



PALMDALE

a place to call home

APPLICATION FOR TENTATIVE TRACT MAPS AND TENTATIVE TRACT MAP TIME EXTENSIONS

Tentative Map Number _____

Type of Application: Tentative Tract [] Parcel Map [] Vesting Map [] Major Modification [] Time Extension []

Was a Pre-Application filed? Yes [] No [] If yes, reference DAB: _____

Request to subdivide _____ acres into (number of) _____ lots, (number of) _____ detention basin lot(s), and (number of) _____ other lots (define).

Types of Lots: Industrial [] Commercial [] Single-Family [] Condominium [] Multi-Family [] Other []

Existing Zoning: _____

Existing General Plan Designation: _____

Assessor's Parcel Number(s): _____

Project Location (Address if Available): _____

Approximately _____ Feet N or S of _____ (Street Name) (Circle)

Approximately _____ Feet E or W of _____ (Street Name) (Circle)

List case number(s) of any previous applications filed on this site: _____

List all related applications being filed with this project: _____

APPLICANT:

Name / Email: _____

Address: _____

City: _____ State: _____ Zip: _____

Telephone No.: (____) _____ Fax No.: (____) _____

OWNER:

Name / Email: _____

Address: _____

City: _____ State: _____ Zip: _____

Telephone No.: (____) _____ Fax No.: (____) _____

ENGINEER/REPRESENTATIVE:

Name / Email: _____

Address: _____

City: _____ State: _____ Zip: _____

Telephone No.: (____) _____ Fax No.: (____) _____

Please include in mailing list all other persons to be notified regarding this application.

**APPLICATION FOR TENTATIVE TRACT MAPS AND
TENTATIVE TRACT MAP TIME EXTENSIONS**

Planning Division
38250 Sierra Highway
Palmdale, CA 93550
(661) 267-5200
planningdiv@cityofpalmdale.org

Tentative Tract Map No.: _____

Date: _____

Received by: _____
Print Name

INSTRUCTIONS TO APPLICANT

The following application is provided for all subdividers who propose to file Tentative Tracts and Parcel Maps with the City of Palmdale.

The applicant must complete the attached forms as prescribed and incorporate all requested information before the application is accepted for processing by the Planning Division.

TENTATIVE MAP SUBMITTAL CHECKLIST

NOTE: ALL PLAN SHEETS SHALL BE INDIVIDUALLY FOLDED BY PLAN TYPE BY APPLICANT TO A MAXIMUM 8½" x 11" SIZE. STACK-FOLDED, STAPLED, ROLLED, OR BOUND PLANS WILL NOT BE ACCEPTED.

- _____ The completed Application.
- _____ A copy of the Development Advisory Board (DAB) letter (if applicable).
- _____ 2 copies of the Title Report for the subject property prepared within the last six months which includes a declaration of all easements of record and copies of all easements/declaration instruments referenced.
Note: Preliminary Subdivision Reports are not acceptable.
- _____ 2 sets of property owners (including APN) and occupants mailing labels (self-sticking) within 500 / 700 / 1,000 feet of the subject property. (0 to 20 acres = 500 feet; 20 to 160 acres = 700 feet; and 160+acres = 1,000 feet)
- _____ A copy of the mailing list in tabular form containing all the information on the above labels. **See attached requirements.**
- _____ A radius map. **See attached requirements.**
- _____ The original Certified Property Owners List Affidavit.
- _____ The original and one copy (**2 total**) of the Letter of Authorization and attached legal description of the property.
- _____ The original and one copy (**2 total**) of the Hazardous Waste Certification.
- _____ A vicinity map at a scale clearly indicating the subject parcel(s) and showing the existing major street patterns, adjoining projects, subdivision(s), creeks, railroads and other significant landmarks within a minimum of one mile of the exterior boundaries of the site on 8 ½" x 11" paper. **Note: Thomas Guide maps are not acceptable.**

- _____ 35 copies of the Tentative Map. **Note: See attached requirements.**
- _____ Signed check-off list for Tentative Map requirements.
- _____ The original Public Hearing Sign Removal Authorization.
- _____ 5 copies of the conceptual Grading Plan (needed only if requirements for detail cannot be accommodated on Tentative Map).
- _____ 5 copies of the Geotechnical report (liquefaction, fault activity status, soils and geology).
- _____ 5 copies of the Preliminary Hydrology Study.
- _____ 5 copies of a Biota Study (if applicable).
- _____ 5 copies of a Conceptual Sewer Study.
- _____ 5 copies of the off-site easements/dedications plan. Note: required only if the project site does not abut an improved public right-of-way and/or sewer, water or access are proposed where no easements/dedications exist. The plan must note the APN's of all affected properties.
- _____ 5 copies of a subdivision and circulation area study. The study should illustrate the integration of the proposed tract with adjacent parcelization, subdivisions (existing and proposed) and the circulation system.

Pursuant to the California Environmental Quality Act, the Planning Division will review the project and determine areas of potential environmental impact. Special studies including, but not limited to traffic, noise and archaeological may be required. This information may also be obtained through preliminary project review by the Development Advisory Board (DAB).

FEE CALCULATIONS*

Base fee - 1-40 lots is \$3,000; over 40 is \$4,000 (A):	_____
If Time Extension , fee is 80% of current applicable base fee above:	_____
_____ @ \$25/lot (B):	_____
# of lots	
Initial Environmental Study:	_____ <u>950.00</u>
City of Palmdale Fish and Wildlife Processing Fee:	_____ <u>25.00</u>
_____ @ \$1.65/label:	_____
# of labels	
Computer Tracking Fee:	_____ <u>10.00</u>
GIS Fee 5% of (A) + (B) – Round to nearest dollar:	_____
Public Hearing Notice:	_____ <u>300.00</u>
TOTAL FEE DUE: \$	\$ _____

***Additional State and/or County fees will be required prior to project approval.**

If you have any questions regarding this application packet or required materials, please call the Planning Division.

CITY OF PALMDALE PLANNING DIVISION
APPLICATION FOR TENTATIVE MAP APPROVAL

CITY OF PALMDALE PLANNING DIVISION
OWNER AUTHORIZATION LETTER

CASE NUMBER(S): _____

ASSESSOR'S PARCEL NUMBER(S): _____

If the applicant is not the owner of record, then a letter authorizing the applicant to represent the owner(s) must be submitted. Note: All owners must sign as their names appear on the deed to the land.

This letter shall serve to notify and verify that I/we am/are the legal owners of the property described and attached hereto and do hereby authorize the applicant to file and represent my/our interest in the above referenced applications(s). I/we have read this Letter of Authorization and know the contents thereof; and so hereby certify (or declare) under penalty of perjury under the laws of the State of California that the information contained in the above referenced application(s) is true and correct.

OWNER(S) OF RECORD (Include extra sheets if necessary):

_____	_____	_____
Printed Name	Signature	Date

_____	_____	_____
Printed Name	Signature	Date

I certify under penalty of perjury that I am the applicant and that the foregoing statements and answers herein contained and the information herein submitted, are in all respects true and correct.

APPLICANT / APPLICANT'S REPRESENTATIVE:

_____	_____	_____
Printed Name	Signature	Date

_____	_____
Address	Telephone

_____	_____	_____
Printed Name	Signature	Date

_____	_____
Address	Telephone

SUBSCRIBED AND SWORN TO BEFORE ME THIS ____ DAY OF _____, 20____

NOTARY PUBLIC

NOTE: ATTACH LEGAL DESCRIPTION OF PROPERTY TO THIS DOCUMENT.

CITY OF PALMDALE PLANNING DIVISION
HAZARDOUS MATERIALS / WASTE PRODUCTS CERTIFICATION

Pursuant to Section 65962.5(f) of State Government Code, project applicants must identify whether a project site contains any hazardous materials and/or wastes included on any list compiled by the State Department of Health Services, the State Water Resources Control Board or the California Integrated Waste Management Board or are known by the owner or applicant. These lists generally identify sites that have pending corrective action regarding leaks or migration of hazardous materials.

CERTIFICATION

I have consulted the list compiled pursuant to Section 65962.5 of the Government Code and hereby certify that the project site and any alternatives to the project

- are
- are not

identified on any of these lists. I further certify that, to the best of my knowledge, there

- are
- are not

such hazardous materials on this site.

Assessor's Parcel Number(s): _____

Case Number(s): _____

Project Location (address if available): _____

Approximately _____ Feet N or S of _____
(Circle) (Street Name)

Approximately _____ Feet E or W of _____
(Circle) (Street Name)

Use additional sheets if necessary.

_____ Date _____ Owner's Signature

_____ Date _____ Owner's Signature

_____ Date _____ Applicant's Signature

If the site is listed, which listing agency has identified the site?

If the site is listed, what is the Regulatory Identification Number associated with the site?

NOTE: Before the Lead Agency can accept the application as complete, this certification must be reviewed and signed by the project owner(s) and applicant.

CITY OF PALMDALE PLANNING DIVISION
PROPERTY OWNERS CERTIFICATION

CASE NUMBER(S): _____

I certify under the penalty of perjury that on the _____ day of _____, 20____, the attached property owners list contains the names and addresses of persons to whom property is assessed as they appear on the latest available equalized assessment roll of the County of Los Angeles within the subject property and for the parcels within 500 feet of the boundary of the subject property.

PLEASE PRINT ALL INFORMATION EXCEPT SIGNATURE.

Name: _____

Title: _____

Company: _____

Address: _____

_____ Phone: (____) _____

Signature: _____ Date: _____

**FORM OF SUBMITTAL AND CONTENTS REQUIREMENTS
FOR ALL TENTATIVE MAPS**

Tentative Map Number _____

I certify that all plans have: been prepared by a registered civil engineer; been drawn to a standard engineering scale (e.g., 1"=20', 1"=50', 1"=100', 1"=200') that is appropriate to the project size; and clearly defined and identified all of the following information.

Date: _____

Registered Civil Engineer's Signature

1. The tentative map number on the map and all related documents. NOTE: Include the word "Vesting" if applicable.
2. Sufficient legal description of the land included on the map to define the boundaries of the tentative tract or parcel map. NOTE: A "portion of a section: is not sufficient for this purpose. If the boundary is by metes and bounds, that description shall be on the tentative map.
3. Assessors Parcel Number (APN) for the tentative map and adjoining property owners. NOTE: Adjoining APN's do not need to be included when the parcels are part of a recorded tract.
4. The tentative map must show contour of the land at intervals of not more than two feet if the general slope of the land is less than ten percent and five feet for all other areas. This shall include an area of not less than 200 feet surrounding the tentative tract. Please indicate contour interval, the source and date the contours were compiled.
5. When the boundary of the tentative map is based on a field survey, include the name of the firm/individual who prepared the survey and the date the survey was done.
6. The name(s) of any geologists or soils engineers who assisted in the preparation of the design of the tentative map.
7. Names, addresses, and telephone numbers of the record owner, developer, and registered civil engineer preparing the map.
8. Engineer's/surveyor's statement of signature, indicating that the tentative map has been prepared by him or under his direction and is true and correct to the best of his knowledge, and that all easements of record are shown per the title report.
9. North arrow, scale, and area in acres of the tract or parcel map.
10. A statement of existing and proposed uses, existing and proposed zoning and existing and proposed General Plan designation.

11. Boundaries of the tentative map shall be a heavy line with approximate bearings and distances. Labeling of the boundaries shall be done by a map reference or deed reference of the adjoining owner's property.
12. The width and approximate locations of all existing and proposed easements or rights-of-way whether for public or private roads, drainage, sewers, or flood control purposes, shown by dashed lines. Overhead utility lines on peripheral streets shall also be indicated. Existing easements shall show the name of the easement holder, purpose of easement, and legal reference (Official Records) for the easement. If an easement is blanket or intermittent in nature, a note to this effect shall be placed on the tentative map.
13. Where a proposed subdivision does not abut an improved public right-of-way and/or sewer, water or access are proposed where no easements/dedications exist, a plan for the provision of easements/dedications for sewer, water and/or access shall be submitted. Such a plan may be incorporated on the tentative map or provided as a separate exhibit.
14. The street names and locations of each existing highway or street shown on the tentative map or on adjacent approved tentative maps where they intersect the boundary of the subdivision or where they intersect another street that forms a boundary of the subdivision. Include the distance from streets, and a reference to the deed that created the street.
15. The widths, and approximate grades of all existing and proposed highways, streets, alleys, or ways within or adjacent to such tentative map whether public or private; the radius of all centerline curves on highways, streets, alleys, or ways; a cross-section of each street; and the lettered designation of each proposed highway or street shown on the tentative map. Include a reference to the plate number per City Design Manual.
16. The proposed lot layout, the approximate dimensions of each lot, lot number, total area in square footage or acreage to the nearest one-tenth acre of each lot, designated detention basin lots, where pads are proposed for building sites, the approximate pad elevation, the elevations of all adjacent parcels, the top and toe of cut and fill slopes to scale, preliminary design and approximate finish of all grading.
17. The designation of all remainder parcels, pursuant to Section 66424.6 of the California Government Code.
18. Indicate all quantities of proposed cuts and fills coordinated with the proposed phasing of the project and their ultimate disposition. Show the proposed shape, height, and grade of the site including the direction of drainage flow and percent to grade (Slope Map). Provide cross-sectional profiles for existing and proposed grade changes.
19. Location(s) and height(s) of existing and proposed perimeter and retaining walls and relationship of the walls and relationship of the walls to slopes and other walls using a wall detail diagram. A separate detail shall be provided for each grade change where wall/retaining and/or slope heights will differ substantially from the standard section. Where existing and proposed walls are shown, identify distance between wall faces and indicate grade differential, if any.

20. The presence of an Alquist-Priolo Special Studies Zone or other geologic hazards zone on or within 200 feet of the site and the boundaries of structural setbacks required from active faults.
21. The presence of any other special planning areas such as Significant Ecological Areas on or within 200 feet of the site.
22. 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. Include Community Panel Number, date of most recent revision per Flood Insurance Rate (FIRM) Map, and the method for handling storm waters.
23. The location and outline to scale of each tree, building, or structure within or immediately adjacent to the division of land and the proposed disposition of same (include identification of bordering projects, i.e., tract numbers).
24. Location of existing and proposed water wells, sumps, cesspools, sewers, culverts, drain pipes, underground structures, or sand, gravel, or other excavations within the subdivision and within two hundred feet of any portion of the subdivision, noting thereon whether or not they are to be abandoned, removed, or used. Indicate the method of connection to existing or proposed water lines, sanitary sewers, fire hydrants, and other utilities.
25. A vicinity map of the area to be subdivided showing adjoining subdivision, creeks, railroads, major cross streets and other data sufficient to locate the proposed subdivision in relationship to the surrounding community.
26. The Planning Manager may waive any of the foregoing tentative map requirements whenever, in the discretion of the Planning Manager, the division of land is such that it does not necessitate compliance with such requirements or where other circumstances justify such waiver.

RADIUS MAP:

The radius map must show the subject parcel(s) and all properties within 500 feet of the boundaries of the subject parcel(s). If the surrounding parcel owners are not excessive, indicate the Assessor's Parcel Number of every parcel within or touching the radius line on the map. List the Parcel Number on the mailing label, also. If impractical to list Parcel Numbers on the map, cross-reference to the tabular mailing list.

CITY OF PALMDALE PLANNING DIVISION
PROCEDURES FOR PROJECT SITE SIGN POSTING

In order to increase public awareness of pending development proposals requiring public hearings, the City of Palmdale has included "Project Site Sign Posting" in its public hearing notice procedures. The applicant of a proposed project scheduled for a public hearing before the City Council, Planning Commission, or Planning Manager is required to post a sign with public hearing information, which will be visible to the public right-of-way from the subject site. Late or inaccurate sign posting will cause postponement of the public hearing for the case.

CASES REQUIRING SITE PLAN POSTING:

Conditional Use Permits
General Plan Amendments
Site Plan Reviews
Specific Plans
Subdivisions
Variances
Zone Changes
Amended or Revised Cases of any of the above
Annexations
Land Divisions
Prezone Changes

SIGN SPECIFICATIONS:

1. **SIZE:** Dimensions shall be four (4) feet by eight (8) feet.
2. **HEIGHT:** Sign shall be six (6) feet in height.
3. **MATERIALS:** ½ inch plywood (minimum).
 Sign shall be constructed with 4" x 4" supporting posts placed at a minimum depth of two (2) feet with 2" x 4" cross supports as shown in the diagram.
4. **LOCATION:** NOT LESS THAN FIVE (5) feet inside the property line in residential zones, and not less than one (1) foot inside the property line in commercial and industrial zones. Shall be located in the area most visible to the public on the project site.
5. **COLOR:** Black letters on white background.
6. **LETTERING:** Shall be block style with 4" major letters and 2" minor letters.
7. **LIGHTING:** Shall **NOT** be illuminated.
8. Only one sign may be displayed per street frontage of the site. A site which is not visible from an existing street or not adjacent to an existing development

MAY be exempted from the site plan posting requirement at the discretion of the Planning Manager.

9. Sign shall include **ONLY** the information provided by the assigned planner. If it becomes necessary to revise the information required on the sign, such as a change in the number of lots or square footage of buildings, it shall be the responsibility of the applicant to obtain approval of such revision(s) from the assigned planner.
10. Sites with multiple cases shall combine the information for each case on the sign.

SIGN SCHEDULE:

1. Sign shall be posted no less than ten (10) days prior to the hearing date. It shall be the responsibility of the applicant to contact the Planning Division to obtain the appropriate date and time.
2. Hearing date on the sign shall be changed for Commission items which are continued or are to be heard by the City Council including, but not limited to, Zone Changes, General Plan Amendments, Specific Plans, and appealed items. Said date shall be changed a minimum of eleven (11) days prior to the hearing.
3. Sign shall be removed within fourteen (14) days following the Planning Commission hearing date or **IMMEDIATELY** following final City Council action. It is recommended that the cost of sign removal be included in a sign contract with the sign company.

CITY OF PALMDALE PLANNING DIVISION
PUBLIC HEARING SIGN REMOVAL AUTHORIZATION

Case Number(s): _____

Assessor's Parcel Number(s): _____

Location (address if available): _____

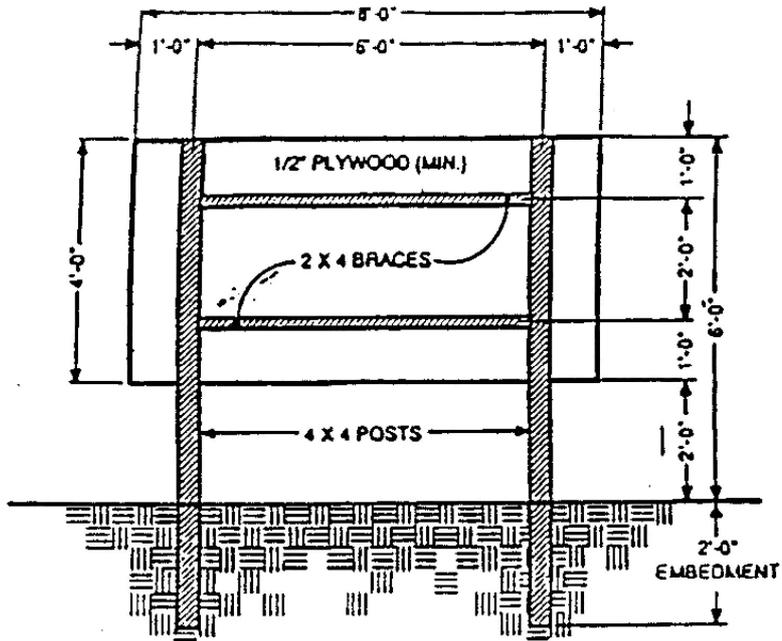
Approximately _____ Feet N or S of _____
(Circle) (Street Name)

Approximately _____ Feet E or W of _____
(Circle) (Street Name)

By this signature, I acknowledge that I understand the requirements for posting the subject property for public hearing and do agree to pay all costs for the removal and storage of said public hearing sign if it is not removed within 14 days of the final hearing for this/these case(s).

Applicant/Agent: _____ Date: _____

Owner: _____ Date: _____



<p>NOTICE OF PUBLIC HEARING ON PROPOSED DEVELOPMENT CASE NO. _____</p> <p>PROPOSED ON THIS SITE:</p> <p>_____</p> <p>_____</p>	
<p>PUBLIC HEARING</p> <p>DATE: _____</p> <p>TIME: _____</p> <p>LOCATION: CITY HALL</p>	<p>FOR INFORMATION CALL :</p> <p>DEVELOPER _____</p> <p>() _____</p> <p style="font-size: small;">Planning Division 38250 Sierra Highway (661) 267-5200</p>