

# **TENTATIVE TRACT MAPS PACKET**

## **RANCH PLAN PLANNED**

### **COMMUNITY**

OC Development Services/Land Development  
714.667.8888

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

# Table of Contents

I.A: Tentative Tract Map Submittal Checklist.....	3
I.B: Tentative Tract Map General Procedures Overview.....	5
I.C: Formal Tentative Tract Map Application Initiation and Assessment Checklists.....	7
I.C.1: Subdivider’s Letter of Project Proposal.....	7
I.C.2: Tentative Tract Map Contents.....	9
I.C.3: Supplemental Information.....	13
I.D: Environmental Determination Review Checklist.....	15
I.E: External Agency Review Checklist.....	16
I.F: Formal Tentative Map Public Hearing Requirements.....	17
I.G: Formal Tentative Map Process Subsequent to Public Hearing.....	19
I.H: Concurrent Processing Request Letter Example.....	22
I.I: Agent Authorization and Notarization Form Example.....	23
I.J: Notification Map/Mailing List Instructions.....	24
I.K: Property Owner List Example.....	25

## List of Attachments

Attachment 1: Pre-file checklist

Attachment 2: OC Subdivision Code Sections 7-9-237 through 7-9-294

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

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

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

- 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
  - 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) **Runoff Management Plan (ROMP) and Master Plan of Drainage (MPD) (Planning Areas 3 and 4 only):**
- For "A" Tentative Tract Maps, provide detailed ROMP and MPD for Planning Areas 3 and 4 phasing of development. These studies shall be development at the level of "A" TTM approvals and prior to rough grade permit approvals.

\* 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](http://www.OCPublicWorks.com)  
714.667.8800 | [Info@OCPW.ocgov.com](mailto: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:

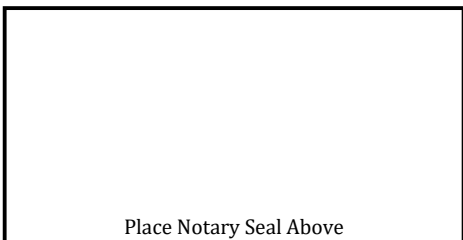
State of California

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.



Place Notary Seal Above

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

	NAME	ADDRESS	ASSESSOR'S PARCEL NO.
SUBJECT PROPERTY	Your Name	12 Via Montanero	833-233-1
	John/Jane 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