



TENTATIVE PARCEL MAP SUBMITTAL REQUIREMENTS

Planning Division

Revised: March 10, 2009

What is a Tentative Parcel Map?

The Subdivision Map Act (Government Code Section 66410 et seq.) is the primary regulatory control governing the division of property in California. It defines a Tentative Map as “a map made for the purpose of showing the design and improvement of a proposed subdivision and the existing conditions in and around it and need not be based upon an accurate or detailed final survey of the property.” If approved, a Tentative Parcel Map results in the creation of two to four parcels and may include a remainder parcel that is not divided for the purpose of sale, lease, or financing.

A property owner/developer may submit an application for a waiver of the requirements for a Tentative Parcel Map for any of the following divisions of property:

- A division of property created by probate, eminent domain procedures, partition, or other civil judgments.
- A division of property resulting from the conveyance of land to or from a governmental agency or public entity for public use.
- Subdivisions of a portion of the operating right-of-way of a railroad corporation created by short-term leases.
- Subdivisions of property in which all required public improvements exist, public improvements are unnecessary as determined by the City Engineer, or public improvements may be deferred by agreement as determined by the City Engineer.

The waiver process does not apply to airspace subdivisions for the purpose of residential condominium conversions.

Overview of City Process (Processing time is one to four months)

The City of Brentwood has adopted procedures (Section 16.060 of the Brentwood Municipal Code) for the review of Tentative Parcel Maps. Once an application has been submitted, a comprehensive review of the submittal materials will be made to determine if the application is complete. A letter will be drafted and sent to the applicant within 30 days of the application date listing any items that are outstanding. Any comments developed by City staff or outside agencies during the review of the project will also be forwarded to the applicant. Following receipt of the completeness letter, the applicant will be responsible for making any necessary changes to the proposal and ensuring that all outstanding submittal materials are provided to the City. Once the application is deemed complete, preparation of any required environmental document (per the California Environmental Quality Act) will begin as will the drafting of the staff report and any needed resolutions. Notice of the proposal and the hearing date must be posted on the property, advertised in the newspaper, and mailed to all entities owning property within 300 feet of the project site. A public hearing will be held before the Planning Commission and the applicant should attend. The Planning Commission's decision is not effective until 10 days after the hearing during which time it may be appealed to the City Council. Each Tentative Parcel Map is evaluated on an individual basis. The City requires that all parcels created through this process meet all standards in place at the time of approval. The overall processing time will depend on the number of related applications being processed, the project-specific environmental review requirements and the number of other pending projects being processed.

The process for a Tentative Parcel Map waiver is nearly identical to that outlined above until the application is deemed complete (except that the completeness letter will be sent within 14 days of the application date), at which time the Community Development Director will examine the waiver and, if found to comply with the waiver ordinance, accept it for filing. Within 30 days following acceptance (unless otherwise agreed to by the applicant) a duly-noticed Administrative Hearing shall be held regarding the proposed subdivision. If deemed necessary by the Community Development Director and/or the City Engineer, a waiver application may be scheduled for consideration by the Planning Commission. Upon holding the Administrative Hearing the Community Development Director may, in consultation with the City Engineer, approve, conditionally approve, refer for Planning Commission consideration, or deny the waiver application. The decision is not effective until 10 days after the hearing during which time it may be appealed to the Planning Commission. Each map waiver is evaluated on an individual basis. The City requires that all parcels created through this process meet all standards in place at the time of approval. Typical processing time is approximately six weeks.



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Information Required for a Complete Application Submittal

- Universal Application and processing fee
- Completed Questionnaire for CEQA Compliance
- Property owner's signature
- Preliminary Title Report
- Tentative Parcel Map
- Preliminary Grading Plan*
- Phase I Environmental Site Assessment*
- Preliminary Soils Geotechnical Report*
- Biological Survey*
- Arborist Report*
- Cultural Resources Study*
- Stormwater Control Plan*
- Public hearing sign posting
- A CD-RW disk containing all submittal materials
- Additional information as deemed necessary by the Community Development Department

*Not required if the project qualifies for a Tentative Parcel Map Waiver.

Ten (10) copies of the **Tentative Parcel Map**, drawn to scale, must be prepared by a California registered civil engineer or land surveyor in conformance with Section 16.090 of the Brentwood Municipal Code. The plans must display a title containing the parcel map number and the project name. A table of summary information must also be included displaying the existing zoning, assessor's parcel numbers, the property owner, developer, and surveyor information. The exhibits should include a numbering scheme for all lots as well as lot dimensions and sizes (these can be shown on the map or on a separate sheet). If the project site is encumbered by any existing easements, these should be depicted on the plans. Incorporate all street right-of-way dimensions and the names of all existing streets within or bordering the project area. The maps must show existing and proposed driveways within 100 feet of the project site, on both sides of the street, as well as the elevations of adjacent properties. The footprints of all existing structures and a note specifying whether they will be maintained or removed must be included. For those being retained, include the setbacks to the nearest property lines. Finally, include a north arrow and scale bar on each page of the plan set.

Ten (10) copies of the **Preliminary Grading Plan**, drawn to scale, must be prepared by a California registered civil engineer in conformance with Section 16.090 of the Brentwood Municipal Code. The plans must display a title containing the parcel map number and the project name. The exhibits should include a numbering scheme for all lots as well as lot dimensions and sizes. The map should also display pad elevations. Incorporate all street right-of-way dimensions and the names of all existing streets within or bordering the project area. The maps must show existing and proposed driveways within 100 feet of the project site, on both sides of the street, as well as the elevations of adjacent properties. Be sure to include contour lines representing the existing slope of the site. These may occur at 2-inch intervals for slopes of less than 10 percent and 5-inch intervals for slopes of more than 10 percent and must extend a minimum of 200 feet outside the perimeter of the property. Include the proposed street grades indicating the high/low points and show all proposed embankments for cut and fill indicating the associated slopes (2:1, 3:1, 4:1, etc.). The plans must portray all existing and proposed drainage facilities, irrigation ditches and culverts and the direction of flow. All required public facilities, school and park sites, electric substations and fire stations must also be included. Show all existing trees on the map and number them to correspond with the arborist report. If any trees are designated for removal, show them as "X'd" out; for those trees being saved, provide a grading detail of the area around them. For lots that have trees being retained on them, show the footprints of the future structures. Finally, include a north arrow and scale bar on each page of the plan set.



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One (1) reduced copy (11" x 17") of the **Tentative Parcel Map** for reproduction purposes.

One (1) reduced copy (11" x 17") of the **Preliminary Grading Plan** for reproduction purposes.

One (1) copy of a **Phase I Environmental Site Assessment** addressing the existing land conditions as well as any planned physical improvements to the project site.

One (1) copy of a **Preliminary Soils Geotechnical Report** evaluating the consistency and quality of the soils within the project site and identifying any necessary remediation. This report must be prepared by a California registered soils engineer or engineering geologist.

One (1) copy of a **Biological Survey** identifying all threatened or endangered plant and animal species existing or likely to live within the project area. The report should propose mitigation measures for any species potentially affected by the project improvements and must be prepared by a California-qualified biologist.

Three (3) copies of an **Arborist Report** identifying all trees on the project site, specifying which trees would be retained and which would be removed, and proposing any remediation to existing trees or mitigation measures for removed trees. This report must be completed only if there are existing trees within the project site and must be prepared by a California certified arborist.

One (1) copy of a **Cultural Resources Study** identifying known or potential historic or prehistoric sites within the boundaries of the project site. This report should include the results of a historical records search.

Four (4) copies of a **Stormwater Control Plan** detailing how the water runoff from newly-created impervious surface will be treated on-site. This is required only if more than 10,000 square feet of impervious surface is being created.

If you have any questions, please call the Community Development Department at (925) 516-5405.

NO APPLICATION WILL BE CONSIDERED COMPLETE, NOR BE PROCESSED, UNTIL ALL OF THE ABOVE INFORMATION IS SUBMITTED TO THE SATISFACTION OF THE COMMUNITY DEVELOPMENT DEPARTMENT.