



County Administration South
601 North Ross Street
Santa Ana, CA 92701

P.O. Box 4048
Santa Ana, CA 92702

(714) 667-8800

info@ocpw.ocgov.com

OCPublicWorks.com



Administrative Services



OC Development Services



OC Facilities Design & Construction Management



OC Facilities Maintenance & CUF



OC Fleet Services



OC Construction



OC Environmental Resources



OC Operations & Maintenance



OC Infrastructure Programs



OC Survey



This checklist is intended to be used for Tentative Tract Map applications processed for projects located within the Ranch Plan Planned Community and processed through Land Development under a Reimbursement Agreement (RA). Plans must be submitted via the Land Management System (LMS) at: <https://myoceservices.ocgov.com>.

Land Development – Tentative Tract Map Submittal Checklist

- 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. 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 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

* 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.

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.