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Central Permit Center • 555 Santa Clara Street • Vallejo • CA • 94590

Business License
707.648.4357

Building
707.648.4374

Planning
707.648.4326

Public Works/Engineering
707.651.7151

TENTATIVE MAP

Appointments may be required for some planning application submittals. Appointments must be made at least 24 hours in advance. Please call the main desk (707) 648-4326 to set up the appointment.

What is a Tentative Map?

A tentative map is a professionally prepared map required in order to subdivide property into 5 or more parcels for the purposes of sale, lease or financing. (A few exceptions are contained in the State Subdivision Map Act and Title 15 of the Vallejo Municipal Code). Tentative maps are also used for condominium, stock cooperative, or community apartment projects.

What are the steps in the process?

- Preliminary review of your tentative map by the Technical Project Review Committee (TPRC) may be required prior to the filing of the application. This process can save time later by resolving issues early in the review. Please refer to the "Preliminary Review" handout.
- You submit the required materials to the Planning Division as listed below.
- A planner will be assigned to review the application for completeness. State law requires that staff determine whether the application is complete within 30 days.
- Most tentative map applications are subject to the environmental review process. If staff advises you that your project is subject to environmental review please refer to the "Environmental Review" handout.
- Tentative Map approval by the Planning Commission is the first step in the approval of a subdivision. The second step is the approval of a final map by the City Council which must then be recorded before the new lots can be sold. Please refer to the "Final Map" handout.

What is required for application submittal?

How long does the process take?

Within 10 days after an application has been found to be complete, the Planning staff will route the tentative map to the appropriate departments and agencies for comments. Authority for approval of a tentative map rests with the Planning Commission. State law has established a time limit of 50 days from the date of a complete application acceptance for action on tentative maps not requiring an Environmental Impact Report; however, a public hearing before the Planning Commission is usually scheduled within 45 days from the date an application is accepted as complete.

If an Environmental Impact Report (EIR) is required, it must be prepared prior to hearings on the tentative map.

Final maps are approved by the City Council upon completion of the required conditions.

What is involved in a public hearing?

At least 21 days prior to the hearing, property owners within 500 feet of the boundaries of the subject property will be notified of the public hearing. At the hearing, the Planning Commission will consider the information provided by the Planning Division and hear comments from the applicant and the public. The applicant or the applicant's representative must be present at all public hearings to answer questions. After the public hearing portion of the meeting is concluded, the commissioners will use the information presented to make a decision on the application. Their decision may be to approve, to disapprove, or to approve with certain conditions added.

Can a decision be appealed?

Yes, any Planning Division determination may be appealed to the Planning Commission through the Planning Commission Secretary. To appeal, the appellant shall submit a letter stating the reasons of the appeal and how it affects them. The appeal must be filed with within 10 calendar days after the decision is made. A public hearing will then be set for the Planning Commission to consider the appeal. The Planning Commission decision may be appealed to the City Council through the City Clerk within 10 days of the Planning Commission action.

If a Commission decision is appealed to the City Clerk, a public hearing before the City Council will be scheduled within 30 days.

If no appeal is filed within 10 days of the determination date, the project determination is final.

When are appeal hearings held?

The Planning Commission usually holds public hearings on the first and third Mondays of each month at 7:00 p.m. in the City Council Chambers, 555 Santa Clara Street.

The City Council usually holds public hearings the second and fourth Tuesdays of each month at 7:00 p.m. in the City Council Chambers, 555 Santa Clara Street.

When does a tentative map expire?

An approved tentative map shall expire thirty-six months after its approval. However, if the subdivider is subject to a requirement of one hundred thousand dollars or more to construct, improve or finance the construction or improvement of public improvements outside the boundaries of the tentative map, each filing of a final map shall extend the expiration of the approved tentative map by thirty-six months from the date of its expiration as provided in the City Subdivision Ordinance, or the date of the previously filed final map, whichever is later. The extensions shall not extend the tentative map more than ten years from its approval or conditional approval.

What is required after tentative map approval?

A tentative map is actually a preliminary approval of a division of land. A final map, recorded with the County, is required to officially complete the process. A final map is processed through the Public Works

Department and requires City Council approval, usually as a Consent Calendar item. Please contact the Public Works Department at (707) 648-4315 for additional information.

What if I need more information?

For further information please contact the City of Vallejo Planning Division at (707) 648-4326.