



**CITY OF EL CERRITO**

Community Development Department –  
 Planning and Building Division  
 10890 San Pablo Avenue, El Cerrito, CA 94530  
 (510) 215-4330 – FAX (510) 233-5401  
 planning@ci.el-cerrito.ca.us

**APPLICATION SUBMITTAL REQUIREMENTS  
 FOR  
 Tentative Parcel or Subdivision Maps**

Staff will do a thorough review of a proposed Tentative Parcel or Subdivision Map (TPM or TSM) submittal for completeness, including information that is required for the environmental review of the proposed project. Staff will review aerial digital information as well as conduct a site visit as part of this review. Staff will send the applicant a notice within 30 days listing any items that are necessary to determine that the application is complete.

To comply with State law, the following represents a comprehensive list of information which must be submitted prior to acceptance of the application for a Tentative Parcel or Subdivision Map:

**GENERAL INFORMATION**

Project Street Address/Location: \_\_\_\_\_

Project Name: \_\_\_\_\_

Project Description: \_\_\_\_\_

General Plan Land Use Designation: \_\_\_\_\_

Zoning District: \_\_\_\_\_ APN: \_\_\_\_\_

Applicant Name: \_\_\_\_\_ Phone: \_\_\_\_\_

SUBMITTAL REQUIRED	TYPE OF SUBMITTAL REQUIRED
<b>X</b>	<b><u>Completed Application Form</u></b> including the address and signatures of Applicant(s) and Property Owner(s).
<b>X</b>	<p><b><u>Written Statement</u></b> (1 copy) describe the project in detail, and give reasons why the application should be approved. Provide factual information supporting the following findings:</p> <ul style="list-style-type: none"> <li>a. How will the proposed subdivision will benefit the City of El Cerrito.</li> <li>b. Describe how the proposed subdivision will be compatible with surrounding land uses, enhance the development of the general area, and create an attractive and safe environment.</li> <li>c. Will the proposed subdivision be consistent with all elements of the General Plan and any applicable Specific Plans of the City of El Cerrito.</li> <li>d. Is the site physically suitable for the type and density of development being proposed.</li> <li>e. Is the design of the subdivision or proposed improvements likely to cause substantial environmental damage or substantially injure fish or wildlife or their habitat.</li> <li>f. Will the design of the subdivision or type of improvements adversely effect the health or safety of persons residing or working in the vicinity, or be detrimental to the public health, safety and welfare?</li> <li>g. Will the design of the subdivision or type of improvements conflict with easements, acquired by the public at large, for access through or use, of property within the proposed subdivision.</li> <li>h. Is the site where the subdivision is proposed located on a hazardous waste and substances site (pursuant to Government Code Section 2.65962.5).</li> <li>i. Existing use or uses of the property;</li> <li>j. Proposed use or uses of the property; if property is proposed to be used for more than one purpose, the area, lots or lot proposed for each type of use shall be shown on the tentative</li> </ul>

<b>SUBMITTAL REQUIRED</b>	<b>TYPE OF SUBMITTAL REQUIRED</b>
	map; k. Statement of the improvements and public utilities, including water supply and sewerage disposal proposed to be made or installed and of the time at which such improvements are proposed to be completed; l. Public area proposed; m. Tree planting proposed; n. Restrictive covenants proposed; o. Itemized estimate of construction costs to include structures, buildings and improvements for public use; p. Justification and reasons for any exceptions to provisions of this title. (Prior code 9202.2-5)
<b>X</b>	<b>Preliminary Title Report/Property Profile</b> (1 copy) to document ownership, prepared within three months of application submittal.
<b>X</b>	<b>Copies</b> Applicant shall submit a PDF file (CD file) of the submittal requirement.

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	<p><b>Tentative Map</b> (please ask the Planning and Building Division for the number of paper copies to submit): drawn to 1" = 40' scale, fully dimensioned, prepared by a registered civil engineer or licensed land surveyor (folded, 9" x 11" maximum). Plans should not be larger than 30" x 42". Also need to obtain 2 copies, 8½" x 11" or 11" x 17", of each sheet for all plans and elevations. All lettering must be 1/8" minimum in height. The tentative map must contain:</p> <ol style="list-style-type: none"> <li>a. <u>Title</u> - A title containing the subdivision number, name and type of project.</li> <li>b. <u>Names</u> - The name and address of the legal owner, subdivider, and person preparing the map (including registration or license number).</li> <li>c. <u>Legal Description</u> - A legal description (including Assessor's Parcel Number) to define the boundary of the subdivision.</li> <li>d. <u>Date, North Arrow and Scale.</u></li> <li>e. <u>Land Use</u> - The existing and proposed land uses, by type and floor area and/or acreage, and the present zoning and proposed zoning changes.</li> <li>f. <u>Vicinity Map</u> - A vicinity map showing roads, adjoining subdivisions, showing Assessor's Parcel Numbers of adjacent properties.</li> <li>g. <u>Adjacent Developments</u> - The name and number of adjacent subdivisions, showing Assessor Parcel Numbers (APNs) of adjacent properties.</li> <li>h. <u>Existing Topography and Improvements</u> - Existing topography and improvements on the site and at least 100 feet beyond its boundary, including: <ol style="list-style-type: none"> <li>(1) Existing contours at two-foot intervals if the existing slope is less than 10% and at not less than 5' intervals for existing ground slopes equal to or greater than 10%. Contour intervals should not be spread more than 150 feet apart. Existing contours should be represented by dashed lines.</li> <li>(2) Species (common name), size, condition, location, and dripline of existing trees over 12 inches in circumference, 24 inches above grade. Any trees to be removed shall be so indicated.</li> <li>(3) The approximate location and outline of existing structures (on the subject property and on adjacent properties) identified by type. Buildings to be removed shall be so marked.</li> <li>(4) The approximate location of all areas subject to inundation or storm water overflow and the location, width and direction of flow of each water course.</li> <li>(5) The location of pavement and right-of-way and the name of existing streets and highways.</li> <li>(6) The widths, locations, and type of all existing easements.</li> <li>(7) The location and size of existing sanitary sewers, water mains, and storm drains.</li> <li>(8) The approximate location of the 55, 60, 65 and 70 CNEL (Community Noise Equivalent Level) contours, if any.</li> <li>(9) Location and description of significant features such as rock outcroppings, wells and any utility structures and whether or not they are to be retained.</li> </ol> </li> <li>i. <u>Proposed Improvements</u> including: <ol style="list-style-type: none"> <li>(1) The location, grade, centerline radius, and arc length of curves and tangents, right-of-way widths to scale, and preliminary names of all streets. Typical sections of all streets, alleys, and pedestrian ways must be shown.</li> <li>(2) The location and radius of all curb returns and cul-de-sacs.</li> <li>(3) The angle of intersection streets if such angle deviates from a right angle by more than four degrees.</li> <li>(4) The approximate lot layout and the approximate dimensions of each lot and of each building site. Engineering data must show the approximate finished grading of each lot, the preliminary design of all grading, the elevation of proposed building pads, the top and toe of cut and fill slopes to scale, and the number of each lot. Buildable lots are to be numbered consecutively, beginning with number "1".</li> <li>(5) Proposed contours at two-foot intervals must be shown if the existing ground slope is less than 10%.</li> <li>(6) Proposed recreation sites, trails, and parks for private and public use.</li> <li>(7) Proposed common areas and areas to be dedicated to public open space.</li> <li>(8) The location and size of sanitary sewers, water mains, and storm drains. Proposed slopes and approximate elevations of sanitary sewers and storm drains must be indicated.</li> <li>(9) Location, size and species of proposed and existing street trees.</li> <li>(10) Location, height and type of street lighting.</li> </ol> </li> </ol>

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	<ul style="list-style-type: none"> <li>j. <u>Names</u> - The name(s) of the geologist or soils engineers whose services were used in the preparation of the tentative map.</li> <li>k. <u>Source</u> - The source and date of existing contour mapping.</li> <li>l. <u>Phases</u> - If it is planned to develop the site as shown on the tentative map in phases, the proposed phases and their sequence should be described and shown in graphic form on the map.</li> <li>l. Cut, fill, import, and export quantities shown on map</li> <li>m. All existing and proposed drainage structures shown on map</li> <li>n. All areas of 100 year flood plan shown on map (existing and proposed)</li> <li>o. Boundary and easements checked with preliminary title report</li> <li>p. Sight distance provided at all intersections</li> <li>q. Access provided for future development of adjacent parcels</li> <li>r. Public/private streets clearly identified</li> <li>s. Name and address of Registered Civil Engineer, Licensed Surveyor who prepared the maps</li> <li>t. Cross-sections for all adjacent and involved streets</li> <li>u. Location and width of alleys</li> <li>v. Name, location, and width of adjacent streets</li> <li>w. Lot lines and approximate dimensions and numbers of each lot</li> <li>x. Approximate location and width of watercourses or areas subject to inundation from floods, and location of structures, irrigation ditches and other permanent physical features</li> <li>x) Approximate location of existing buildings and permanent structures and proposed condominium buildings within subdivision and within 15 feet of boundary</li> <li>y) Legal description of the exterior boundaries of the subdivision (approximate bearings, distances, and curve data)</li> <li>z) Width and location of all existing or proposed public or private easements</li> <li>aa) Approximate radii of curves and streets</li> <li>bb) Proposed name and city tract number of the subdivision</li> <li>cc) Any proposed phasing by units</li> <li>dd) Number of units to be constructed when a condominium or community apartment project is involved</li> <li>ee) Source of water supply</li> <li>ff) Type of street improvement and utilities which the subdivider proposes to install</li> <li>gg) Proposed method of sewage disposal including location of facilities</li> <li>hh) Proposed protective covenants to be recorded</li> <li>ii) Distance between intersection and/or medium/high use driveways</li> </ul>
<b>X</b>	<p><b><u>Accompanying Data and Reports</u></b> - The tentative map must be accompanied with the following data or reports:</p> <ul style="list-style-type: none"> <li>a. <u>Grading Plan</u> - A preliminary grading plan prepared by a registered civil engineer (folded, 9" x 11" maximum) 1" = 40' scale</li> <li>b. <u>Soils Report</u> - If the preliminary soils report indicates the presence of critically expansive soils or other soils problems which, if not corrected, would lead to structural defects, the investigation of each lot within the subdivision. Additional soils or geological data may be required due to the scale of the proposed grading or the presence of potentially hazardous or environmentally sensitive conditions.</li> <li>d. <u>Erosion Control Plan</u> - A conceptual plan for soil and erosion and sediment control (folded, 9" x 11" maximum).</li> <li>e. <u>Other Reports</u> - Any other data or reports deemed necessary by the Planning and Building Division. These reports may be for the environmental review of the proposed subdivision.</li> <li>f. <u>Stormwater Treatment Plan</u>: Please provide the Stormwater Control Narrative Report, in accordance with the Contra Costa Clean Water Program. The Guidebook can be accessed at:  <a href="http://cccleanwater.org/Publications/Guidebook/2012/StormwaterControlPlanforSmallLandDevelopmentsProjects2012-120-01.pdf/">http://cccleanwater.org/Publications/Guidebook/2012/StormwaterControlPlanforSmallLandDevelopmentsProjects2012-120-01.pdf/</a></li> </ul>
<b>X</b>	<p><b><u>Site Color Jpeg Images or Photographs</u></b> Show views of and from site, including neighboring development.</p>

SUBMITTAL REQUIRED	TYPE OF SUBMITTAL REQUIRED
	<b><u>Aerial Photo</u></b> legibly showing a direct overhead view of the proposed district and 300 feet beyond its boundary showing sufficient topographic data to indicate clearly the character of the terrain; the type, location, and condition of mature trees, and other natural vegetation; and the location of existing development. The aerial photo shall not be more than one year old.
	<b><u>Traffic Data</u></b> specific to the site or proposed project: traffic generation rates, peak hour counts, trip distribution and similar information. (Applicant must check with Public Works Dept. for additional information.)
	<b><u>Special Information</u></b> or information in such form and number as may be required by the Planning Department

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For assistance or questions regarding this form, please contact: **COMMUNITY DEVELOPMENT DEPARTMENT, PLANNING AND BUILDING DIVISION, CITY OF EL CERRITO, 10890 San Pablo Ave El Cerrito, CA 94530, (510) 215-4330.**