

AN APPLICANT'S GUIDE TENTATIVE MAP

City of Pomona Planning Division



PURPOSE

State Law authorizes local governmental agencies to regulate and control the design and improvement of subdivisions. A subdivision is defined as the division of any improved or unimproved land for the purpose of sale, lease, or financing. A subdivision also includes the creation of condominiums. The State Subdivision Map Act provides general regulations and procedures which local governments must follow in the regulation of subdivisions. The City also has a subdivision ordinance which provides specific City guidelines and standards for the regulation and control of subdivisions. Subdivision regulations and review procedures vary between subdivisions which encompass a division of property into five or more lots (major subdivisions) requiring tentative "tract" map approval and subdivisions of four or fewer lots (minor subdivisions) requiring tentative "parcel" map approval.

The tentative map review procedure is designed to insure that such things as street alignments, grades and widths; drainage and sanitary facilities; location and size of easements and rights-of-way; lot sizes and configurations; traffic access; landscaping and numerous other features conform to City regulations and are arranged in the best possible manner to serve the public. Special attention is focused on the preservation of natural topographic features of value and the integration of the development to existing terrain and land forms.

APPLICATION SUBMITTAL REQUIREMENTS

- ☐ One copy of completed and notarized application
- ☐ One copy of a radius map provided by applicant showing all properties within 400 feet of the subject property.
- ☐ List of property owners and occupants within 400 feet of proposed project typed on two sets of mailing labels. A Certified Property Owners' List Affidavit must be provided by the company/firm preparing the labels.

- ☐ Twenty (20) copies of tentative map drawn to scale containing the following information:
 - 1. Legend
 - 2. Vicinity Map
 - 3. Key Map (if more than one sheet)
 - 4. Sheet number and number of sheets
 - 5. North arrow, scale, date
 - 6. Owner's or subdivider's name, address and telephone number
 - 7. Legal description, boundary information with location and identity of abutting subdivisions
 - 8. Lot dimensions, numbers and area
 - 9. Existing buildings, noted to remain or to be removed
 - 10. Location and description of any trees on property, noted if to remain or to be removed
 - 11. Proposed and existing contours; two foot intervals to 5% slope, 5 foot intervals above 5% slope
 - 12. Topography within 200 feet of subject property
 - 13. Locations and size of existing and proposed streets, sewers, drains and other utilities
 - 14. Location, size and purpose of easements
 - 15. Proposed site development plan (may be shown on separate sheet)
 - 16. Signature of a registered civil engineer or licensed land surveyor.

- ☐ One (1) conceptual landscape plan.
- ☐ 8 1/2" x 11" clear film transparency of tentative maps
- ☐ Environmental Information Form (if determined necessary)
- ☐ Geotechnical investigations to include soils, geologic and/or seismic analysis, if within seismic fault area
- ☐ Fees-refer to fee schedule (include two \$75 Environmental filing fees on separate checks - make checks payable to Los Angeles County)