CITY OF EL CERRITO
Community Development Department – Planning Division
10890 San Pablo Avenue, El Cerrito, CA 94530
(510) 215-4330 – FAX (510) 233-5401
planning@ci.el-cerrito.ca.us

APPLICATION SUBMITTAL REQUIREMENTS
FOR
Tentative Subdivision Map

On a case by case basis, a City Planner will place a checkmark (√) next to the information required for submittal. The Planner may determine that specific information may not be needed to process a particular application. If the Planner decides to waive certain information, the Planner will initial the waived information and keep a copy of the form for City records.

It is City policy not to accept incomplete applications unless a Planner has specifically identified those items waived by writing N/A and their initials next to them. Please note if an incomplete application is received by mail or hand delivered by courier it may be returned to the applicant. Incomplete or inaccurate information may result in processing delays or denial of the project.

Checking off the Quick Check box does not necessarily mean that all the required application items have been submitted. Staff will do a thorough review of the submittal for completeness and environmental determination, often involving an on-site visit. Staff will send a notice to you within 30 days listing the items necessary to complete the application.

To comply with State law, the following represents a comprehensive list of information which must be submitted prior to acceptance of the application for a Tentative Subdivision Map:

GENERAL INFORMATION

Project Street Address/Location:_____

Project Name:_____

Project Description:_____

General Plan Land Use Designation: _____

Zoning District:_____ APN: _____

Applicant Name:_____ Phone: _____

SUBMITTAL REQUIRED	QUICK CHECK	TYPE OF SUBMITTAL REQUIRED
		Completed Application Form including the address and signatures of Applicant(s) and Property Owner(s).
		Application Fee and Processing Deposit *(Cash or check payable to City of El Cerrito)* See applicable fee schedule
		Environmental Filing Fees/Deposits _____ County Administrative Fees ($25.00) $ _____ $ N/A *(check payable to Contra Costa County Clerk)* _____ Initial Study Fee ($25.00) $ _____ $ N/A *(payable to City of El Cerrito)* _____ Environmental Impact Report Deposit $ N/A $ _____ *(payable to City of El Cerrito)* _____ Special Studies Deposit (traffic, noise, etc $ N/A $ _____ *(payable to City of El Cerrito)* ***TOTAL FEE*** ***TOTAL DEPOSIT*** $ _____ $ _____

SUBMITTAL REQUIRED	QUICK CHECK	TYPE OF SUBMITTAL REQUIRED
		Completed Processing Fee Agreement Form
		Written Statement (1 copy) describe the project in detail, and give reasons why the application should be approved. Provide factual information supporting the following findings: a. How will the proposed subdivision benefit the City of El Cerrito. b. Describe how the proposed subdivision will be compatible with surrounding land uses, enhance the development of the general area, and create an attractive and safe environment. c. Will the proposed subdivision be consistent with all elements of the General Plan and any applicable Specific Plans of the City of El Cerrito. d. Is the site physically suitable for the type and density of development being proposed. e. Is the design of the subdivision or proposed improvements likely to cause substantial environmental damage or substantially injure fish or wildlife or their habitat. f. Will the design of the subdivision or type of improvements adversely effect the health or safety of persons residing or working in the vicinity, or be detrimental to the public health, safety and welfare? g. Will the design of the subdivision or type of improvements conflict with easements, acquired by the public at large, for access through or use, of property within the proposed subdivision. h. Is the site where the subdivision is proposed located on a hazardous waste and substances site (pursuant to Government Code Section 2.65962.5). i. Existing use or uses of the property; j. Proposed use or uses of the property; if property is proposed to be used for more than one purpose, the area, lots or lot proposed for each type of use shall be shown on the tentative map; k. Statement of the improvements and public utilities, including water supply and sewerage disposal proposed to be made or installed and of the time at which such improvements are proposed to be completed; l. Public area proposed; m. Tree planting proposed; n. Restrictive covenants proposed; o. Itemized estimate of construction costs to include structures, buildings and improvements for public use; p. Justification and reasons for any exceptions to provisions of this title.
		Preliminary Title Report/Property Profile (1 copy) to document ownership, prepared within three months of application submittal.
		Public Notice Materials: a. Reproduced copy of Contra Costa County Assessor's Parcel Map showing the project parcel(s) outlined in red and a 300-foot radius in blue drawn from the perimeter of the parcel(s), b. Two sets of mailing labels; one set addressed to current property owners by name; and another set addressed to all current occupants/tenants on the properties contiguous to the project site. The labels need to show the addresses and Assessor's Parcel Number's within 300 feet of the parcel(s) typed on 8½" x ll" sheet labels. (Example of how these labels should be typed:) **J. Doe (Property Owner)** **APN: 941-042-0003** **1010 Main Street** **Anytown, CA 91234** **Occupant/Tenant** **APN: 941-012-3456** **1010 San Pablo Ave.** **El Cerrito, CA 94530** c. Mailing costs of **43 cents per mailing label** (i.e. 100 surrounding properties = $43.00). Cost covers City envelopes and postage.

SUBMITTAL REQUIRED	QUICK CHECK	TYPE OF SUBMITTAL REQUIRED
		Tentative Map (25 copies) drawn to 1" = 40' scale, fully dimensioned, prepared by a registered civil engineer or licensed land surveyor (folded, 9" x 11" maximum). Plans should not be larger than 30" x 42". Also need to obtain 2 copies, 8½" x 11" or 11" x 17", of each sheet for all plans and elevations. All lettering must be 1/8" minimum in height. The tentative map must contain: a. Title - A title containing the subdivision number, name and type of project. b. Names - The name and address of the legal owner, subdivider, and person preparing the map (including registration or license number). c. Legal Description - A legal description (including Assessor's Parcel Number) to define the boundary of the subdivision. d. Date, North Arrow and Scale. e. Land Use - The existing and proposed land uses, by type and floor area and/or acreage, and the present zoning and proposed zoning changes. f. Vicinity Map - A vicinity map showing roads, adjoining subdivisions, showing Assessor's Parcel Numbers of adjacent properties. g. Adjacent Developments - The name and number of adjacent subdivisions, showing Assessor Parcel Numbers (APNs) of adjacent properties. h. Existing Topography and Improvements - Existing topography and improvements on the site and at least 100 feet beyond its boundary, including: (1) Existing contours at two-foot intervals if the existing slope is less than 10% and at not less than 5' intervals for existing ground slopes equal to or greater than 10%. Contour intervals should not be spread more than 150 feet apart. Existing contours should be represented by dashed lines. (2) Species (common name), size, condition, location, and dripline of existing trees over 12 inches in circumference, 24 inches above grade. Any trees to be removed shall be so indicated. (3) The approximate location and outline of existing structures (on the subject property and on adjacent properties) identified by type. Buildings to be removed shall be so marked. (4) The approximate location of all areas subject to inundation or storm water overflow and the location, width and direction of flow of each water course. (5) The location of pavement and right-of-way and the name of existing streets and highways. (6) The widths, locations, and type of all existing easements. (7) The location and size of existing sanitary sewers, water mains, and storm drains. (8) The approximate location of the 55, 60, 65 and 70 CNEL (Community Noise Equivalent Level) contours, if any. (9) Location and description of significant features such as rock outcroppings, wells and any utility structures and whether or not they are to be retained. i. Proposed Improvements including: (1) The location, grade, centerline radius, and arc length of curves and tangents, right-of-way widths to scale, and preliminary names of all streets. Typical sections of all streets, alleys, and pedestrian ways must be shown. (2) The location and radius of all curb returns and cul-de-sacs. (3) The angle of intersection streets if such angle deviates from a right angle by more than four degrees. (4) The approximate lot layout and the approximate dimensions of each lot and of each building site. Engineering data must show the approximate finished grading of each lot, the preliminary design of all grading, the elevation of proposed building pads, the top and toe of cut and fill slopes to scale, and the number of each lot. Buildable lots are to be numbered consecutively, beginning with number "1". (5) Proposed contours at two-foot intervals must be shown if the existing ground slope is less than 10%. (6) Proposed recreation sites, trails, and parks for private and public use. (7) Proposed common areas and areas to be dedicated to public open space. (8) The location and size of sanitary sewers, water mains, and storm drains. Proposed slopes and approximate elevations of sanitary sewers and storm drains must be indicated. (9) Location, size and species of proposed and existing street trees. (10) Location, height and type of street lighting.

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		j. Names - The name(s) of the geologist or soils engineers whose services were used in the preparation of the tentative map. k. Source - The source and date of existing contour mapping. l. Phases - If it is planned to develop the site as shown on the tentative map in phases, the proposed phases and their sequence should be described and shown in graphic form on the map. l. Cut, fill, import, and export quantities shown on map m. All existing and proposed drainage structures shown on map n. All areas of 100 year flood plan shown on map (existing and proposed) o. Boundary and easements checked with preliminary title report p. Sight distance provided at all intersections q. Access provided for future development of adjacent parcels r. Public/private streets clearly identified s. Name and address of Registered Civil Engineer, Licensed Surveyor who prepared the maps t. Cross-sections for all adjacent and involved streets u. Location and witdh of alleys v. Name, location, and width of adjacent streets w. Lot lines and approximate dimensions and numbers of each lot x. Approximate location and width of watercourses or areas subject to inundation from floods, and location of structures, irrigation ditches and other permanent physical features x) Approximate location of existing buildings and permanent structures and proposed condominium buildings within subdivision and within 15 feet of boundary y) Legal description of the exterior boundaries of the subdivision (approximate bearings, distances, and curve data) z) Width and location of all existing or proposed public or private easements aa) Approximate radii of curves and streets bb) Proposed name and city tract number of the subdivision cc) Any proposed phasing by units dd) Number of units to be constructed when a condominium or community apartment project is involved ee) Source of water supply ff) Type of street improvement and utilities which the subdivider proposes to install gg) Proposed method of sewage disposal including location of facilities hh) Proposed protective covenants to be recorded ii) Distance between intersection and/or medium/high use driveways
		Accompanying Data and Reports - The tentative map must be accompanied with the following data or reports: a. Grading Plan - A preliminary grading plan prepared by a registered civil engineer (folded, 9" x 11" maximum) 1” = 40’ scale b. Soils Report - If the preliminary soils report indicates the presence of critically expansive soils or other soils problems which, if not corrected, would lead to structural defects, the investigation of each lot within the subdivision. Additional soils or geological data may be required due to the scale of the proposed grading or the presence of potentially hazardous or environmentally sensitive conditions. d. Erosion Control Plan - A conceptual plan for soil and erosion and sediment control (folded, 9" x 11" maximum). e. Other Reports - Any other data or reports deemed necessary by the Planning Department.
		Site Color Photographs/Slides showing views of and from site, including neighboring development. Photographs should be mounted on 8½" x 11" mountboard. Slides should be placed in clear plastic sleeve or holders. A written index of the slides shall be provided.

SUBMITTAL REQUIRED	QUICK CHECK	TYPE OF SUBMITTAL REQUIRED
		Aerial Photo legibly showing a direct overhead view of the proposed district and 300 feet beyond its boundary showing sufficient topographic data to indicate clearly the character of the terrain; the type, location, and condition of mature trees, and other natural vegetation; and the location of existing development. The aerial photo shall not be more than one year old.
		Traffic Data specific to the site or proposed project: traffic generation rates, peak hour counts, trip distribution and similar information. (Applicant must check with Public Works Dept. for additional information.)
		Special Information or information in such form and number as may be required by the Planning Department

OFFICE USE ONLY **Planner _____ Date _____**

_____ The Quick Check has determined that the application submittal is **incomplete and cannot be accepted.**

_____ The Quick Check has determined that the application appears to **contain the items required by this checklist** (completeness as defined by Section 65943 will be determined within 30 days of application) **and processing will begin.**

For assistance or questions regarding this form, please contact: PLANNING DEPARTMENT STAFF, CITY OF EL CERRITO, 10890 San Pablo Ave El Cerito, CA 94530, (510) 215-4330.