

TENTATIVE TRACT MAPS PACKET RANCH PLAN PLANNED COMMUNITY

OC Development Services/Land Development
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<https://ocds.ocpublicworks.com/service-areas/oc-development-services/planning-development/land-development/ranch-plan-documents>

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List of Attachments

Attachment 1: Pre-file checklist

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Attachment 3: Water and Sewer will-serve

Attachment 4: CEQA Determination and EIF Form

TENTATIVE TRACT MAP SUBMITTAL CHECKLIST (I.A)

This application package has been created to assist you with the submittal of a Tentative Tract Map. This package is designed with a checklist for the required items to submit followed by instructions for preparing your submittal. All submittals must be submitted through the LMS customer portal at <https://myoceservices.ocgov.com/>

- 1) **Application:** All applications must be submitted for review electronically through the County's myOCeServices portal, accessed at: <https://myoceservices.ocgov.com>. Review periods begin once the application is deemed complete, payment is processed, and the Applicant is notified that the application review has begun.

The application must identify all other approvals and related permits, including previous and concurrent applications and permits. The application must also designate a Financially Responsible Party (FRP) and an active trust account. The FRP listed in the application must match the owner of the trust account provided in the application.

- 2) **Authorization Forms:**

- Agent Authorization Letter
- Concurrent Processing Letter (if applicable)

- 3) **Letter of Project Proposal**

- Provide a complete project description, including location (Planning Area, Subarea) and legal description. The letter must specify whether an Encroachment permit will be required; if required, a separate Encroachment permit application will be submitted.

- 4) **Tentative Tract Map Plan:**

- One Tentative Tract Map in PDF format, 36 inches by 48 inches when set at 100% in the program or application used to view the map. PDF should be flattened to remove all layers, and should have Optical Character Recognition (OCR) enabled to allow for text recognition
- Statistical summary chart showing gross area of the project, area of public streets, area of private streets, open space areas, common area and development area
- All existing easements and irrevocable offers of dedications that affect the property being subdivided (letter or note on plan)
- Fire Master Plan
- CAD files in .dwg file type delineating lot lines of Tentative Tract Map (provide after tentative map approval, but prior to final map approval/recordation).

- 5) **Water Supplier Letter and Sewer Agency Letter**

- 6) **Environmental Review (Draft Initial Study Information), if necessary**

A tentative tract map is considered a "project" by the California Environmental Quality Act of 1970 (CEQA). Therefore, an assessment of the possible environmental impact of the project must be made prior to the map being filed. If the project is covered by prior environmental document(s), please indicate as such in the letter of project proposal.

7) **Preliminary Title Report:**

A Preliminary Title Report is required for "A" Tentative Tract Maps. For "B" Tentative Tract Maps, the same Preliminary Title Report may be used with the "B" map location identified/highlighted in the report.

8) **Deposits and Fees:**

- Map Processing Deposit - \$8,000.00 (both "A" and "B" maps)
- Environmental Processing Deposit, unless Staff Determination is that previous CEQA Documentation is adequate
- Orange County Fire Authority Map Review Fee

9) **Public Notification Information:**

- Notification Map and Ownership Mailing List of properties within 300 feet of the exterior boundary of the subject site*
- Pre-addressed, stamped envelopes

10) **Presentation Information and Exhibits (County Staff will inform applicant if needed):**

- Color Photographs and Materials Boards
- Electronic copies of photos
- Reduced architectural plans

11) **Water Quality Management Plan:** Provide applicable Water Quality Management Plan (WQMP). For "A" Tentative Tract Maps, provide Rough Grade "A" TTM WQMP. For "B" Tentative Tract Maps, provide Project Specific "B" TTM WQMP.

- Best Management Practices (BMP) Exhibit should be included unless exempt (See Section V.B-3. E for plan components) if not with grading plans.
- WQMP Exhibit must be signed and stamped by the responsible Engineer.

* NOTE: If the map proposes to re-subdivide a previously approved map for a new development or is located near a new development or portion thereof, an updated mailing list and radius map may be required to allow for notification to be sent to any new property owners.

TENTATIVE TRACT MAP GENERAL PROCEDURES OVERVIEW (I.B)

PRELIMINARY REVIEW/PRE-FILE MEETING AND CHECKLIST

While not typical, at the request of the applicant, or if the County determines that a given map/project is unique and/or complex in character and requires additional review than what is usually performed, a map may go through a preliminary review/pre-file meeting to verify and ensure that all Ranch Plan and County requirements are met. Through this process, the applicant can obtain comments and recommended changes for the project, as well as receive potential solutions to any issues anticipated. Please see the Tentative Tract Map Pre-File Meeting Checklist for information to present to County staff (Attachment 1).

INTAKE AND PLAN CHECK PROCEDURES

All tentative tract maps shall be submitted to Land Development for review. The tentative tract map deposit of \$8,000.00 will be required once the submittal is accepted as complete.

Complete the information described above and submit everything through the LMS customer portal. These items will be distributed for plan check review. The tentative tract maps are reviewed, and comments are then assembled and forwarded to you. The comments may include mandatory changes to the map or forms, suggested changes to improve the project, and possible conditions that may be placed on the tentative tract map, if approved.

Also, at this time, the tentative tract map application is checked to ensure compliance with the Orange County General Plan, the adopted zoning on the site, the Subdivision Code, and other laws and ordinances that may affect the proposal. If any conflict arises between the proposed General Plan, zoning, or other laws, the conflict must be resolved during the plan check process and prior to scheduling the tentative tract map for consideration by the Subdivision Committee.

ENVIRONMENTAL DETERMINATION

Concurrent with the submittal of the preliminary review material, that information required by the Initial Study (Item 6 above) will be forwarded to the Environmental Planner.

OFFICIAL FILING

The application may be submitted for official filing after the required corrections and/or additions have been made to the map and forms, and either (1) a Negative Declaration has been posted, (2) fifteen (15) days have elapsed since the date that a Draft Environmental Impact Report has been accepted, or (3) staff has determined that the project is covered by a prior CEQA document.

1. In the filing process for tentative tracts maps, all owners of property within 300' of the exterior boundary of the subject site will be notified of the public hearing. To meet the requirements for notification, the following will be required:
 - a. Ownership list
 - 1) A typed list of all owners of property within 300', including owners of the subject property, their addresses with zip codes, and assessor parcel numbers, as shown on the latest County tax rolls.

- 2) You must certify to the accuracy and completeness of the list with your signature. An incomplete list discovered after a project is approved may negate such approval.

b. Map

- 1) Assessor parcel map showing all properties within 300' of the exterior boundaries of the subject site.
- 2) You may obtain the information necessary to complete the ownership list and map from the Assessor's Office. A private firm such as a title company will assemble the required information for a fee.

c. Envelopes

- 1) The name and address including zip code shall be typed (or pasted) on legal (4" x 9") size envelope with **first class postage** for each property owner on the list. **DO NOT USE A POSTAGE METER.** The parcel number may be included for convenience.
- 2) Only one envelope need be prepared for property owners of more than one parcel which is to be mailed to the identical address.
- 3) Return address will be stamped on envelope by the Agency. **Do not use envelopes with the personal or business return address.**

2. SUBDIVISION COMMITTEE

Once plan check comments are satisfied, the proposed tentative tract map will be scheduled for a hearing before the Orange County Subdivision Committee. You will be informed of the date, place and time of the Subdivision Committee meeting on your proposal. YOU OR YOUR AGENT ARE REQUIRED TO ATTEND THE MEETING. The Committee may approve or disapprove the project, or with the consent of the applicant, continue the application to a later meeting.

3. FINAL TRACT MAP

The lots shown on an approved tentative tract map are not legal lots until a final tract map in substantial conformance with the approved tentative tract map, is prepared, approved and recorded. The County Surveyor's Office, in conjunction with Land Development, processes all final tract maps.

4. EXTENSION OF TIME

Per the Rancho Mission Viejo Development Agreement with the County of Orange, Section 4.2.c. REGULATIONS GOVERNING THE DEVELOPMENT OF THE PROPERTY - Life of Development Approvals.: any Development Approvals shall not expire prior to the expiration of the term of the Development Agreement. To accomplish this intent, all Development Approvals, including any tentative tract map or vesting tentative tract map which has or may be adopted for RMV development, shall, if required, be automatically extended to expire upon the expiration of the term of the Development Agreement.

FORMAL TENTATIVE TRACT MAP APPLICATION INITIATION AND ASSESSMENT RANCH PLAN PLANNED COMMUNITY (I.C)

The following information supplements the Planning Application form to facilitate processing of tentative tract map applications. Your cooperation with these instructions will ensure that your application can be processed in the most expeditious manner possible. Application for a tentative tract map requires preparation of a map illustrating the proposal and the area surrounding the project to permit a complete evaluation of the proposal. Applications submitted with insufficient information will not be accepted for filing.

The Orange County Subdivision Code sets forth all the necessary requirements for processing a tentative tract map (see sections 7-9-237 through 7-9-294, (Attachment 2)). A tentative map may be submitted for screen check at any time for the purpose of comparing the proposed map with the requirements of the Subdivision Code and for the purpose of receiving comments and recommendations from various County entities who will be involved in the review of a tentative map after it is accepted for filing.

- 1. Subdivider's Letter of Project Proposal** – Applicant shall prepare a letter signed by the owner or agent that clearly describes the entire tentative tract map project proposal consistent with the submitted plans. The letter shall include and identify the following information:
 - a. ☐ Tentative Tract Number – Assigned by OC Public Works Survey Section. For Ranch Plan projects, the Tentative Tract Map number would preferably be assigned prior to preparation of the EIR Addendum for the applicable Master Area Plan/Subarea Plan.
 - b. ☐ Project Name – Marketing name and/or other commonly used title for project.
 - c. ☐ Property Owner (and applicant, if different) – Signature, name, title, address, phone number and email.
 - d. ☐ Project Location – Including Planning Area number.
 - e. ☐ Project Description – Clearly describing the entire project proposal and scope of work consistent with the submitted plans, including primary and accessory structures and outdoor uses.
 - f. ☐ Project Description – Clearly describing the entire project proposal and scope of work consistent with the submitted plans, including primary and accessory structures and outdoor uses.
 - g. ☐ Previous Planning Approval – List the Planning Application PA number for applicable previous planning approvals affecting the subject property.
 - h. ☐ Previous CEQA Compliance Documentation – List the applicable CEQA documentation associated with above-mentioned Planning Application PA number.
 - i. ☐ Existing Land Use – In most instances within the Ranch Plan rough grading will have already been completed, such that the existing land use note will state "Vacant land, previously rough graded (per GRD No. ___ and per CEQA document PA-__-___) to allow for future development".
 - j. ☐ Zoning – Specify the existing site zoning and how the proposed subdivision and eventual land uses are in compliance. Within the Ranch Plan, state that the "Project area is zoned as a development area by the Ranch Plan PC Text, and shall be processed per the implementation procedures detailed in the PC Text, Master Area Plan PA-__-___ and Subarea Plan PA-__-__."
 - k. ☐ Adjacent Land Use – Summarize existing land uses immediately to the north, south, west and east of the project site.
 - l. ☐ Site Access – Summarize proposed site access, and whether proposed streets and accessways are (or shall be) public or private.
 - m. ☐ Drainage – Specify which Master Plan of Drainage (MPD) the subject property is located within, and whether any MPD facilities are involved and/or any MPD fees are required.

- n. ☐ Recreation and Open Space
 - 1. ☐ Master Plan of Regional Recreation Facilities – Summarize any applicable regional park dedication requirements related to the subdivision project.
 - 2. ☐ Master Plan of Regional Riding and Hiking Trails – Summarize any applicable riding and hiking trail requirements related to the subdivision project.
 - 3. ☐ Master Plan of Local Parks (Local Park Code)
 - a) ☐ Requirement – Specify any applicable Local Park Code requirements related to the subject map in terms of net usable acres of park land, based upon the number of dwelling units and the gross residential density.
 - b) ☐ Park Land – Specify whether any applicable Local Park Code requirements are to be satisfied by an allocation of park land credit associated with a Local Park Implementation Plan and/or a Park Modification approval.
 - c) ☐ In Lieu Fees – Specify whether any applicable Local Park Code requirements are to be satisfied by the payment of in-lieu fees prior to the issuance of building permits.
 - d) ☐ No Fees – If applicable, specify that no Local Park Code requirements are applicable for this subdivision project (for instance, if the eventual land use is to be for commercial or industrial development).
 - 4. ☐ Resources Element – Open Space Component – Specify any applicable open space dedication requirements of the subdivision project.
 - 5. ☐ OCTA Strategic Plan for Bikeways – Specify whether there are any OCTA Strategic Plans for Bikeways dedication requirements related to the subdivision project.
- o. ☐ Schools – Specify the school district the subdivision project is located within. The applicant shall acknowledge that the project is subject to the applicable provisions of Assembly Bill AB 2926, or other mitigating measures designed to provide for school facilities and/or funding, such as community facilities districts.
- p. ☐ Facilities Fee Programs – Specify whether the project site is location within a facilities fee program area, as the program is defined in Section 7-9-702, Codified Ordinances of Orange County, for the funding of library service, fire station and sheriff substation facilities.
- q. ☐ Development Agreement – Specify whether the project site is located within an area subject to a Development Agreement, thereby phasing development in concert with the provision of public services and facilities, thereby promoting the objectives of the General Plan Growth Management Element.
- r. ☐ Water and Sewer
 - 1. ☐ Water – Specify the water district the subdivision project is located within and refer to their “will serve” letter stating that they can provide an adequate supply of domestic water to this development.
 - 2. ☐ Sewer – Specify the sewer district the subdivision project is located within and refer to their “well serve” letter that they can serve this project by means of a public sanitary sewerage system.
 - 3. ☐ Water and Sewer – Specify if applicable district provides both domestic water and sanitary sewerage service, and reference one “will serve” letter. “Domestic Water and sanitary sewer services are provided by Santa Margarita Water District (SMWD)”. Note shall also refer to all applicable private water and sewer laterals.
- s. ☐ Water Quality Control – Specify the applicable region (Santa Ana or San Diego) of the California Regional Water Quality Control Board the project is located, and state that the project will operate in accordance with the applicable Board’s requirements.
- t. ☐ Fire Protection and Safety
 - 1. ☐ OCFA Service Area – Existing and proposed fire protection services should be capable of providing an adequate level of fire protection services to the proposed development.

- 2. ☐ Fire Hazard – State that the property is located within the area covered by the Ranch Plan Fire Protection Program approved by the Board of Supervisors July 31, 2007; the applicant has obtained OCFA’s previous approval of a Fire Master Plan (per VI.1 below).
- u. ☐ County Service Area – Specify the County Service Area boundary within which the property is located.
- v. ☐ Scenic Highway Corridors – Specify whether there are any requirements applicable to the subject map, based upon the Master Plan of Scenic Highways.
- w. ☐ Major Thoroughfare and Bridge Fee Program – Specify by checking the applicable box(es) below:
 - 1. ☐ Foothill/Eastern Corridor – This project lies within the area of benefit of the Foothill/Eastern Transportation Corridor.
 - 2. ☐ F/E Major Thoroughfare and Bridge – The developer is required to pay Foothill/Eastern Major Thoroughfare and Bridge fees in accordance with the adopted program.
- x. ☐ Deviations from Standards of Design – Specify whether the applicant is requesting deviation(s) from County-approved standard design criteria in accordance with Section 7-9-291 of the Orange County Subdivision Code. In the absence of any approved deviation request or if there is a conflict between the tentative map and the County-approved standard design criteria, the County-approved standard design criteria will prevail.
- y. ☐ Alternative Development Standards – Refer to notes on the tentative tract map regarding applicable deviations from County-approved standard design criteria that have been previously approved “Per the Ranch Plan Planned Community-Wide Alternative Development Standards (approved March 14, 2007, last amended September 26, 2018).
- z. ☐ List all applicable items from the regulation compliance matrix that are triggered prior to tentative map approval.

2. Tentative Tract Map Contents:

The following information shall be clearly shown on each tentative tract map and, as applicable, included in the legend on each applicable sheet. If determined to be practical by the Director, some of the information listed below may be shown on a supplemental sheet or on an exhibit if referenced on the tentative map. Tentative tract map sheets shall include all of the map area on one sheet, 18 inches by 26 inches in size when set at 100% in the program or application used to view the map, unless a larger size is necessary in accordance with scale requirements.

- a. ☐ Title Block – The following information shall be prominently displayed on the lower right-hand corner of the map face in a table or chart or other compact arrangement:
 - 1) ☐ Tentative Tract Number – Assigned by the County Surveyor upon application by the subdivider.
 - 2) ☐ North Arrow – Orientation of the project site should show true north.
 - 3) ☐ Scale – Each sheet shall be drawn to an engineer’s scale large enough to clearly show the details of the plan thereon.
 - 4) ☐ Date – Most recent date map/plans were prepared or revised.
 - 5) ☐ Name of Project – Marketing name, Planning Area, Tentative Tract & lot number (APN or Legal Lot not necessary).
 - 6) ☐ Owner – Name, address, phone number, and e-mail of property owner of record.
 - 7) ☐ Applicant – Name, address, phone number and e-mail, if different from owner.
 - 8) ☐ Plan Preparer – Name, address, phone number, and e-mail of firm responsible for preparation.
 - 9) ☐ A “Revision Block” placed on each revised map and all changes clearly indicated and

dated.

- 10) ☐ Statement of ownership signed by the subdivider and/or owner.
- 11) ☐ Engineer's stamp and signature.
- b. ☐ Location and Boundary Description – The location, description, and boundaries of the tentative tract map shall be clearly shown on each tentative tract map as follows:
 - 1) ☐ Planning Area of Subarea Boundaries – if applicable.
 - 2) ☐ Tentative Tract Map Boundary – A heavy solid line shall depict the tentative tract map boundary. Tract boundary lines shall be to the centerline of the existing or proposed abutting local public street or arterial highway, unless not owned in fee by the subdivider. In case of different ownership, the boundary shall be to the right-of-way line.
 - 3) ☐ General Location Diagram – A general location (vicinity map) diagram showing the location of the tentative tract in relation to existing and proposed arterial highways, including the closest approximate distance from each highway to the tentative tract.
 - 4) ☐ Legal Description – A description of the tentative tract boundary in sufficient detail to describe the approximate location of all of the boundary lines. At the option of the subdivider, this description may be shown on a separate sheet accompanying the tentative map.
- c. ☐ Information Table – A statistical summary chart showing gross area of the project, number of lots, area of public streets, area of private streets, open space areas, common areas, and development area.
 - 1) ☐ Numbered Lots – Including net area of each proposed building site.
 - 2) ☐ Lettered Lots – Including net area of each parcel not proposed as a building site and an explanation as to its intended use.
- d. ☐ Lots, Buildings, and Uses
 - 1) ☐ Existing Lot Lines – Light solid line (including all building site dimensions and ownership boundaries).
 - 2) ☐ Proposed Lot Lines – Medium solid line (including all building site dimensions and ownership boundaries).
 - 3) ☐ Lot Layout – Including the approximate dimensions of each lot or parcel.
 - 4) ☐ Lot Number – Including net area of each proposed building site. The net area is calculated by measuring the lot horizontally as a level plane and excluding rights-of-way easements that prohibit the surface use of the site, except easements for open space purposes on single-family lots. Examples of open space easements include, but are not limited to, resource preservation and scenic easements.
 - 5) ☐ Lot Location – The location and outline to scale of each existing building, portion thereof, or structure above ground within the subdivision, nothing thereon whether or not such building or structure is to be removed from or remain in the development of the subdivision.
 - 6) ☐ Use – Land uses proposed in the tentative tract as specified by applicable or pending zoning district regulations.
 - 7) ☐ Building Pad Location – If applicable, building pads proposed for the location of the main building with setbacks indicated.
 - 8) ☐ Parks – Including the location, dimensions, creditable local park area, and access if a park is to be provided; and a statement setting forth, in detail, how the requirements of the Local Park Code are to be accomplished. If applicable, the amount of creditable local park acreage shall be certified in writing by a licensed civil engineer of land surveyor.
 - 9) ☐ Natural Open Space and Recreation Areas – Indicate location and acreage.
- e. ☐ Streets and Arterials:
 - 1) ☐ Existing Streets (including ultimate right-of-way) – Light solid line depicting the locations and widths of all existing street and highway improvements including street intersections, medians, driveways, alleys, curbs and gutters, sidewalks, and edges of pavement within two hundred (200) feet of the boundaries of the proposed tract.

- 2) ☐ Proposed Streets – Medium solid line depicting the extent of proposed street improvements including name, type, location, right-of-way, size, and distance from property line, and location of street pavement edge, curb line, and indication of whether public or private.
 - 3) ☐ Street Sections – Diagram of typical street sections.
 - 4) ☐ Approximate radius of all centerline curves on highways, streets, alleys, and vehicular accessways.
 - 5) ☐ Alternative Development Standards – Depict locations of applicable Alternative Development Standards.
- f. ☐ Easements:
- 1) ☐ Easements – Light dashed line depicting the width and approximate locations of all existing and proposed easements or rights-of-way, whether public or private. All easements shall be labeled as to intended use, whether existing or proposed, public or private, and whether to remain or to be quitclaimed, including roads, drainage, sewers, water courses, flood control facilities, slope maintenance, or recreation purposes.
 - 2) ☐ Irrevocable Offers of Dedication – Light broken line and labeled as to intended use, whether existing or proposed, and whether to remain or be abandoned.
- g. ☐ Utilities and Drainage – Heavy dashed line and labeled as to intended use, whether existing or proposed, and whether to remain or to be removed.
- 1) ☐ Water and sewer utility lines
 - 2) ☐ On-Site Drainage – All watercourses, flood control, and drainage facilities shall be shown along with the locations of all areas subject to inundation or flood hazard and the locations, widths, and direction of flow of all watercourses and flood control channels (including FP-2 zone, if appropriate).
 - 3) ☐ Off-Site Drainage – The drainage area tributary to the subdivision and a statement regarding the manner in which storm runoff will enter the subdivision, be carried through and be disposed beyond the subdivision – or reference to the adopted/approved Master Plan of Drainage.
- h. ☐ Contours, Grades, Elevations, Slopes, Excavations, and Filled Areas.
- 1) ☐ Existing and Proposed Contours – The contour of the land at intervals of not more than two (2) feet if the general slope of the land is less than 10 percent (10%); or not more than five (5) feet if the general slope of the land is greater than or equal to 10 percent (10%) and not more than 20 percent (20%); or not more than ten (10) feet if the general slope is more than 20 percent (20%).
 - 2) ☐ Existing and Proposed Street Grades – The locations, widths, and approximate grades of all existing and proposed street and highway improvements, including street intersections, medians, driveways (“B” Maps only), alleys, curbs and gutters, sidewalks, and pavement edges within the proposed tract. Said locations may be shown either on a plan or by reference to a cross-section shown on the tentative map.
 - 3) ☐ Proposed finished grade elevations:
 - a) ☐ Along proposed streets and drives at one hundred (100) foot intervals or opposite lot corners.
 - b) ☐ On each proposed building pad (if applicable, primarily “B” Maps).
 - c) ☐ By contours for open space areas to be offered for dedication and for designated common areas.
 - 4) ☐ Man-made Slopes – The height, area, and configuration of man-made slopes clearly shown, with all slope areas shown by type.
 - 5) ☐ Excavations – The location of any excavations within the subdivision or within 200 feet of any portion of the subdivision; the location of any existing walls, irrigation lines, cesspools, septic tanks, sewage leach fields, sewers, culverts, storm drains, and underground structures within the subdivision; a statement noting whether or not such uses are to be abandoned, to be removed, or remain.

- 6) ☐ Previous Filled Areas – The location and limits of any potentially filled areas within the subdivision, including any liquid or solid waste disposal sites.
- 7) ☐ Fencing and Walls – Including location of retaining walls.
- i. ☐ Fire Master Plan (per Section II.A.3.L.b below)
- j. ☐ Notes to be Included on each Tentative Tract Map:
 - 1) ☐ Existing Land Use – In most instances within the Ranch Plan, rough grading will have already been completed, such that the existing land use note will state “Vacant land, previously rough graded per GRD __-__ to allow for future development”.
 - 2) ☐ Zoning – Specific the existing site zoning and how the proposed subdivision and eventual land uses are in compliance. For Ranch Plan, state the Planning Area and Subarea numbers and that the “Project area is zoned as a development area by the Ranch Plan PC Text, and shall be processed per the implementation procedures detailed in Section II.C of the PC Text. Master Area Plan PA__-__ and Subarea Plan PA__-__ designate the project site as [Residential <or> Urban Activity Center]. “B” Tentative Maps shall be reviewed for consistency with the referenced Ranch Plan PC Text site development standards below:”
 - i. ☐ Conventional Single-Family Detached Dwellings – Per PC Text Section III.A.1.a.2).
 - ii. ☐ Planned Concept Detached Dwellings – Per PC Text Section III.A.2.a.3)
 - iii. ☐ Multiple-Family Dwellings – Per PC Text Section III.A.3.a.3)
 - iv. ☐ Senior Housing – Per PC Text Section III.A.5.a.3)
 - v. ☐ Home Based Business Enclave – Per PC Text Section III.A.6.a.3)
 - vi. ☐ Recreation Uses – Per PC Text Section III.B.a.3)
 - vii. ☐ Neighborhood Center – Per PC Text Section III.C.1.a.2)
 - viii. ☐ Urban Activity Center – Per PC Text Section III.D.1.a.2)
 - ix. ☐ Business Park (Planning Area 8 only) – Per PC Text Section III.E.1.a.2)
 - x. ☐ Community Facilities – Per PC Text Section III.F.1.a.2)
 - xi. ☐ Golf Resort – Per PC Text Section III.1.a.2)
 - xii. ☐ Agricultural and Other Existing and On-Going Uses – Section III.H.3.c.2)(a).
 - xiii. ☐ Open Space – Per PC Text Section III.I.2
 - 3) ☐ Adjacent Land Use – Note shall summarize that “Existing land uses immediately to the north, south, east, and west of the project site are...”
 - 4) ☐ Water and Sewer – Note shall state that “Domestic water and sanitary sewer services are provided by Santa Margarita Water District (SMWD)”. Note shall also refer to all applicable private water and private sewer laterals.
 - 5) ☐ Utilities – Note shall summarize that “Gas is provided by Southern California Gas Company, electricity is provided by San Diego Gas and Electric, Telephone by __, and Cable Television by __. All proposed utilities are to be underground. Actual locations and easement widths will be reflected on Final Tract Map.”
 - 6) ☐ Schools – Note shall state “Project site is within Capistrano Unified School District.”
 - 7) ☐ Grading – Grading plans may be processed concurrently with Tentative Tract Maps, per a Concurrent Processing Request Letter. Plan checking of rough or precise grading plans may proceed, but approval of the grading plan must follow subdivision approval, per compliance with appropriate conditions of approval. Notes on tentative tract map shall address the following:
 - a) ☐ Estimated earthwork – Note shall state: “Proposed grading of __ cubic yards is consistent with previous approvals (i.e. Master Area Plan, Subarea Plan, Vesting Tentative Tract Map and related grading permit cubic yardage)”.
 - b) ☐ Environmental – Note shall state: “Proposed grading has been addressed per CEQA document PA__-__”.
 - c) ☐ Slopes – Note shall state: “Slopes shall be constructed at a maximum slope ratio of 2:1 unless otherwise noted.
 - 8) ☐ California Solar Permitting Guidebook – “B” Map only: Note shall state: “In the design of

this map, the guidelines and requirements within the California Solar Permitting Guidebook adopted by the State of California were considered”.

9) ☐ Drainage – Note shall state: “Drainage system will be developed in accordance with the County of Orange Flood Control District standards and the “Master Plan of Drainage” for Tract No. ____ prepared by _____. Storm flows tributary to the site shall be intercepted and conveyed around the site via the storm drain systems shown hereon. All storm drains shown hereon are preliminary. Storm drain plans will be prepared.”

10) ☐ Site Access – Note shall state: “Access to the site is proposed via: _____. All streets are _____ (public or private)”.

11) ☐ Alternative Development Standards – Note shall state “Per the Ranch Plan Planned Community Wide Alternative Development Standards (originally approved March 14, 2007; subsequent revisions or additions may also be approved), and as allowed by Ranch Plan PC Text (General Regulation 25), the following Alternative Development Standards (ADS) are proposed:” Tentative maps will typically specify ADS related to “Public and Private Streets & Intersection, Private Drives & Alleys” issues.

12) ☐ Expiration Date – Note shall state “The expiration date of this tentative map shall run concurrent with (and not terminate prior to the expiration of) the Development Agreement, even if that time frame exceeds ten years, based on Government Code Section 55452.6(a)(1) and Rancho Mission Viejo Development Agreement 04.01 Section 1.2.13 and 4.2(c).”

13) ☐ MWELo Requirements - Note shall state “Development of Tract <> will comply with all applicable requirements of the Model Water Efficient Landscape Ordinance.

If determined to be practical by the Director, some of the information listed above may be shown on a supplemental sheet or on an exhibit if referenced on the tentative map.

3. Supplemental Information

In addition to the information required to appear on the face of the tentative tract map, certain other information may also be required by the Director. The determination of the Director to require the supplemental information will be made during the screen check process when possible, but may be made at any point in time prior to action on the tentative map by the Subdivision Committee. Whenever any of the information is submitted as a part of, or in conjunction with, a draft environmental impact report, such information shall become a part of the tentative tract application by reference and shall serve to satisfy the requirements of this section.

- a. ☐ Water and Sewer Will Serve Letters – Have the proposed water supplier and the proposed sewerage agency provide signed “will-serve” letters and include them with the first submittal for review (Please see Attachment 3 on what to provide to the applicable supplier/agency).
- b. ☐ Easements – A letter or note on the tentative map stating that all existing easements and irrevocable offers of dedication that affect the property being subdivided are shown on the tentative map. Include locations, purpose, and width. Easements shall be depicted as light dashed lines labeled as to their intended use (public or private) and whether they are to remain or to be quitclaimed.
- c. ☐ Ownership Consent – A letter or a note on the tentative map stating that all parties having a beneficiary interest in the property being subdivided are aware of, and consent to, the filing of the tentative tract map.
- d. ☐ Soils and Geology Report – A preliminary report, or reports, describing the soils and geological conditions on the site and their effect on the feasibility of the plan of development, including the grading concept, shall be submitted with the tentative tract map, when it is determined necessary by the Director. This report, or reports, shall be prepared under the supervision of a soils engineer and/or an engineering geologist. If a previously approved report

is proposed to be used, a Tentative Tract Map Review Letter/report from the geotechnical consultant to confirm the applicability and discuss why the previously approved report remains applicable for the tentative map must be submitted. This will present the chance to also provide any supplemental or updated recommendations as necessary.

- e. ☐ Preliminary Grading Information – Each tentative tract map filed shall include information relative to existing geological, physical, environmental, historical, and cultural features. The information shall describe and locate all of the following features that exist within the boundaries of the tentative tract:
 - 1. ☐ Geological restraints such as landslides and active faults.
 - 2. ☐ Areas subject to flooding.
 - 3. ☐ Quantitative identification and location of existing plant masses, unique plants, and stand of trees.
 - 4. ☐ Historical and cultural features.
- f. ☐ Borrow and Fill Quantities and Site – If borrow or fill is necessary for the project, the following information shall be provided:
 - 1. ☐ A statement of the estimated volume of export or borrow earth material required;
 - 2. ☐ The location and preliminary grading plan of the disposal or borrow sites;
 - 3. ☐ The transportation route between the tract area and the disposal or borrow site.
- g. ☐ Slope Maintenance Information – All slopes in excess of five (5) feet in height within the tract shall be identified as Type A, Type B, Type C, or natural on the tentative tract map, and the individual, association, or agency who is to be responsible for the continued maintenance of such slopes shall be identified.
- h. ☐ Hydrology Study – A preliminary study may be required by the Director.
- i. ☐ Cut and Fill Plan – Identifying all portions of the map as cut, fill, or natural.
- j. ☐ Proposed Cross Sections – Sufficient detail to clearly show depth of cuts and fills and inclination of slopes, both existing and proposed.
- k. ☐ Site Color Photos
 - 1. ☐ Site Photos – Provide two sets of color photos, in digital format, with information of the property indicating the location and direction from which each photograph was taken. If the project is a previously mass graded or rough graded site within the Ranch Plan Planned Community, no site photos are necessary.
 - 2. ☐ Aerial Photograph – Provide two well defined color aerial photographs of the subject property and surrounding properties, in digital format, with an “X” indicating the subject property. If the project is a previously mass graded or rough graded site within the Ranch Plan Planned Community, no aerial photographs are necessary.
- l. ☐ Orange County Fire Authority (OCFA) Fire Master Plan
 - 1. ☐ Pre-Approved Fire Master Plan – Obtain OCFA approval of Fire Master Plan as required by Ranch Plan Fire Protection Program (RPFPP) Condition of Approval No. 2.a or 2.b. If, as a result of the tentative map review and comments by Land Development and others, changes are made to the application and associated plans, those revisions are to reviewed by Land Development, and are only to be transmitted to OCFA for plan review if the revisions exceed the thresholds contained of Notes to Table 1 on page 9 of the RPFPP:
 - a. ☐ Relocation of fire hydrants by more than five feet, or any movement of hydrants closer to a habitable structure.
 - b. ☐ Modifications that reduce the width of any street or private drive used for OCFA emergency access, as identified on a tentative tract-related Fire Master Plan.
 - c. ☐ Any modifications to a fire lane for OCFA emergency access, as identified on a tentative map-related Fire Master Plan.
 - d. ☐ Modifications that increase the gradient of streets above 10%.
 - e. ☐ Modifications to Fuel Modification areas.
 - f. ☐ Modifications to Building Pad locations.

Environmental Determination Review Checklist
Ranch Plan Planned Community
County of Orange

I.D

A. CEQA Review:

The intent of the Environmental Determination Review Checklist is to provide guidance to staff regarding determinations of consistency with the intent of CEQA in light of the County of Orange 2020 *Local CEQA Procedures Manual*, Chapter 10 (Exemption Process) & 13 (Previous and Subsequent Document Process), and Appendix A for projects where a previous environmental document (i.e. a Program EIR) is already “in place”. Further information on CEQA Determination and the Environmental Information Form is attached (Attachment 4).

Ranch Plan Final EIR 589 is defined as a Program EIR because it addresses a series of subsequent implementing steps in a chain of contemplated actions designed to carry out the final planning and development of the Ranch Plan planned community. Each subsequent development application (i.e., Master Area Plans, Subarea Plans, Subdivision Maps, Tentative tract maps, infrastructure projects, etc.) must undergo an analysis to determine whether it is within the scope of the Final Program EIR 589 and subsequent CEQA documents. *[Note: The Ranch Plan Planned Community development has also been addressed by previously the Southern Subregion NCCP/MSAA/HCP approved by the Board of Supervisors on January 10, 2007 and the Special Area Management Plan (SAMP) for San Juan Creek and Western San Mateo Creek Watersheds approved by the U.S. Army Corps of Engineers on March 16, 2007.]*

1. ☐ Each Ranch Plan Tentative Tract Map applicant is welcome to arrange for a Pre-file meeting that will result in a Staff Determination of whether the proposed Tentative Tract Map is consistent with Program EIR 589 and the specific Addendum to EIR 589 addressing the applicable Master Area Plan and/or Subarea Plan.
2. ☐ If the result of the Staff Determination is that a Previous Documentation Determination is appropriate, **the applicant is therefore not required to submit a Draft Initial Study** because Ranch Plan Final Program EIR and applicable subsequent CEQA documents have previously addressed this subsequent Tentative tract map, including the grading and all anticipated dwelling units and/or square footages of future non-residential uses.
3. ☐ If the result of the Staff Determination is that a Previous Documentation Determination is NOT appropriate, the applicant shall submit a draft F2 initial study checklist *(Per CEQA Guidelines Section 16152 & 16158 and the Local CEQA Procedures Manual, Chapters 10 and 13)*.
4. ☐ The applicant shall also submit the portion of the Regulation Compliance Matrix demonstrating compliance with each item required as part of the Tentative tract map application or prior to approval of a Tentative tract map, including all Project Design Features (PDFs), Standard Conditions (SCs) and Mitigation Measures (MMs) contained in the Ranch Plan Final Program EIR 589 Mitigation Monitoring and Reporting Program (MMRP).
5. ☐ A Notice of Determination (NOD) shall be filed subsequent to approval of the tentative map.

External Agency Review Checklist
Ranch Plan Planned Community
County of Orange

I.E

Each of the following entities shall be notified of a Tentative Tract Map application within the applicable development Planning Area of the Ranch Plan Planned Community, per the County of Orange public hearing notification requirements for interested parties within 300 feet of a project boundary:

Planning Area 1:

☐ **Service Providers:**

Santa Margarita Water District, Capistrano Unified School District, Orange County Fire Authority and San Diego Gas & Electric.

☐ **Surrounding Jurisdictions & Agencies with Specific Interests:**

None, with the exception of Southern California Edison, if applicable project located adjacent power line easement.

☐ **Specific Ranch Plan Interest Groups (from main County Key Interest Groups listing):** None to date.

Planning Areas 2, 3, and 5 (if applicable, see below):

☐ **Service Providers:**

Santa Margarita Water District, Capistrano Unified School District, Orange County Fire Authority and San Diego Gas & Electric.

☐ **Surrounding Jurisdictions & Agencies with Specific Interests:**

None, with the exception of Transportation Corridor Agencies (Foothill South Transportation Corridor), if applicable project located adjacent to final Corridor alignment.

☐ **Specific Ranch Plan Interest Groups (from main County Key Interest Groups listing):** None to date.

Planning Area 4 and 8:

☐ **Service Providers:**

Santa Margarita Water District, Capistrano Unified School District, Orange County Fire Authority and San Diego Gas & Electric.

☐ **Surrounding Jurisdictions & Agencies with Specific Interests (PA 8 only):**

Resource Organizations and relevant Wildlife/Resource Agencies (Per the Resource Organization Settlement Agreement (ROSA)), City of San Clemente, USMC.

☐ **Specific Ranch Plan Interest Groups (from main County Key Interest Groups listing):** None to date.

Formal Tentative Map Public Hearing Requirements
Ranch Plan Planned Community
County of Orange

I.F

After the requested corrections and/or additions have been submitted to Land Development staff, and the applicable environmental documentation/determination has been completed, the tentative tract map may set for hearing.

A. Public Hearing Steps:

1. ☐ **County Subdivision Code** – OC Subdivision Code Section 7-9-253.a. states as follows: “The Subdivision Committee shall act on tentative maps at regularly scheduled meetings when the matter has been duly placed upon the Committee’s agenda. The Director may set any map for public hearing before the Subdivision Committee when it has determined that it would be in the public interest to do so. The Subdivision Committee shall conduct its meetings in the same manner as public hearings, and all interested person shall be given the opportunity to address the Subdivision Committee on any matter pertaining to a proposed subdivision without regard to whether the matter is identified as a public hearing.”
 2. ☐ **Scheduled Hearing** – Once all plan check corrections have been sufficiently addressed, the map will be scheduled for a hearing before the Orange County Subdivision Committee.
 3. ☐ **Mandatory Attendance** – The applicant will be informed of the date, place, and time of the Subdivision Committee meeting, and the applicant or agent are required to attend the meeting.
 4. ☐ **Potential Actions** – The Subdivision Committee may approve or disapprove the project, or, with the consent of the applicant, continue the application to a later meeting.
 5. ☐ **Results of Actions** – The lots shown on an approved tentative tract map are not legal lots until a final tract map in substantial compliance with the approved tentative tract map is prepared and recorded. The County Surveyor’s office processes all final tract maps.
- B. Standard Conditions** – All Project Design Features (PDFs), Standard Conditions (SCs) and Mitigation Measures (MMs) have been incorporated into the Ranch Plan Final Program EIR 589 Mitigation Monitoring and Reporting Program (MMRP) and the Ranch Plan Regulation Compliance Matrix. Please see the Ranch Plan Regulation Compliance Matrix for applicable items and conditions. Beyond the Compliance Matrix, the only other Standard Condition that may be applicable is Indemnification.
- C. Staff Report and Conditions of Approval** – For the Ranch Plan, the standard conditions listed above have been incorporated into EIR 589 and the Ranch Plan Regulation Compliance Matrix.
1. **Draft Staff Report and Conditions** – Land Development will prepare the staff report

and provide a copy of the draft staff report to the applicant for review and comment, time permitting.

2. **Land Development Staff to Transmit Final Draft Staff Report and Conditions** – Two weeks prior to the meeting/hearing, Land Development staff shall formalize the draft staff report and conditions of approval (including any applicable conditions recommended by reviewers that have not been addressed by the Regulation Compliance Matrix) and e-mail these materials to the applicant.

Formal Tentative Map Process Subsequent to Public Hearing
Ranch Plan Planned Community
County of Orange

I.G

A. Subsequent Actions, Requirements, and Provisions

1. ☐ **Expiration Dates** – Within three (3) years after the date of approval of the tentative map, a final map may be recorded. Approving action on a tentative map becomes null and void unless a final map is recorded within this period. An extension of time in which to record a final map for a period of time not to exceed two (2) years may be granted by the Director of OC Public Works, provided an application for the extension of time is made by the subdivider prior to the expiration date of the initial three (3) year period.
2. ☐ **Expiration Dates (With and Without Development Agreements)** – Government Code Section 66452.6(a)(1) provides for a maximum ten-year life for tentative maps. However, the second to last sentence of Section 66452.6(a)(1) provides that a tentative map on property that is the subject of a development agreement may be extended for a period of time equal to, but not exceeding, the duration of the development agreement.
3. ☐ **Expiration Dates (Ranch Plan)** – Section 1.2.13 of the Rancho Mission Viejo Development Agreement expressly declares that the term “Development Approvals” includes vesting tentative Maps, as excerpted below:

Rancho Mission Viejo Development Agreement 04-01

Regulation of Development – Life of Development Approvals:

Section 4.2(c): It is the intent of the parties that the term of any Development Agreement shall not expire prior to the expiration of the term of this Agreement. To accomplish this intent, all Development Approvals (including, without limitation, any tentative parcel map, tentative tract map or vesting tentative map which has or may be adopted for the Project) shall, if required, be automatically extended to expire upon the later of the expiration of the particular Development Approval or the expiration of the term of this Agreement.

Therefore, while not the typical County practice, each vesting tentative tract and parcel map within the Ranch Plan shall include a NOTE stating that the expiration date shall run concurrently with (and not terminate prior to the expiration of) the Development Agreement, even if that time frame exceeds ten years, based on Government Code Section 55452.6(a)(1) and Rancho Mission Viejo Development Agreement 04-01 Sections 1.2.13 and 4.2(c).

- B. Grading Consistency** – Based on the information presented by the applicant, if each of the boxes “1.” through “6.” Below are checked, the Project Manager and Land Development staff shall determine that the proposed grading plan is consistent with the previous applicable “A” TT Map and “B” TT Map and/or Site Development Permit:

1. ☐ Slope Gradient – Proposed grading revisions do not result in slope gradients steeper than those initially approved.
2. ☐ Man-Made Slopes – Proposed slopes are not in excess of limits contained in Section 7-9-283, Man-Made Slopes, of the Orange County Subdivision Code.
3. ☐ Perimeter Slopes – Proposed changes to pad elevations are not in excess of five feet for lots adjacent to arterial highways, tract perimeter, or a park, greenbelt, or other public or common open space.
4. ☐ Interior Slopes – Proposed changes to pad elevations are not in excess of ten feet for lot locations other than those specified in “3” above.
5. ☐ Building, Driveway, & Street Changes – Proposed changes to grading are minor, primarily to allow for modifications to building, driveway, and street locations, and therefore do not substantially alter the overall project configuration.
6. ☐ Stabilization – Proposed changes to the height, inclination, and/or area of manufactured slopes are the direct result of stabilization measures recommended by the project soils engineer or engineering geologist, after grading has begun under permit and which do not exceed the criteria cited in “1.” above.
7. ☐ **Not Consistent** – If one of the boxes “1.” through “6.” Above is not checked by the Project Manager, a revision to the previous applicable “A” TT Map and “B” TT Map and/or Site Development Permit may be required. As part of their approval of a tentative tract, the Subdivision Committee members may consider proposed grading as part of that consideration (to insure, for example, that fire trucks can handle the steep grade of the street to the building site). However, the Subdivision Committee is only determining that the proposed subdivision can be graded in an acceptable way, while acknowledging that there may be other acceptable ways to grade the property. If the applicant subsequently determines that the property should be graded in a way that differs from what was presented to the Subdivision Committee, the applicant and Land Development have several options on how to proceed:
 - a. ☐ If there is a zoning permit/approval (e.g.; Master Area Plan, Subarea Plan or Site Development Permit) for the project that addressed grading, amend that document, thereby superseding the grading shown on the tentative map.
 - b. ☐ Process a site development permit for the proposed grading per Zoning Code Section 7-9-139, thereby superseding the grading shown on the tentative map.
 - c. ☐ Request approval of a revised tentative map by the Subdivision Committee.

Grading Plans must be consistent with such zoning permits/approval. See standard condition #9 above (Checklist II-B, Section 1.C), which reads as follows:

“Prior to the issuance of any grading permit or revisions thereto, the Manager, Land Development, shall determine that the proposed grading is consistent with the grading depicted within this approved planning application.”

Standard condition #23 above (Checklist II-B, Section 1.C), which states that deviations between grading plans and tentative maps should only be applied to tentative maps where grading is shown and where there is no zoning permit/approval that addresses grading for the project. (Note: Not all subdivision maps show grading because grading may not be an issue.)

C. Tentative Tract Amendment Procedures

1. ☐ **Subdivision Committee Approval of Modification of Maps and Conditions of Approval** – Per Section 7-9-257.a of the Subdivision Code, upon the request of the subdivider, approved tentative maps may be modified and conditions of approval may be modified or deleted by the Subdivision Committee. In all cases, the Director shall attempt to notify any third parties who have previously indicated an interest in the matter of the Subdivision Committee’s scheduled consideration of the modification. Modifications shall be considered by the Subdivision Committee in the manner, and in accordance with the notice requirement, where applicable, set forth in Section 7-9-253(b). Mandatory and automatic extensions of time as are provided for in the Subdivision Map Act are not affected by this provision.

2. ☐ **Administrative Approval of Minor Modifications to Tentative Maps** – Per Sections 7-9-257.b.-c. of the Subdivision Code, if the Director (of OC Public Works, or his/her authorized representative), determines that the proposed modification is a minor modification of no significant effect and it complies with the spirit and intent of the original approving action, he/she may approve the modification without further compliance with Subdivision Code. If the Director determines that the proposed modification is significant and it does not comply with the spirit and intent of the original approval, he/she may require the map go back to the Subdivision Committee for public hearing and re-approval.



Concurrent Processing Request Letter

I.H

DATE:

Bea Bea Jiménez, Division Manager, Land Development
County of Orange
P. O. Box 4048
Santa Ana, CA 92702-4048

1. I, _____, as the legal agent or owner for _____, agree with the following:
 - I am presently processing a discretionary permit # _____ for: _____
 - I understand that the County process requires discretionary approval prior to the review of ministerial permits.
 - I don't have that discretionary approval at this time.
 - I also would like to process several ministerial permits (_____).
2. I would like to process several (_____) ministerial permits concurrent with the discretionary review. I am requesting concurrent review of our ministerial permit(s) for the following reason(s):
 - a) _____
 - b) _____
 - c) _____
3. I agree that no ministerial permits will be issued unless they comply with the final discretionary approval, now under review.
4. I understand that I will be responsible for my own time and cost for revising my ministerial permits to meet the discretionary requirements, prior to issuance. I understand I will be proceeding at my own risk since I do not have an approved Planning Application.
5. I agree to hold the County of Orange harmless of any damages arising from the consequences of my request to concurrently process the ministerial and discretionary permits.
6. I also will assume all responsibilities for the costs, delays and any other issues arising from my decision to go forward and not wait for the final discretionary approval. I understand all charges for the ministerial permits are nonrefundable.

Signed and Notarized by Agent or Owner

Concurrence by:

Bea Bea Jiménez, Division Manager, Land Development

cc: Property Owner
Project Manager, Land Development

*Note to Staff: If the ministerial plans are not in compliance with pending discretionary permit application, then explanation of that discrepancy must be part of this letter.

601 N. Ross Street, Santa Ana, CA 92701
P.O. Box 4048, Santa Ana, CA 92702-4048

www.OCPublicWorks.com
714.667.8800 | Info@OCPW.ocgov.com

Agent Authorization and Notarization Form

County of Orange

(1) **PROPERTY OWNER OF RECORD**

(print or type and sign)

NAME _____

COMPANY NAME _____

MAILING _____

ADDRESS _____

CITY _____

STATE _____ ZIP _____

PHONE _____

FAX _____

EMAIL _____

(2) **AUTHORIZED AGENT**

(print or type)

NAME _____

COMPANY NAME _____

MAILING _____

ADDRESS _____

CITY _____

STATE _____ ZIP _____

PHONE _____

FAX _____

EMAIL _____

I am the current owner of record of the property which is subject of this application. I approve the indicated authorized agent to submit the action requested.

PROPERTY OWNER SIGNATURE: _____

(3) **AUTHORIZATION AND NOTARIZED SIGNATURE REQUIRED IF OWNER IS APPOINTING AN AGENT:**

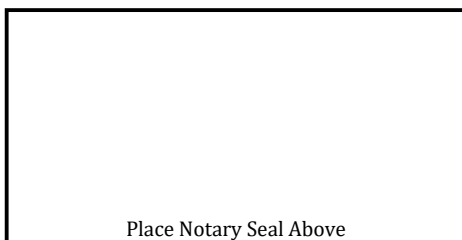
State of California

County of _____ SS.

On _____ , before me, _____
Date Name and Title of Officer (e.g., "Jane Doe, Notary Public")

Personally appeared _____
Name(s) of Signer(s)

who proved to me on the basis of satisfactory evidence to be the person(s) whose names(s) is/are subscribed to the within instrument and acknowledged to me that he/she/they executed the same his/her/their authorized capacity(ies), and that by his/her/their signature(s) on the instrument the person(s), or the entity upon behalf of which the person(s) acted, executed the instrument.



I certify under PENALTY OR PERJURY under the laws of the State of California that the foregoing paragraph is true and correct.

Signature of Notary Public

Notification Map/Mailing List Instructions

County of Orange

I.J

The owner or agent is responsible for complying with the following requirements. Many title companies and other vendors will accomplish this for a fee.

A. Preparation of the Notification Map.

1. Obtain the Assessor's Parcel (AP) number(s) from the Assessor or tax bill for the property concerned.
2. Locate the subject parcel on the proper page of the Assessor's Parcel (AP) map books.
3. With the scale shown on the AP map, measure 300' from all of the exterior boundaries of the subject map to determine the AP book pages required to prepare a notification map. Draw the 300' line on all AP pages. **NOTE:** If the application is for a Coastal Development Permit, an additional occupant map with a 100' radius will be required. See planner for details.
4. If the maps are the same scale, the most convenient method of determining the notification areas is to "cut and paste" the maps together in such a manner that the subject parcel is in the center and all parcel and their numbers with 300' are clearly shown. Some adjustments or sketching may be required when maps are of different scales.

B. Compilation of the Mailing List.

1. A mailing list is then prepared by noting the AP numbers of parcels, all or part of which are within the 300' notification area. (Include all owners of any condominium project.) The numbers are to be listed in ascending numerical order with the subject parcel number at the beginning of the list. Type the owner's name and mailing address* (including zip code) for each parcel as obtained from the Assessor's numerical parcel list.
2. You must certify to the accuracy and completeness of the list by owner or agent signature.
3. Add name and address of the applicant and agent (if any) to the end of the list.

C. Preparation of the Envelopes.

1. Each name and mailing address* from the mailing list shall be typed (or pasted) on business (4"x 9") size envelope with a first-class postage **stamp** for each property owner on the list. **DO NOT USE A POSTAGE METER.**
2. Only one envelope need be prepared for property owners of more than one parcel which is to be mailed to the identical address.
3. DO NOT use envelopes that have a printed return address. Return address will be stamped on enveloped by the department.

***Note:** In some areas of Orange County such as Sunset Beach and Trabuco Canyon, the Post Office will not deliver mail to a street address, so a P.O. Box is required.

Property Owner List
County of Orange

I.K

Application Number: _____

Number of Notices: _____

Date Mailed: _____

I certify that this list includes all of the persons listed on the latest adopted Orange County Tax Roll as the legal owners of all parcels of land within (300'/100') of the exterior boundaries of the attached legally described parcel of land which is the subject property of the above numbered application in accordance with the OC Zoning Code.

Your Name
Signature

SUBJECT PROPERTY	NAME	ADDRESS	ASSESSOR'S PARCEL NO.
	Your Name	12 Via Montanero	833-233-1
	John/Tamara Doe	38 Via Solano	833-233-01
	" "	40 " "	833-233-02
	" "	42 " "	833-233-03
	" "	3 Via De La Mesa	833-233-04
	" "	5 " " " "	833-233-05
	" "	7 " " " "	833-233-06
	" "	9 " " " "	833-233-07
	" "	11 " " " "	833-233-08
	" "	13 " " " "	833-233-09
	" "	15 " " " "	833-233-10
	" "	17 " " " "	833-233-11
	" "	19 " " " "	833-233-12
	" "	21 " " " "	833-233-13
	" "	23 " " " "	833-233-14

S A M P L E

TENTATIVE TRACT MAP PRE-FILE MEETING CHECKLIST RANCH PLAN PLANNED COMMUNITY

(Attachment 1)

Ranch Plan Subdivision applicants may request a pre-filing meeting with Land Development staff. This is an optional step whereby the applicant may present pertinent information to Land Development staff and as a result, obtain a preliminary indication of the project's anticipated approval process and timing ahead of the completion of plans and the submittal of the entire application package.

- A. Concurrent Processing** – If the application for a Vesting Tentative Tract map (“A” VTTM Map) is to be processed concurrent with a related subdivision application (“A” VTTM Map with “A” VTTM Map), Subarea Plan and/or a grading permit, Land Development staff may find it appropriate to combine the two pre-file meetings to simultaneously review related issues.
- B. Components** – If the applicant opts to request a pre-file meeting, the following project information would be helpful to County staff:
1. ☐ **Project Description** – Truncated version of letter per Checklist II-2.H
 2. ☐ **Project Location Map** – Including location of Planning Area
 3. ☐ **Assessor's Parcel Map(s)**
 4. ☐ **Concurrent Application** – List other related previous and concurrent applications
 5. ☐ **Consistency Information**
 - a. ☐ General Plan
 - b. ☐ Zoning
 - c. ☐ State Subdivision Map and County of Orange Subdivision Code and Manual
 - d. ☐ Conditions – Clearance of all applicable conditions of approval
 - e. ☐ Area Plans – Consistency with any applicable Master Area Plan and Subarea Plan
 - f. ☐ CEQA – Consistency with Program EIR 589 and the specific Addendum to EIR 589 addressing the applicable Master Area Plan and/or Subarea Plan
 - g. ☐ Zoning – Consistency with the appropriate Ranch Plan PC Program Text use Regulations & Development Standard (PC Section III)
 - h. ☐ Regulation Compliance Matrix – Each Vesting Tentative Tract Map must comply with requirements set forth in all other applicable approval documents, including the Mitigation Monitoring and Reporting Program, the Development Agreement, the South County Roadway Improvement Program (SCRIP), and other documents and agreements referenced in the Ranch Plan Regulation Compliance Matrix.
- C. Other Pre-File Meeting Topics** – In addition, the following preliminary discussion may potentially be initiated at the Pre-Application Assessment meeting:

1. ☐ Preliminary Assessment – Discuss general planning issues, including, but not limited to:
 - a. ☐ Compatibility with surrounding land uses
 - b. ☐ Vehicular circulation, maneuvering, stacking distance, etc.
 - c. ☐ Potential phasing ramifications for commercial and residential projects (may require input from the OC Building & Safety Official and/or the OC Inspections Manager, or designee).
 - d. ☐ OCFA issues to be resolved separately per required Fire Master Plan.
2. ☐ Unique Issues – Identification of any special County needs, such as unique application materials or studies pertinent to the particular Tentative Tract, that are to be discussed in greater detail as part of the full application.
3. ☐ Internal & External Review – Early indication of unique internal and external review parties.

D. Analysis – Based on the information presented by the applicant, the applicant and Land Development staff shall come to the pre-file meeting prepared to discuss the following topics:

1. ☐ Identification of respective applicant and County team members that will work on the filing application and processing.
2. ☐ Analysis of project consistency with items listed in B.5. above
3. ☐ Anticipated phasing of Subarea Plans and other tract maps, infrastructure and proposed land uses, including public facilities such as parks, schools, fire stations, etc.
4. ☐ Water supply verification – Verification per SB221. Letter from SMWD addressing entire Master Area Plan or Subarea Plan.

E. Processing Fee/Deposits – A deposit must be paid to cover all costs relevant to this Pre-File meeting. The applicable trust account will be billed for the applicable hourly rates as identified in the current Fee Ordinance adopted by the Orange County Board of Supervisors. Costs are charged to this account based upon actual time spent on the project by department staff. When the applicable Rancho Mission Viejo trust account gets low, an e-mail will be generated asking that an additional deposit be made. A prompt response is encouraged to avoid work having to stop.

SUBARTICLE 4. REQUIREMENTS FOR FILING TENTATIVE MAPS

Sec. 7-9-237. Types of Maps Covered

This subarticle pertains to tentative parcel maps and tentative tract maps.

Sec. 7-9-238. Form and Contents

Tentative maps shall conform as to form and contents as may be specified by the Director in the Subdivision Manual.

Sec. 7-9-239. Who May File

Any property owner who proposes to subdivide his/her property may file a tentative map. Any person who proposes to subdivide property that is legally owned by another person may file a tentative map for such property with the written consent of the legal owner of record.

Sec. 7-9-240. Certification of Ownership and Irrevocable Offers of Dedication

- a. Each tentative map shall be signed by the property owner or owners of record, and shall be accompanied by evidence of the real property proposed for subdivision.
- b. When any portion of a tentative map includes property that is owned by a public agency, the certification of ownership need not include the signatures for such ownerships, provided such portions are clearly identified on the map.
- c. When any portion of a tentative map includes property on which an irrevocable offer of dedication has been made to a public agency, such portion shall be clearly identified on the tentative map.
- d. Any agency to which an irrevocable offer of dedication has been made shall sign the tract/parcel map which includes the area over which the irrevocable offer has been made.

Sec. 7-9-241. Title Report

Tentative maps shall be accompanied by a preliminary title report which discloses all possessory interests and interests of record in the land being subdivided when determined to be necessary by the Director.

Sec. 7-9-242. Environmental Documents

Tentative maps shall be accompanied by appropriate environmental documents in accordance with the California Environmental Quality Act.

Sec. 7-9-243. Soils Report

- a. Unless the requirement is waived by the Director pursuant to subsection (b) or deferred pursuant to subsection (c), tentative maps shall be accompanied by a preliminary soils report based upon adequate test borings and prepared by a registered civil engineer. 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, a soils report on each proposed lot in the subdivision containing any such soils problem shall

accompany the tentative map. Such reports shall include recommended corrective action which is likely to prevent structural damage.

b. The Director may waive the preliminary soils report required by subsection (a) for tentative tract maps (and tentative parcel maps) where he/she determines that it is unnecessary because the Country already has sufficient information as to the qualities of the soils in the proposed subdivision.

c. The Director may defer the requirement for a preliminary soils report until the submission of a tract or parcel map.

Sec. 7-9-244. Additional Information

a. Tentative maps shall be accompanied by such additional information as may be specified by the Director. The Director shall have the authority to include among such requirements geologic, seismic and hydrology reports; aerial photographs and transparent overlays; grading, site development and landscaping plans, including building setback lines; evidence from the proposed sewerage agency and water supplier with respect to their capacity of serving the proposed subdivision; fire protection and fuel modification reports; and any other information reasonably relevant to proposed subdivisions. The County of Orange Subdivision Manual, Sections 2.1, 2.3 and 2.4, provides subdivision applicants with a listing of information that must accompany tentative map applications, including precise guidance regarding the information that should be on the map, and other materials that must accompany the application.

b. The Director may require differing amounts of supplementary information, depending upon the type of map involved, the scope of the proposed subdivision, and the anticipated environmental impacts of the subdivision.

c. The Director may require the submission of additional information after the filing of tentative maps as necessary.

Sec. 7-9-245. Filing.

Tentative maps submitted for approval shall be filed with the Director, who shall accept such maps only when he/she determines that the requirements for filing a tentative map established by this article and the Subdivision Map Act have been satisfied. The date the tentative map is filed shall be the date that the Director determines that the application is complete and can be accepted for processing. If the application is not complete, the applicant shall be notified in writing within ten days of the date the processing fees were collected of that fact and of the matters necessary to complete the application. Each tract and parcel map shall be identified by a number prominently displayed on the face of the map issued by the County Surveyor. The time for processing tentative maps, as set forth in Subdivision Map Act sections 66452, 66452.1 and 66452.2 begins when the application is complete.

SUBARTICLE 5. PROCESSING PROCEDURES FOR TENTATIVE MAPS

Sec. 7-9-246. Types of Maps Covered

This subarticle pertains to processing procedures for tentative tract maps and tentative parcel maps after they have been filed.

Sec. 7-9-247. Reserved

Sec. 7-9-248. Copies to Concerned Agencies

a. Where a local agency has filed a territorial map with the Director pursuant to the Subdivision Map Act, the Director shall forward a copy of any filed tentative map which is located wholly or partially within the territory outlined on the territorial map to said local agency within three (3) days of the date the tentative map is filed.

b. When the State Department of Transportation has filed with the Board of Supervisors a map of territory within one mile on either or both sides of any state highway routing pursuant to the Government Code, the Director shall forward a copy of any filed tentative map which is located wholly or partially within the territory outlined on the territorial map to the district office of the Department of Transportation within three (3) days of the date the tentative map is filed.

c. Within three (3) days of the date a tentative map is filed, the Director shall give notice of the filing to the governing boards of the school district or districts within which the proposed subdivision is located pursuant to the Government Code.

Sec. 7-9-249. Time for Action

The Subdivision Committee shall act upon a tentative map within the time specified in the Subdivision Map Act unless:

a. An extension of time for action is mutually consented to by the subdivider and the Subdivision Committee, in which case the map shall be acted upon within the time agreed upon or

b. The subdivider withdraws the map.

Sec. 7-9-250. Reports and Recommendations

Reports and recommendations on tentative maps shall be in writing and shall be served on the subdivider at least three (3) days prior to the date action on the map is scheduled, providing that a subdivider:

a. May waive this requirement; and

b. May consent to the receipt by the Subdivision Committee of additional recommendations; and provided further that a subdivider shall be deemed to have so consented unless the subdivider specifically objects to the form and timeliness of such additional recommendations prior to the time the Subdivision Committee takes action on the tentative maps.

Sec. 7-9-251. Review of Tentative Maps

Each tentative map shall be reviewed by the Subdivision Committee, which shall approve, conditionally approve, or disapprove it.

Sec. 7-9-252. Substitution of Revised Map

A revised tentative map may be submitted at any time prior to action on the map by the Subdivision Committee. The time for action on a tentative map specified in Subdivision Code Section 7-9-249 shall recommence upon the acceptance by the Director of a revised tentative map.

Sec. 7-9-253. Meetings and Hearings

a. The Subdivision Committee shall act on tentative maps at regularly scheduled meetings when the matter has been duly placed upon the Committee's agenda. Public hearings shall not be required for the consideration of tentative maps. The Director may set any map for public hearing before the Subdivision Committee when it has been determined that it would be in the public interest to do so. The Subdivision Committee shall conduct its meetings in the same manner as public hearings, and all interested persons shall be given an opportunity to address the Subdivision Committee on any matter pertaining to a proposed subdivision without regard to whether the matter is identified as a public hearing.

b. Where approval of a tentative map will constitute a substantial or significant deprivation of the property rights of other landowners, notice shall be given to all persons shown in the latest equalized assessment roll as owning property within three hundred (300) feet of the property proposed to be subdivided by at least one of the following methods:

- (1) Direct mailing to the owners
- (2) Posting of notice on and off the site in the area where the project is to be located.
- (3) Delivery of notice by any means other than mail to the owners.
- (4) Any other methods reasonably determined to provide actual notice.

Sec. 7-9-254. Zoning Conformance

a. The Subdivision Committee shall not approve or conditionally approve a tentative map which does not conform with applicable zoning except as provided in subsection (b) below

b. A tentative map may be approved when it conforms with zoning which has been recommended for adoption by the Planning Commission on the condition that the zoning must become effective prior to recordation of the tract or parcel map.

c. A tentative map shall not be approved if it is apparent that any proposed parcel cannot be developed to its intended use without the modification of site development standards.

Sec. 7-9-255. Findings Required

A tentative parcel map or tentative tract map shall be approved or conditionally approved only if the Subdivision Committee makes the following findings:

- a. That the design and improvements of the proposed map are consistent with the County of Orange General Plan;

- b. That the design and improvements of the proposed subdivision are suitable for the uses proposed and the subdivision can be developed in compliance with the applicable zoning regulations pursuant to the Subdivision Code Section 7-9-254, including applicable regulations of the County of Orange General Plan, Specific Plan, Area Plan, and/or any other document approved by the Planning Commission if applicable;
- c. That the site is physically suitable for the proposed type of development;
- d. That the requirements of the California Environmental Quality Act have been satisfied;
- e. That the site is physically suitable for the proposed density of development;
- f. That the design of the subdivision and the proposed improvements are not likely to cause substantial environmental damage or substantial and avoidable injury to fish or wildlife or their habitat;
- g. That the design of the subdivision and the type of improvements proposed are not likely to cause serious public health problems; and
- h. That the design of the subdivision and the type of improvements proposed will not conflict with easements of record or established by court judgment acquired by the public at large for access through or use of property within the proposed subdivision; or, if such easements exist, that alternate easements for access or for use will be provided and that these will be substantially equivalent to ones previously acquired by the public.

Sec. 7-9-256. Additional Findings Required

- a. The Subdivision Committee shall determine whether the discharge of waste from the proposed subdivision into an existing community sewer system, where such a system exists, would result in or add to a violation of existing requirements prescribed by either the Santa Ana or San Diego Regional Water Quality Control Boards. In the event it is determined that the proposed waste discharge would result in or add to such a violation, the Subdivision Committee shall disapprove the tentative map unless there are extenuating or overriding considerations, in which case these shall be stated.
- b. In the event a subdivision fronting upon the coastline or shoreline or upon a public waterway, river or stream or upon a lake or reservoir owned in part or entirely by a public agency does not provide public access to such public resources through the subdivision itself in accordance with the requirements of Subdivision Code Sections 7-9-287 and 7-9-298, the Subdivision Committee shall find that reasonable public access to the resource in question is otherwise available within a reasonable distance from the subdivision. If this finding cannot be made, the map shall be disapproved.
- c. If the Subdivision Committee approves or conditionally approves a tentative map which deviates from any standard of design as allowed by Subdivision Code Section 7-9-291, the Committee shall make a finding or findings that each such deviation has been individually considered and found to be justified based upon specific special circumstances which apply.

Sec. 7-9-257. Modification of Maps and Conditions of Approval.

a. Upon the request of the subdivider, approved tentative maps may be modified and conditions of approval may be modified or deleted by the Subdivision Committee. In all cases, the Director shall attempt to notify any third parties who have previously indicated an interest in the matter of the Subdivision Committee's scheduled consideration of the modification. Modifications shall be considered by the Subdivision Committee in the manner, and in accordance with the notice requirements, where applicable, set forth in Subdivision Code Section 7-9-253(b). Mandatory and automatic extensions of time as are provided for in the Subdivision Map Act are not affected by this provision.

b. If the Director determines that the proposed modification is a minor modification of no significant effect and it complies with the spirit and intent of the original approving action, he/she may approve the modification without further compliance with this article.

c. If the Director determines that the proposed modification is significant and it does not comply with the spirit and intent of the original approval, he/she may require going back to the Subdivision Committee for re-approval.

Sec 7-9-258. Period of Validity; Extension.

a. An approved or conditionally approved tentative map shall expire thirty-six (36) months after its approval or conditional approval, unless prior to the expiration date a subdivider requests an extension of time to record said map.

b. The Subdivision Committee may grant an extension of time for the map to be recorded for a period or periods not exceeding a total of five (5) years beyond the original date of expiration. In cases where the Director determines that a request for an extension of time to record involves no new significant environmental effects in addition to those considered during the original approval and that there have been no changes in the underlying zoning regulations applicable to the subject site that are inconsistent with the approved map, he may grant an extension of time for the map to be recorded for a period not exceeding five (5) years beyond the original date of expiration without submitting the matter to the Subdivision Committee.

c. An extension may be granted only where it will not result in conditions or circumstances contrary to the public health and safety and the general welfare.

d. Mandatory and automatic extensions of time as are provided for in the Subdivision Map Act are not affected by this provision.

e. Other remedies on time limits and extension of times might be available per Section 66452.6 of the Subdivision Map Act.

Sec. 7-9-259. Appeal of Tentative Map to Planning Commission.

a. Any interested person may appeal to the Planning Commission from any action of the Subdivision Committee by filing an appeal with the Director within ten (10) days of the action.

b. The appeal shall identify the action being appealed, specify why the appellant is dissatisfied with the action, and suggest alternative action.

c. The Director shall bring the matter before the Planning Commission for hearing within thirty (30) days after the date of filing the appeal. The subdivider, the appellant, and other property owners, shall be given at least ten (10) days notice of the Planning Commission's hearing as provided in Government Code section 65090.

d. The Planning Commission may affirm, reverse or modify any recommendations or rulings of the Subdivision Committee and may make such findings as it deems appropriate. If only one or a limited number of conditions are being appealed, the Planning Commission need not limit its review to those specific conditions but may review the whole action taken by the Subdivision Committee.

e. An appeal, once filed, may be withdrawn by the appellant.

f. If requested by the subdivider and if the Director determines that the public interest would be better served, an appeal of the Subdivision Committee action may be forwarded directly to the Board of Supervisors for action.

Sec. 7- 9-260. Appeal to Board of Supervisors.

a. Any interested person may appeal to the Board of Supervisors from any action of the Planning Commission by filing an appeal with the Director within ten (10) days of the action.

b. The appeal shall identify the action being appealed, specify why the appellant is dissatisfied with the action, and recommend an alternative action.

c. The Clerk of the Board of Supervisors shall set the matter for hearing before the Board of Supervisors within thirty (30) days of the date of filing the appeal. The Director, the subdivider, the appellant, and other property owners, shall be given at least ten (10) days notice of the Board's hearing, as provided in Government Code section 65090.

d. The Board of Supervisors may affirm, reverse or modify any recommendations or rulings of the Subdivision Committee or Planning Commission and may make such findings as it deems appropriate. If only one or a limited number of conditions are being appealed, the Board need not limit its review to those specific conditions, but may review the whole action taken by the Subdivision Committee or Planning Commission.

e. An appeal, once filed, may be withdrawn by the appellant.

Sec. 7- 9-261, 7-9-262. Reserved

SUBARTICLE 6. STANDARDS OF DESIGN

Sec. 7-9-263. Conformance with Standards of Design.

Subdivisions shall be designed in conformance with the following standards of design. Deviations from these standards may be requested pursuant to Subdivision Code Section 7-9-291.

Sec. 7-9-264. Reserved.

Sec. 7-9-265. Reserved.

Sec. 7-9-265.1. Compliance with Grading Code.

No tentative tract map or tentative parcel map shall be approved for property on which a violation of the provisions of the Grading and Excavation Code exist, including work performed not in accordance with approved grading plans, unless conditioned to require such violation to be corrected or mitigated to the satisfaction of Building Official prior to recordation.

Sec. 7-9-266. Boundary Lines.

a. Tentative map boundaries shall be drawn so as to include all of the area of all abutting parcels which are owned by the same property owner and proposed for boundary alteration. However, when any land is proposed to be divided in such a way that the subdivision will include a portion of such land, any portion with a contiguous gross area of five (5) acres or more which is not proposed to be included within the subdivision may be identified by reference on the tentative map.

b. Tract and Parcel map boundaries will show the exterior boundaries with a distinctive line, and will label all adjoining parcels with either a Tract/Parcel Map, or Grant Deed recording reference. If the map includes a “designated remainder” parcel, the boundaries of the “designated remainder” will be shown in its entirety with bearings and distances, along with references to adjoining parcels or right-of-ways. If the “designated remainder” is five (5) acres or more, the County Surveyor will determine if the “designated remainder” is to be shown in its entirety on the tract or parcel map, or will allow an additional map sheet which shall indicate its relationship to the tract or parcel map. If an additional map sheet is allowed, the map sheet shall contain a statement that the additional information is for informational purposes, and is required to identify the relationship of the “designated remainder” to the tract or parcel map boundary.

c. Whenever a parcel of real property lies partially within a city and partially within an unincorporated territory of the County of Orange, any proposal to subdivide such real property shall be consistent with existing city boundaries. No lot or parcel, except proposed public or private street rights-of-way, shall be partially within a city and partially within an unincorporated area. Any portion of such real property lying within any city or any other county shall be included on the tentative map for the purpose of showing the remainder parcel, but any approving action on the tentative map by the County of Orange shall not be construed as approval of any design or improvements shown within the city or county.

d. Regardless of its size, no portion of any property shown on the latest equalized County assessment roll as a unit or contiguous units shall be excluded from within the boundaries of a subdivision for the purpose of avoiding dedication or improvement of any street, drainage or flood control facility.

Sec. 7-9-267. Lots/Parcels.

a. Each lot or parcel being created by a subdivision shall be either numbered or lettered. If it is numbered, it must comply with the requirements of a building site as defined in the Zoning Code.

b. Lettered lots or parcels may not be used as building sites and need not comply with the requirements of a building site.

c. Lettered lots or parcels, other than streets, shall be labeled as their intended use.

d. A numbered lot or parcel which is shown so that it is in more than one zoning district shall comply with area and width requirements of the zoning district having the greater requirements.

Sec. 7-9-268. Arterial Highways.

If an existing or proposed arterial highway or transportation corridor as shown on the Master Plan of Arterial Highways (a component of the Circulation Element of the County of Orange General Plan) is located so that any portion of such highway lies within or adjacent to a subdivision, the highway or corridor shall be shown on the map in a width and in an alignment corresponding to the Master Plan of Arterial Highways, and the highway or corridor shall be designed in accordance with the Standard Plans or applicable specific plan adopted by the Board of Supervisors and the County of Orange Highway Design Manual.

Sec. 7-9-269. Private Streets.

Private streets shall be permitted, pursuant to conditions specified in the Subdivision Manual, only when the local agency finds that the occupants of the subdivision will be better served and the welfare of the general public will not be impaired thereby.

Sec. 7-9-270. Restricted Access to Highways.

Subdivisions shall be designed so as to limit vehicular access in accordance with the County of Orange Highway Design Manual.

Sec. 7-9-271. Street Widths.

Street widths within subdivisions shall be designed in conformance with the Standard Plans adopted by the Board of Supervisors, except:

- a. Streets in residential districts requiring a building site area of fifteen thousand (15,000) square feet or more and where no sidewalks are to be installed, shall have a right-of-way that will provide a parkway width of at least four (4) feet.
- b. Private streets serving four (4) or less parcels as access to a public street shall provide for a minimum pavement width of sixteen (16) feet within a minimum twenty-foot-wide-right-of-way.
- c. Private streets serving five (5) parcels or more as access to a public street shall provide for a minimum pavement width of twenty-eight (28) feet within a minimum forty-foot-wide-right-of-way.
- d. Streets in a subdivision which provides an approved alternate pedestrian circulation system shall have a right of way that will provide a minimum parkway width of at least four (4) feet.
- e. Unless otherwise approved.

Sec. 7-9-272. Reserved.

Sec. 7-9-273. Reserved.

Sec. 7-9-274. Curved Local Street and Highway Radii.

The centerline radii of curves on local streets or highways shall be designed in conformance with County of Orange Highway Design Manual as adopted by the Board of Supervisors.

Sec. 7-9-275. Local Street Lengths.

Local streets shall not exceed one thousand (1,000) feet in length without a significant change in alignment.

Sec. 7-9-276. Local Street and Highway Corner Cutoffs and Corner Radii.

All local street and highway corner cutoffs and corner radii shall be designed in conformance with the Standard Plans as adopted by the Board of Supervisors unless otherwise approved.

Sec. 7-9-277. Sidewalks and Pedestrianways.

a. Sidewalks shall be designed in accordance with the Standard Plans adopted by the Board of Supervisors and located as follows:

- (1) along both sides of arterial highways.
- (2) along all commercial and industrial frontage;
- (3) along both sides of collector streets;
- (4) along residential frontage where the required minimum building site area is less than fifteen thousand (15,000) square feet and the lots have access to the street, except in those instances where an alternate pedestrian circulation system is proposed;
- (5) along all streets leading directly to a school, a designated school bus stop or a park;
- (6) where the sidewalk will provide a continuation or link between other sidewalks.

b. Additional pedestrian ways not abutting a street shall be provided when necessary for access to schools, recreation and other public areas. These pedestrian ways shall not be less than six (6) feet in width.

Sec. 7-9-278. Bicycle and Riding & Hiking Trails.

Where the County Bikeway Plan (for street bicycles) or the Master Plan of Regional Riding and Hiking Trails (for mountain bicycles, hikers, and equestrians) or any officially adopted specific or precise plan designates such trails as lying wholly or partially within any proposed subdivision, the necessary right-of-way for such trails shall be shown on the map in compliance with such adopted plans, and shall be designed in accordance with the County of Orange Highway Design Manual and the Riding and Hiking Trails Design Manual.

Sec. 7-9-279. Street Lighting.

Street lighting shall be provided along, and at the intersections of all arterial highways and local streets in accordance with the illumination levels specified in the Standard Plans except as otherwise approved by the Director.

Sec. 7-9-280. Underground Utility Lines.

a. Utility lines, including, but not limited to, electric, communications, street lighting, gas transmission and cable television, shall be required to be placed underground within any new, revised or reactivated residential subdivision. The subdivider is responsible for making the necessary arrangements with the utility companies for the installation of such facilities. For the purpose of this subsection, appurtenances and associated equipment such as, but not limited to, surface-mounted transformers, pedestal mounted terminal bases and meter cabinets, and concealed ducts in an underground system may be placed aboveground within the street right-of-way where sufficient right-of-way width exists so as not to pose a serious hazard to pedestrian traffic. If approved by the Director, utility lines, the main purpose of which is to provide service to customers outside of the original boundaries of the subdivision, and those utility lines which were in service in the area covered by the tentative tract or tentative parcel map prior to the filing of the tentative map may be placed aboveground.

b. Required underground utility lines may be located in street or alley right-of-way or along any lot line, provided a properly executed and recorded easement is in place for the utility facility, dedicated by final map or by a separate instrument.

c. Above ground installation of utilities shall be permitted on a temporary basis when such utilities are required during construction; provided, however, that such temporary utilities shall be removed or placed permanently underground prior to the final exoneration of street improvement bonds.

Sec. 7-9-281. Sewers.

All lots intended for development shall be connected to a sanitary sewer system unless the Director has determined that each lot is adequate to accept a private septic system.

Sec. 7-9-282. Drainage and Erosion Control.

a. Tentative maps shall illustrate the existing and proposed manner in which water drains onto, across and off of the land being subdivided, including the facilities and easements necessary to accommodate the drainage.

b. In the event a subdivider unnaturally concentrates or diverts surface water running onto adjacent land, the map shall illustrate the manner in which such water will be accepted and disposed of.

c. If an existing or proposed flood control channel, as shown on an officially adopted flood control plan, is located so that any portion of it lies within (or adjacent to) a subdivision, the channel shall be illustrated on the map in a width and in an alignment corresponding to the floor control plan.

d. Where any lot is designed in such a manner that it will not drain with a minimum one (1) percent grade directly to a street or common drainage facility, it shall be designed in a manner that will conform to the following criteria:

(1) Lots shall be designed in such a manner that man-made slopes are not subject to sheet flow or concentrated runoff from either the same or an adjacent lot.

(2) All water flowing down man-made slopes, except that falling on each slope, shall be constrained within an approved drainage device.

(3) All water flowing from one lot to or across another lot shall be within an approved drainage device located within a properly executed easement, where appropriate.

Sec. 7-9-283. Man-Made Slopes.

a. Man-made slopes shall be designed so that they can be conveniently maintained so as to minimize erosion, slope failure and unsightly conditions.

b. This section does not apply to man-made slopes five (5) feet in height or less.

c. All man-made slopes shall be shown on tentative maps and shall be classified, labeled and designed as follows:

Type “A”: Those proposed to be maintained by a public agency or by a group, such as a homeowners association, and which are located either adjacent to an arterial highway or within a park, greenbelt, or other public or common open space area.

Type “B”: Those proposed to be maintained by a group, such as a homeowners association, and which are located within or adjacent to individual owners and which are not within a park, greenbelt, or other public or common open space area.

Type “C”: Those proposed to be maintained by individuals and which are located within individual lots in such a manner that they are inappropriate for maintenance by a group such as a homeowners association.

d. Man-made slopes shall be no steeper than allowed by the County of Orange Grading and Excavation Code.

e. The maximum height of man-made slopes steeper than five (5) feet horizontal to one (1) foot vertical shall be as follows:

Type “A” and Type “B”: No maximum

Type “C”: Twenty (20) feet.

f. Man-made slopes shall not be constructed one on top of another or combined in such a manner so that they exceed the maximum heights specified in (e) above. However, this limitation shall not apply to adjacent slopes on land abutting the subdivision, provided there is a visual and physical break of at least ten (10) usable feet, exclusive of drainage facilities, between the top of the lower slope and the toe of the upper slope.

g. Lettered lots shall not include Type “C” slopes, unless such slopes will be directly visible from the probable building pad on the lot.

h. Automatic irrigation systems shall be incorporated into the design of Type “A” and Type “B” slopes. An irrigation system connected to the water system serving the main use of the lot shall be incorporated into the design of Type “C” slopes.

i. The design of man-made slopes shall include landscaping in accordance with the requirements of Subdivision Code Section 7-9-285.

Sec. 7-9-284. Parks.

Local parks shall be shown on the tentative map as required by the Local Park Implementation Program or other approved document and in a manner consistent with the General Plan such as dedication or any other approved method.

Sec. 7-9-285. Landscaping and Screening.

The design of the area listed below shall include appropriate landscaping for aesthetic, noise suppression, fire protection and/or erosion control purposes:

- a. Man-made slopes greater than five (5) feet in height;
- b. Common areas;
- c. Roadway median and parkway areas;
- d. Lots containing existing significant trees or other plants proposed to be preserved;
- e. Fuel modification areas
- f. Other open space areas

Sec. 7-9-286. Reserved.

Sec. 7-9-287. Rivers and Streams.

a. Any proposed subdivision fronting upon a public waterway, river or stream shall be designed so as to provide reasonable public access by fee or easement from a public highway to and along that portion of the bank of the river or stream bordering or lying within the proposed subdivision. The extent, width and character of the public easement shall be reasonably defined to achieve reasonable public use of the public waterway, river or stream consistent with public safety.

b. The governmental entity to which the access route will be offered for dedication shall be indicated on the map.

c. In determining what is reasonable public access, the following factors shall be considered:

- (1) That access may be highway, foot trail, bike trail, horse trail, or any other means of travel acceptable to the Director or his/her designee;
- (2) The size of the subdivision;
- (3) The type of riverbank and the various appropriate recreation, educational and scientific uses, including but not limited to, swimming, boating, diving, fishing, water skiing, scientific collection and teaching.
- (4) The likelihood of trespass on private property and reasonable means of avoiding such trespass.

Sec. 7-9-288. Lakes and Reservoirs.

- a. Any proposed subdivision fronting upon any lake or reservoir which is owned in part or entirely by a public agency may be designed so as to provide reasonable public access by fee or easement from a public highway to the water of the lake or reservoir upon which the subdivision borders, either within the subdivision or a reasonable distance from the subdivision.
- b. The governmental entity to which the access route will be offered for dedication shall be indicated on the map.
- c. In determining what is reasonable public access, the following factors shall be considered:
 - (1) That access may be highway, foot trail, bike trail, horse trail, or any other means of travel;
 - (2) The size of the subdivision;
 - (3) The type of shoreline and the various appropriate recreational, educational and scientific uses, including, but not limited to, swimming, diving, boating, fishing, water skiing, scientific explorations and teaching;
 - (4) The likelihood of trespass on private property and reasonable means of avoiding such trespass.

Sec. 7-9-289. Fire Protection.

- a. Any subdivision proposed to be located in an area shown on the Safety Element to be a State designated Local Responsibility Area (LRA) or State Responsibility Area (SRA), Very High Fire Hazard Severity Zone, High Fire Hazard Severity Zone, or Moderate Fire Hazard Severity Zone, and including areas not designated by the State that are subject to brush fires or wildfires, shall provide appropriate fire protection by means of firebreaks, fuel modification programs, access and egress roads, gates, sufficient water supply, secured fire protection agreements, landscaping and open spaces, and such other methods that the Fire Chief has determined will insure the public health, safety and welfare of the future occupants of the subdivision and the adjacent area.
- b. The designing of any required fuel modification program shall include landscape architectural planning encompassing visual quality standards, watershed impact and erosion control, and wildlife impact and other design features described in the fire hazard reduction design criteria. Results of wildlife impacts shall be sufficiently mitigated by the subdivider to only occur outside of the approved fuel modification zone. Said program shall include provisions for landscape architectural construction observation, inspection and maintenance.
- c. The cost of the design and implementation of any fuel modification program shall be the responsibility of the subdivider.
- d. A method or procedure for assuring continued maintenance of any required fuel modification program shall be provided by the subdivider and approved by the Fire Chief and the Director.

Sec. 7-9-290. Dangerous Areas to be Removed or Controlled.

a. Areas proposed to be subdivided which are known to be dangerous by reason of geological conditions, unstable subsurface conditions, groundwater or seepage conditions, flood hazard, inundation or erosion by the ocean, or any other dangerous conditions, shall be approved for subdivision only when the Subdivision Committee finds that such conditions or hazards are to be removed or that appropriate measures or controls will be applied which will assure adequate protection to the subject property and to surrounding uses and improvements.

b. Areas proposed for subdivision in (FP-1), (FP-2) and (FP-3) Districts, as defined in Zoning Code Section 7-9-113, FP “Floodplain” District Regulations, shall provide for flood protection meeting the criteria set forth in the said regulations for all building sites. Flood elevation data and engineering studies adequate for such determination shall be provided for all subdivision proposals adjacent to or encroaching into FP Districts as provided in Zoning Code Section 7-9-113.

Sec. 7-9-291. Deviations From Standards of Design.

a. The Subdivision Committee may approve tentative maps which deviate from the standards of design contained in this section with the approval of the Chief Engineer.

7-9-267 Lots/parcels

7-9-268 Arterial Highways

7-9-270 Restricted Access to Highways

7-9-271 Street Widths

7-9-274 Curved Local Street and Highway Radii

7-9-276 Local Street and Highway Corner Cutoffs and Corner Radii

7-9-277 Sidewalks and Pedestrianways

7-9-278 Bicycle and Equestrian Trails

7-9-279 Street Lighting

7-9-280 Underground Utility Lines

7-9-283 Man-Made Slopes

7-9-285 Landscaping and Screening

7-9-289 Fire Protection

b. The deviations from the standards of design contained in sections listed in Subsection (a) shall be identified by a note on the face of the tentative map, and the subdivider shall submit evidence of justification for each deviation.

c. Special circumstances which may be cited to justify a deviation from the standards of design listed in Subsection (a) include, but are not limited to, the character of the community, alternative means of

pedestrian circulation, environmental considerations, physical constraints, existing nearby uses and a limited amount of ultimate traffic.

d. The Subdivision Committee shall take specific action on each requested deviation. Deviations not specifically approved shall be considered to be disapproved.

Sec. 7-9-292. Floodplain.

Areas proposed for subdivision in floodplains, as defined by Zoning Code Section 7-9-113, shall comply with the following:

a. All subdivision proposals shall be consistent with Zoning Code Section 7-9-113.

b. All subdivision proposals shall have public utilities and facilities such as sewer, gas, electrical and water systems located and constructed to minimize flood damage, with their structural supports designed to withstand hydrodynamic loading.

c. All subdivision proposals shall have adequate drainage provided to reduce exposure to flood damage.

d. Base flood elevation data shall be provided for subdivision proposals and other development proposed within the floodplain.

Sec. 7-9-293, 7-9-294. Reserved.

Proposed Water Purveyor

County of Orange

A will-serve letter for water service shall be furnished from the proposed water purveyor when filing any Proposed Tentative Tract Map in accordance with the Orange County Subdivision Code, Section 7-9-244. While not exhaustive, information to provide to the water purveyor for the will-serve letter is included below for reference. Please note that the format of the letter received from the water purveyor may vary.

Property Location and Tentative Tract Map Number _____

Name of Water Purveyor _____

Permit Held – Date Issued _____

Current Flow _____

Proposed Flow _____

Proposed Demand _____

Current Storage Capacity _____

Master Plan Prepared? Y/N (Reviewed for proposed service and connections to the existing public utilities)

Quantity of Water Available at The Points of Connection _____

Additional Distribution Commitments _____

Amount and Date of Any Projected Expansion of Existing Facilities

Proposed Sizing of Public New Facilities Necessary for Service

Can an adequate supply of domestic water, meeting the laws and standards of the California Code of Regulations, Title 17 and Title 22, be furnished to all parcels?

☐ YES

☐ NO

Remarks _____

Proposed Sewering Agency

County of Orange

A will-serve letter for sewer service shall be furnished from the proposed sewer purveyor when filing any Proposed Tentative Tract Map in accordance with the Orange County Subdivision Code, Section 7-9-244. While not exhaustive, information to provide to the sewer purveyor for the will-serve letter is included below for reference. Please note that the format of the letter received from the sewer purveyor may vary.

Property Location and Tentative Tract Map Number _____

Capacity of the Collector _____

Name of Sewering Agency _____

Current Capacity of the Sewage Treatment Facility _____

Current Amount of Sewage Being Treated _____

Proposed Demand/Additional Amount of Committed Sewage Treatment Capacity _____

Proposed Flow _____

Master Plan Prepared? Y/N (Reviewed for proposed service and connections to the existing public utilities)

Amount and Date of Any Projected Expansion of Existing Facilities

Proposed Sizing of Public New Facilities Necessary for Service _____

Can this property can be served by means of a public sanitary sewerage system and that the discharge of wastes from the proposed subdivision into the existing community sewer system will not result in violation of the existing requirements prescribed by the California Regional Water Quality Control Board?

☐ YES

☐ NO

Remarks _____

CEQA Determination:

Typically, Ranch projects are covered under previous environmental documentation. In the rare instances where a project may not be covered, staff will make a CEQA determination based on the applicant's Pre-file meeting and/or resultant Staff Determination per Checklist II.A.2 and the record of evidence presented with the application submittal.

1. ☐ **Determination:** If the Staff Determination per Checklist II.A.2, Item C.2., is "C.2.a" (i.e., a Previous Documentation finding is appropriate), no further action is necessary.
[Note: The impacts of each proposed Ranch Plan Tentative tract map application are typically analyzed by the previously adopted/certified CEQA document: Program EIR 589 and the Addendum covering the applicable Master Area Plan and Subarea Plan. Therefore, new environmental documentation is not likely to be necessary.]

If the Staff Determination per Checklist II.A.2, Item C.2., is "C.2.b" (i.e., additional environmental documentation is required), within 10 working days of, staff will make one of the following six potential initial study checklist determinations:

- a. ☐ **COULD NOT** have a significant effect on the environment, and a negative declaration (ND) will be prepared pursuant to CEQA Guidelines Article 6, 15070 through 15075.
[Note: If minor additions and/or clarifications are needed, these can also be provided as a technical memo to be added to the applicable EIR 589 and or Addendum document per "d." below.]
- b. ☐ **Could have** a significant effect on the environment, there will not be a significant effect in this case because the mitigation measures have been added to the project or revisions in the project have been made by or agreed to by the project proponent. A Mitigated Negative Declaration (MND) will be prepared pursuant to CEQA Guidelines Article 6, 15070 through 15075. *[Note: If a Tentative tract map would result in new or more severe significant impacts due, for instance, to substantial changes to the project assumed by the applicable Master Area Plan and Subarea Plan, which require revisions to the previous environmental analyses, a negative declaration would be required. This would be the case if new significant traffic, expanded grading, and/or development edge impacts are projected to occur that were not addressed by Final Program EIR 589 and/or subsequent Addenda.]*
- c. ☐ **MAY have** a significant effect on the environment, which has not been analyzed previously. Therefore, an environmental impact report (EIR) is required.
- d. ☐ **MAY have** a "potentially significant effect on the environment" or "potentially significant effect unless mitigated" impact on the environment, but at least one effect 1) has been adequately analyzed in an earlier document pursuant to applicable legal standards and 2) has been addressed by mitigation measures based on the earlier analysis as described on the attached sheets. An Environmental Impact Report is required, but it must analyze only the effects that remain to be addressed.
[Note: If minor additions and/or clarifications are needed, these can be provided

as a technical memo to be added to the applicable EIR 589 and or Addendum document.]

- e. ☐ **Although the** proposed project could have a significant effect on the environment, because potentially effects 1) have been analyzed adequately in an earlier EIR or ND/MND pursuant to applicable legal standards and 2) have been avoided or mitigated pursuant to that earlier EIR/ND/MND, including revisions or mitigation measures that are imposed upon the project, nothing further is required.

[Note: If a Tentative tract Map would result in new or more severe significant impacts due, for instance, to substantial changes to the project assumed by the applicable Master Area Plan and Subarea Plan, which require revisions to the previous environmental analyses, a supplement to Final Program EIR 589 would be required. This would be the case if new significant traffic, expanded grading, and/or development edge impacts are projected to occur that were not addressed by Final Program EIR 589.]

- f. ☐ **Although the** proposed project could have a significant effect on the environment, because potentially effects 1) have been analyzed adequately in an earlier EIR or ND/MND pursuant to applicable legal standards and 2) have been avoided or mitigated pursuant to that earlier EIR/ND/MND, including revisions or mitigation measures that are imposed upon the project. **However, minor additions and/or clarifications are needed** to make the previous documentation adequate to cover the project which are documented in this Addendum to the earlier CEQA Document (Sec. 15164).

[Note: The addition of new analysis of greenhouse gas (GHG) emissions, pursuant to SB 375, are to be addressed at the County--wide and Planned Community--wide level, per County and OPR CEQA Guidelines, not at the project level, such as a specific tentative tract map application.]

2. ☐ **Initial Study Checklist:** If the Staff Determination per Checklist I.F.2, Item C.2., is "C.2.b" (i.e., additional environmental documentation is required) the applicant shall present a draft Initial Study per a review of each question and draft response on the checklist (such as the transportation/traffic example shown in the box below) ...

Example

16. TRANSPORTATION/TRAFFIC. Would the project ... c) Exceed, either individually or cumulatively, a level of service standard established by the county congestion management agency for designated roads or highways?

3. ☐ ... and determine appropriately check the correct box from four findings:

- a. ☐ **Potential Significant Impact**

[Note: Per the example above, a reduction in the level of service of an intersection

to failing (Level of Service E or F) would be an example of a “new significant impact”.]

b. ☐ Less Than Significant Impact/Mitigation Measure

[Note: Per the example above, a reduction in the level of service of an intersection, but mitigated by project--related improvements to the intersection.]

c. ☐ Less Than Significant Impact

[Note: Per the example above, because traffic impacts have been analyzed by Final Program EIR 589, if the subsequent action is consistent with the approved development and, therefore no reduction is anticipated in the level of service of intersections, there would be “no substantial change from previous analysis”.]

d. ☐ No Impact

[Note: Per the example above, no project--related traffic impacts are anticipated.]

4. ☐ Upon the determination made in item #2 above, the draft Initial Study shall be made available to the applicant in draft form for five working days for review and comment.
5. ☐ Upon receipt of the applicant’s comments per item #3 above, Staff shall complete the Initial Study and take the appropriate steps to finalize the CEQA documentation accordingly.

INSTRUCTIONS FOR APPLICANTS ON ENVIRONMENTAL INFORMATION FORM

This contains information to assist you in providing the basic information necessary for staff to evaluate the environmental impacts of your project. Complete and accurate information on your Environmental Information Form submittal will enable staff to process your project efficiently. The Environmental Information Form is included in the items to be filled out when applying for the tentative tract map in the LMS customer portal.

The Environmental Information Form:

The Environmental Information Form and supporting documentation provides the basic information necessary for the evaluation of your proposed project to determine its potential environmental effects. This information will be used to complete an Initial Study. Depending on the type and nature of your project, staff may request additional information/data beyond what is requested in the Environmental Information Form.

Environmental Determination:

After review of the information by the Land Development Division, a determination will be made regarding the appropriate environmental documentation for your project. The determination will fall into one of three categories:

1. If the project is found exempt from CEQA, a Notice of Exemption will be prepared by EPSD staff. The notice will be returned to the County lead division along with the environmental determination memo. The Notice of Exemption will be filed by the lead division after the project has been approved in order to establish the statute of limitations for legal challenges.
2. If the project is not exempt but no significant environmental effects are anticipated, or if impacts can be mitigated or avoided by a change in project design or operation, a Negative Declaration will be prepared and posted.
3. If there is substantial evidence that any aspect of the project may cause a significant effect on the environment, the Land Development Division of OC Development Services Department will prepare an EIR, or use a previously prepared EIR (if it adequately addresses the current project).

ADDITIONAL INFORMATION FOR SPECIAL PROJECTS

A. Construction and/or Development Projects, identify:

1. Grading quantities cut and fill yardage, slope height and ratio.
2. Alterations to natural drainage patterns that may occur.
3. Erosion control methods that may be used.
4. Whether clearing or vegetation control, or use of herbicides, defoliants, bulldozing, burning, or cutting will be required.
5. Trees or other significant vegetation that may be removed by type, size, and quantity.
6. Measures to be utilized to control dust.
7. Any noisy construction methods that may be used (e.g., pile

- drivers, jackhammers, or blasting).
- 8. Measures that will be used to minimize vehicular and pedestrian traffic disruption and protect the public from construction hazards.
- 9. Landscaping, if any, that will be provided.
- 10. Measures that will buffer adjacent land uses from adverse impacts.

B. Acquisition projects, please identify:

- 1. Any property that may be condemned or persons relocated as a result of the project.
- 2. Ultimate use of the site.