

# City of Vallejo

## Planning Division

555 Santa Clara Street, Vallejo, CA 94590  
Phone: (707) 648-4326 Fax: (707) 552-0163

---

*Planning Handout No. PH-45*

## TENTATIVE MAP

### What is a Tentative Map?

A tentative map is a professionally prepared map required in order to subdivide property into 5 or more parcels for the purposes of sale, lease or financing. (A few exceptions are contained in the State Subdivision Map Act and Title 15 of the Vallejo Municipal Code). Tentative maps are also used for condominium, stock cooperative, or community apartment projects.

### What are the steps in the process?

- Preliminary review of your tentative map by the Technical Project Review Committee (TPRC) may be required prior to the filing of the application. This process can save time later by resolving issues early in the review. Please refer to PH-34, "Preliminary Review."
- You submit the required materials to the Planning Division as listed below.
- A planner will be assigned to review the application for completeness. State law requires that staff determine whether the application is complete within 30 days.
- Most tentative map applications are subject to the environmental review process. If staff advises you that your project is subject to environmental review please refer to PH-13, "Environmental Review."
- Tentative Map approval by the Planning Commission is the first step in the approval of a subdivision. The second step is the approval of a final map by the City Council which must then be recorded before the new lots can be sold. Please refer to PH-16, "Final Map."

### What is required for plan submittal?

- ◆ **Application:** A completed planning application signed by the property owner.
- ◆ **Fees:** An application fee of \$ \_\_\_\_\_.  
A public notice fee of \$ \_\_\_\_\_.
- ◆ **Plans:** Twelve (12) sets of plans at a scale not less than 1 inch = 100 feet. Plans should be at least 18" x 26" and folded and collated to a size no larger than 9" x 13". The map should show:
  1. The subdivision name or number, date, north point, scale and sufficient description to define the location and boundaries (including acreage) of the proposed subdivision and a vicinity map;
  2. Name and address of record owner(s) of the subdivision;
  3. Name and address of the subdivider;
  4. Name, business address and telephone number of the registered engineer or licensed surveyor who prepared the map of the subdivision;
  5. Sufficient elevations or contours to determine the topography of the site and adjacent sites affected by the development;

6. The locations, names, widths and approximate grades of all roads, streets, bicycle paths, walk- ways, trails and highways in the proposed subdivision and along the boundaries;
7. The location and character of all existing or proposed public utilities in the subdivision and in the adjoining and contiguous public rights-of-way;
8. The approximate widths, location and purpose of all existing or proposed easements;
9. Location and type of all public transit facilities;
10. Location of all mail boxes;
11. Identification of all public improvements that are a deviation or variation of the City's or Vallejo Sanitation and Flood Control District's adopted public improvement standards;
12. Location and type of all land reserved for public facilities;
13. Location and character of all existing and proposed park and recreation facilities, and proposed open space areas, including their ownership and management.
14. Approximate lot layout and dimensions of each lot and an identifying number of each;
15. The outline of any existing buildings to remain in place and their locations in relation to existing or proposed street and lot lines;
16. Location and species of each tree over 6 inches in diameter;
17. Location of every area subject to flooding and/or storm water overflow and the location, width and direction of flow of every watercourse;
18. Heights, size and location of all proposed buildings, unless exempted by the Development Services Director;
19. Type of residential units, the number of bedrooms in each type and the total number of each type of unit, unless exempted by the Development Services Director;
20. Copy of every restrictive covenant proposed, or in the case of condominium projects, a copy of the declaration of restrictions and proposed management arrangement relating to the project.

- ◆ **Additional Plans:** One (1) additional 8.5" x 11" reduction of the tentative map.
- ◆ **Site Photos:** Color photos showing the existing property and the adjacent properties.
- ◆ **Miscellaneous:** Other requirements determined by the Planning Division to be necessary to evaluate the project.

#### **How long does the process take?**

Within 10 days after an application has been found to be complete, the Planning staff will route the tentative map to the appropriate departments and agencies for comments. Authority for approval of a tentative map rests with the Planning Commission. State law has established a time limit of 50 days from the date of a complete application acceptance for action on tentative maps not requiring an Environmental Impact Report; however, a public hearing before the Planning Commission is usually scheduled within 45 days from the date an application is accepted as complete.

If an Environmental Impact Report (EIR) is required, it must be prepared prior to hearings on the tentative map.

Final maps are approved by the City Council upon completion of the required conditions. Please refer to PH-16, "Final Map."

#### **What is involved in a public hearing?**

At least 21 days prior to the hearing, property owners within 500 feet of the boundaries of the subject property will be notified of the public hearing. At the hearing, the Planning Commission will consider the information provided by the Planning Division and hear comments from the public. After the public hearing portion of the meeting is concluded, the commissioners will use the information presented to make a decision on your request. Their decision may be to approve, to disapprove, or to approve with certain conditions added.

#### **Can a decision be appealed?**

Yes, any Planning Division determination may be appealed to the Planning Commission Secretary. To appeal, a completed application stating details of the appeal and signed by the property owner is given to the Planning Division within 10 calendar days after the decision is made. A public hearing will then be set for the Planning Commission to consider the appeal. If a Commission decision is appealed to the City Clerk, a public hearing before the City Council will be scheduled.

If no appeal is filed within 10 days of the determination/approval date your project is approved subject to any conditions noted in your staff report.

# *City of Vallejo*

## *Planning Division*

555 Santa Clara Street, Vallejo, CA 94590  
Phone: (707) 648-4326 Fax: (707) 552-0163

---

### **When is appeal hearings held?**

The Planning Commission usually holds public hearings on the first and third Monday of each month at 7:00 p.m. in the City Chambers at 555 Santa Clara Street.

The City Council holds public hearings every Tuesday at 7:00 p.m.

### **When does a tentative map expire?**

Approved tentative maps are valid for 36 months. Total extensions of up to 36 months can be granted by the Planning Commission through written requests from the applicant, if the map is found consistent with current plans and policies, is required.

### **What is required after my tentative map approval?**

A tentative map is actually a preliminary approval of a division of land. A final map, recorded with the County, is required to officially complete the process. A final map is processed through the Public Works Department and requires City Council approval, usually as a Consent Calendar item. Please contact the Public Works Department at (707) 648-4315 for additional information.

### **What if I need more information?**

For further information please contact the City of Vallejo Planning Division at (707) 648-4326.

# **APPLICATION CHECKLIST**

## **PARCEL OR TENTATIVE MAP**

**What are a parcel/tentative map?** An initial map setting forth in detail a proposed subdivision of land, which must comply with the City of Vallejo subdivision and zoning regulations and the State of California Subdivision Map Act. A parcel map may be processed for no more than four lots and a tentative map is processed for five or more lots.

A request for a Parcel Map or Tentative Map requires one (1) public hearing before the City's Planning Commission and Tentative Map before the City Council as well. The applicant or the applicant's representative must be present at all public hearings to answer questions.

### **Additional Submittal Requirements**

- A) One (1) copy of the completed application form and all required signatures.
- B) The required processing fee (see fee schedule).
- C) One (1) copy of a preliminary title report, current within 6 months.
- D) Additional information as deemed necessary by the Planning Department/Engineering Departments.
- E) Subdivider's statement consisting of existing uses on the property, identification and location of all proposed uses within the subdivision, description of the proposed improvements and public utilities and the date by which improvements will be completed, and justification for every proposed exception to any provision of the Zoning Ordinance;
- F) A small scale vicinity map of the surrounding area;
- G) A preliminary grading and drainage plan including proper measures for erosion control and prevention of sedimentation or damage to off-site property;
- H) Environmental information consisting of a soils report, noise study and traffic study, unless exempted by the Development Services Director.
- D) Lot dimensions, lot numbers and pad elevations