



Where California And Mexico Meet

City of Calexico
Community Development Department
Planning Division
608 Heber Avenue
Calexico, CA 92231
Tel: 760.768.2118
Fax: 760.357.7862
www.calexico.ca.gov

Submittal Requirements - Checklist Form for:

TENTATIVE TRACT MAP & TENTATIVE PARCEL MAP

Items required for initial submittal of application to accurately analyze and efficiently process this land use proposal. If these items are not included the application will either not be accepted or will be deemed incomplete by the Project Planner.

- Deposits – The City works on a Cost Recovery Account System Basis (CRA). The amounts listed below are the estimated costs for this type of application. If, however, the application is delayed or if unusual circumstances arise, an additional deposit may be required. Likewise, if the project submittal is complete and there are no delays, a refund for unexpended monies will be returned to the applicant.
 - Tentative Parcel Map Less(Minor Subdivision -<4 Lots)- \$10,274.00
 - Tentative Tract Map(Major Subdivision->5 Lots)- \$22,839.00
- Note: This is only Planning Division processing fees. Contact the Engineering and the Building & Safety Divisions to determine other related plan check and inspection fees and required impact fees associated with your project.*
- Completed Application Form signed by applicant and property owner. The applicant may submit a letter of authorization from the property owner in lieu of having them sign the application.
- Information to support compliance with the California Environmental Quality Act (CEQA), which shall consist of One (1) copy of completed Environmental Information Form.
- Ten (10) sets of an 11" x 17" reduction of the above required sheets including the site plan, elevations, and floor plans.
- Twenty (20) sets of plans drawn to scale and fully dimensioned, indicating all of the information described below. All sheets must be the same size and shall be a minimum size of 18"x 24". All sheets shall be bound together in the order described below and folded to maximum size of 8-1/2" x 14".
 - a. Name, address, and telephone number of owner and developer of subject property.
 - b. Name, address, and telephone number of person preparing plan.
 - c. North arrow and scale.
 - d. Tract or Parcel Map Name.
 - e. Sufficient legal description of the land included on the map to define the boundaries of the tentative map.
 - f. Scale of map (preferred scale is 1" = 50'. Maximum scale is 1" = 100').
 - g. Date map was prepared.
 - h. Total number of lots proposed and the overall average lot size.
 - i. Name and address of utility companies, including water, sewer, electric, gas, cable, and telephone companies.
 - j. A vicinity or area map showing the existing major street pattern and major watercourses, and flood control channels within one-half mile of exterior boundaries of the subdivision.

- k. All boundary lines of the subdivision with appropriate bearings and distances described with identifying tree rows, dikes, or channels.
 - l. Existing buildings or structures identified by use, including those within 100' of tract boundary, noting if they are to remain or be removed.
 - m. All watercourses, if applicable, identify the 100-year floor plain (Base Flood Level) on the map.
 - n. Existing and future adjacent streets with widths of right-of-way and proposed connections to existing streets.
 - o. Proposed street grades.
 - p. Proposed street cross-sections.
 - q. Centerline radii of all street curves.
 - r. Adjoining property lines and land uses, including adjacent tract numbers, if any.
 - s. The drainage areas tributary to the land division and a preliminary plan of proposed on-site and off-site drainage system.
 - t. All proposed lot lines and dimensions.
 - u. The width and approximate locations of all existing and proposed easements for railroads, flood-control channels, public utilities, or other easements of right-of-way.
 - v. Grading pattern including adjacent land.
 - w. Existing trees having a trunk diameter of 4 inches or more.
 - x. Locations of all streets, easements, pedestrian ways, trails, and other lands, whether for public or private purposes, to be dedicated or offered for dedication.
 - y. Location of lands intended to be dedicated for park purposes and/or statement as to whether fees are proposed to be paid in-lieu therefore.
 - z. The location of existing wells, water lines, cesspools, sewers, culverts, drainpipes, underground structures, or sand, gravel, or other excavations with the land division and within 200 of any portion of the subdivision noting thereon whether or not they are to be abandoned, removed, or used.
 - aa. The contour of the land at intervals of not more than 2' if the general slope of the land is less than 10% or if not more than 5' if the general slope of the land is more than 10%. All elevations shall be based on U.S. G.S. datum, or other datum acceptable to the City Engineer. Copies of U.S.G.S. maps are not acceptable.
 - bb. Type of improvement, including but not limited to streets, drainage, water, sewer, grading, utilities, pedestrian ways, streetlights, and tree planting, which are proposed to be installed, and of the time at which such improvements are proposed to be completed.
 - cc. Proposed method of sewage disposal and sewer connection point.
 - dd. Existing and proposed zoning and general plan designation of property to be divided.
 - ee. Appropriate net acreage of each lot containing an area of one acre or more.
 - ff. Proposed use of all lots.
 - gg. If private streets are proposed, the method by which their maintenance will be accomplished and financed.
 - hh. Such other information as the City Engineer, Development Services Director, Planning Commission determines is necessary to properly consider the proposed division, including, but not limited to, proposed grading.
- Provision of future passive or natural heating or cooling opportunities. Refer to Government Code Section 66473.1 (Subdivision Map Act).
 - Copies of grant deeds for the existing parcel(s).
 - Preliminary Title Report.
 - If the required information cannot be placed on the tentative map, then a report containing the material shall be submitted with the map.

- If the proposed map is not being submitted in conjunction with a proposed development or previously approved development, an illustrative plan shall be submitted demonstrating that the property can be developed in accordance with City Standards.
- Three (3) sets of typed gummed address labels containing the book, block, parcel number, names and addresses of the owner for all parcels within a 300-foot radius of the exterior boundaries of the subject parcel. A copy of the Assessor's Parcel Maps illustrating the 300-foot radius and an affidavit certifying that this information was completed from the latest available assessment roll (specify the year) shall accompany these labels.

Following review of the application and prior to scheduling the project for Planning Commission Hearing, staff will notify the applicant to submit the following items.

- Twenty (20) additional complete sets of plans showing all information required in Item 5 as well as any additional information requested by the Planning Division. *(Twenty (20) additional sets are required in the event the plans are amended resulting from plan check and/or comments).*
- An 8 1/2" x 11" reproducible reduction of all sheets.
- A colored exhibit (at least 24" x 36") distinguishing subdivided parcels, roads, slopes, open space, landscaping, remainder parcels, etc. Do not mount this on a board as it must be able to be folded to no larger than 8 1/2" x 12" after the Planning Commission and/or City Council Meetings.

Notice to Applicant:

1. *Acceptance of application at the counter does not represent a complete application. California Government Code Section 65943 provides for 30 days in which the City can review the application and determine completeness.*
2. *The applicant will be sent a letter upon acceptance of application indicating a) project name/reference and b) Project Planner.*
3. *The applicant will be sent a letter within 30 days from the date of submittal stating that the application is complete or that additional items are necessary.*
4. *Please note that the Project Planner will have little information regarding the status of your project until the end of this 30 days period. During the 30 days, the project will be circulated to internal and outside agencies and the Project Planner cannot respond until all comments are received.*
5. *A Public Hearing/Public Meeting date cannot be set until the project is reviewed and any additional information or revisions to existing plans are made by the applicant.*
6. *It is recommended that the applicant, representative, or property owner be present at all hearings.*
7. *All correspondence and reports will be mailed to the project applicant only.*
8. *If you have any questions regarding the above, please call the Planning Division at (760) 768-2118. Please ask for your Project Planner, if known, or Administrative Assistant.*

REQUIRED COMPLETE FORMS:

1. *Form No. CLX PD 21*
2. *Form No. CLX PD 19*



UNIFORM APPLICATION

City of Calexico
Community Development Department
Planning Division
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Calexico, CA 92231
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APPLICANT:

Name:
Company:
Address:
City/State/Zip:
Telephone:
Fax Number:
E-Mail:

PROPERTY OWNER:

Name:
Company:
Address:
City/State/Zip:
Telephone:
Fax Number:
E-Mail:

Please check this box if you are willing to receive staff reports via email. If this box is not checked, staff reports will not be sent via US Mail.

Please check all that apply

- Uniform Application
Sphere of Influence
General Plan Amendment
Variance
Annexation
Zone Change
Tentative Parcel Map
Zone Ordinance Amendment
Conditional Use Permit
Specific Plan
Tentative Tract Map
Other

ASSESSOR'S PARCEL NUMBER:

GENERAL LOCATION OF PROJECT / ADDRESS:

PROJECT DESCRIPTION (Attach a separate sheet if needed):

PROJECT INFORMATION:

Zoning:
Acres:
General Plan Designation:
Number of Buildings/Units:

AFFIDAVIT: I hereby certify that the information furnished above is accurate, true, and correct to the best of my knowledge or belief.

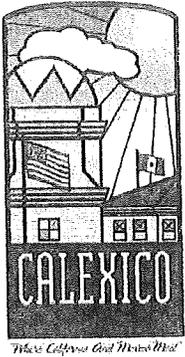
Applicant's Signature:
Type / Print Name:
Date:

Property Owner's Signature:
Type / Print Name:
Date:

** By signing the above, owner consents to the processing of the above request by the applicant. A letter of authorization from the owner may be submitted in lieu of the property owner's signature. Additionally, applicant agrees to pay all required processing fees, including any and all outstanding fees incurred by the city as the result of project processing

FOR OFFICE USE ONLY

Received By:
CRA Number:
Uniform Application No.:
Date:
Project Planner:
Development Review No.:



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ENVIRONMENTAL INFORMATION FORM

GENERAL INFORMATION

1. Developer or Applicant: _____
2. Contact Person: _____
3. Address: _____
City: _____ State: _____ Zip: _____
Telephone: _____
4. Address / APN of Project: _____
5. Identify any other related permits and other public approvals required for this project including those required by the City, regional, State, Federal agencies, not including approvals from the fire & Police departments, _____

6. Proposed Use of Site (project described in this form): _____

7. Surrounding Land Uses: _____

8. Site Size: _____
9. Number of Floors of Construction: _____

10. For Residential Development.

Number of Units: _____ Unit Sizes: _____

Units per Acre: _____ Lot Sizes: _____

Number of Required Parking: _____

11. For Commercial and Other Development.

Type of Development: _____

Scale of Development (neighborhood, City-wide, regional): _____

Number of Buildings: _____ Size of Buildings: _____

Number of Parking: _____

ENVIRONMENTAL INFORMATION

IT IS RECOMMENDED THAT PHOTOGRAPHS BE PROVIDED TO SHOW THE FOLLOWING:

- 12. Describe the project site as it exists before the project, including information on topography, soil stability, plants and animals, and any cultural or scenic aspects.
- 13. Describe any existing structures onsite, and use of these structures.
- 14. Describe the surrounding properties, including information on plants and animals and any cultural, historical or scenic aspects.
- 15. Describe the typed of surrounding land use, intensity of land use, and sale of development.
- 16. Discuss all items checked "yes" (attach additional sheets as necessary):

	<u>YES</u>	<u>NO</u>
A. Change existing features of the lake or substantial alteration to hills or of ground contours?	_____	_____
B. Change scenic views or vistas from existing residential areas or public lands or roads?	_____	_____
C. Change pattern, scale or character of general area?	_____	_____
D. Increase air emissions or ground water or any stream?	_____	_____

- E. Alter water quality or quantity of lake or ground
Water or any stream? _____
- F. Increase existing noise levels? _____
- G. Is site on filled land or on slopes of 10 percent or more? _____
- H. Use or disposal of potentially hazardous materials, such
as toxic substances, flammables or explosives? _____
- I. Change in demand for public services and utilities
(police, fire, water, sewer, etc.)? _____

CERTIFICATION

I hereby certify that the statements furnished above and in the attached exhibits present the data and information required for this initial evaluation to the best of my ability, and that the facts, statements, and information presented are true and correct to the best of my knowledge.

SIGNATURE: _____ DATE: _____

NAME OF PERSON COMPLETING FORM: _____

PHONE: _____