CITY OF RANCHO MIRAGE ©

Planning Division ● 69-825 Highway 111 ● Rancho Mirage, CA 92270
Phone: 760-328-2266 ● Fax: 760-324-9851

TENTATIVE TRACT/PARCEL MAP APPLICATION

APPLICANT:

_____Phone:_____

Mailing Address: _____Fax: _____

City: _____ State: _____ Zip:_____ Email:_____

LEGAL OWNER:

_____Phone:_____

Mailing Address:_____Fax:_____

City: _____ State: _____ Zip:_____ Email:_____

REPRESENTATIVE/CONTACT PERSON:

_____Phone:_____

Mailing Address:_____Fax:_____

City: _____ State: _____ Zip:_____ Email:_____

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

BUSINESS LICENSE NUMBER (Required)_____
License Number **Expiration Date**

Map Number: _____ Specific Location Description : _____
Project Name: _____

Existing General Plan/Zoning:_____ Existing Land Use _____
Assessor's Parcel Number(s) _____ Acres/Sq.Ft. _____

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: TTM/TPM_____ RELATED CASE NUMBER: _____

FILING FEE: $_____ RECEIPT NUMBER: _____ CHECK NUMBER: _____

DATED SUBMITTED: _____ SUBMITTED TO: _____

Tentative Tract/Parcel Map

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

I. SUBMITTAL REQUIREMENTS

1. Application form completely filled out with all required signatures.

2. Application Fees.

3. All required plans and exhibits as described in Section III.

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, environmental assessment form, mailing labels and map (500' - 1000' radius) and exhibits as described in Section III.

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 is deemed complete, if deemed necessary by staff, the project will be reviewed by the Architectural Review Board (meetings held on the 2nd and 4th Mondays at 12:30 p.m.) The Architectural Review Board may require revisions and additional review at a future meeting.

4. Once the project has been through the Architectural Review Board process, staff will prepare a written staff report and the project will be scheduled for Planning Commission review (meetings held on the 2nd and 4th 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.

5. All Tentative **Tract** Maps are also reviewed and approved by the City Council (meetings on the 1st and 3rd 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.

6. 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.

7. The Final Map is processed through the Public Works Department.

III. APPLICATION AND EXHIBIT CHECKLIST

A. INITIAL SUBMITTAL PRIOR TO PUBLIC HEARING

___ 1. Applicable fees.
___ 2. One completed application form, including wet ink signature(s) of property owner(s).
___ 3. Environmental Information form completed by applicant (form available at Planning Division).
___ 4. A written detailed project summary must be attached.
___ 5. One (1) 8 ½ " x 11" Tentative Map suitable for the Resolution Exhibit.
___ 6. Ten (10) copies 11"x 17" Tentative Map
___ 7. Five (5) 24" x 32" folded Tentative Maps, folded to 8 ½" x 11" and prepared in accordance with the above required information.
____ 8. Three (3) 24" x 32" landscape plans which are to include all common lots, perimeter walls and gate designs.
___ 9. One 3" x 3" Vicinity Map.
___ 10. One copy of the preliminary title report(s).
___ 11. Two (2) copies of each Technical Studies and Documentation:
___ a. Preliminary WQMP report
___ b. Preliminary soils report
___ c. Preliminary hydrology calculations and report
___ d. Traffic Study if required
___ 12. 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.
___ 13. This application shall be accompanied by a Map showing every property within the radius of the subject property.
___ 14. A CD in low resolution **jpeg** format containing all Exhibits. Each **jpeg** file shall not be larger than 2,000kb. Please title each page.
___ 15. A photo essay is encouraged and may be required.

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 applications. By submitting A only, an applicant acknowledges that an insufficient quantity of map copies have been submitted, and is permitted to submit the required quantity after completeness review and revisions.

B. SUBMITTAL REQUIREMENTS WHEN APPLICATION IS COMPLETE AND READY FOR PUBLIC HEARING

If it is a Parcel Map

___ 15. Fifteen (15) copies 24" x 36" folded Parcel Maps, folded to 8 ½" x 11" and prepared with required revisions if any in accordance with the above required information.

If it is a Tract Map

___ 16. Thirty (30) copies 24" x 36" folded Tract Maps, folded to 8 ½" x 11" and prepared with required revisions if any in accordance with the above required information.

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.

SLOPE	*INTERVAL*
0 - 2 Percent	2 Feet
3 - 9 Percent	5 Feet
10 Percent Plus	10 Feet

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.

THE FOLLOWING FINDINGS NEED TO BE MET

1. The proposed map is consistent with the City's General Plan as specified in Section 65451 of the California Government Subdivision Map Act.

2. The design or improvement of the proposed subdivision is consistent with the City's General Plan and Zoning Ordinance.

3. The site is physically suitable for the type of development.

4. The site is physically suitable for the proposed density of development

5. The design of the subdivision or the proposed improvements are not likely to cause substantial environmental damage or substantially and avoidably injure fish or wildlife or their habitat.

6. The design of the subdivision or type of improvements is not likely to cause serious public health problems.

7. The design of the subdivision or the type of improvements will not conflict with easements, acquired by the public at large, for access through or use of, property within the proposed subdivision. In this connection, the City Council may approve a map if it finds that alternate easements, for access or for use, will be provided, and that these will be substantially equivalent to ones previously acquired by the public. This Finding shall apply only to easements of record or to easements established by judgment of a court of competent jurisdiction and no authority is hereby granted to the City Council to determine that the public at large has acquired easements for access through or use of property within the proposed subdivision.

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. Planning Commission is the final approving body for Parcel Maps. The City Council is the final approving body for Tentative Tract Maps.