

## TENTATIVE SUBDIVISION MAP

The State Subdivision Map Act authorizes local governmental agencies to regulate and control the design and development 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 conversion of a structure to condominiums. Subdivision regulations and review procedures for division of property into five or more lots requires a Tentative Subdivision Map approval.

The Tentative Subdivision Map review procedure is designed to insure that such things as street alignments, drainage and sanitary facilities, location and size of easements and rights-of-way, traffic access, grading and numerous other features conform to City regulations and are arranged in the best possible manner to serve the public.

The Tentative Subdivision Map is evaluated for its consistency with the General Plan and zoning designation as well as the compatibility of the site plan and public improvements with surrounding development. Special attention is focused on the preservation of natural topographic and biological features and the compatibility of the development with existing terrain and land forms.

Any related applications necessary to make findings for General Plan and zoning consistency (such as Adjustment Plats necessary to meet General Plan density or minimum lot size, or rezones) or associated applications (such as Planned Unit Approvals), shall be submitted concurrently.

Prior to submittal of the Tentative Subdivision Map application, a pre-application meeting with a member of the Planning staff is necessary to answer any questions and to insure that the application will be completed as required. Appointments for a pre-application meeting can be made by contacting the Planning Division at (760) 839-4671.

### **Submittal Requirements**

The following shall be required in order to accept an application as complete. As determined by the Director of Community Development, additional information not listed below may be required to make a complete application. This will be determined on a case-by-case basis.

1. Completed and signed [Discretionary Permit General Application Form](#) (a letter of permission, signed by the owner may be substituted for owner's signature on the application form).
2. Copy of Grant Deed.
3. Copy of Preliminary Title Report, including legal description (dated within the last six months).
4. Base map of the project site at 200-foot scale.
5. Twenty-five (25) blue-line or black-line copies of each sheet of the tentative map collated into sets and folded to 8½" x 11". Plans shall be prepared by or under the supervision of a licensed design professional and shall include the signature of the design professional and the date of plan preparation or revision. Typical plan size shall not exceed 24" x 36" unless specifically authorized upon consultation with Planning staff.

The site plan should be drawn to scale and should include:

- a. North arrow and graphic scale, with **north oriented to the top** of the paper.
- b. Scale of map noted at the north arrow or in the title block.
- c. Name, address, phone number and license number of the person who prepared the plans.

- d. Dimensions on all property lines including the subdivision boundaries and each lot.
- e. Square footage or acreage of each lot and the total size (gross and net) of the property within the subdivision boundary must be stated on the map.
- f. Record bearings and distances of existing property lines.
- g. The location of all existing structures (including fences) on the property and within 50 feet of the exterior boundaries of the property shall be shown and dimensioned from the proposed and existing property lines and the dimensions and size of said structures. Note all structures to be removed and to remain.
- h. The location and width of all existing and proposed easements, public and private, and the location of all property lines abutting the subdivision boundaries. Location of existing structures within 25 feet of any proposed off-site easements.
- i. Each lot and/or dwelling unit shall be numbered or otherwise designated and the total number of lots noted on the map.
- j. All existing or proposed street improvements, including curb openings, must be shown and a typical street cross-section of each street.
- k. Note any area subject to inundation in a 50-year storm or 100-year storm in the case of tributary areas over one square mile.
- l. Delineate all areas required for street, alley or other public dedication.
- m. Topographic contours and elevation lines (at intervals adequate to accurately depict the topography of the property, preferably 2' intervals with a maximum of 5'). The source of the topographical information shall be noted on the map.
- n. A grading plan showing creation of building sites, street grading, driveways and drainage must be shown on the subdivision map. If no pad grading is proposed, a statement to that effect shall be placed on the map; however, adequate demonstration of access and usable pad area is required. **Cut and fill slopes** must be differentiated, grading cross-sections provided where appropriate, and earthwork quantities noted. Pad and grade elevations must be shown in full feet (802' not 02').
- o. Vicinity map with the subject property indicated.
- p. Cross-sections of the natural topography and proposed grading in critical locations where necessary to either explain the grading approach or its effects on adjacent properties.
- q. Miscellaneous information such as:
  - 1. Legal description (may be abbreviated if lengthy), the Assessor's Parcel Number, and the address of the property.
  - 2. Zoning, existing and proposed (if applicable).
  - 3. General Plan Land Use designation.
  - 4. Condominium statement, if applicable (if residential, include the number of dwelling units).
  - 5. Streets: Approximate grades (elevations and percent), widths, names (existing or "A" Street, etc.), street centerline, street rights-of-way, typical sections of improvements.
  - 6. Arrows indicating the direction of drainage flow.
  - 7. Location, points of connection, and size of existing utilities such as waterlines, sewer lines, storm drains, etc.
  - 8. Distance water and sewer lines must be extended and show the location of the points of connection.
  - 9. Locate, depict and state exact size and type of all trees with a trunk diameter of 4" or larger.
  - 10. Location and square footage of **all** off-site area required for improvements.
- r. The name, address, and telephone number of the subdivider or applicant, and all property owners included within the subdivision boundary.
- s. The owner's certificate acknowledging ownership, and permission to prepare and record.

#### EXAMPLE OF OWNER'S CERTIFICATE

I (we) hereby certify that I (we) am (are) the record owner of the property shown on the Tentative Subdivision Map and that said Map shows all my (our) contiguous ownership in which

I (we) have any deed or trust interest. I (we) understand that my (our) property is considered contiguous even if it is separated by roads, streets, utility easements, or railroad rights-of-way.

\_\_\_\_\_  
(Signature)

- t. A note must be on the subdivision map that all lots are on a sanitary sewer system or that the County Health Department will approve the installation of a sewage disposal system in accordance with the Private Sewage Disposal System Ordinance. The County Health Department certification must be on the subdivision map.
6. Slope analysis depicting slope categories and acreage within each category as follows:
- a. 0-15%, 15-25%, 25-35%, over 35%
- Note:** If entire site is less than 10% slope, a statement to that effect, by a licensed civil engineer, may be accepted in lieu of a slope analysis.
- b. Location and area of any on-site stream courses.
7. Tentative grading design (including pad elevations, slope areas and earthwork quantities, cut/fill) two-foot or five-foot contour intervals, typical. If grading exemptions are required per [Article 55](#) of the Zoning Code, a grading plan shall be required, drawn to scale and including:
- a. Existing topography (two-foot or five-foot contour, typical).
  - b. Proposed grading, clearly delineate cut slopes, fill slopes, and grading exemption slopes.
  - c. Clearly labeled pad elevations, top of slope elevations, bottom of slope elevations, and slope inclinations.
  - d. Cross-section of grading exemption slopes.
  - e. Location and height (top of wall and bottom of wall) of all retaining walls.
  - f. Statement justifying each grading exemption.
8. Preliminary Landscape Plan:
- Landscaping is intended to achieve architectural enhancement, an attractive living environment, visual screening of parking areas and unsightly objects, buffering of residential areas from commercial and industrial areas, streetscape enhancement, and control of soil erosion. **Note:** Refer to [Article 62](#) of the Zoning Code for landscaping requirements.
- Preliminary planting plan shall include:
- a. North arrow, scale, and project site address.
  - b. Name, address, phone number and license number of the licensed design professional who prepared the plans.
  - c. The container size, number, and location of each type of plant as well as both the common and botanical names.
  - d. A clear indication of each planting area, lawn area, and paving area.
  - e. Location and type of any significant existing trees to remain, to be relocated or to be removed.
9. One legible 8½" x 11" photo reduction of **each sheet** of the plan set (**Xerox reductions shall not be accepted**). Submitted graphics must be clear enough to be reproduced several times and still be legible.
10. Photographs of the site and the adjacent properties, mounted on 8½" x 11" paper and labeled.

11. Letter(s) of permission from current owner of property over which easement rights, improvement rights and/or maintenance rights are to be granted (if access is required over existing easements, letter(s) of permission are required from property owner and other easement owners). Letter should give permission for easement use for access, maintenance, or improvement.
12. Details of Request form ([see attached](#)).
13. [Fees](#).
14. Written statement of facts to substantiate each of the following statements:
  - a. The proposed map is consistent with applicable general and specific plans.
  - b. The design or improvement of the proposed subdivision is consistent with the applicable general and specific plans.
  - c. The site is physically suitable for the type of development.
  - d. The site is physically suitable for the proposed density of development.
  - e. The design of the subdivision, or the proposed improvements are not likely to cause substantial environmental damage or substantially and avoidably injure fish or wildlife or their habitat.
  - f. The design of the subdivision or the type of improvements is not likely to cause serious public health problems.
  - g. The design of the subdivision or the type of improvements will not conflict with easements of record, or easements established by court judgement, acquired by the public at large, for access through or use of, property within the proposed subdivision. In this connection, the Director of Planning and Building may recommend approval of a map if he finds that alternate easements, or access for use, will be provided, and that these will be substantially equivalent to ones previously acquired by the public.
  - h. All requirements of the California Environmental Quality Act have been met.
  - i. The design of the subdivision has provided, to the extent feasible, for future passive or natural heating or cooling opportunities in the subdivision. **(Note:** Specific examples to substantiate this finding must be provided. Examples of passive or natural heating opportunities in subdivision design include lot size or configuration, to permit orientation of a structure in an appropriate alignment for southern exposure, etc.)
15. For residential projects, letters from school districts indicating their ability to provide school facilities to serve the project.
16. Completed [Initial Study Form – Part I](#)

### **Procedure**

Tentative Subdivision Maps are administered pursuant to the State Subdivision Map Act and [Articles 2, 3, and 4](#) of the City's Subdivision Code.

Once the application is submitted, the Planning staff will review the information of completeness. The application will be routed to other City departments and to outside agencies as necessary. Once comments are received, staff will review the application and will notify the applicant if corrections to the plans are required. An Initial Study shall be processed in conformance with the California Environmental Quality Act (CEQA) unless the project is categorically exempt. A determination shall be made whether an Environmental Impact Report, Negative Declaration or Statement of Exemption is required. The appropriate document shall be prepared (at the owner's expense) and circulated for public review in accordance with CEQA requirements, prior to the hearing. For requests involving either commercial, industrial, production homes of single-family residences of five lots or more, or multifamily residential projects, the Design Review Board will review the request prior to the Planning Commission hearing, pursuant to [Section 33-1354](#) of the Zoning Code.

After the staff analysis and Environmental Review is complete and the project has been reviewed by the Design Review Board, the application will be placed on the next available agenda for review by the Planning Commission. A public hearing notice will be prepared and mailed in accordance with [Section 33-1300](#) of the Zoning Code. **Note: The applicant will be responsible for posting a sign(s) on the site ten (10) days prior to the hearing date for the Planning Commission.** These signs are available for a fee at the Planning Division. Prior to the hearing, staff will prepare a report to the Planning Commission, which will analyze the proposal and recommend approval or denial and may recommend conditions.

The decision of the Planning Commission is final **unless** an appeal to the City Council is filed in accordance with [Section 33-1303](#) of the Zoning Code. The City Council by a majority vote may approve, modify, or disapprove the decision of the Planning Commission.

After Planning Commission approval (or City Council approval if the Tentative Map is accompanied with a [Specific Plan](#), [PD](#), [Development Agreement](#), [Condominium Permit](#) or [Zone Change](#) request or if the decision of the Planning Commission is appealed to the City Council), the applicant has 36 months in which to meet the required conditions and record the Final Map. An Extension of Time may be granted by the City Council, providing an application is filed in accordance with [Section 32.210.02](#) of the Escondido Subdivision Code prior to the expiration date of the Tentative Subdivision Map.

**Signatures.** Applicant and property owner signature lines must be signed, even if the applicant and property owner are the same. The signature of the architect and/or engineer is also required if drawings are submitted by professional architects and/or engineers.

**Applicant**

As part of this application the applicant hereby agrees to defend, indemnify and hold harmless the City of Escondido, its Council, boards and commissions, officers, employees, volunteers, and agents from any claim, action, or proceeding against the City of Escondido, its Council, boards and commissions, officers, employees, volunteers and agents, to attack, set aside, void or annul an approval of the application or related decision, including environmental documents, or to challenge a denial of the application or related decisions. This indemnification shall include, but not be limited to, damages awarded against the City, if any, costs of suit, attorneys' fees, and other expenses incurred in connection with such claim, action, causes of action, suit or proceeding whether incurred by applicant, City, and/or the parties initiating or bringing such proceeding. The applicant shall indemnify the City for all of City's costs, attorneys' fees, and damages which City incurs in enforcing the indemnification provisions set forth herein. The applicant shall pay to the City upon demand any amount owed to the City pursuant to the indemnification requirements prescribed.

By signing below, I hereby certify that the application I am submitting, including all additional required information, is complete and accurate to the best of my knowledge. I understand that any misstatement or omission of the requested information or of any information subsequently requested may be grounds for rejecting the application, deeming the application incomplete, denying the application, suspending or revoking a permit issued on the basis of these or subsequent representations, or for the seeking of such other and further relief as may seem proper by the City of Escondido.

Applicant: \_\_\_\_\_

Date: \_\_\_\_\_

**Property Owner**

By signing below, I hereby certify under penalty of perjury, that I am the owner of record of the property described herein and that I consent to the action requested herein. All other owners, lenders or other affected parties on the title to the property have been notified of the filing of this application. Further, I hereby authorize City of Escondido employees and officers to enter upon the subject property, as necessary to inspect the premises and process this application.

In order to facilitate the public review process, the City requires that property owners agree to allow any plans or drawings submitted as part of the application to be copied for members of the public. Property owner(s) hereby agree to allow the City to copy the plans or drawings for the limited purpose of facilitating the public review process.

Property Owner: \_\_\_\_\_

Date: \_\_\_\_\_

**Architect/Engineer**

In order to facilitate the public review process, the City requires that architects and engineers agree to allow any plans, drawings, studies or reports submitted as part of the application to be copied for members of the public. Architect/Engineer hereby agrees to allow the City to copy the plans, drawings, studies or reports for the limited purpose of facilitating the public review process.

Architect: \_\_\_\_\_

Date: \_\_\_\_\_

Engineer: \_\_\_\_\_

Date: \_\_\_\_\_

**DETAILS OF REQUEST**  
Tentative Subdivision Map

Case # \_\_\_\_\_

Property Address: \_\_\_\_\_

General Plan Designation: \_\_\_\_\_

Assessor Parcel Number: \_\_\_\_\_

Tier/Neighborhood: \_\_\_\_\_

Site Acreage: \_\_\_\_\_ (gross)  
\_\_\_\_\_ (net)

Zone: \_\_\_\_\_

Overlay Zone: \_\_\_\_\_

	<u>Proposed</u>	<u>Underlying Zone Requirements</u>
1. Number of Lots:	_____	_____
2. Number of Buildable Lots:	_____	_____
3. Number of Units:	_____	_____
4. Density (du/acre)	_____	_____
5. Lot Area:	_____	_____
Minimum:	_____	_____
Average:	_____	_____
6. Lot Frontage:	_____	_____
7. Easements:	_____	_____
On-Site:	_____	_____
Off-Site:	_____	_____
8. Off-Site Improvements:	_____	_____
9. Area of Right-of-Way Dedication:	_____	_____
10. Area of Streets Within Subdivision:	_____	_____
11. Is this a phased project?	_____	_____
If yes, number of phases:	_____	_____
12. Does the project include a density bonus?	_____	_____
If yes, how many units?	_____	_____
Very-Low Income:	_____	_____
Low Income:	_____	_____
Moderate Income:	_____	_____
Senior Units:	_____	_____
	<u>Lot #(s)</u>	<u>Height Range/ Slope Inclination(s)</u>
13. Grading Exemptions:	_____	_____
Peripheral Cut Slopes:	_____	_____
Peripheral Fill Slopes:	_____	_____
Interior Cut Slopes:	_____	_____
Interior Fill Slopes:	_____	_____
Number of Grading Exempted Cut Slopes:	_____	_____
Number of Grading Exempted Fill Slopes:	_____	_____