



Community Development Department • 69-825 Highway 111 • Rancho Mirage, CA 92270

Phone: 760-328-2266 • Fax: 760-324-9851

**TENTATIVE TRACT/PARCEL REVISION APPLICATION**

**APPLICANT:**

\_\_\_\_\_  
Mailing Address: \_\_\_\_\_ Phone: \_\_\_\_\_  
City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_ Email: \_\_\_\_\_  
Fax: \_\_\_\_\_

**LEGAL OWNER:**

\_\_\_\_\_  
Mailing Address: \_\_\_\_\_ Phone: \_\_\_\_\_  
City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_ Email: \_\_\_\_\_  
Fax: \_\_\_\_\_

**REPRESENTATIVE/CONTACT PERSON:**

\_\_\_\_\_  
Mailing Address: \_\_\_\_\_ Phone: \_\_\_\_\_  
City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_ Email: \_\_\_\_\_  
Fax: \_\_\_\_\_

Please send correspondence to (check one)  Applicant  Property Owner  Representative/Contact

**BUSINESS LICENSE NUMBER (Required)** \_\_\_\_\_  
License Number Expiration Date

Project Address: \_\_\_\_\_ Name of Project: \_\_\_\_\_

Existing General Plan/Zoning: \_\_\_\_\_ Existing Land Use \_\_\_\_\_

Assessor's Parcel Number(s) \_\_\_\_\_ Acres/Sq.Ft. \_\_\_\_\_

Existing Map No.: \_\_\_\_\_ Existing Map Expiration Date: \_\_\_\_\_

Brief Project Summary: \_\_\_\_\_

**A COMPLETE WRITTEN PROJECT DESCRIPTION MUST ALSO BE ATTACHED**

**Any false or misleading information shall be grounds for denial  
If Not Legal Owner, Notarized Authorization From Owner of Record Must Be Attached.**

Wet Ink Signature \_\_\_\_\_ Print Name \_\_\_\_\_ Date \_\_\_\_\_

**OFFICE USE ONLY**

CASE NUMBER: TTMR/TPMR RELATED CASE NUMBER: \_\_\_\_\_  
FILING FEE: \$ \_\_\_\_\_ RECEIPT NUMBER: \_\_\_\_\_ CHECK NUMBER: \_\_\_\_\_  
DATED SUBMITTED: \_\_\_\_\_ SUBMITTED TO: \_\_\_\_\_

## **Tentative Tract/Parcel Revision**

The Community Development Department encourages all applicants to schedule a preliminary meeting with staff to review the proposed revision prior to submittal of the application.

### **I. SUBMITTAL REQUIREMENTS**

- \_\_\_ 1. Applicable fees.
- \_\_\_ 2. One completed application form, including wet ink signature(s) of property owner(s).
- \_\_\_ 3. A written detailed project summary must be attached.
- \_\_\_ 4. A written description explaining the reason for the revision.
- \_\_\_ 5. Ten (10) copies of the revised Tentative Map delineating the revisions.
- \_\_\_ 6. All Plans shall contain a licensed engineer's title block. As an alternative, a licensed engineer's stamp and signature on each sheet will be accepted.
- \_\_\_ 7. One 3" x 3" Vicinity Map.
- \_\_\_ 8. One copy of the preliminary title report(s).
- \_\_\_ 9. Three (3) sets of mailing labels for property owners within a 500-foot radius of the project. If the required 500 foot radius mailing list results in less than twenty-five properties, the mailing radius shall be increased to one thousand feet (1,000'). The labels need to include the assessor parcel number. Said labels shall be prepared and certified by a Title Insurance Company, Civil Engineer or surveyor. The applicant is responsible for the accuracy of the 500 or 1000-foot radius and address certification. An error may result in denial or continuance of the project by the reviewing authority. The list shall be prepared on 8 ½" x 11" sheets of self-adhesive labels.
- \_\_\_ 10. This application shall be accompanied by a Map showing every property within the radius of the subject property.

**Applications will not be accepted by mail, email or facsimile. All applications shall be submitted in person.**

### **II. PROCEDURES**

- 1. Submit a complete application with all required signatures, application fees, mailing labels and map (500' - 1000' radius) and revised map as described in Section I above.
- 2. Staff will review the application and determine if it is complete within 30 days from the date the project is submitted. The project applicant will receive a completeness letter stating that the project information has been determined sufficient for processing, or an incompleteness letter requesting corrections, clarification and/or additional information, which will provide the information necessary for staff, the Planning Commission and City Council to understand the application. **The application cannot be processed until all required submittal items are received.** Once the application is deemed complete, the project is circulated to other City Departments and local agencies for comments and conditions.
- 3. Once the project has been deemed complete, staff will prepare a written staff report and the project will be scheduled for Planning Commission review (meetings held on the 2<sup>nd</sup> and 4<sup>th</sup> Thursdays at 2:00 p.m.). A public hearing notice is mailed to property owners within the 500' – 1000' radius 15 days prior to the public hearing.

Tentative **Parcel** Map Revisions are reviewed by the Planning Commission however Tentative **Tract** Map Revisions are reviewed by both the Planning Commission and the City Council.

4. If it is a Tract Map Revision the City Council is the final approving body (meetings on the 1<sup>st</sup> and 3<sup>rd</sup> Thursdays at 1:00 p.m.) Staff prepares a written staff report and public hearing notices are mailed to property owners within the 500' – 1000' radius 15 days prior to the public hearing.
5. Once the project has been approved, an approval letter is sent along with the final Conditions of Approval to the applicant/property owner. This letter is required to be signed by the property owner(s) agreeing to the Conditions of Approval prior to issuance of any permits.

**Note: In an effort to assist applicants in reducing project costs and unnecessary paperwork due to incomplete or missing items in applications, we have devised a two tiered system for submitting project plans/booklets. By submitting only 10 copies as noted in Section I, number 5 above, an applicant acknowledges that an insufficient quantity of exhibit copies have been submitted, and is permitted to submit the required quantity after completeness review and revisions.**

**SUBMITTAL REQUIREMENTS WHEN APPLICATION IS COMPLETE AND READY FOR REVIEW**

**Parcel Map Revision – Review by the Planning Commission**

\_\_\_ Fifteen (15) copies 24" x 36" folded Parcel Maps, folded to 8 ½" x 11".

**Tract Map Revision – Review by both the Planning Commission and City Council**

\_\_\_ Thirty (30) copies 24" x 36" folded Tract Maps, folded to 8 ½" x 11".

**Any determination or action taken by the Planning Commission to approve or disapprove an application may be appealed to the City Council by the applicant, Rancho Mirage citizen, or any person having an interest. Appeals must be filed with the City Clerk on an application form with the appeal-filing fee within ten (10) days of the date of Planning Commission action.**

**Check list for Tentative Map Requirements.**

- \_\_\_ Tract number, title of map and legal description of the property.
- \_\_\_ Name and address of person preparing map.
- \_\_\_ Name and address of owner and subdivider.
- \_\_\_ Approximate acreage and overall dimensions.
- \_\_\_ North point, scale and date. The minimum scale shall be 1 inch = 100 feet.
- \_\_\_ Subdivision boundary line and vicinity map.
- \_\_\_ Name, book and page numbers of adjoining subdivisions. Adjoining tentatively approved maps shall also be shown.
- \_\_\_ Names, locations and widths of adjoining streets.
- \_\_\_ Identifying marks and existing structures, both above, and below ground.
- \_\_\_ Locations and widths of proposed streets.
- \_\_\_ Approximate grades of proposed and existing streets.
- \_\_\_ Streets and right-of-way providing legal access to the property.
- \_\_\_ Approximate radii of curbs.
- \_\_\_ Widths of alleys and easements.

\_\_\_ Names of utility companies and locations of existing and proposed public utilities.

\_\_\_ Existing coverage and drainpipes.

\_\_\_ Watercourses and channels, including proposed facilities for control of storm waters.

\_\_\_ Land subject to overflow, inundation or flood hazard.

\_\_\_ Railroads and other rights-of-way including Federal rights-of-way.

\_\_\_ Lands and parks to be dedicated to public use.

\_\_\_ Dimensions of reservations.

\_\_\_ Proposed lot lines and approximate dimensions.

\_\_\_ Adjoining property and lot lines, including those of tentatively approved maps.

\_\_\_ Front, rear, side and street side setback lines.

\_\_\_ Elevation and slope information **with elevation bench mark reference listed** as follows:

- a. Contours with maximum intervals as follows within the proposed subdivision and at least 150 feet beyond its boundaries.

	<u>SLOPE</u>	<u>INTERVAL</u>	
<b>0 - 2 Percent</b>	<b>2</b>		<b>Feet</b>
<b>3 - 9 Percent</b>	<b>5</b>		<b>Feet</b>
<b>10 Percent Plus 10</b>			<b>Feet</b>

**Copies of USGS maps are not acceptable.**

- b. Proposed pad and street elevations and pad elevations of adjoining existing or approved subdivisions.

\_\_\_ Existing use of property immediately surrounding the proposed subdivision.

\_\_\_ Proposed land use for all lots - single family, multiple family, commercial.

\_\_\_ Source of water supply.

\_\_\_ Method of sewage disposal.

\_\_\_ Existing zoning and proposed zoning (if applicable).

\_\_\_ Name of school district (and boundary if within two districts).

\_\_\_ Names of any special districts serving the proposed subdivision and location of the boundary if within the area of the Tentative Map.

\_\_\_ If it is contemplated that the development will proceed by phases, the boundaries of such phases shall be shown.

\_\_\_ Reports and written statements on the following matters shall accompany the map:

\_\_\_ a. Subdivision building or development plan.

\_\_\_ b. Proposed method of control of storm water, including data as to grade and dimension.

\_\_\_ If private streets or common recreation or landscape lots are proposed, they shall be shown as lettered lots and the method by which their maintenance will be accomplished and financed shall be listed.

\_\_\_ The Tentative Map must meet the State Subdivision Map Act Findings.

\_\_\_ Acreage and square footage for each lot shall be shown on the map.