



SUBDIVISIONS: TENTATIVE TRACT/ TENTATIVE PARCEL MAPS

The Subdivision Map Act of the State of California governs the subdivision of land for the purpose of sale, leasing or financing. Under this law, local government has both the duty and the authority to see that public objectives are met during the subdivision process. A Tentative Parcel Map is filed for the division into four or fewer residential lots or nonresidential subdivisions. A Tentative Tract Map is required for division into five or more residential lots. For additional information, a copy of the City of Irvine Subdivision Manual may be purchased from the City Clerk's Office of Records and Information and is available on the

Once an application for a tentative map has been accepted as complete, the City shall approve, conditionally approve or deny the application within 50 days of certification of the environmental impact report, adoption of a negative declaration or an exemption determination. The environmental review must be completed within 105 days if the project requires a negative declaration or within one year if the project requires an environmental impact report. The City may grant a one-time 90-day extension for the completion of the environmental review pursuant to mutual consent of the parties.

The cost of processing your tentative map is charged according to the hours spent by staff in checking plans, writing a staff report, preparing an environmental analysis, notifying the public and attending the public hearing. You will also be billed for project related costs such as public notice advertising, postage and City Attorney fees if these are required for your project. Total cost *may vary widely* according to the size of the project and the complexity of the issues. You must first open a Developer Deposit Case account with an *initial deposit* to which project costs are charged. See Developer Deposit form for more specific information. At the close of your case, any remaining funds will be returned to you, or you will be invoiced monthly if the deposit has been exhausted. At the City's sole discretion, a planning consultant may process your application.

Please use this information sheet as a checklist to assemble the materials required for your tentative map, and bring it with you when you submit your application. If you have any questions about the items requested or if you wish to obtain information on processing schedules, please call the Planning and Zoning Counter at (949) 724-6308.

INFORMATION SHEET

SECTION A: CITY DOCUMENTS

This must include the lot(s) and parcel or tract number (as shown on the recorded subdivision map) must be noted on the Development Case application form. If lot and parcel or tract number are unavailable, a metes and bounds description must be provided. Please do **not** use the book and page number from the County Recorder's Office. Book and page number are not legal descriptions.

Orange County Fire Authority Service Request Form & Fee (Obtain from Planning Counter)

SECTION B: LETTER OF JUSTIFICATION

Letter of Justification

This letter should be addressed to the City. It should describe the project in your own words, explain how it would benefit the community and include the following points:

- a. A statement of how the proposed tentative map meets the following findings for approval of a map as required by the City's Subdivision Ordinance Section 5-5-109.1.

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b. Description of how the proposed tentative map is in compliance with Subdivision Ordinance Section 5-5-403. B.3.

SECTION C: DEPOSIT CHECK PAYABLE TO THE CITY OF IRVINE

A deposit of \$4,000 is required.

SECTION D: STREET NAMES

Streets on the tentative map should be labeled Street A, Street B, Street C, etc.

A separate proposed street name list must be submitted in conjunction with the application for a tentative map for both residential and commercial developments. This requirement applies to all tentative maps that will create new streets. The list of proposed street names should include twice the number of names as streets shown on the tentative map. This is necessary because many names are eliminated as being too similar to names already in use.

The purpose for requesting proposed street names at this stage of the development review process is to identify, approve and enter street names into the computer permitting system so that the building permits can be submitted to the City for review.

City staff, Irvine Police Department, United States Postal Service and Orange County Fire Authority will review street names for facility of emergency response and delivery of mail. You will be provided a copy of the list of approved street names. Placement of the approved street names will be finalized through either approval of an address plan or with the final map. For more information, contact the Planning and Zoning counter at (949) 724-6308 for the most current City street name policy.

SECTION E: TENTATIVE MAP

The tentative map must be legible and drawn to scale to clearly illustrate the components of the subdivision. City staff, Planning Commission and Subdivision Committee will need this information to fully evaluate your project. **If the tentative map is not legible, or does not contain the information listed below, your application will not be adequate for complete review.**

A list of submittal requirements can be found in Section 4.3 of the City's

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| Initial submittal: | <ul style="list-style-type: none">• A CD/DVD with PDF format files for the Letter of Justification, project plans, exhibits and all associated studies. The plans must be black and white drawings with landscape orientation in PDF format. All other documents may be in color, as appropriate. Pages in the set shall be the same sheet size.• Three sets of 24"x36" project plans, folded to approximately 8 1/2" x 14."• One hard copy of the project WQMP, if necessary.• Map sets must be collated and stapled. |
| Correction submittal(s): | <ul style="list-style-type: none">• As required by Case Planner or Engineer.• Map sets must be collated and stapled. |
| Final submittal: | <ul style="list-style-type: none">• As required by Case Planner or Engineer.• Map sets must be collated and stapled. |

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SECTION F: PUBLIC NOTICE MATERIALS

Please note that the homeowners associations that govern property in the vicinity will be notified of your project as required by the City's Zoning Ordinance. Staff suggests that you advise them of your intent to develop a project as soon as possible to receive their comments and address their concerns. Should you wish City staff to generate the mailing labels; staff time will be charged at the hourly rate to the project case.

- An electronic list of names and addresses for all of the following:
 - a. Each property owner and residential tenant, and all homeowners' and community associations governing property within five hundred (500) feet of the property line of the proposed project. Commercial tenants within five hundred (500) feet shall also receive public notice in the following instances only: 1) the subject of the application is a residential development which is proposed within 1,000 feet of where businesses use, store, transport and/or manufacture hazardous materials or waste; or 2) the subject of the application is a heavy manufacturing use which involves the use, storage, transportation, and/or manufacture of hazardous materials or waste. This information shall be provided from the latest equalized assessment roll of Orange County.
 - b. Each local agency expected to provide water, sewage, schools or other essential facilities or services to the project.
 - c. The property owner or the owner's duly authorized agent.
 - d. The project applicant.
- A map which is keyed to the above labels.
- Electronic mailing labels may be submitted in any one of the following formats:
 - Excel TEXT format with separate fields of information on a CD, **or**
 - Excel with separate fields of information on a CD.
NOTE: MS Word, Word Perfect, and other common formats will not work.
 - Each field of information (Assessor's Parcel Number, complete name, complete street address, city, state, zip code) must be separated by a tab key, tab delimited (preferred), or comma, comma-delimited.
 - Project number and number of entries on the above list should be printed on the disk label.

Example of Preferred Format:

Column 1 APN	Column 2 Attention	Column 3 Name	Column 4 Street Address	Column 5 City	Column 6 State	Column 7 Zip Code
123-465-78	J Jones	Property Management	123 Sesame	Irvine	CA	92623

For information or questions on formatting, please call the City Mail Center at (949) 724-6012.

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SECTION G: ADDITIONAL MATERIALS

The Planning Commission, Subdivision Committee, Community Services Commission or the Director of Community Development may require additional information to help illustrate your proposal.

You will be noticed within 30 days of the date you submit your application if any additional materials will be necessary to complete this application.

- Preliminary Soils and Geology Report (Unless waived in writing by the City Engineer)
- Water Purveyor Statement of Certification
- Sewering Agency's Statement of Certification
- Energy Conservation Statement of Certification
- Regional Housing Needs Statement (Residential Projects Only)
- Current Title Report
- Preliminary technical studies including, but not limited to, environmental, noise, parking and traffic may be required at the discretion of the Director of Community Development.
- Project Water Quality Management Program (WQMP)

The Project WQMP shall provide a complete and comprehensive strategy for meeting onsite treatment control requirements that will be used to treat predictable pollutant runoff as defined under the current Orange County Stormwater Program Drainage Area Management Plan. For additional information, please see the WQMP Requirements for Discretionary Applications or contact the Water Quality Engineer within Building and Safety at (949) 724-6452.

RECOMMENDED RESOURCES