



Tentative Parcel Map Application Package

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Submittal Checklist

TENTATIVE PARCEL MAP

This application package has been created to assist you with the submittal of a Tentative Parcel Map. This package is designed with a one page checklist for the items you need to submit followed by instructions for preparing your submittal.

In order to ensure an accurate and expedited application process, submittals will be by appointment only. To schedule an appointment please call (714) 667-8888

DATE COMPLETED	SCREEN CHECK
	<ol style="list-style-type: none"> 1. Associated Fee/Deposit: <ol style="list-style-type: none"> A. Single Family Residential Only Deposit: (Map Processing) \$5,000.00 Deposit: (Environmental Processing) \$3,500.00 B. Other than Single Family Residential Deposit: (Map Processing) \$5,000.00 Deposit: (Environmental Processing) \$3,500.00 C. Orange County Fire Authority Service Request Fee: (Map Review) \$303.00
	<ol style="list-style-type: none"> 2. Three (3) copies of the Tentative Parcel Map and one (1) electronic copy. More or Less copies may be requested based on project geographic area.
	<ol style="list-style-type: none"> 3. <ol style="list-style-type: none"> A. Planning Application (completed and signed) B. Application for tentative parcel map C. Statement of Applicant (completed and signed)
	<ol style="list-style-type: none"> 4. Environmental Review –Current and Environmental Planning unit may require additional information.
	<ol style="list-style-type: none"> 5. Will-serve letters from water supplier and sewerage agency.
DATE COMPLETED	Official Filing
	<ol style="list-style-type: none"> 1. Associated Fee/Deposit: <ol style="list-style-type: none"> A. Single Family Residential Only Deposit: \$5,000.00 B. Other than Single Family Residential Deposit: \$5,000.00
	<ol style="list-style-type: none"> 2. Three (3) copies of the tentative parcel map (if map is on a separate sheet other than the form supplied) and one (1) electronic copy. More or less copies may be requested based on project geographic area.
	<ol style="list-style-type: none"> 3. Ownership List; radius map (assessor parcel page); and stamped, addressed #10 business envelopes (no metered mail).
	<ol style="list-style-type: none"> 4. 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 parcel map.

Supplemental Information

TENTATIVE PARCEL MAPS

For any project requiring discretionary review it is strongly encouraged that applicants submit an electronic copy of the preliminary project proposal and application information for review by our County team ahead of submittal. Pre-file meetings with the Subdivision and Planning Application Review Committee (SPARC) are also available as part of our customer service and preliminary review of project proposals. **All submittal information is to be provided in electronic format (word and/or pdf)** and sent directly to our Planning team at planning@ocpw.ocgov.com. If your submittal exceeds 15MB in size, please utilize our file transfer site (ftp) located at the following link: <https://ftp.eft.ocgov.com>. The ftp site username is devsvcs-guest and password is DevSvcDocs, and the target folder is /OCPW/Dev_Svcs. Please note passwords are case sensitive.

Planners are also available in our Development Processing Center (DPC) to assist you. The DPC is located at 300 N. Flower Street, Santa Ana. Operating hours are Monday through Friday 8:00 a.m. to 4:00 p.m. Please send email to planning@ocpw.ocgov.com or contact OC Development Services at (714) 667-8888 to schedule a pre-filing meeting or schedule an appointment to discuss specific issues that may apply to your project.

The following information supplements the Planning Application form to facilitate processing of tentative parcel map (TPM) applications.

Your cooperation with these instructions will insure that your application can be processed in the most expeditious manner possible.

Application for a TPM requires preparation of a map illustrating (attachment) the proposal and surrounding existing conditions, and submittal of additional information about the project to permit a complete evaluation of the proposal.

FORMS

1. PLANNING APPLICATION FOR TENTATIVE PARCEL MAP AND ENVIRONMENTAL INITIAL STUDY.

This is the official application for the TPM and Initial Study. Please see “Planning Application Filing Instructions” for completing this form.

A TPM is considered a “project” by the California Environmental Quality Act of 1970. Therefore, an assessment of the possible environmental impact of the project must be made. This Planning Application form must be completed to supply the necessary information so that an environmental determination can be made. THERE IS A DEPOSIT FOR THE ENVIRONMENTAL PROCESSING.

2. TENTATIVE PARCEL MAP FORM

The required map should be drawn on this form contained in the supplemental package unless the project is so large or so complex that all of the required information cannot be drawn in a clear and readable manner. If a separate sheet is used for the map, this form must still be submitted. Print **“SEE ATTACHED MAP”** in the space provided for the drawing and complete the section labeled: **“Map prepared by:”**

Supplemental Information

The map must include the following information:

- The location of the project site in relation to existing streets and the distance to the nearest cross street (must be detailed enough to allow someone not familiar with the area to locate the project site).
- The existing and proposed parcel layout. Dimension all lines. Use a heavy solid line for the project boundary, solid lines for proposed property lines, and dashed lines for existing property lines.
- A number for each parcel (Parcel 1, Parcel 2, etc) and the net area of each parcel (Net area equals the gross area minus any easements that restrict the surface use of the property, such as vehicular, pedestrian, or equestrian easements).
- The location and width of all existing or proposed easements or rights -of-way, whether public or private, for roads, drainage, or proposed and indicate to whom the easement is granted.
- The type and location of existing and proposed street improvements to centerline of adjacent streets (fully dimensioned).
- The proposed used of all parcels.
- The location of any above ground or underground structures on the site and indication if they will be removed or will remain. Dimension distances to proposed property lines on structures to remain.
- The proposed method of storm drain disposal.
- The location of all areas subject to inundation or flood hazard and the locations, width, and direction of flow of all water courses and flood control channels.
- The location of any excavations on the site or within 200 feet of any portion of the site.
- If the map was prepared by an engineering firm, the engineer's stamp and signature must be on the map.

3. STATEMENT OF APPLICANT

Complete this form as completely and accurately as possible. Missing or incorrect information will only serve to delay your application. If certain lines do not apply to your project, print "NOT APPLICABLE" in the space provided.

4. & 5. WATER AND SEWER LETTERS

Have the water supplier and the sewerage agency serving your project complete the forms and return them to you.

Supplemental Information

6. MAP FOLDING INSTRUCTIONS

If a sheet larger than 8-1/2" x 14" is used to prepare the required map please fold the map as shown (see attached diagram).

PROCEDURES

1. ALL TPM'S MUST BE SUBMITTED FOR PRELIMINARY REVIEW AT THE INITIAL STAGE OF PROCESSING.

A deposit of 5,000.00 for map processing and a deposit of \$3,500.00 for environmental processing will be collected for TPM'S submitted for screen check.

Submit one copy of the map drawn on the form provided. If the map is on a separate sheet, submit 3 copies folded in accordance with the "Map Folding Instructions." Complete forms described in items 2 through 5 above, and submit the original of these items. The map and supplemental information will be sent to those County departments whose representative make up the Orange County Subdivision Committee. The staffs of these departments will evaluate the proposal and should return comments to the Subdivision Section of Land Use Planning within fifteen (15) working days. These 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 approved TPM.

Also at this time, the TPM application is checked to insure 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 TPM and the General Plan, the zoning, or other laws, the conflict must be resolved prior to acceptance of any proposal for filing.

2. ENVIRONMENTAL DETERMINATION

Concurrent with the submittal of the preliminary review material, that information required by the Initial Study (Item 1 above) will be forwarded to the Environmental Planner.

3. OFFICIAL FILING

After the required corrections and/or additions have been made to the map and forms, and either (a) a Negative Declaration has been posted, or (b) fifteen (15) days have elapsed since the date that a Draft Environmental Impact Report has been accepted, the application may be submitted for official filing.

A deposit of \$5,000.00 will be collected for TPMs submitted for official filing.

If the maps is on a separate sheet other than the 8-1/2" x 11" form supplied, submit 35 copies of the TPM folded in accordance with the "Map Folding Instructions."

In the filing process for tentative parcel maps, all owners of property within 300' of the exterior boundary of the subject site will be notified of the public meeting. To meet the requirements for notification, the following will be required:

Supplemental Information

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 by your signature.

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, 623 N. Ross Street, Santa Ana. 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) You must certify to the accuracy and completeness of the list by your signature. An incomplete list discovered after a project is approved may negate such approval.
- 3) Return address will be stamped on envelope by the Agency. Do not use envelopes with personal or business return address.

4. SUBDIVISION COMMITTEE

Within 50 days of the official filing being deemed complete the Orange County Subdivision Committee will discuss the proposed tentative parcel map. 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.

5. FINAL TRACT MAP

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

Supplemental Information

6. EXTENSION OF TIME

Within three (3) years after the date of approval of the tentative map, a final tract 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.

Attachments: Water Letter
 Sewer Letter
 Tentative Parcel Map Form
 Statement of Applicant
 Map Folding Instructions

Proposed Domestic Water Supply Statement of Certification

This minimum information shall be furnished when filing any Proposed Tentative Parcel Map in accordance with the Orange County Subdivision Code, Section 7-9-244.

Property Location _____

Name of Water Supplier: _____

Status of State permit to supply domestic water: (Section 4010 to 4025, California Health and Safety Code)

- Permit Held – Date Issued _____
- Temporary permit held – Expiration Date _____
- Permit applied for – Date of application _____
- Quantity of Water Available at The Points of Connection _____
- No permit held _____

Can an adequate supply of domestic water, meeting the laws and standards of Health and Safety Code Section 4010-4038 and the California Administrative Code, Title 17, Section 7050-7081, be furnished to all parcels?

- YES
- NO

Remarks _____

Signatures:

APPLICANT SIGNATURE

DATE

WATER SUPPLIER SIGNATURE

DATE

TITLE

TENTATIVE PARCEL MAP #: _____

Proposed Sewerage Agency's Statement of Certification

This minimum information shall be furnished when filing any Proposed Tentative Tract Map in accordance with the Orange County Subdivision Code, Section 7-9-244.

Property Location _____

Name of Sewering Agency _____

Current Capacity of the Sewage Treatment Facility _____

Current Amount of Sewage Being Treated _____

Additional Amount of Committed Sewage Treatment Capacity _____

Amount and Date of Any Projected Expansion of Facilities _____

I hereby certify that 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.

FOR THE SEWERING AGENCY:

NAME

TITLE

DATE

TENTATIVE PARCEL MAP #: _____

Tentative Parcel Map Application

FILED WITH LAND USE PLANNING

T.P.M. # _____


SCALE: IN = FT.

USE BLACK INK ONLY. This form must be reproduced. (Print)

Map Prepared By: _____

Address: _____

City: _____ Telephone: _____

Departmental Use Only:

Zone: _____

Filing Date: _____

Supervisorial District: _____

Comments Due: _____

A.P. #: _____

Reference: _____

S.D.M. #: _____

SCPM #: _____

L.U.E.: _____

TPM #: _____

Tentative Parcel Map Form

ACCOMPANY TENTATIVE PARCEL MAP

USE BLACK INK ONLY

RECORD OWNER

- 1. Name of Record Owner: _____
- 2. Address of Owner: _____
- 3. Telephone # of Owner: _____

SUBDIVIDER

- 4. Name of Subdivider: _____
- 5. Address of Subdivider: _____
- 6. Telephone # of Subdivider: _____

7. I hereby certify that I am the RECORD OWNER(S) of all of the property proposed for subdivision on this MAP.

OR _____ SIGNATURE

8. I hereby certify that the record owner (s) has KNOWLEDGE of and CONSENTS to the filing of this MAP.

_____ SIGNATURE

9. Name of immediate prior owner if less than one year has elapsed between the date on which property was acquired and the date of filing the proposed TENTATIVE PARCEL MAP:

_____ PRINT NAME

10. Legal description of property: (May be provided on separate sheet.)

11. Assessor's Parcel # of property: _____

12. Sources of domestic water: _____

13. Method of sewage disposal: _____

14. Sewering Agency: _____

15. Type of street improvements and utilities proposed: _____

16. Method of complying with Local Park Code (Payment of park fee, provide park land, or a combination of both)

17. Direction & manner of flow of runoff water: (A detailed topographic sketch on tracing paper may be necessary for full explanation.)

18. Existing use of Parcels: _____

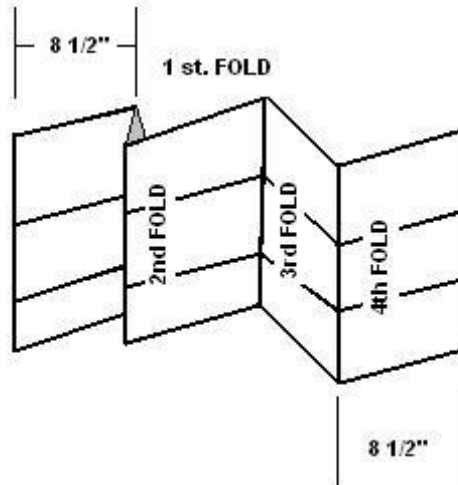
19. Proposed use of Parcels: _____

S.C.P.M. #: _____

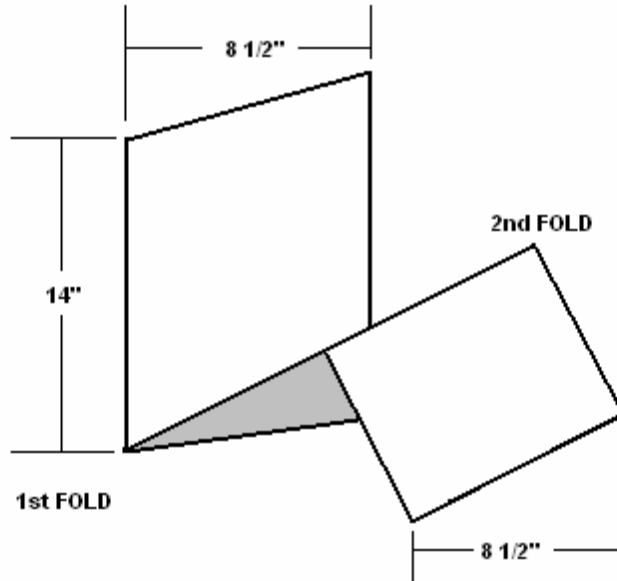
T.P.M. #: _____

Map Folding Instructions

1st. STEP: Fold all maps and drawings to a finished size of 8 ½” by 14”. Fold from left to right with 8 ½” folds. If the size of the map or drawing exceeds equal folds of 8 ½”, adjust next to last fold to allow a final fold of 8 ½”.



2nd STEP: Fold from top to bottom with 14” folds, leaving the project name clearly in view.



Subdivision Submittal Information Application

This form is used for all Tentative Tract Map Applications, Tentative Parcel Map Applications, Lot Line Adjustments, Certificate of Compliance, etc.

APPLICATION #: _____

PROJECT INFORMATION

Application Type: _____ Filed Date: _____

Tentative Tract Map Tentative Parcel Map Lot Line Adjustment Certificate of Compliance

Project Name: _____ APN: _____

Street Address Or Location: _____ Zoning: _____

Project Description: _____

Existing Site and Environmental Conditions: _____

Previous Approvals: _____

CONTACT INFORMATION

Property Owner: _____ Project Agent: _____ License: _____

Mailing Address: _____ Mailing License: _____

City: _____ Zip: _____ City: _____ Zip: _____

Phone #: _____ Email: _____ Phone #: _____ Email: _____

STAFF USE ONLY

Assessor's Parcel #: _____ Legal: _____ Lot Size: _____

Zoning: _____ Gen Plan: _____ Sup District: _____ Flood Plan: _____

Specific Plan: _____ Zoning: _____ Coastal Zone: _____

PC: _____ Zoning: _____ Sphere of Influence: _____

Review Board: _____ School District: _____

CERTIFICATION

I acknowledge that:

- There are no assurances at any time, implicitly or otherwise, regarding final staff recommendations to the decision making body about this application.
- Major changes of the proposed project may require a new application and payment of new fees.
- The County will charge the actual cost of the staff work on the application per the current Fee Ordinance. The costs of processing the application will be deducted from the deposit. If the deposit is reduced to a point that is insufficient to complete the future work, you will be notified to deposit additional amounts.

I hereby certify to the best of my knowledge that the information I have presented on this form and attached materials is true and correct. I also understand that additional data and information may be required prior to final action on this application. I have read and understand the contents contained in the above statements 1 through 3.

Print Name

Signature

Date

Please indicate Project "Bill to" : Project Owner Project Agent Other: _____

Environmental Information

PROJECT TITLE : _____

PROJECT LOCATION

Address: _____

City: _____ Zip: _____

PROJECT DESCRIPTION:

EXISTING ENVIRONMENTAL CONDITIONS:

ITEMIZATION OF ATTACHED SUPPORT DATA:

PREVIOUS COUNTY ACTION(S) AND/OR ENVIRONMENTAL DOCUMENTATION :

GOVERNMENT APPROVALS REQUIRED:

Contact Person(s): _____ Phone Number: _____

DECLARATION

I hereby declare that the statements furnished above, including any attached hereto, represent all information required for this initial evaluation. Said statements, together with any exhibits attached hereto, are true and correct. I hereby agree to pay all required fees for work performed by the County in processing, reviewing, and analyzing the necessary environmental documentation in accordance with adopted County Procedures.

SIGNATURE

DATE

Preparing Environmental Information for Private Projects

INSTRUCTIONS FOR APPLICANTS

This packet contains information to assist you in providing the basic information necessary for staff to evaluate the environmental impacts of your project. It contains three parts; a cover sheet, which provides an overview of the process and a description of possible environmental determinations for your project; instructions for completion of an Environmental Information Form; and the Environmental Information Form itself.

Complete and accurate information on your Environmental Information Form submittal will enable staff to process your project efficiently. If you need assistance, please contact Land Use Planning/Environmental Services at **(714) 667-8888**.

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 Land Use Planning Division (LUPD), 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 Planning and Development Services Department will prepare an EIR, or use a previously prepared EIR (if it adequately addresses the current project).

Submittal of Environmental Information Form and Supporting Documentation:

Environmental Information for public projects should be submitted directly to the:

Development Processing Center
300 N. Flower Street, Room 122,
Santa Ana, CA 92703

Instructions for Completing The Environmental Information Form

In addition to the items listed above, the following additional exhibits must be provided based on the project types listed.

a. Private-Initiated General Plan Amendments/Zone Changes/Specific Plans (site specific)

- Existing General Plan/Zoning maps for site and surrounding area.
- Existing Land Use Map for site and surrounding area.
- Proposed General Plan/Zoning maps for site and surrounding area.
- Existing and proposed topographic maps of project area.
- The following special studies as applicable: Traffic Report, Geotechnical report, Grading plans, Hydrologic study, Biological Study, Noise Study.
- Text of proposed revisions to regulations using underline and strike through notation to indicate additions and deletions.

b. Site Development Permits/Use Permits/Coastal Development Permits/Area Plans

- Existing, approved and proposed surrounding land use maps.
- Traffic study (if applicable).
- Geotechnical report (if applicable).
- Grading plan (if applicable).
- Hydrologic study (if applicable).
- Biological Study (for projects in Coto de Caza and other sites within the Central Coastal and Southern Sub-Region Natural Community Conservation Plan areas whenever applicable).

c. Other Projects: If a proposed project does not fall into the categories listed above, consult with Environmental Planning Services Division staff **(714) 667-8888** to determine appropriate supplemental documents.

Other technical information such as archaeological, paleontological, or biological surveys; foundation/soil reports; percolation test reports; noise studies or traffic analyses may be necessary in some cases. If such reports are needed in order to complete the CEQA documentation, you will be notified by Environmental Planning Services Division Project Manager, If any such reports have already been prepared, please include copies with your submittal.

6. PREVIOUS COUNTY ACTION(S) AND/OR ENVIRONMENTAL DOCUMENTATION

Please list any previous actions relative to the property and any previous environmental documentation covering the project.

7. GOVERNMENT APPROVAL(S) REQUIRED

Please indicate other approvals now or in the future that will be necessary to implement your project (e.g., Planning Commission, Board of Supervisors, Army Corps of Engineers). If federal or state funds are involved in the project indicate the funding source. If a General Plan consistency (65402) determination from any non-County agency is necessary, indicate which agency or city is involved. If state approval of any phase of the project is necessary please explain.

8. CONTACT PERSON(S)

Instructions for Completing The Environmental Information Form

Please give the name, telephone number, e-mail address, of the person most knowledgeable about the proposed 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, defoliant, 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.

Parcel Map Assignment

To: County of Orange
Office of the County Surveyor
300 North Flower Street
Santa Ana, CA 92703-5000

PARCEL MAP # _____

I _____ the record owner of the herein described land depose and state: that the subdivider named hereon has consent to file a Parcel Map thereon. Request is hereby made that a Tentative Parcel Map number be assigned to said map.

Dated: _____ Signed: _____
OWNER

ASSESSOR PARCEL #: _____ ADDRESS _____

LEGAL DESCRIPTION:

PROPOSED SUBDIVIDER:

COMPANY OR NAME _____

ADDRESS _____

CITY _____

SUBDIVIDER'S ENGINEER/ SURVEYOR

COMPANY OR NAME _____

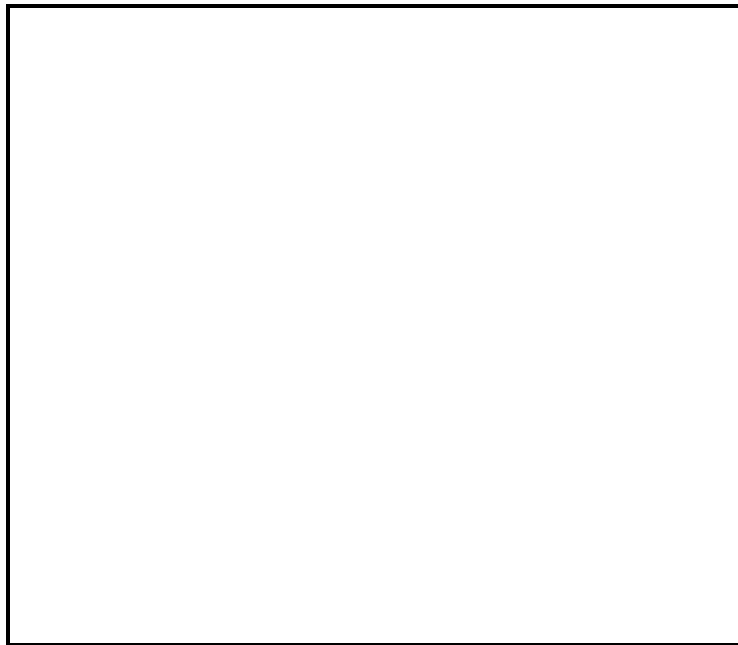
ADDRESS OR ENGINEER/SURVEYOR _____

PHONE # _____

Subdivision will in
(Unincorporated Territory)
or
(City of _____)

This is a unit of
Tentative Parcel Map # _____

SKETCH



The above Tentative Parcel Map # is assigned to the owner of the land described herein ONLY.
Fraudulent statements hereon shall be cause for cancellation.

WALL MAP NUMBER: _____
SUPERVISORIAL DIST: _____
THOMAS BROTHERS PAGE: _____
BLOCK & MODULE: _____

Authorization and Receipt #: _____

Dated: _____ By: _____
County Surveyor's Office