

DIVISION OF LAND

The Division of Land Application is required for all land divisions in the City of Rancho Palos Verdes. A parcel map is required for divisions creating four or less lots; a tract map is required where more than four lots are proposed. In either case, there are several steps you must complete before filing your application.

First, you are required to arrange a preliminary conference with a member of the Planning Department. The purpose of this conference is to identify potential conflicts with the Development Code and to review requirements pertaining to such matters as zoning, overlay control districts, grading, lot size, etc. It is helpful to have preliminary sketches of your proposal at this meeting.

The next step is to obtain a filing number for your tentative map. This must be obtained from the Mapping Division of the Los Angeles County Engineer, 5th Floor, 550 North Vermont Street, Los Angeles. If you have any questions regarding procedures for obtaining a number, you may contact this office at (818) 458-4930.

The last preliminary step is the completion of the City's environmental assessment checklist. The assessment checklist is used to determine whether the project's impacts are sufficient to require a full Environmental Impact Report (EIR).

When you are ready to file your application(s), please make certain the entire form is completed and that you have all the required materials. This will allow us to process your application without unnecessary delay.

These are the materials you must submit:

- Initial submittal of 3 copies of the tentative map. The tentative tract map shall include all information as noted in the attached "Form of Submittal and Contents Requirements for all Tentative Maps". Note: after reviewing the initial submittal, up to 40 copies may be required by the City for distribution & comment by other Agencies.
- A Completed "Form of Submittal and Contents Requirements for all Tentative Maps" signed and dated by the projects registered civil engineer.
- All plans must be assembled in complete sets and folded no larger than 9 1/2" x 14". If so desired by the applicant, only one copy of the required plan may be submitted as part of the initial application package. Once it is determined by the Director that the submitted plans contain all the necessary information described in this application, then the appropriate number of plans will be requested from the applicant. Three (3) reduced copies (no larger than 11" x 17") of all regular sized plans must also be submitted (Note: For applications that are to be reviewed by the Planning Commission, once the application has been deemed complete, you will be required to submit an electronic version of the plans).
- Two (2) copies of a "vicinity map", prepared to scale, which shows all neighboring properties within a 500 foot radius of the subject property (applicant). The "Vicinity Map" must be prepared exactly as described in the attached instruction sheet.

- Two (2) sets of self-adhesive mailing labels and one (1) photocopy of the labels which list the property owner of every parcel which falls within a 500 foot radius of the subject property (applicant). The name and address of every property owner (including applicant) and the local Homeowners' Association, if any, must be typed on 8 1/2" x 11" sheets of self-adhesive labels. The mailing labels must be keyed to the corresponding lots, as shown on the vicinity map described above. The property owners mailing list must be prepared exactly as described in the attached instruction sheet. If the property owners mailing list is not prepared by a Title Company or other professional mailing list preparation service, the applicant must sign and submit the attached "Certificate of Property Owners Mailing List" form.
- Division of Land Application signed by both applicant and landowner.
- Environmental Assessment Checklist.
- Three copies of all proposed covenants, conditions, and restrictions (C C & R's).
- A completed copy of the "Storm Water Planning Program Priority Project Checklist" form. If necessary, a Standard Urban Stormwater Mitigation Plan (SUSMP) and/or a Site Specific Stormwater Mitigation Plan (SSSMP), along with associated Maintenance Agreements, Transfer Forms and Trust Deposit (amount to be determined by Staff) shall also be completed. Prior to preparing a SUSMP or SSSMP, please consult with the Planning Division Staff.

If appropriate:

- Site plans that indicate all associated lot lines and project phasing
- The location of any assess/curb cuts/median breaks required
- The location of any bikeway/pedestrian walk-ways required by the Street Standard study
- Traffic Impact analysis
- Parking design
- Existing Infrastructure impact analysis
- Floor plans
- Preliminary leasable area floor plans
- If project location is within Coastal Zone, the location of the coastal set-back lines.
- Pad elevations
- Ridge elevations
- Grading
- Street designs
- Preliminary drawings and hydrology plans (Both Coastal and Non-Coastal Projects)
- Provision for public and private recreation facilities
- Landscaping plan including signage
- View analysis
- Two copies of grading and soils report

Grading plans which include the following:

- Cross sections of the site
- If project is view critical, sight lines are to be included
- Existing and proposed public and private sewerage disposal system(s)

For condominium conversions:

- Engineering and bids inspection report
- Method of providing additional parking
- Method of providing compliance with Chapter 17.04 of the Rancho Palos Verdes Development Code

• **Filing Fee:** **Tract & Vesting Map**

- **Tentative:** **\$6,243 & Trust Deposit (for Project Planner Review)**

- **Final:** **\$1,455 & Trust Deposit (for Project planner review)**

Parcel Map

- **Tentative:** **\$5,744 & Trust Deposit (for City Engineer Review)***

- **Final:** **\$1,244 & Trust Deposit (for City Engineer Review)***

**Includes cost of City Attorney review for CC & R's.*

Please remember that if all necessary materials are not submitted, the application cannot be accepted for filing.

Once the application has been accepted, staff will evaluate your project in preparation for a public hearing before the Planning Commission. If staff determines that further information is necessary to clarify, amplify, correct or otherwise supplement existing data, the additional information must be submitted in a timely manner to avoid any delays in processing the application.

You will then be notified of the date of the public hearing on your project. Staff will prepare a report and recommendation to the Commission; you will receive a copy of the report. It is important that you attend the hearing so that you may answer any questions the Planning Commission may raise.

If your project is a tentative tract, a hearing will also be held before the City Council. You will be notified of the date of the hearing; we suggest that you plan to attend.

ADDITIONAL SERVICES FOR WHICH A FEE HAS NOT BEEN ESTABLISHED SHALL BE CHARGED AT THE CITY'S FULLY BURDENED RATE THROUGH THE ESTABLISHMENT OF A TRUST DEPOSIT ACCOUNT.

➤Important◀

- Notice: CC&R's are private restrictions or agreements. Therefore the City is not responsible for a property owner's compliance with any CC&R's that may govern their property and the City does not enforce private CC&R's. The City recommends that property owners review their title report to see if any CC&R's govern their property, and if so, consult such CC&R's prior to submittal of their application. Additionally, property owners should review their title report for any other private property restrictions (Deed Restriction, Private Easement, etc.) that may govern their property.

DIVISION OF LAND APPLICATION

APPLICANT/CONTRACTOR:

LANDOWNER:

Name: _____

Name: _____

Address: _____

Address: _____

Phone: _____

Phone: _____

Alt. Phone: _____

Alt. Phone: _____

E-Mail: _____

E-Mail: _____

Project Location: _____

Lot and Tract #'s: _____

Assessor's Book, Page and Parcel #'s: _____

Legal Description of Property: _____

Project Description: (Include current and proposed use of property.)

General Information:

- _____ 1. Current zoning of parcel to be divided (include any overlay control districts).
- _____ 2. Size of parcel to be divided.
- _____ 3. Number of lots to be created.

- _____ 4. Average lot size.
- _____ 5. Proposed density (units per acre).
- _____ 6. Is the project a Residential Planned Development (RPD)?
- _____ 7. Will the project be served by a sanitary sewer system?
- _____ 8. Are utilities in the area underground? (Underground utilities, including cable television, are required for new residential subdivisions.)
- _____ 9. Will a homeowner's association be formed?
- _____ 10. Indicate the type and nature of any streets to be created:

Street Name	Width	Maximum Grade	Dedicated/Private

I HEREBY CERTIFY, under the penalty of perjury, that the information and materials submitted with this application are true and correct.

Dated at _____, California, on _____, 20__

Signature of Applicant

I HEREBY CERTIFY, under the penalty of perjury, that I am the owner of the property for which this application is made and, in that capacity, have authorized the above-listed applicant to act on my behalf.

Dated at _____, California, on _____, 20__

Signature of Applicant

Staff Signature

Date Accepted

**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 geologist 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 the streets, and a reference to the deed that created the street.
15. The widths, and approximate grades of all existing and proposed highways, 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 phrasing 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 wall and relationship of the walls and relationship of the wall 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 the 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 swerves, 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 Director of Planning may waive any of the foregoing tentative map requirements whenever, in the discretion of the Director of Planning, the division of land is such that it does not necessitate compliance with such requirements or where other circumstances justify such waiver.