



City of San Clemente Planning Division

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PURPOSE AND REVIEW PROCESS

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 conversion of a structure to 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.

Review Process

Step 1 - Applicant Consideration of Project

Early in the consideration of a Tentative Map, the applicant should determine what the General Plan and Zoning Ordinance outline for the site under consideration. It is important that the proposed use be consistent with the City’s General Plan and Zoning Ordinance. Planning staff may be consulted for opinions on compatibility and compliance with City standards.

Step 2 - Pre-Application Conference

Prior to submitting a formal application, the applicant is advised to make an appointment with a member of the Planning Division to discuss the feasibility of the request. This will allow staff to provide a cursory review of the request and identify for the applicant some of the significant issues and community concerns that may arise as the project moves through the process. Planning staff may also refer the applicant to other divisions or departments for preliminary comments.

Step 3 - Filing of Application

The applicant should submit the completed application, filing fee, and other required information to the Planning Division of the Community Development Department. It is important to submit a complete application, as incomplete applications cause delay in the processing of the project.

Step 4 - Assignment of a Project Planner

Once an application has been submitted to the City, the City Planner assigns a project planner to process the application. The project planner is the project manager for the discretionary application, acting as the applicant's contact person during the process and coordinating the application through various review procedures and noticing requirements. Processing a project requires significant coordination between the applicant, project planner, and all of the other various components of this process. Whenever you have questions as to where your application is in the process or what steps need to be taken, please contact the project planner.

Step 5 - Determination of an Application's Completeness

The project planner's first task will be to review the application to make sure all the required information is provided. The applicant will be notified within 30 days after filing as to whether the application is complete or what additional information is required. If the application is incomplete, all processing will stop until the application is made complete by the applicant.

Step 6 - Development Management Team (DMT) Review

Once an application has been deemed complete and any additional information needed for review submitted by the applicant, the Development Management Team (DMT) will review the proposal and make comments regarding the project's compliance with applicable City codes. The DMT consists of staff members from various City departments who have a vested interest in the proposed project. Their concerns and recommendations will be considered by the Planning staff in the final analysis and recommendation. The DMT responses may require redesign of the project, which may require additional review by the DMT, or become recommended conditions of approval, forwarded to the Planning Commission for approval with the project.

Step 7 - Environmental Review

All Tentative Map requests are subject to the California Environmental Quality Act (CEQA) and reviewed to determine whether they are exempt from environmental review or require a Negative Declaration or Environmental Impact Report (EIR). If a Negative Declaration or EIR is required, State law requires a certain amount of public review for the document.

Step 8 - Staff Review for Planning Commission

Following DMT review, the Planning staff will study the application by reviewing the relationship of the request with the City's General Plan, Zoning Ordinance and other applicable Planning documents, and analyze the architectural, environmental, land use, traffic, site plan, and other elements of the proposed project. If design review is required by the Zoning Ordinance or staff determines that the project may not comply with applicable design guidelines, then the project must be referred to the City's Design Review Subcommittee (a subcommittee of the Planning Commission) for recommendations. A written staff report will be prepared for the Planning Commission which will include Design Review Subcommittee recommendations (if required), a description of the project, and staff recommendations. A copy of this report will be forwarded to the applicant prior to the Planning Commission hearing. Copies are also available to the public after they have been sent to the Planning Commission.

Step 9 - Design Review Subcommittee Consideration

If staff determines that a project requires design review, then the project will be scheduled for a Design Review Subcommittee meeting (a subcommittee of the City’s Planning Commission). Subcommittee meetings do not require a public hearing. They are intended to be an informal meeting between the Subcommittee, staff, and the applicant to discuss design ideas intended to bring a project into compliance with applicable design guidelines. At the meeting, staff makes a brief oral presentation to the committee, after which a discussion takes place between the Subcommittee, staff, and the applicant. At the conclusion of the discussion, the Subcommittee makes specific recommendations regarding the project’s design. The applicant may choose to revise the project in accordance with the comments, or the comments may be forwarded to the Planning Commission for their consideration at the public hearing regarding the project.

Step 10 - Planning Commission Review

The Planning Commission is required to hold at least one public hearing on the Tentative Map application. At least ten days prior to the meeting, owners of property within 300 feet of the subject site will be notified by mail of the forthcoming hearing, and a notice of the public hearing will be posted at City Hall, the library, and at the project site, and will be published in the local newspaper.

At the public hearing, staff will first present an oral report and staff recommendation. This presentation will be followed by a presentation from the applicant and then by any interested persons who wish to comment on the application. A decision will be made by the Planning Commission after evaluating the public testimony, the staff report, and the environmental information. The Planning Commission shall recommend approval, conditional approval, or disapproval of the tentative map. The recommendation of the Planning Commission will then be forwarded to the City Council.

Step 11 - City Council Review

Upon receipt of a Planning Commission recommendation, a public hearing will be scheduled for the City Council. The same legal notifications provided for Planning Commission consideration shall also be provided for the City Council hearing. At the hearing, City Council will consider the public testimony, staff report, environmental information, and Planning Commission recommendation. Following the receipt of public testimony, the City Council may (1) refer the matter back to Planning Commission for further evaluation; (2) continue the hearing to a specific time and place; or (3) close the public hearing and make their final decision then, or at a later date. The decision of the City Council is final.

A General Note About Meeting Schedules

The Development Management Team (DMT), the Design Review Subcommittee, the Planning Commission, and the City Council meet twice a month: the DMT generally meets the 1st and 3rd Thursday of the month; the Design Review Subcommittee generally meets on the 2nd and 4th Thursday of the month; the Planning Commission generally meets the 1st and 3rd Wednesday of each month, and the City Council generally meets the 1st and 3rd Tuesday of each month. The schedule for your project can be affected by these established meeting dates. To allow Planning staff to process an application as expediently as possible, please make sure the application package is complete and that information requested by staff is provided by indicated deadlines. For further information regarding the review of your project and processing time frames, please contact the project planner assigned to your application.

INITIAL SUBMITTAL

Should you have any questions regarding initial submittal requirements, please contact Planning staff.

Application Information

Unless exempted by Planning staff or otherwise indicated in this form, all of the following information shall be provided as part of the initial submittal.

Application Certification (see page 12 of this application)

This form must be signed and notarized by the property owner (and the applicant if other than the property owner) before an application may be submitted.

Project Description (see page 13-14 of this application)

This section provides the City with project data necessary for determining potential impacts of the proposed project.

Environmental Check List (see page 15 of this application)

The purpose of this form is to inform the City of the basic component of the proposed project so that the City may review the project pursuant to the California Environmental Quality Act.

Description of Environmental Setting (letter)

For large projects or projects that have the potential to impact resources, a description of the environmental setting is required. Describe the project site as it exists before the project, including information on topography, soil stability, plants and animals, and any cultural, historical or scenic aspects in detail, as applicable. Describe any existing structures on the site and the use of the structures. Attach photographs of the site. If you have any questions as to the applicability of this section, please contact Planning staff.

Preliminary Title Report

As part of the initial submittal, include a copy of the preliminary title report for the project site. The report should include owner information, legal description, and all applicable development related information for the project site.

Project Narrative (letter)

On a separate sheet of paper, please provide a detailed explanation of the proposed project. Include the purpose for the request and other details relevant to the City's review of the proposed project which the Project Description does not capture.

Fees

The filing fee collected with this application is used solely to cover the City's cost of discretionary review (review by the Planning Commission). Depending on the scope of review necessary to properly evaluate the proposed project, additional fees may be required. If this application receives Planning Commission approval, fees may be required for administrative review (review for the purpose of receiving building permits and/or a business license).

Development Plans and Related Materials

Unless exempted by Planning staff or otherwise indicated in this form, all of the following plans and related materials shall be provided as part of the initial submittal. Only plans conforming with the following guidelines will be deemed complete by the project planner and forwarded to the appropriate review bodies:

- 1) All plans shall be drawn on uniform sheets of 24" x 36" or 30" x 42"
- 2) All plans shall be drawn to an engineering scale of 1" = 20', 1" = 30', 1" = 40', or 1" = 50', with the scale clearly labeled (in no case shall the scale be smaller than 1" = 100')
- 3) All plans shall be clear, legible, and accurately scaled
- 4) All plans shall be clearly labeled with the title of each sheet and the type of application (TTM, TPM, etc.)
- 5) All plans shall contain a north arrow, preferably oriented to the top of the sheet, and a legend identifying any symbols
- 6) All plans shall be prepared as indicated below and folded to 8" x 12" for submittal

Tentative Map (15 Sets)

A. General Information to be Provided on a Tentative Map:

- 1) The tentative tract or parcel number in bold writing at the top of the sheet, including an indication that it is for condominiums or condominium conversion purposes if appropriate
- 2) Legal Description of each lot
- 3) North arrow, scale and vicinity map in the lower left hand corner of the sheet
- 4) Number of lots (numbered and lettered), gross area, lot sizes (smallest, largest, average) and contour interval on the right hand margin of the sheet
- 5) Names, addresses and telephone numbers of property owners of record, the subdivider and the person and firm who prepared the map

B. Graphic and Linear Representation

- 1) Tract boundary: Heavy, double-width solid line
- 2) Proposed streets and lot lines: Heavy solid line
- 3) Existing lot lines: Light solid line
- 4) Easements: Light dashed line and labeled as to intended use, whether existing or proposed, public or private, and whether to remain or to be vacated or quit claimed
- 5) Water lines, sewers, storm drains, etc.: Heavy dashed line and labeled as to intended use; whether existing or proposed and whether to remain or to be removed; provide the relative elevation of the line; indicate whether ownership and maintenance responsibilities are public or private

C. Map Specifications

- 1) Tentative tract location and boundary description
- 2) The layout, including the approximate dimensions of each lot and the square footage of each numbered and lettered lot
- 3) The lot number of each proposed building site
- 4) An alphabetical identification of each parcel not proposed as a building site and an explanation as to its intended use and maintenance
- 5) The width and approximate location of all existing or proposed easements of right-of-ways, whether public or private, for roads, drainage, sewers or flood control, slope maintenance or recreation purposes
- 6) The locations, widths, sections and approximate grades of all existing and proposed street and highway improvements, including street intersections, medians, driveways, alleys, curbs and gutters, sidewalks, street lights and pavement edges within the proposed tract; such locations may

be shown either in plan or by reference to a cross section shown on the tentative map (Indicate whether public or private)

- 7) The locations and widths of all existing street and highway improvements, including street intersections, medians, driveways, alleys, curbs and gutters, sidewalks, street lights, water meters, and edges of pavement within two hundred (200') feet of boundaries of the proposed tract (indicate whether public or private)
- 8) The locations of all areas subject to inundation or flood hazard and the locations, widths and direction of flow of all water courses and flood control channels and drains
- 9) The contour of the land at intervals of not more than two (2') feet if the general slope of the land is less than ten (10%) percent, or not more than five (5') feet if the general slope of the land is more than ten (10%) percent
- 10) The location and outline to scale of each existing building or structure or portion thereof situated above ground within the subdivision noting whether or not such building or structure is to be removed or to remain in the development of the subdivision
- 11) The location of any proposed excavations within the subdivision or within two hundred (200') feet of any portion of the subdivision; the location of any existing wells, cesspools, sewers, culverts, storm drains and underground structures within the subdivision; and a statement noting whether or not they are to be abandoned, to be removed or to remain (all water rights shall be quit claimed to the City as a condition of approval)
- 12) The location and boundaries of any previously filled areas within the subdivision
- 13) Uses proposed in the tentative tract as specified by the application pending zoning district regulations; if for multiple family dwelling uses, including condominium or community projects, the proposed number of units shall be stated
- 14) Approximate radii of all centerline curves of highways, streets, alleyways and vehicular accessways
- 15) Proposed method of sewage disposal and the name of the sewer agency, if not the City, and the capacity of the collector and sewage treatment facility; provide an estimation of the sewage to be generated
- 16) Name of proposed water supplier, if not the City, a statement as to availability of water and type of service; provide an estimation of the maximum daily water consumption of the project
- 17) Type of other utilities which are proposed to serve the subdivision, including but not limited to gas, electricity, communication and cable television; the name of the utility company or agency that will provide the service; and a notation as to whether the utilities will be aboveground or underground
- 18) The drainage area tributary to the subdivision and a statement setting forth in detail, but not quantitatively, the manner in which storm runoff will enter the subdivision, the manner in which it will be carried through the subdivision and the manner in which disposal beyond the subdivision boundaries will be assured and, where applicable, reference to any duly adopted master plan of drainage should be included
- 19) Location, size and approximate grades for proposed sewage and drainage facilities and existing sewer and drain locations
- 20) A statement certifying to one of the following and signed by the subdivider or their authorized agent:
 - i. That the subdivider is the property owner of record; or
 - ii. That the property owner of record consents to the filing of the tentative map
- 21) If a park is proposed, provide its location and dimensions, net usable and non-usable acreage as defined in the Parks Recreation Master Plan and note how access to the park is provided; provide a statement setting forth, in detail, how the requirements of the Local Park Code are to be accomplished
- 22) Typical building pads proposed for the location of structures shall be drawn in with approximate dimensions and setbacks

- 23) Proposed finished grade elevations shall be shown:
 - i. Along proposed streets and drives at one hundred (100') foot intervals or opposite lot corners; and
 - ii. On each proposed building pad
 - iii. By contours for open space areas to be offered for dedication and for designated common areas
- 24) The height, areas and configuration of manmade slopes shall be clearly shown
- 25) Provisions for readily available solid waste collection points shall be identified in all multiple family residences, planned development and cluster type development projects, and where appropriate, in planned concert subdivisions
- 26) A "revision block" shall be placed on each revised map and all changes shall be clearly indicated

Photographs and Photographic Location Map

Please mount the photographs on 8 1/2" x 11" paper and include a photographic location map as shown below.

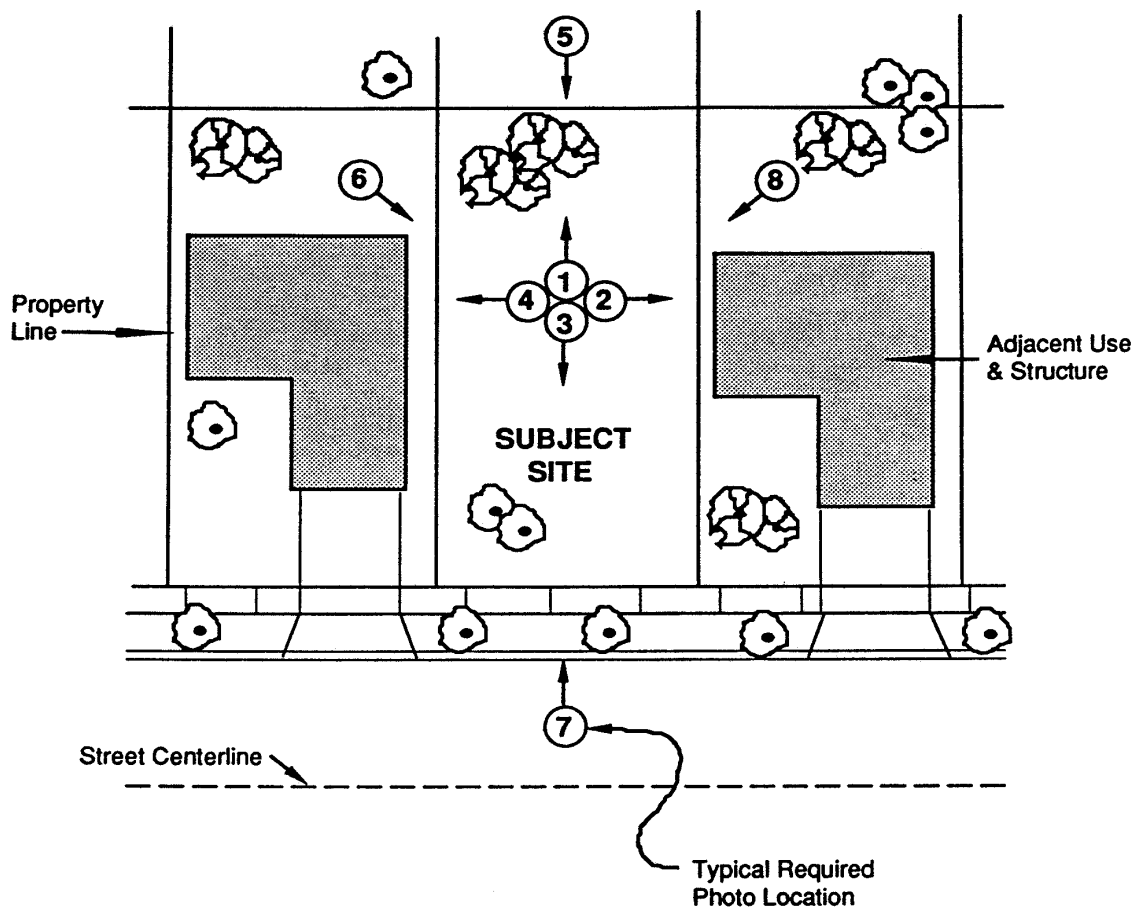


Figure 2. Photographic Location Map

Notice of Condominium Conversion

State law requires notification of all current and prospective tenants 60 days prior to filing of a tentative map for a condominium conversion. Verification of such noticing shall be provided as part of the initial submittal for the tentative map. The notices shall adhere to the format shown below.

Notice of Proposed Conversion to Prospective Tenants

To the prospective occupant(s) of:
(address)

The owner(s) of this building, at (address), has filed or plans to file a tentative map with the City of San Clemente to convert this building to a (condominium, community apartment, or stock cooperative project). No units may be sold in this building unless the conversion is approved by the City of San Clemente and until after a public report is issued by the Department of Real Estate. If you become a tenant of this building, you shall be given notice of each hearing for which notice is required pursuant to Section 66451.3 and 66452.5 of the Government Code, and you have the right to appear and the right to be heard at any such hearing.

Owner/Agent Signature	Date
-----------------------	------

I have received this notice on _____ (date).

Prospective Tenant Signature

Notice of Proposed Conversion to Existing Tenants

To the occupant(s) of:
(address)

The owner(s) of this building, at (address), plans to file a tentative map with the City of San Clemente to convert this building to a (condominium, community apartment, or stock cooperative project). You shall be given notice of each hearing for which notice is required pursuant to Sections 66451.3 and 66452.5 of the Government Code, and you have the right to appear and the right to be heard at any such hearing.

Owner/Agent Signature	Date
-----------------------	------

I have received this notice on _____ (date).

Tenant Signature

Public Noticing Information

The City of San Clemente requires that applicants for development proposals be responsible for providing certain information in the public notice process. The information for which the applicant is responsible is detailed below. All required noticing information shall be provided as part of the initial submittal before an application will be accepted.

Property Owner List

From the current county tax assessor’s rolls, the applicant shall compile a mailing list containing the names, addresses and assessor’s parcel numbers of all the owners of real property within 300 feet, as measured from the exterior boundaries of the subject property.

The mailing list shall also include the property owners of the subject property, the principal agents and/or consultants involved in the application, and homeowners or property owners’ associations covering adjacent property or properties within 300 feet of the subject property. The mailing list shall be submitted with the application. Typically the list can be prepared by a title company or ownership listing service which will issue the list on a set of adhesive labels. These labels can be used to address the noticing envelopes (See below). A copy of the labels will be acceptable as the property owner list.

Notification Radius Map

The applicant shall prepare a map at 1:100 scale which indicates the location of the subject property and illustrates the 300 foot radius boundary and all parcels within the boundary. The map shall be submitted with the application.

Notification Envelopes

The applicant shall prepare a business sized envelope for mailing to each name on the property owner list. Envelopes must be return addressed to the City of San Clemente. The assessor’s parcel number must appear on the envelope and should not be placed at or near the bottom of the address as it may be mistaken for a zip code. It is the applicant’s responsibility to pay for postage. Each envelope shall include a postage stamp. One set of envelopes must be provided with the application unless a Tentative Parcel Map, Tentative Tract Map, General Plan Amendment, Specific Plan Amendment, Zoning Amendment, Abandonment or Encroachment application is included, in which case 2 sets of envelopes are required.

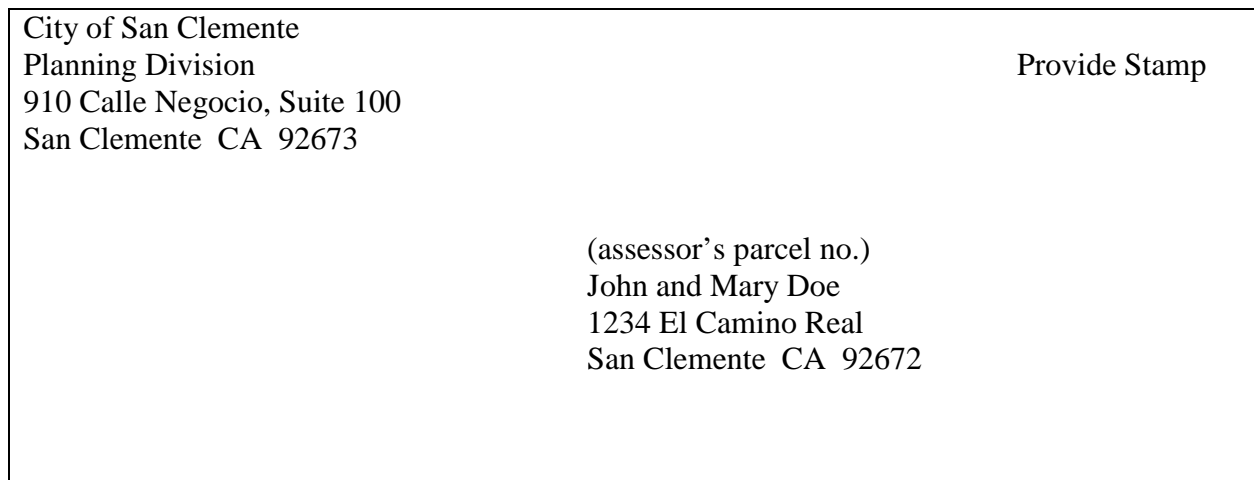


Figure 3. Properly Prepare Envelope

Letter of Notification Certification (see page 16 of this application)

The applicant shall submit with the application, a letter of certification (attached) which assures that the property owner list contains the names, addresses and assessor's parcel numbers of all persons to whom all property is assessed as they appear on the latest available assessment rolls of the County of Orange within the area described by the appropriate radius as measured from the exterior boundaries of the subject property.

Mailing, Posting and Publishing

Ten (10) calendar days prior to the scheduled public hearing, the City will mail the public notices, and cause a public notice to be published in a newspaper of general circulation. The applicant shall be responsible for posting notification of the public hearing upon the subject property. The City will notify the applicant of this obligation and will provide the posting notification. Failure to comply with these procedures will result in delays in the scheduling of public hearings.

ADDITIONAL SUBMITTAL REQUIREMENTS

Any of the following items may be required based upon further review of the development application:

- **Waste Water Master Plan**
Sizes and relative locations of all water lines, valves, fire hydrants, pressure zones, reservoirs, pump stations and pressure reducing stations; and the location and width of all required City easements for the water facilities
- **Reclaimed Water System**
Prior to the preliminary design of any reclaimed water system facilities, the applicant shall have obtained approval from the City Engineer for the use and installation of reclaimed water facilities to and within the proposed development, in accordance with the City's requirements and regulations
- **Reclaimed Water System Master Plan**
Sizes and relative locations of all reclaimed water lines, valves, reservoirs, pump stations and pressure reducing stations, and the location and width of all required City easements for the reclaimed water facilities
- **Sewer System Master Plan**
Sizes, directions of flow, and relative locations of all sanitary sewer mains, manholes life stations, and the location and width of all required City easements for the sewer facilities
- **Storm Drain Master Plan**
Major regional flood control channel impacted by projects, sizes, and relative locations of all storm drain channels, lines, detention and retention basins, box culverts, manholes, breakwalls, dissipaters, in lot structures, and location and width of all required City easements for the storm drain facilities
- **Soil report**
- **Noise study**
- **Visual Analysis**
- **Traffic Study**
- **Other information deemed necessary by staff to adequately review the project**

APPLICATION CHECKLIST

(TO BE COMPLETED BY PLANNING DIVISION)

Application Date _____	File Number _____
Received By _____	Receipt Number _____
Fees _____	Related File(s) _____

	Submitted	Not Submitted	Not Required
<i>Application Information</i>			
Application Certification (Form)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Project Description (Form)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Environmental Checklist (Form)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Description of Environmental Setting (Letter)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Preliminary Title Report	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Project Narrative (Letter)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Fees	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<i>Development Plans and Related Materials</i>			
Tentative Map (15 Sets)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Photographs and Photographic Location Map	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<i>Notice of Condominium Conversion</i>			
Verification of Tenant/ Prospective Tenant Notification	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<i>Public Noticing Requirements</i>			
Property Owner List	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Notification Radius Map	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Notification Envelopes (2 Sets)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Letter of Notification Certification (Form)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

APPLICATION CERTIFICATION

[TO BE COMPLETED BY THE APPLICANT AND THE OWNER(S)]

AFFIDAVIT

STATE OF CALIFORNIA)
COUNTY OF ORANGE)
CITY OF SAN CLEMENTE)

I, _____ (print), being duly sworn, depose and say that I am the applicant in the foregoing application, that I have read the foregoing application and know the content thereof and state that the same is true and correct to the best of my knowledge.

Applicant (Signature)

Address

Telephone

Application Authorization

IF YOU ARE THE APPLICANT AND THE OWNER(S), YOU MUST SIGN IN BOTH LOCATIONS

I, _____ (print), the owner of the real property involved in this application, do hereby consent to the filing of this application.

Owner (Signature)

Address

Telephone

Subscribed and sworn before me this _____ day of _____, 20_____.

Notary Public

PROJECT DESCRIPTION

(TO BE COMPLETED BY APPLICANT)

Name of Proposed Project _____

Location of Project _____

Lot(s) _____ Block _____ Tract _____

Assessor's Parcel Number(s) _____

General Plan Designation _____ Zoning Designation _____

APPLICANT:

Name _____

Street/city/state/zip _____

Phone Number _____ Cell Number _____

FAX number _____

Email address _____

OWNER:

Name _____

Street/city/state/zip _____

Phone Number _____ Cell Number _____

FAX number _____

Email address _____

ARCHITECT:

Name _____

Street/city/state/zip _____

Phone Number _____ Cell Number _____

FAX number _____

Email address _____

ENGINEER:

Name _____

Street/city/state/zip _____

Phone Number _____ Cell Number _____

FAX number _____

Email address _____

PRIMARY CONTACT FOR APPLICANT

Name _____

Phone Number _____ Cell Number _____

FAX number _____

Email address _____

Revised 5/4/10

Project Summary

(TO BE COMPLETED BY APPLICANT)

PROJECT AREA		Acres
Gross (Including area to centerline of abutting streets)		
Net (Exclusive of dedication for major external/ secondary streets)		
NUMBER OF PROPOSED LOTS		# of Lots
Private		
Common		
Total		
PROPOSED LOT SIZE		Square Feet
Smallest		
Largest		
Average		
PROPOSED DENSITY (Residential Only)		DU/AC
Net		
Gross		
<u>PURPOSE FOR LAND DIVISION:</u> Sale <input type="checkbox"/> Lease <input type="checkbox"/> Financing <input type="checkbox"/> Building Permit <input type="checkbox"/> Compliance with Map Act <input type="checkbox"/> Condominium Conversion <input type="checkbox"/>		<u>PARCEL MAP TO BE BASED ON:</u> Field Survey <input type="checkbox"/> Record Data using Record Map(s) <input type="checkbox"/> Request Final Parcel Map be Waived on the Basis of Existing Monumentation <input type="checkbox"/>

Sewer Capacity Notice

(TO BE COMPLETED BY APPLICANT)

I understand that the filing of this map does not guarantee that sewer treatment capacity will be available at the time I request issuance of building permits.

Signature of Applicant/Agent

Date

Time Extension (optional)

(TO BE COMPLETED BY APPLICANT)

I hereby grant a waiver of the 50 day requirement pursuant to Section 66452.1 of this Subdivision Map Act. I understand that this is necessary to allow for orderly and complete processing of the proposed subdivision and to comply with the requirements of the California Environmental Quality Act.

Signature of Applicant/Agent

Date

ENVIRONMENTAL CHECKLIST

(TO BE COMPLETED BY APPLICANT)

Will the proposed project result in:

	Yes	No
1. Change in existing features of any bays, tidelands, beaches lakes or hills, or substantial alterations of ground contours.	<input type="checkbox"/>	<input type="checkbox"/>
2. Change in scenic views or vistas from existing residential areas, public lands or roads.	<input type="checkbox"/>	<input type="checkbox"/>
3. Change in pattern, scale or character of general area of project.	<input type="checkbox"/>	<input type="checkbox"/>
4. Significant amounts of solid waste or litter.	<input type="checkbox"/>	<input type="checkbox"/>
5. Change in dust, ash, smoke, fumes or odors in vicinity.	<input type="checkbox"/>	<input type="checkbox"/>
6. Change in ocean, bay, lake, stream or ground water quality or quantity, or alteration of existing drainage patterns.	<input type="checkbox"/>	<input type="checkbox"/>
7. Substantial change in existing noise or vibration levels in the vicinity.	<input type="checkbox"/>	<input type="checkbox"/>
8. Site is on filled land or on slope of 10 percent or more.	<input type="checkbox"/>	<input type="checkbox"/>
9. Use or disposal of potentially hazardous materials, such as toxic substances, flammables or explosives.	<input type="checkbox"/>	<input type="checkbox"/>
10. Substantial change in demand of municipal services: police, fire, water, sewer, etc.	<input type="checkbox"/>	<input type="checkbox"/>
11. Substantially increase fossil fuel consumption: electricity, oil, natural gas, etc.	<input type="checkbox"/>	<input type="checkbox"/>
12. Related to a large project or series of projects.	<input type="checkbox"/>	<input type="checkbox"/>

If you answered "Yes" for any of the items above, please discuss in detail below. If you need more space for your response, continue on a separate sheet.

LETTER OF NOTIFICATION CERTIFICATION

(TO BE COMPLETED BY APPLICANT)

I _____, hereby certify that the attached list contains the names, addresses and assessor's parcel numbers of all persons to whom all property is assessed as they appear on the latest available assessment roll of the County of Orange within the area described by the required 300 foot radius measured from the exterior boundaries of the property legally described as:

Applicant/Representative: _____ Date: _____