



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

Business License
707.648.4310

Building
707.648.4374

Fire Prevention
707.648.4565

Planning
707.648.4326

Public Works
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?

TENTATIVE MAP CHECKLIST

The following items must be submitted for a complete application. To ensure that all items are provided, please check off the box for each item that is shown. If an item is not applicable, write N/A next to the box. Incomplete applications will not be accepted.

- Application: A completed planning application signed by the property owner.
- Fees: A Planning application fee of \$_____.
Engineering Review Fee \$_____
A public notice fee of \$_____.
- Plans: Twelve (12) sets of plans at a scale not less than 1 inch = 100 feet. Plans should be at least 18" x 26" and folded and collated to a size no larger than 9" x 13". The map should show:

- A small scale vicinity map of the surrounding area;
- The subdivision name or number, date, north point, scale and sufficient description to define the location and boundaries (including acreage) of the proposed subdivision and a vicinity map;
- Name and address of record owner(s) of the subdivision;
- Name and address of the subdivider;
- Name, business address and telephone number of the registered engineer or licensed surveyor who prepared the map of the subdivision;
- Sufficient elevations or contours to determine the topography of the site and adjacent sites affected by the development;
- The locations, names, widths and approximate grades of all roads, streets, bicycle paths, walkways, trails and highways in the proposed subdivision and along the boundaries;
- The location and character of all existing or proposed public utilities in the subdivision and in the adjoining and contiguous public rights-of-way;
- The widths, location and purpose of all existing or proposed easements;
- Location and type of all public transit facilities;
- Location of all mail boxes;
- Identification of all public improvements that are a deviation or variation of the City's or Vallejo Sanitation and Flood Control District's adopted public improvement standards;
- Location and type of all land reserved for public facilities;
- Location of the nearest fire hydrants or water source to be used for fire suppression.
- Location and character of all existing and proposed park and recreation facilities, and proposed open space areas, including their ownership and management.
- Approximate lot layout and dimensions of each lot and an identifying number of each;
- The outline of any existing buildings to remain in place and their locations in relation to existing or proposed street and lot lines;
- Location and species of each tree over 6 inches in diameter;
- Location of every area subject to flooding and/or storm water overflow and the location, width and direction of flow of every watercourse;
- Type of residential units, the number of bedrooms in each type and the total number of each type of unit, unless exempted by the Economic Development Director;
- Heights, size and location of all proposed buildings, unless exempted by the Development Services Director;
- A preliminary grading and drainage plan with pad elevations, including proper measures for erosion control and prevention of sedimentation or damage to off-site property;
- Stormwater Control Plan:** Check the table below to determine if the project triggers C.3 (stormwater treatment) requirements. If so, submit a Stormwater Control Plan according to the Contra Costa Clean Water Program (CCCWP) Stormwater C.3 Guidebook

(<http://www.cccleanwater.org/stormwater-c-3-guidebook/>) and the City of Vallejo Hydromodification Plan

(http://www.ci.vallejo.ca.us/city_hall/departments_divisions/public_works/engineering_division/current_development/). **Site Plan shall show all existing, new and replaced impervious and pervious surface areas and provide the square footage of these areas in table form to verify if project triggers C.3 requirements.**

- Additional Plans: One (1) 8.5" x 11" reduction of the all plans.
- Site Photos: Color photos showing the existing property and the adjacent properties.
- One (1) copy of a preliminary title report, current within 6 months.
- Copy of every restrictive covenant proposed, or in the case of condominium projects, a copy of the declaration of restrictions and proposed management arrangement relating to the project.
- Subdivider's statement consisting of existing uses on the property, identification and location of all proposed uses within the subdivision, description of the proposed improvements and public utilities and the date by which improvements will be completed, and justification for every proposed exception to any provision of the Zoning Ordinance;
- Copy of every restrictive covenant proposed, or in the case of condominium projects, a copy of the declaration of restrictions and proposed management arrangement relating to the project.
- Environmental information consisting of a soils report, noise study, and traffic study, unless exempted by the Economic Development Director.
- Additional information as deemed necessary by the Planning Department/Engineering Departments.

Does my project need to comply with the C.3 (stormwater treatment) requirements?

Calculate the total new and replaced impervious surfaces for the project and refer to the table to below to determine if project triggers C.3 requirements.

<i>Impervious Area Threshold</i>	<i>Requirement</i>
Projects between 2,500 and 10,000 square feet requiring approvals or permits (includes single-family residences)	Install one or more of the following: Direct roof runoff into cisterns or rain barrels for reuse; direct roof runoff onto vegetated areas; direct runoff from sidewalks, walkways, and/or patios on to vegetated areas; direct runoff from driveways and/or uncovered parking lots on to vegetated areas; construct sidewalks, walkways, and/or patios with permeable surfaces; construct bike lanes, driveways, and uncovered parking lots with permeable surfaces.
Auto service facilities, gas stations, restaurants, and uncovered parking lots over 5,000 square feet	Submit a Stormwater Control Plan per the Chapter 3 of the CCCWP Stormwater C.3 Guidebook, including features and facilities to ensure runoff is treated before leaving the site. Evaluate feasibility of storage for later use. Use the LID Design Guide in Chapter 4, including sizing factors and criteria for "treatment only".
All projects between 10,000 square feet and one acre ¹	
Projects an acre and larger ¹	Prepare and submit a Stormwater Control Plan per Chapter 3 of the CCCWP Stormwater C. Guidebook and use the LID Design Guide in Chapter 4, but modify the sizing factors and criteria for "treatment and flow control" per the City of Vallejo HMP. Evaluate feasibility of storage for later use.

¹Detached single-family homes that are not part of a larger development are specifically excluded.

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. Please refer to the "Final Map" handout.

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.