



# CITY OF SIERRA MADRE

Planning & Community Preservation Department  
232 W. Sierra Madre Blvd. Sierra Madre, CA 91024

## SUBMITTAL CHECKLIST

**SUPPLEMENTAL**

## TENTATIVE TRACT/PARCEL MAP APPLICATION FORM

### INTRODUCTION

It is the purpose of this title to regulate and control the division of land in the city and to supplement the provisions of the Subdivision Map Act and to regulate the survey data of subdivisions, the form and content of tract maps and parcel maps, and the procedures to be followed in securing the approval of the city regarding such maps. To accomplish this purpose, the regulations outlined in this title are determined to be necessary for the preservation of the public health, safety and general welfare.

Tentative, parcel and tract, and final maps shall be prepared when required by and in conformance with the provisions of this chapter. SMMC Chapter 16.08.

### Application Completeness

- TENTATIVE TRACT/PARCEL MAP APPLICATION
- Environmental Information Form
- OWNER'S AFFIDAVIT
- SITE PHOTOS: Include photographs of all four (4) directions (N, S, E & W) of existing site and abutting properties looking in and out. Photographs should include any walls, trees, and existing structures.
- TENTATIVE MAP: Four (4) blue print sized copies of the tentative map showing all necessary information and details, including a tentative map number which can be obtained from the L.A. County Department of Public Works (900 S. Fremont Ave., 5th Floor, Alhambra, 626-458-4930). The map must be prepared by a registered civil engineer or licensed surveyor. Consult with the City's Public Works Department on adequacy of submitted map(s) (See Municipal Code Section 16.12.040 for TTM/TPM requirements).
- SITE PLAN: The site plan must include:
  1. Map number and date map prepared
  2. North arrow and drawing scale
  3. Division of subject property (lot lines) and square footage of each lot
  4. Contours of subject property
  5. Building pad of each newly created lot
  6. Proposed public area
  7. Vicinity Map

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- GRANT DEED: Include a complete legal description of the subject property.
  
- Entry onto Private Land: By submitting said form a property owner grants permission to staff and the Planning Commissioners the right to enter private property to evaluate the request.
  
- NOTIFICATION: A **300-foot** radius map (see attached example) and the names of the property owner's within a 300-foot radius. (1,000-foot-radius for maps that involve properties in the Hillside Management Zone). Submit a master ownership list and two (2) sets of typed labels of property owners.
  
- ELECTRONIC COPIES: Two (2) Electronic Copies on CD or DVD in AUTOCAD or a similar program.
  
- TENTATIVE MAP COPIES: Fourteen (14) 11"x17" size copies of the Tentative Map and Site Plan to be submitted prior to the Planning Commission meeting.

**Project Description & Analysis:** Describe the proposed development of the subject property including the proposed type(s) of use(s), number of dwelling units or type of commercial development, square footage, height in feet and number of stories, and development schedule. *(Please attach additional sheets if more space is necessary)*

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**Project Characteristics:** Describe the general characteristics of the property and discuss the existing number of lot(s) and ultimate number of lots as a result of the request. *(Please attach additional sheets if more space is necessary)*

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**Total site area in square feet:** \_\_\_\_\_

Is this a Condo Conversion?      YES \_\_\_\_\_ NO \_\_\_\_\_

Is this a New Condo Project?      YES \_\_\_\_\_ NO \_\_\_\_\_

**Square footage of each lot:**

Lot A _____	Lot D _____	Lot G _____
Lot B _____	Lot E _____	Lot H _____
Lot C _____	Lot F _____	Lot I _____

**Existing Land Use:** \_\_\_\_\_

**Proposed Land Use:** \_\_\_\_\_

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

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

**Proposed street improvements:**

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

**Proposed method of sewage disposal:**

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

**Proposed utility improvements:**

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

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Any trees, shrubs, or vegetation to be removed? NO \_\_\_\_\_ YES \_\_\_\_\_

If YES, please describe type and total numbers:

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Proposed Landscaping includes:

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Any existing structure(s) to be demolished? NO \_\_\_\_\_ YES \_\_\_\_\_

If YES, please describe structure:

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**Is the site on the Register of Historic Cultural Landmarks?** NO \_\_\_\_\_ YES \_\_\_\_\_

**Is the site in the Community Redevelopment Area?** NO \_\_\_\_\_ YES \_\_\_\_\_

**Will the site be graded?** NO \_\_\_\_\_ YES \_\_\_\_\_

Cubic Yards \_\_\_\_\_ Cut \_\_\_\_\_ Fill \_\_\_\_\_ Import \_\_\_\_\_ Export \_\_\_\_\_

**Will a wall be constructed?** NO \_\_\_\_\_ YES \_\_\_\_\_

\_\_\_\_\_ Height \_\_\_\_\_ Length \_\_\_\_\_ Material

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**Map requirements for a Tentative Tract / Parcel Map per section 16.12.040 of the Sierra Madre Municipal Code:**

1. The tentative map number;
2. Sufficient legal description of the land included on the map to define the boundaries of the tentative tract or parcel map;
3. Names, addresses and telephone numbers of the owner of record, developer, registered civil engineer preparing the map;
4. North point, scale, date and area of tract or parcel map, and the date of survey;
5. The width and approximate locations of all existing or proposed easements or rights-of-way whether for public or private roads, drainage, sewer, public utility, or flood control purposes, shown by dashed lines. Existing easements shall show the name of the easement holder, purpose of the easement, and the legal reference for the easement. If an easement is blanket or indeterminate in nature, a note to this effect shall be placed on the tentative map;
6. The actual street names of each existing street or highway shown on the tentative map;
7. The locations, widths and approximate grades of all existing and proposed highways, streets, alleys and ways, or ways within and adjacent to such tentative map. The radius of all centerline curves on highways, streets, alleys, or ways; a cross section of each street; and any planned dimensions for street widening or for any other public project in and adjacent to the land division. The lettered designation of each proposed highway or street shown on the tentative map;
8. The lot layout, the approximate dimensions of each lot, number of each lot, total area in square footage or acreage to the nearest one-tenth acre of each lot, and where pads are proposed for building sites, the approximate pad elevations. Minimum lettering height shall be one-eighth inch;
9. The locations of all areas subject to inundation or flood hazard and the locations, width, and directions of flow of all watercourses and flood control areas within and adjacent to the property involved;
10. The contour of the land at the intervals of not more than two (2) feet if the general slope of the land is more than ten percent (10%) and five (5) feet for all other areas. This shall include an area not less than one hundred (100) feet surrounding the tentative map;
11. The location and outline to scale of each building or structure within one hundred (100) feet to the division of land and the proposed disposition of such building or structure. The approximate location, height and general description of any trees with notations as to their retention, destruction or relocation;
12. The grading design of each individual lot proposed, showing the proposed and existing elevation contours;
13. The location of existing water wells, sumps, cesspools, sewers, culverts, drain pipe, underground structures or sand, gravel, or other excavations within the subdivision and within one hundred (100) feet of any portion of the subdivision noting thereon whether or not they are to be abandoned, removed or used;

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14. The location of existing or proposed surface easements, ground leases, or access agreements;
15. A general location map of the area to be subdivided showing its relation to existing main thoroughfares and the distance from the nearest public street centerline to the boundary of the proposed subdivision;
16. The location of all streets, existing or contained on adjacent approved tentative maps where such streets intersect the boundary of the subdivision or where such streets intersect another street that forms a boundary of the subdivision;
17. A layout of adjoining unsubdivided property in sufficient detail to show the effect of proposed streets that may intersect such property;
18. The location of any previously filled areas within the subdivision;
19. Proposed direction of flow and rate of grade of street drainage;
20. Statement of the present use and the proposed use or uses of the property;
21. The tentative map shall clearly indicate the proposal for handling of stormwaters. In the event that such information cannot satisfactorily be shown on the tentative map, the map shall be accompanied by whatever supplemental maps or written reports are necessary to show the proposal;
22. The tentative map shall clearly show the method of sewage disposal. In the event this information cannot satisfactorily be shown on the tentative map, the map shall be accompanied by whatever supplemental maps or written reports are necessary to show the proposal;
23. The designation of all remainder parcels pursuant to Section 66424.6 of the Subdivision Map Act;
24. An affidavit signed by the owner or owners of record of the property which is the subject of the map stating that the owner or owners are aware that the map constitutes an application to subdivide the property pursuant to this title.