to the date specified in the notice. Work will be suspended on the project when 95%

of the deposit previously received has been expended. **Projects will not be completed with money due.** If the additional deposit is not made by the date specified in the notice, the project shall be deemed denied on the date specified, without further action on the part of the City. If, within 30 calendar days after a project is deemed denied for failure of the applicant to make a required additional deposit, the applicant makes the additional deposit plus a \$100 processing fee, the project shall be reinstated as of the date the additional deposit and processing fee are paid. Notwithstanding Section 83.010605 of the City Municipal Code, denial without prejudice of a project because of insufficient funds, after notice and request for additional deposit have been provided to the applicant, cannot be appealed.

TABLE OF CONTENTS

Part A:	Information and Procedures
Part B:	Tentative-Land Use Application Questionnaire and Application Certificate
Part C:	Hazardous Waste Site Certification
Part D:	Surrounding Property Owners Certification
Part E:	Subdivision Declaration
Part F:	Submittal Checklist
Part G:	Tentative Map Checklist
Part H:	Preliminary Grading Instructions

PART A: INFORMATION AND PROCEDURES

All policy references to specified parcel sizes (e.g. 20 acres or less) include parcels which are aliquot or equivalent divisions of nominal sections which are no less than ninety percent (90%), or greater than one hundred ten percent (110%) of the specified lot/parcel.

- An aliquot part is a division of sectionalized land by a series of divisions by one quarter (1/4) or by one half (1/2).
 - Equivalent divisions include divisions of recorded parcel or final maps that have lot/parcel configuration which are similar to an aliquot division of the same property.
1. A Tentative Tract Map is required for all subdivisions creating five (5) or more parcels, five (5) or more condominiums as defined in Section 783 of the Civil Code, a community apartment project containing five (5) or more parcels, or for the conversion of a multiple dwelling containing five (5) or more dwelling units to a stock cooperative except where:
 - a. A condominium is constructed, or an existing structure is converted, on a single parcel shown on a final map or parcel map recorded after 01/01/60. Provided, however, that the City Planner may require that a tentative and final map be required for the purposes of obtaining improvements, additional easements and dedications, or for other circumstances which warrant the filing of a new map; or

- b. The land before division contains less than five (5) acres, each parcel created by the division abuts upon a maintained public street or highway, and no dedications or improvements are required by the legislative body; or
 - c. Each lot created by the division has a gross area of twenty (20) acres or more and has an approved access (as defined in the City Development Code) to a maintained public street or highway; or
 - d. The land consists of a parcel or parcels of land having approved access to a public street or highway which comprises part of a tract of land zoned for industrial or commercial development, and which has the approval of the governing body as to street alignments and widths; or
 - e. Each lot created by the division has a gross area of forty (40) acres or more, or each of which is a quarter of a quarter section or larger.
2. Before preparing a Tentative Map, the developer should discuss his proposal with Planning Division staff to obtain general information regarding subdivision regulations and necessary procedures and do discuss the proposed Subdivision Design. In addition, we encourage you visit any outside agencies where permits may be required (ex. Yucaipa Valley Water District).
3. A licensed land surveyor or registered civil engineer must be employed to prepare the topographic and tentative map of the subdivision. The topographic map shall be obtained be aerial or field survey. A Tract or Parcel Map number may be obtained from the County Recorder.
4. Within thirty days of the acceptance of the completed application package, the Planning Division will determine if the proposed action is subject to California Environmental Quality Act, and if it is, an Initial Study is prepared to evaluate the potential environmental effects of the proposed project. If it is determined that the project will not result in a significant adverse effect on the environment, a Negative Declaration or Mitigated Negative Declaration (ND/MND) will be prepared in accordance with the California Environmental Quality Act at the applicant's expense. If the project is found to have a potentially significant adverse environmental impact, the preparation of an Environmental Impact Report (EIR) will be required at the applicant's expense. Further processing of the application will be delayed until the EIR has been prepared and processed.
5. Tentative Tract Map applications shall be reviewed at a Development Review Committee Meeting; Tentative Parcel Maps may be reviewed at the meeting if determined by the City Planner. The chairman of the Development Review Committee will distribute Tentative Maps and information to members of the Committee, which is comprised of staff from various City Divisions, and to other involved governmental agencies for review and comment. The applicant can also have the opportunity to discuss the proposed Preliminary Conditions of Approval.

6. Following the acceptance of your application, notification of your proposal will be sent to City Departments for review and conditions of approval, appropriate outside agencies for their comment, and surrounding property owners.
7. Prior to conditionally approving a Tentative Tract or Official Map, the decision making authority must meet the required findings of approval listed in the Development Code.
8. Actions to approve or deny Tentative Tract Map applications are taken by the Planning Commission. Tentative Parcel Maps are typically approved administratively by the City Planner.
9. A public hearing before the City Planning Commission, which meets on the first and third Wednesdays of each month, is scheduled approximately 4 weeks after all Environmental Review Procedures have been completed, and after the Conditions of Approval have been developed and 18 copies of the Project plans, and one digital .PDF of the revised Project plans have been submitted. The applicant and surrounding property owners are notified in writing of the hearing date and time, and the hearing is advertised in the local newspaper. The applicant and/or his representative should be present at the hearing to answer any questions that may arise.
10. Any land use decision to approve, deny or impose specific conditions on the approval of any land use application may be appealed by any interested party, including the applicant. The appeal must be filed with the City on the appropriate appeal form, along with the appropriate fee, prior to the effective date of the land use decision.
11. Before an approval letter will be issued, the deposit account balance must be paid in full, and the applicant must provide the City with an electronic file (PDF or TIFF) containing the final version of the approved tentative tract map. Failure to pay may result in the denial of the project.
12. Before any grading or construction work can be started, the final subdivision map must be approved and all applicable Conditions of Approval completed and verified through the Condition Compliance Check process.
13. After a tentative map has been approved, the engineer must submit a complete final map with the appropriate map checking fee to the City Engineer prior to the expiration of the approval of the Tentative Map. The final map shall be in substantial conformance to the tentative Map, and must meet the requirements of the City's Development Code. It is highly recommended to provide enough lead time before the expiration date of Map to ensure that the Map is timely filed and complete before the expiration date.

This final map must be accompanied by:

- a. A subdivision guarantee from a reputable title company.
- b. A tax receipt for current taxes (or a bond in the sum fixed by the County Auditor as a guarantee that taxes will be paid when payable.)

- c. A road bond (cash or surety) in the amount fixed by the City Engineer to guarantee completion of the required improvements.
14. The City Engineer, after checking and approving the final map, transmits the final map to the City Council for approval, acceptance of dedicated streets, and orders the final map to be recorded in the County Recorder's Office.

APPLICATION PROCESS SUMMARY

1. Pre-application meeting (if applicable).
2. Preparation of Tentative Map.
3. Application filing with required submittals, including but not limited to:
 - a. Topographic information
 - b. Preliminary drainage study
 - c. Preliminary grading information
 - d. Title report
 - e. Sewer/Water Letter
4. Application Acceptance
5. Notification Procedure
 - a. Surrounding property owners/other interested parties
 - b. Other City agencies
6. The planner will determine if Project is subject to the California Environmental Quality Act. The procedures and timeline established by State Law for the CEQA process would then occur.
7. Application review by the Development Review Committee (DRC) composed of representatives of interested City agencies (Parcel maps may not require DRC meeting. Applicant has the opportunity to discuss the proposed Preliminary Conditions of Approval with the agencies levying those conditions.
8. For Tentative Tract Maps, a public hearing is scheduled before the City Planning Commission for approval or denial of the project.
9. Applicant or interested third party may appeal Planning Commission determinations within ten (10) days of that determination, utilizing the appropriate City form and payment of the appeal fee.
10. Applicant submits the final processing fee payment and an electronic copy (PDF or TIFF) of the approved Tentative Map and Composite Development Plan.
11. Applicant initiates and completes the Final Map process.

TENTATIVE MAP DESIGN STANDARDS

Listed below are the basic minimum design standards and requirements that are regularly applied to subdivisions. This is not an exhaustive list of all the requirements that may apply to subdivisions, but it does describe the most common requirements. The specific requirements imposed on a given subdivision will vary dependent upon the specific location and characteristics of the site.

LAND USE STANDARDS

1. Aliquot Parcels: Sections of land are normally six hundred and forty (640) acres in size. However, when San Bernardino County was originally surveyed and sectioned, some of the sections were less than six hundred and forty (640) acres in size. Consequently, division of the sections into quarters resulted in parcels smaller (aliquot parts) than if the original sections were six hundred and forty (640) acres. To compensate for these smaller-than-normal sections, parcels of land, created either by aliquot part division or metes and bounds division, and where topographical constraints warrant, may have actual areas that are ten percent (10%) less than those required by the applicable Land Use District. However, in no case may such a parcel be less than two and one quarter (2.25) acres.
2. Parcel Pattern Consistency: The lots requested must be consistent with the general pattern of land parcels established for the vicinity. A pattern is considered established when a sufficient number of lots of the size requested exist within a one-half mile radius of the property.
3. Lot Configuration
 - a. Where a parcel of land is being subdivided and a dedicated road or street right-of-way, or railroad right-of-way, or flood control right-of-way traverses the property, the lots are to be designed such that no individual parcel is physically split by the right-of-way.
 - b. Double frontage lots shall be discouraged except where essential to provide separation of residential developments from major or secondary highways or due to topographical conditions. When double frontage lots are permitted, vehicular access rights shall be dedicated to the City along the street designated by the Planning Agency.
 - c. Lots larger than the minimum sizes specified by the land use district for multiple-residential, commercial and industrial subdivisions may be required if deemed necessary for sound development.
 - d. When twice or more the required lot area or width are shown as part of a subdivision of land, it may be required that such parcels be so established as to make practical a further division into allowable parcels, without injury to adjoining property.

- e. In hilly or mountainous areas, lot sizes may be required which are larger than the area required by the property's Land Use District classification. Larger lots will also be required if it is deemed necessary in order to conform to the Land Use Element of the General Plan or the Hillside Overlay District regulations of the Development Code.
- f. When a land use district classification line divides a parcel, such parcel shall have the area and frontage required for that land use district classification within the parcel, which has the greater area and frontage requirements.
- g. Lot or parcel side lines shall be approximately normal (perpendicular) to street lines.
- h. Each parcel on a dead-end or curved street where the side lines thereof are converging or diverging from front to the rear of such lot or parcel, shall have an average width of not less than sixty (60) feet, or that width required by the Development Code, whichever is greater, as measured along the front building setback line.
- i. Flag lots are prohibited for Tentative Tract Maps.

ROAD STANDARDS

1. Cul-de-Sacs: Cul-de-sacs shall not exceed six hundred (600) feet in length, except as provided below, and shall terminate with a turn-around as specified in adopted City Road Standards. Longer cul-de-sacs may be approved if it can be found that the cul-de-sac will not be injurious to the public health, safety and welfare, except in some fire hazardous areas where an extension may not be permitted.
2. Road Grades: Road grades shall not exceed twelve percent (12%) unless it can be demonstrated that in order to accomplish the objectives of the General Plan a road grade in excess of twelve percent (12%) is necessary. In such circumstances, a road grade not to exceed fourteen percent (14%) grade for a distance not to exceed five hundred (500) feet may be approved if a finding is made, based upon the recommendations of the City Engineer and the County Fire Warden, that said roadway will not create an unacceptable hazardous risk to the public health, safety or welfare.
3. Two Points of Access: The subdivision and each phase thereof shall have two (2) points of vehicular ingress and egress from existing and surrounding streets, one of which may be emergency only. Where it can be shown that this requirement is a physical impossibility or a cul-de-sac is proposed, this requirement may be waived. (Additional restrictions may apply in fire hazardous areas).
4. Conformance With General Plan
 - a. If the General Plan designates a general location of a proposed highway and any portion thereof may be wholly or partially within any proposed subdivision or may be affected by a proposed subdivision, prior to the approval of the proposed subdivision, a specific alignment plan shall be prepared and adopted. Each such

roadway shall conform in width and alignment with that shown or indicated on the General or Specific Plan or any standards adopted pursuant thereto. As a condition of approval of said subdivision, the subdivider shall be required to make dedications and construct such reasonable improvements as required by the specific alignment plan. Such requirements may be waived upon recommendation of the City Engineering Division, if the proposed highway is located upon a section line or its precise alignment can be otherwise determined.

- b. The circulation design of all subdivisions shall be compatible and coordinate with the General Plan and the existing street and land use pattern in the surrounding area.

DRAINAGE

1. When a subdivision lies in the path of existing watercourses or overflows therefrom, or natural drainage from upstream properties, it shall not be approved unless adequate dedicated rights-of-way or improvements are provided.
2. When a subdivision has the potential of causing an unnatural increase or concentration of surface waters onto downstream property, it shall not be approved unless drainage outlets are provided which will be adequate to render the City of Yucaipa and the County Flood Control District harmless from any damages caused.

DEDICATIONS

The subdivider may be required to dedicate or make an irrevocable offer to dedicate land within the subdivision that is needed for:

- Streets
- Access rights
- Alleys
- Drainage easements or Rights-of-Way
- Flood control
- Parks
- Bike Paths
- Public utility easements
- Recreational Trails
- Other necessary public easements or dedications of land

Such dedication may also be required off-site if deemed necessary to support the sound development of the subdivision.

SEWAGE DISPOSAL/WATER SUPPLY

1. Subsurface sewage disposal systems, including septic tanks, shall be located as far as practical from a perennial or intermittent stream and as required by the City code and the requirements of the Yucaipa Valley Water District and the Santa Ana Regional Water Quality Control Board.
2. In most areas of the City, sewer and water extensions may be required.
3. When a soils or a geologic hazards report for a subdivision is prepared (either at the developer's volition or as a requirement of any governmental agency), it shall include findings and recommendations concerning probable adverse effects of such hazards to the integrity of water supply and sewage disposal facilities and structures.
4. The subdivision shall be served by water supplies for community fire protection in accordance with the standards set by the San Bernardino County and Fire Department.

PART B: LAND USE APPLICATION QUESTIONNAIRE

PLEASE COMPLETE EACH STATEMENT OR ANSWER EACH QUESTION to the best of your ability. **All questions must be answered or the application will not be taken in.** If the answer is unknown, or if the question is not applicable, please write "Don't Know" or "Not Applicable" as appropriate. Only use City forms. If more space is needed, use attachments.

A. PROJECT INFORMATION

Application Type: _____

[List all Land Use Application types that are proposed as part of your project, i.e. "Conditional Use Permit", "Tentative Tract", etc. (if a tentative map is involved, please include the map number)]

Applicant Name _____ Phone _____

Address _____ City _____ State _____ Zip _____

Representative Name _____ Phone _____

Address _____ City _____ State _____ Zip _____

Assessor Parcel Number(S): _____

Describe project and use in detail (use attachment if necessary):

If a project includes a General Plan amendment to change the land use designation of a property:

Existing District(s): _____ Proposed District(s): _____

Location Description: _____

Street Address: _____

Cross street (nearest): _____

Side of street: _____ Parcel size: _____

Development area (If different from parcel size): _____

Title and date of any existing Environmental Impact Report prepared for project:

Prior Project or associated Project Case No. (if applicable): _____

Will the Project be phased? Yes _____ No _____

Is architectural review requested at this time? Yes _____ No _____

B. SITE DESCRIPTION

1. Provide the following information for the site.

Official Land Use District and Improvement Level onsite:
(This can be obtained from the public service counter.)

Type of Existing Development (i.e., residence, office bldg.) onsite:

Type of Existing Development (i.e., residence, office bldg.) surrounding the subject site:

North _____
East _____
South _____
West _____

2. Describe the type and approximate age of any existing structures on the site and any other improvements such as paving, channelization of water courses or improvements designed to control erosion.

3. Is the proposed project within 1/4 mile of a parcel containing an existing commercial agricultural use, landfill, sewage treatment plant, or mining operation? If yes, state approximate distance and direction, and the type of use.

Yes _____ No _____

4. List type, density and size of vegetation existing on site, including number, size and type of native trees.

5. Indicate the general percentage slope of the site. If slope varies sharply among different portions of the site, list the percentage slope for each part of the site with different slope characteristics. Submit a copy of a slope analysis map (if any), with the application. (Slope analysis maps are required for projects in the FR 1 Overlay District or for sites within the Hillside Overlay District).

Slope

Acres and Percent of Site

0-10% (flat to gently sloping)

11-15% (gently sloping)

16-20% (gently to moderately sloping)

21-25% (moderately sloping)

26-30% (moderately to steeply sloping)

31-40% (steeply sloping)

41% and over (very steep)

6. Describe any prominent landform features on the site such as canyons, ravines, bluffs, cliffs or rock outcroppings.

7. Is the property part of a known overflow area or traversed by natural (blue line) stream beds, channels, ground swales or washes, or subject to high water table? If yes, indicate the approximate location and depth of each.

Yes _____ No _____

8. Is the property a lot or parcel shown on a Subdivision Map, Parcel Map or Record of Survey recorded during the last 15 years? If yes, give the recording book and page, tract number, or parcel map number. Yes ____ Tract/Parcel Map No. _____; No _____

9. Are there any deed restrictions, covenants, conditions and restrictions (CC&Rs) or other restrictions on the title of the property? If yes, please explain.
Yes _____ No _____

10. Has the property been surveyed by a Licensed Land Surveyor or Civil Engineer? If yes, please include a copy of the survey map with this application.
Yes _____ No _____

11. Identify the entities that are/or would be providing the following services or utilities:

Electricity:

_____ (Name of Agency)

a) Site presently served: Yes _____ No _____

b) If an extension will be necessary, how far? _____

Gas:

_____ (Name of Agency)

a) Site presently served: Yes _____ No _____

b) If an extension will be necessary, how far? _____

Water:

_____ (Name of Agency)

a) Site presently served: Yes _____ No _____ Well _____

b) If an extension will be necessary, how far? _____

c) Do you propose to create a private domestic water system (well under pressure) to serve each proposed lot 20 acres or less in size?
Yes _____ No _____

d) Is the existing well (or wells) at least 200 feet from any existing or proposed liquid waste disposal system? Yes _____ No _____

Quantity: _____ gallons per minute (GPM) for _____ hour(s) duration.

Does water meet minimum potability requirements? Yes _____ No _____

e) Will the proposed well (or wells) be at least 200 feet from any existing or proposed liquid waste disposal system? Yes _____ No _____

Sewage Disposal:

_____ (Name of Agency)

- a) Site presently served: Yes _____ No _____
- b) If an extension will be necessary, how far? _____
- c) If septic system/leachlines are proposed, or existing, show locations on plan and state how the size of the sewage disposal area was determined. (Check one)
_____ percolation test _____ DEHS Standard rate

12. Identify any other agencies that you have contacted during the processing of your project. Please include copies of correspondence with any state, federal or other local agencies or departments in which the proposed project is discussed.

13. Will your project require any permits from local, state or federal agencies? If yes, please identify the agency and type of permit. Yes _____ No _____

14. Does the project involve individual lot sales and/or custom lot development?
Yes _____ No _____

15. Are private streets proposed? Yes _____ No _____

C. PROJECT IMPACT

1. Will the proposed project cause noise, vibration, night glare, dust or air pollution? If yes, please explain. Yes _____ No _____

2. Will development of the proposed project result in an increase in the presence of rodents, flies or other insects? If yes, please explain. Yes _____ No _____

3. Will development of the proposed project result in odors? If yes, describe the type and source of the odor. Yes _____ No _____

4. Does the proposed use for the site involve pesticides, chemicals, oils, salts, hazardous or toxic materials? Yes _____ No _____

If yes, are these:

a) Used in the production or processing of a product, or by product, or the provision of a service? Yes _____ No _____

b) Waste products resulting from the production or processing of a product or the provision of a service? Yes _____ No _____

c) Stored on site in large quantities? If yes, how much and how long will the materials be stored? Yes _____ No _____

d) Acutely hazardous materials? (See List of Acutely Hazardous Materials and Their Threshold Planning Quantities, which can be obtained from the County Department of Environmental Health Services.) If yes, what is the distance from the outer boundary of the proposed facility to the nearest school? _____. To the nearest residential population? _____

5. For each of the questions "a" through "d" listed above (#4) that were answered "yes", indicate the type and quantity of materials involved.

6. Will project development result in the removal or relocation of trees? If yes, please indicate how many, what kind, and whether they will be removed or relocated.
Yes _____ No _____

7. Will any earth material be exported from or imported to the site? If yes, please indicate the approximate quantity in cubic yards, whether imported or exported and the location of the borrow pit or dump site. Yes _____ No _____

8. How many cubic yards do you estimate will be graded? _____ Is custom lot grading or future phase grading anticipated? If yes, please explain.
Yes _____ No _____

9. Will the proposed project require cut slopes that exceed five feet in height and/or fill slopes that exceed three feet in height? If yes, please indicate, in cubic yards, the amount to be graded. Yes _____ No _____

10. Will any special slope stabilization or erosion control techniques have to be utilized? If yes, please explain. Yes _____ No _____

11. Will the project necessitate any off-site grading? If yes, please indicate the purpose, the location and the amount of grading, in cubic yards.
Yes _____ No _____

12. Approximately how many square feet of impermeable surface (building and paving) will be created by the development of the proposed project?

13. If a variance is requested, please state (be specific): (a) What the variance is for, and (b), Why the variance is necessary. Provide a letter of justification addressing each required finding for a Variance, as listed in Section 83.030905(g) of the Yucaipa Development Code.

D. PRE-DECISION REVIEW REQUEST

A pre-decision review of the proposed action on the project and the proposed Conditions of Approval, if applicable, may be requested for land use applications which are not scheduled for public hearing or Development Review Committee consideration. A Pre-Decision Review allows applicants ten (10) days to contact Staff about possible changes to the preliminary decision and/or proposed conditions.

Please initial the appropriate block:

_____ A Pre-Decision Review is hereby requested. (A notice of a Pre-Decision will be mailed to you along with any proposed conditions. If you wish to discuss the decision or any of the conditions, you will need to make an appointment with the project planner or appropriate agency representative.)

_____ A Pre-Decision Review is not requested.

APPLICATION CERTIFICATE

ALL OWNERS OF RECORD MUST SIGN THIS CERTIFICATE (Please attach to questionnaire)

List Assessor's Parcel Number(s) of the project property:

List Assessor's Parcel Number(s) of all property contiguous to the project property that is owned or beneficially controlled by the individual(s) signing this Certificate:

The undersigned owner(s) or officer(s) in the organization owning the lands for which this application is made states that he/she or the organization is aware that the application is being filed with the City of Yucaipa Planning Division, and certifies under penalty of perjury that he/she, or the organization, authorize the submittal of the application to the City. I (We) acknowledge that additional materials may need to be provided to the Planning Division once the preliminary review of the application materials has been initiated.

I (We) further agree that if any information contained in this application proves to be false or incorrect, the City of Yucaipa and any special purpose or taxing district affected thereby are and shall be released from any liability incurred if a certificate of compliance is or has been issued on the basis of this application. I understand that under such circumstances any such certificate shall be null and void and shall be returned to the City for cancellation.

If this is an actual cost application, the applicant agrees to pay all accumulated charges for this project. For any type of application, the applicant agrees to defend, indemnify and hold harmless the City, its agents, officers and employees from any claim, action or proceeding attacking or seeking to set aside, void or annul the approval of all or part of the matters applied for, or any other claim, action or proceeding relating to or arising out of such approval. This obligation includes the obligation to reimburse the City, its agents, officers and employees for any court costs or attorney fees which the City, its agents, officers or employees are required by a court to pay as a result of such claim, action or proceeding. The City agrees to notify the applicant of any such claim, action or proceeding promptly after the City becomes aware of it. The City agrees to cooperate in the defense provided by the applicant. The City may participate in the defense of the claim, action or proceeding, but such participation will not relieve the applicant of applicant's defense and indemnification obligations, or City expenses.

Any persons signing with Power of Attorney for others must print the names of those individuals in the signatures block and attach a notarized copy of the Power of Attorney.

(IF R.C.E. OR LICENSED
LAND SURVEYOR)
REGISTRATION NO.

PRINT NAME

SIGNATURE

(APPLICANT OR AGENT)

(DATE)

(OWNER OF RECORD)*

(DATE)

(OWNER OF RECORD)*

(DATE)

(OWNER OF RECORD)*

(DATE)

(OWNER OF RECORD)*

(DATE)

*If the property is owned by a corporation, partnership, or other group, the signee should indicate corporation position or title and submit substantiating documentation.

PART C: HAZARDOUS WASTE SITE CERTIFICATION

INSTRUCTIONS:

Pursuant to the requirements of Government Code Section 65962.5, before an application for a development project may be accepted by the City, the applicant shall first consult the lists compiled by the Department of Toxic Substances Control, and sign a statement indicating whether the project is located on a site that is included on any of the lists. The lists compiled by the Department of Toxic Substances Control include the following:

- (1) All hazardous waste facilities subject to corrective action pursuant to Section 25187.5 of the Health and Safety Code;
- (2) All land designated as hazardous waste property or border zone property pursuant to former Article 11 (commencing with Section 25220) of Chapter 6.5 of Division 20 of the Health and Safety Code;
- (3) All information received by the Department of Toxic Substances Control pursuant to Section 25242 of the Health and Safety Code on hazardous waste disposals on public land;
- (4) All sites listed pursuant to Section 25356 of the Health and Safety Code;
- (5) All public drinking water wells that contain detectable levels of organic contaminants and that are subject to water analysis pursuant to Section 116395 of the Health and Safety Code;
- (6) All underground storage tanks for which an unauthorized release report is filed pursuant to Section 25295 of the Health and Safety Code;
- (7) All solid waste disposal facilities from which there is a migration of hazardous waste and for which a California Regional Water Quality Control Board has notified the Department of Toxic Substances Control pursuant to subdivision (e) of Section 13273 of the Water Code;
- (8) All cease and desist orders issued after January 1, 1986, pursuant to Section 13301 of the Water Code, and all cleanup or abatement orders issued after January 1, 1986, pursuant to Section 13304 of the Water Code, that concern the discharge of wastes that are hazardous materials; and
- (9) All solid waste disposal facilities from which there is a known migration of hazardous waste.

The lists compiled by the Department of Toxic Substances Control may be viewed on-line, on the State of California, Water Resources Control Board website, at <http://geotracker.waterboards.ca.gov/map/?CMD=runreport&myaddress=yucaipa>.

This certificate must be submitted with all development applications, except legislative acts, i.e. General Plan policy or Development Code Amendments.

HAZARDOUS WASTE SITE CERTIFICATION FORM:

I, the undersigned, hereby state that I am the ___applicant, ___owner, ___officer, of the property(ies) on which this application is submitted (“Project Site”), and state that I have consulted the list compiled by the Department of Toxic Substances Control pursuant to the requirements of Government Code Section 65962.5. I further state that the Project Site ___is, ___is not, identified on said lists.

List Assessor Parcel Numbers of the project property.

SIGNATURE OF PERSON CERTIFYING THIS REVIEW:

Name (Print)

Signature

Date

PART D: SURROUNDING PROPERTY OWNERS' CERTIFICATION

Prepare labels for all property owners within the area as prescribed by the formulas listed below. Please include the applicant, representative and the owner of record in these labels. Ownership of surrounding properties shall be determined from the latest equalized tax assessment roll.

I certify under the penalty of perjury that to the best of my knowledge the enclosed labels contain the names and addresses of all property owners within the area as prescribed by the enclosed formula from the exterior boundaries of the project property perimeter:

Printed Name	Signature	Date
--------------	-----------	------

FORMULA: The property for which this application is being processed is:

Minor Subdivision, Minor or Major Variance, Special Use Permit, Planning Use Permit, Home Occupation Permit, or Massage Therapy Establishment = all contiguous properties. Contiguous means touching or across street including corners.

ALL OTHER APPLICATIONS:

20.0 acres or less = contains all parcels within 300 feet of the external boundaries.

20.1 acres to 160.0 acres = contains all parcels within 700 feet of the external boundaries.

160.1 acres or greater = contains all parcels within 1,300 feet of the external boundaries.

If project involves a "Hazardous Waste Facility" = contains all parcels within 3,000 feet of the external boundaries.

LABEL FORMAT

(Please type or print legibly in black ink/ribbon.)

NOTE: **No punctuation** is to be placed on the last line between city, state and zip code. **Italic type print** is **not** permitted, and characters **cannot** touch; please verify that each label is legible. **No extraneous print** is allowed on or below the delivery address line. Each label shall be a rectangle of 1" x 2-5/8" or greater. Information must be in the format designated below. (i.e. APN number must be on top line.)

Accessor Parcel Number Name Address City, State ZIP
--

0318-000-00 John Doe 12345 Main Street Yucaipa CA 92399
--

PART E: SUBDIVISION DECLARATION - LAND PROJECT

Business and Professions Code - Section 11000.5

A "Land Project" is a subdivision or subdivided lands within California which satisfies all of the following conditions:

1. The subdivision or subdivided lands contains fifty (50) or more parcels or lots of which any fifty (50) are both;
 - a. Not improved with residential, industrial, commercial, or institutional buildings, and
 - b. Offered for sale, lease, or financing for purposes other than industrial, commercial, institutional, or commercial agricultural uses.
 - c. The subdivision or subdivided lands are located in an area in which fewer than one thousand five hundred (1,500) registered voters reside within the subdivision or within two (2) miles of the boundaries to the property described in the final public report.
 - d. Not constituting a community apartment project as defined in the California Business and Professions Code, Section 11004, or a project consisting of condominiums as defined in Section 11003.2 of the California Business and Professions Code. For purposes of subsection (1)(a) above, lands owned or beneficially controlled by substantially the same entities or interests shall be deemed to be part of the subdivided lands or subdivision.

I have read the above definition of "Land Project" and declare that in my opinion Tentative Tract No. _____.

- () Is a Land Project- (Submit 25 additional copies of Tentative Map and one copy of Extension of Time)
- () Is not a Land Project- (Complete one copy of Ownership Certificate)

Signature of Sub Divider

Date

PART F: TENTATIVE MAP SUBMITTAL CHECKLIST

+ ALL ITEMS MUST BE INCLUDED AT THE TIME OF FILING+

PLEASE RETURN THIS CHECKLIST WITH APPLICATION PACKET UPON SUBMITTAL. ONLY USE CITY FORMS. IF MORE SPACE IS NEEDED, USE ATTACHMENTS. COMPUTER GENERATED APPLICATIONS ARE NOT ACCEPTABLE.

1. **Two copies** of the completed Land Use Application Questionnaire. **All owners** must sign the Application Certificate. The notarized power of attorney must contain the names of all owners.
2. **Two copies** of the Tentative Map folded accordion style (**8" x 10 1/2" in size**).

Only two copies of the questionnaire and the Tentative Tract Map are required for the initial filing of this application. Revisions may or may not be required. When the Planner determines that both the questionnaire and map are complete, you will be required to submit additional copies of both the questionnaire and the Tentative Map. The specific number of copies to be submitted will be determined at that time.
3. **One copy** of a Letter of Intent addressed to the City of Yucaipa that discusses in detail the proposed use.
4. **One signed and dated copy** of the "Hazardous Waste Site Certification" (Part C).
5. **One copy** of recorded **Grant Deed** or **Quit Claim Deed** with the previous Grant Deed for each lot or parcel.
6. **One copy** of the appropriate assessor's map obtained from the Assessor's Office.
7. Surrounding Property Owners' Certification, mailing, labels, and surrounding ownership radius map.
 - i. **One copy** of the signed Surrounding Property Owners' Certification (Part D). (Property owner information may be obtained from Assessor's Parcel Books in the County Assessor's Office).
 - ii. **Three sets** and **one xerox copy** of labels (see format on Part D) listing names and addresses of surrounding property owners, the applicant, and all representatives.
 - iii. **One Copy** of the surrounding ownership map.
8. **One signed and dated copy** of the Subdivision Declaration (Part E).
9. **One copy** of preliminary drainage study showing or explaining the drainage area tributary to the subdivision and its access routes from the nearest public maintained road. The study shall set forth in detail the manner in which storm water run-off will enter the subdivision, the manner in which it will be carried through the subdivision, the manner in which disposal beyond the subdivision boundaries will be accomplished and the manner in which any

disruption of natural water courses by the grading or construction of the access routes will be addressed. The study must be signed and sealed by a registered civil engineer.

10. **One copy** of a Preliminary Title Report for the property (obtained from a Title Company), **not more than 60 days old.**
11. A Water Service Letter from the domestic water company.
12. A Sewer Service Letter from the Yucaipa Valley Water District.
13. **One copy** of proposed deed restrictions and/or CC&R's if a Planned Development.
14. **Special Studies** (if required):
 - a. Two copies and one .pdf of Geologic Report for any property within the Geologic Hazard Overlay District (Figure S-1 of the General Plan).
 - b. Two copies of a Slope Analysis Map for any project within the Hillside Overlay District (Figure CDL-4 of the General Plan).
 - c. Two copies of any studies or other documents (soils, marketing, etc.) prepared for this project, if available.
 - d. The following is a list of possible items that may be required to process your application¹. Any one of them may be required at any time during the process.
 - i. Archeological and Cultural Resources Study
 - ii. Biological Resources Assessment
 - iii. Jurisdictional Delineation
 - iv. Arborist Report
 - v. Traffic Memorandum, Traffic Study or Traffic Impact Assessment including Vehicle Miles Traveled (VMT)
 - vi. Noise Study
 - vii. Air Quality GHG (Greenhouse Gas) Study including Energy analysis
 - viii. Phase I and/or II Environmental Site Assessment
 - ix. Surface and Groundwater Study
 - x. Motel Feasibility Study
 - xi. Risk Assessment
 - xii. Analysis of Maximum Credible Accident (if acutely hazardous wastes are involved.)

¹ These studies may be used during the project review process to meet the requirements of the California Environmental Quality Act and/or National Environmental Policy Act. If a large number of reports are required, the City will enter into a professional services agreement with a qualified planning firm for the preparation of the reports and/or appropriate environmental review document, and a deposit account from the applicant for the environmental review will be established.

- xiii. Any information that may be particularly helpful for the planner to determine the merits of your particular application (i.e., amount of water usage for intensive water usage projects).
- 15. **One copy** of Pre-Application Development Conference Review Minutes or the summary letter if a Pre-Application Conference was conducted.
- 16. For affordable housing projects, if the pre-application conference was waived, submit **two copies** of a supplemental report responding to each of the points raised in the evaluation criteria below:
 - a. The density limit designated on the applicable land use map of the General Plan.
 - b. The availability of adequate public services and facilities, particularly; are roads adequate to support increased traffic generated by project, is water service and sewer service satisfactory, and is law enforcement and fire protection adequate?
 - c. Natural resource constraints such as steep slopes (greater than 10%) or seismic or flood hazards.
 - d. Compatibility with adjacent land uses.
 - e. Community goals, objectives and standards specified in the General Plan text and any applicable area or specific plan.
 - f. The need for affordable housing within the community or area.
 - g. Availability of community services such as access to commercial conveniences, medical aid, employment, public transportation and recreation.
 - h. Data relative to proposed price structure, payment schedule, method of financing, housing type, and number of units of each type with specified information relative to the number of units proposed to be in the affordable range and the relationship the density bonus provisions.
- 17. If this project is within an approved or proposed Planned Development, a Final Development Plan must be submitted as a concurrent filing with this application. To ascertain the requirements for the Final Development Plan, refer to the Planned Development Application packet and the Preliminary Development Plan Conditions of Approval.
- 18. The appropriate filing fee made payable to the City of Yucaipa.
- 19. At project completion, submit **one copy** of an electronic file (PDF or TIFF) that contains the final version of the approved Tentative Tract Map and Composite Development Plan. An electronic file of the revised project plans is also required prior to scheduling public hearings.
- 20. If Architectural Review is requested at this time, an Architectural Review package shall be submitted.

PART G: TENTATIVE TRACT MAP CHECKLIST FOR SUBDIVISION MAP

Map shall be drawn to an Engineer's scale. A scale of 1" = 30' or 40' is preferred, but in no case should the scale be smaller than 1" to 60'. Entire tract and all information must be on **one** sheet. A remainder parcel larger than twenty (20) acres need not be drawn to scale.

All of the following information must appear on the tentative tract map (**incomplete maps will not be accepted for filing**).

1. The tract number can be obtained from the County Recorder's Office ((909) 387-8307).
2. The Registered Civil Engineer or Licensed Land Surveyor shall sign, seal, and provide their California registration or license number and the date of expiration of such license or registration.
3. Names, addresses and telephone numbers of the record owner, subdivider and the engineer or surveyor preparing the map.
4. List the names, addresses and telephone numbers of public utility companies, which will serve the tract, including water supply and method of sewage disposal, telephone company and cable television company.
5. North point, scale, date, boundary line and dimensions of the project. The direction of the north arrow should be shown pointing towards **the top or right hand side** of the map.
6. Show entire assessor's parcel, and identify any remainder portion, and any contiguous properties under common ownership (whole or partial ownerships).
7. Legal description of the land included within the proposed tentative map.
8. The lot layout, the approximate dimensions of **each** lot (ditto marks not acceptable) and a number for **each** lot in consecutive numbers (circle last lot number). Any portion of property in common contiguous ownership not included in the division shall be labeled as a remainder parcel.
9. Indicate the approximate acreage, the number of **numbered lots**, number of **lettered lots** and **lot density** proposed by the subdivision. Indicate acreage of any remainder parcel and total acreage of project, including numbered, lettered and remainder parcels.
10. Existing and proposed zoning **by lot numbers and/or lettered lots**.
11. Proposed use of any **lettered lots**.
12. The number of lineal feet of new streets.
13. Land Use district classification **and** development uses of adjoining property, including across any streets. Indicate distance from property line to any structures that are within 15 feet of property line.
14. Front and side street building setback lines, **delineated on the map**, including dimensions.

15. Locations, names and existing width of all adjoining highways, streets, alleys and/or ways. If none exist, indicate access to property.
16. The approximate gradient or centerline profile for each proposed highway, street, easement and drainage improvement shown on the tentative map.
17. The width and locations of all recorded and/or proposed easements, dedication of streets or rights-of-way.
18. Approximate radius of all centerline curves on highways, streets or ways.
19. Appropriate details of cross-sections for all proposed roadways.
20. The location, width and direction of flow of all water courses and the approximate location of all areas subject to flood waters, overflow or inundation. Topographic information shall be required where the preliminary drainage study indicates that the subject property is affected by a tributary watershed area that is 160 acres or greater.
21. Locate, by distance from existing and proposed property lines and other above ground structures, the placement on the property of all existing structures and other man-made features including buildings, utility poles, fences, driveways, signs, existing wells, sewers, septic systems (including leach lines), culverts, bridges, drain pipes, fire hydrants and/or sand, gravel or other excavations within the tentative tract. Indicate which existing structures will remain and which will be removed.
22. The accurate contour of the land shall be delineated at intervals of not more than two (2) feet if the slope of the land is less than ten percent (10%) and of not more than five (5) feet if the slope of the land is ten percent (10%) or greater. Topographic information shall be obtained by aerial or field survey done under the supervision of a licensed land surveyor or registered civil engineer. [Elevations shall be based upon 1927 datum and the bench shall be one accepted by the City Engineer.]
23. Vicinity map of the area showing the proposed tract in relation to any adjacent tracts, established roads, landmarks, etc., so that site can be easily located. Indicate the proposed access route to the site from nearest public maintained road.
24. If map is to be phased, show phasing lines to occur.
25. In a subdivision consisting of a condominium project or a planned development, the tentative map shall show the approximate location of all building envelopes and other structures to be erected **by dashed lines** (with no unit or space numbers, sidewalks, parking areas, etc., shown).
26. Preliminary grading as per enclosed instructions. If slope is less than 5%, show pad elevations with toe and foot of slope if they exceed three (3) feet. If lot sales only, note on map.
27. Show all regulated native trees or plants on the site. Highlight any of these trees or plants that are within 100 feet of any area that will be disturbed by a proposed roadway, building site or

other land disturbing activity. Highlight all regulated trees or plants that are proposed to be removed in accordance with Division 9 of the City Development Code. If no regulated trees or plants exist on site, indicate this by a note on the map.

ARCHITECTURAL REVIEW

FLOOR PLANS, BUILDING ELEVATION, AND CONCEPTUAL LANDSCAPE: Provide floor plans and elevations from all sides (designated by direction) **All exhibits are to be on separate sheets and all details should be legible.**

28. **Floor Plan:** Provide a detailed drawing from an overhead view looking down at the structure(s), which shows the size, shape, and overall layout of rooms in a building.
 - a. Indicate all new and existing structure(s).
 - b. Including use of each room (bedroom, kitchen, and living room for residence; office, retail, and kitchen spaces for commercial, etc.)

29. **Building Elevation Plan:** Provide a detailed drawing of the façade of the proposed structure(s) from each direction (north, south, east, and west).
 - a. **Colors and Materials:**
 - i. One (1) colored site plan that includes the conceptual landscaping and fencing plan, with all building footprints, architectural styles, and color schemes designated for each lot.
 - ii. One (1) materials and colors sample board. Use manufacturers' samples for all color chips, roofs materials, stone work, glass, awnings, etc.
 - iii. One (1) colored rendering showing each architectural design/style or proposed sign.
 - b. **Dimensions:**
 - i. Indicate the length, width and height of the proposed structure(s). Include the height and width of all architectural details, which include but are not limited to: doors, windows, and awnings. If any overhangs are proposed, identify the width of the overhang measured from the structure(s) to the edge of the overhang.
 - ii. Identify the roof pitch of the proposed structure(s). Identify height at the peak of the roof.

30. **Conceptual Landscape Plan:** Provide a detail drawing of all conceptual landscaping for the proposed project. Include:
 - a. Trees, shrubs, and ground cover areas or other softscape elements.
 - b. Water elements.

- c. Slope planting scheme.
 - d. Plazas, sidewalks, or other hardscape elements (i.e. special paving materials or rockscape).
 - e. Common or public open space/recreation areas (i.e. tot lots, barbeque areas, pools/spas, recreation buildings, sports courts, etc.).
 - f. Include a listing of conceptual landscape palette.
31. **Photos:** Provide colored photos of the existing structure(s) (if applicable); photos should clearly depict the method of construction and colors of the structure(s). If the subject structure(s) is existing, provide colored photos from each side (north, south, east, and west) of the building.
32. **Brochure:** If available, provide a brochure from the building contractor/manufacturer to reference colors and materials.

PART H: PRELIMINARY GRADING INSTRUCTIONS

Preliminary grading shall be shown on the Subdivision Map and shall include:

1. Topographic information (contour map) shall be required when the slope of any portion of the access route from the nearest public maintained road to a feasible building site exceeds ten percent (10%) including existing offers of dedication or private road easements. Topographic information shall be required on all tentative maps except where a feasible building site is shown on natural ungraded slopes of ten percent (10%) or less. Where the above does not apply, the licensed land surveyor or registered civil engineer shall note on the tentative map that "average slope of both feasible access route and feasible building site does not exceed ten percent (10%)".
2. Topographic information of the proposed project area and all adjoining properties within one hundred fifty (150) feet at a scale of not less than one (1) inch to one hundred (100 feet) unless otherwise approved. The contour interval shall not be more than two (2) feet except that the contour interval may be five (5) feet if the natural ungraded slope is more than ten percent (10%).
3. Contours of the finished graded slope shall be shown at intervals similar to that on the topographic base map.
4. Street grades, slope ratios, flow lines, pad elevations, maximum elevations of top and minimum elevation of toe of finished slopes over five (5) feet in vertical height, the maximum heights of those slopes and approximate total cubic yards of cut and fill shall be shown on the map.
5. A legend with appropriate symbols.
6. Any other data necessary to aid in review of a project.
7. In the event no such grading is proposed, a statement to that effect shall be placed on the required topographic map described in Subsection 85.020225(b)(3)(A) of the Development Code and this map shall delineate the boundary of an adequately sized building pad, driveway and septic system (if proposed) for each parcel proposed.
8. When required, a feasibility geological report shall be submitted to the City Engineer for review and approval. A deposit to cover the review costs shall be submitted to the Public Works Department.
9. Compliance with Appendix 33 of the current edition of the Uniform Building Code, as adopted by the City of Yucaipa, is required.