



CITY OF NATIONAL CITY - PLANNING DEPARTMENT
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**TENTATIVE SUBDIVISION MAP APPLICATION
SUBMITTAL REQUIREMENTS FOR
A) FOUR OR LESS LOTS OR
B) FOUR OR LESS CONDOMINIUM UNITS**

Your application for a tentative parcel map will not be complete until all application materials are submitted and determined complete by the Planning Department. Please become familiar with the following submittal information and requirements to avoid having your submittal returned as incomplete.

1. National City Code Section 17.04.010 -- Form, Content and Accompanying Material for Tentative Maps (from the Subdivision Ordinance)
2. National City Code Section 17.04.060 -- Time Limit for Providing Required Information (from the Subdivision Ordinance)
3. Required Application Materials package (available from the Planning Dept.)

The following are the materials which need to be submitted with the tentative parcel map. Your application will not be complete until all have been submitted.

1. Application form (completed and signed)
2. Three (3) sets of full size ("D" sheet) copies of the tentative map (prepared as per National City Municipal Code Section 17.04.010)
3. Five (5) sets of 11" x 17" copies of the tentative map
4. One reduced legible (8½" x 11") copy of the tentative map
5. Environmental Assessment form (completed and signed)
6. Storm Water BMP Requirements Applicability Form (completed and signed)
7. Filing fees (payable to the City of National City)
8. Collated and folded sets of floor plans/elevations showing proposed development in the same size and number as specified in Nos. 2-4 above
9. Collated and folded sets of the preliminary landscape plan in the same size and number as specified in Nos. 2-4 above

17.04.010 Form, Content, and Accompanying Material

- A. Each tentative subdivision map or tentative parcel map shall show and contain the following information:
1. The name or title under which the proposed subdivision is to be recorded;
 2. Space for the tentative map number (to be assigned by the Director of Planning);
 3. Name, address, telephone number and signature of subdivider, owner or owners, and California registered civil engineer or California licensed surveyor, including registration or license number;
 4. Sufficient legal description of the land as to define the boundaries of the proposed subdivision, and assessor's book, page and parcel number;
 5. Date, north arrow and scale. Maps shall be drawn to clearly show all information to a scale wherein one inch represents not more than 100 feet;
 6. A vicinity map showing roads, adjoining subdivisions, towns, creeks, railroads, and other data sufficient to locate the proposed subdivision and show its relation to the community;
 7. Name and number of any adjacent subdivisions and parcel maps shall be identified. When possible, the lot pattern of the adjacent subdivisions shall be shown where it is contiguous to the tentative map;
 8. The locations, names, existing widths, approximate grades and radii of all highways, streets, alleys or ways within 100 feet of the exterior boundary of the proposed subdivision;
 9. The widths, approximate grades and curve radii of all new highways, streets, alleys or ways within the proposed subdivision with street names designated by letter (A, B, C, etc.);
 10. The widths and approximate locations of all existing or proposed easements, including rights-of-way, whether public or private, recorded or unrecorded, within the subdivision or on adjacent parcels;
 11. All buildings and traveled ways within the proposed subdivision or within 100 feet of the exterior boundaries thereof. Buildings and trees shall be identified and located approximately on the map and indicated whether to be removed or remain. Existing use of land adjacent to the subdivision shall be identified;
 12. The proposed lot layout, approximate dimensions of each lot, minimum area of each lot in square feet, approximate area of each lot and building site and the approximate finish grade of the building site pads;
 13. All lots shall be numbered in consecutive order. Each separate tentative map should start with lot No. 1;

14. Statements of the total gross and net acreage as defined in the Land Use Code, Title 17 of the Municipal Code, minimum lot sizes, and the total number of lots proposed;
15. Lines of inundation of all 100-year flood plains. Locations of all areas subject to storm water overflow and the locations, widths and directions of flow of all water courses;
16. Adequate topographic information with contour intervals of not more than two (2) feet if the general slope of the land is less than ten (10) percent and (5) feet for all other areas within the proposed subdivision and 100 feet beyond the subdivision boundaries, with the tentative map design superimposed. A note shall indicate the source of the data used. If deemed appropriate, the Director of Planning may require different contour intervals;
17. The improvements the subdivider proposes to construct and install, including typical cross-sections of street and drainage improvements;
18. Existing and proposed zoning for the subject property and existing zoning on the adjacent properties;
19. Land use designation of the subject and adjacent property as shown on the City's General Plan or applicable specific plan;
20. The location of existing fire hydrants, water mains, culverts, drain pipes, sewers, wells, or underground structures, including underground tanks, within two hundred (200) feet of any portion of the subdivision, noting thereon whether or not they are to be abandoned, removed, or remain in operation. If no fire hydrants are located within 200 feet of the site, the location of the nearest fire hydrant shall be shown within 300 feet of the subdivision;
21. The location of all streets, existing or contained on adjacent approved tentative maps, where such streets intersect the boundary of the subdivision or where such streets intersect another street that forms a boundary or subdivision;
22. A layout of adjoining unsubdivided property in sufficient detail to show the effect of proposed streets that may intersect such property;
23. The location of any previously filled areas within the subdivision;
24. Proposed direction of flow and grade of street drainage;
25. Statement of the present use and the proposed use or uses of the property;
26. The tentative map shall clearly indicate the proposed handling of storm waters. In the event that such information cannot satisfactorily be shown on the tentative map, the map shall be accompanied by whatever supplemental maps or written reports are necessary;

27. Grading shall be shown on the tentative map for construction or installation of all improvements to serve the subdivision and feasible grading for the creation of building sites on each lot together with driveway access thereto;

Both the proposed grades and the existing topographic contours must be shown on the map. If the subdivider does not intend to grade the building sites, a statement to that effect shall be placed on the tentative map. However, feasible grading for building sites shall be shown on the tentative map unless the Director of Planning determines this to be unnecessary;

28. If the tentative map is for condominiums, a statement shall be added, as follows: "This is a map of a residential/commercial/industrial condominium project as defined in Section 1350 of the State of California Civil Code.";
29. The subdivider shall specify any deviation from City standards and the authority for such deviation;
30. The tentative map shall clearly show the method of sewage disposal. In the event this information cannot satisfactorily be shown on the tentative map, the map shall be accompanied by whatever supplemental maps or written reports are necessary to show the proposal. Any existing subsurface septic systems shall be shown on the map with a note whether such septic system will remain.
31. The Director of Planning may waive any of the foregoing tentative map requirements whenever the division of land is such as not to necessitate compliance with these requirements or when other circumstances justify such waiver.
32. If the tentative map is for a condominium conversion, the applicant shall provide evidence that applicable requirements of the State Subdivision Map Act (Government Code Section 66427.1) have been satisfied. The Director of Planning may require additional information, as needed to support required findings pursuant to Title 18 as well as Title 17 of the Municipal Code.

B. The following supplemental drawings, statements, and data shall accompany the tentative map:

1. If the subdivider plans to develop the site in phases, the proposed sequence of construction shall be provided;
2. A statement consenting to the submission of the tentative map by the party holding a proprietary interest in the parcel or parcels comprising the division of land;
3. A preliminary title report;
4. Three(3) copies of a geologic and/or soils report, unless waived in writing by the City Engineer;

5. A flood hazard report, prepared by a California registered civil engineer, if required by the City Engineer;
 6. An application for Initial Study, required by the California Environmental Quality Act, unless the Director of Planning determines that previously completed environmental review adequately addresses the subdivision;
 7. Any other data or reports as deemed necessary by the Director of Planning or the City Engineer;
 8. The Director of Planning may waive any of the foregoing when such is not necessitated by the nature of the division of land.
- C. All tentative maps shall further conform to any rules and regulations for submittal of tentative maps as specified by the Director of Planning.

17.04.060 Time Limits

A. For Acting on tentative maps

The time limits for acting and reporting on tentative maps may be extended by mutual consent of the subdivider and the Director of Planning prior to the scheduling of a public hearing. In the event the Director determines a tentative map application is subject to the requirements of the California Environmental Quality Act (CEQA), it shall not be accepted as complete until such time as all environmental documentation required under CEQA is provided. A waiver of applicable time limits may also be required to permit concurrent processing of related project approvals.

B. For providing required information

Information required by the Director of Planning shall be submitted within four months after an application was received, in the event that the Director determined that an application for tentative map or tentative parcel map was incomplete. Otherwise, the application shall be determined to be withdrawn. The Director of Planning may, however, approve a request for additional time to submit required information.