



City of Del Mar
Department of Planning and Community Development
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Del Mar, CA 92014

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Hours: M-TH 1:00 pm – 5:30 pm
FRI 1:00 pm – 4:30 pm
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TENTATIVE MAP / TENTATIVE PARCEL MAP ***An applicant's guide to the process***

The following information is intended to provide information on the City of Del Mar's process for Tentative Map / Tentative Parcel Map. Please contact the Planning Department to obtain any additional information.

PURPOSE

The State Subdivision Map Act authorizes local governmental agencies to regulate and control the design and development of subdivisions. A subdivision is defined as the division of any improved or unimproved land for the purpose of sale, lease, or financing. A subdivision also includes the conversion of a structure to condominiums. Subdivision regulations and review procedures for division of property into five or more lots require a Tentative Map approval, four (4) lots or less requires Tentative Parcel Map approval.

The Tentative Map review procedure is designed to insure that such things as street alignments, drainage and sanitary facilities, location and size of easements and rights-of-way, trees, traffic access, grading and numerous other features conform to City regulations and are arranged in the best possible manner to serve the public.

The Tentative Map is evaluated for its consistency with the General Plan and Zoning designation and the compatibility of the site plan and public improvements with surrounding development. Special attention is focused on the preservation of natural topographic features and the compatibility of the development with existing terrain and land forms.

PROCESS

Step 1 – Pre-application Conference

In order to process an application most effectively, a pre-application conference with a member of the Planning Staff is recommended. The applicant and/or applicant's representative should bring to the pre-application conference, all available information on the site/structure in question, including but not limited to, plans or sketches of the proposed site/structure.

Step 2 – Filing of Application

Applications may be filed Monday – Friday between the hours of 1:00 p.m. and 4:00 p.m. A Planning Staff member will review each application for completeness at the counter. Accepted applications shall contain all information listed below. Incomplete submittals will not be accepted. The following items must be submitted at this time:

1. Completed and signed application form
2. Current preliminary title report and grant deed

3. Application Fee (see fee schedule)
4. Environmental Impact Assessment form
5. Eight (8) copies of site plan (24"x36" folded to 8 1/2"x11") drawn accurately and to scale, containing the following information:
 - Tentative Map number.
 - All contiguous property owned by the subdivider indicated.
 - Name and address of the owner whose property is to be subdivided
 - Name and address of the subdivider.
 - Name, address, and registration or license number of registered civil engineer, or licensed surveyor, who prepared the map.
 - North arrow pointing to top of page, graphic scale, and date of preparation.
 - The basis of bearings used, the relationship of said bearings to the true meridian, and the north arrow of the map shall appear on each street.
 - The location, width, and proposed names of all streets within the boundaries of the proposed subdivision and approximate grades thereof and points of access from each lot to a publicly maintained road.
 - Locations and widths of all alleys.
 - Names, locations, and widths of adjacent streets.
 - A solid line shall separate all private ways, easements, and other rights-of-way not to be accepted as public streets and shown on the tentative map from public streets, and clearly designate their nature and the manner in which the right is reserved or granted.
 - Each lot shall show lot lines, be numbered in consecutive order beginning with number one, fully dimensioned, and shall indicate gross and net area in square feet.
 - Location and width of watercourses of areas subject to inundation from floods, and location of structures, irrigation ditches, and other permanent features.
 - Existing and proposed contours at two-foot intervals. The basis of said elevation shall be clearly defined.
 - Location of existing buildings and permanent structures within the subdivision and outside the subdivision but within 25 feet of the subdivision boundaries.
 - Location of all major vegetation showing size and type.
 - Legal description of the exterior boundaries of the subdivisions (the description of land subdivided shall be referenced to recorded deeds, recorded maps, and official United States surveys. Reference to tracts, recorded deeds, and recorded maps shall be spelled out, worded identically with original records, and show the book and page of records or map numbers).
 - Width and location of all existing and proposed public and private easements including utilities, bicycle and pedestrian easements, paths, railroads, and rights-of-way.
 - Proposed classification of lots (residential, commercial, industrial, or otherwise).
 - Radii of all curves.
 - Any proposed phasing by units. Number of units to be constructed when a condominium or community apartment project is involved.
6. The following information shall be shown on the proposed Tentative Map or on accompanying documents:
 - Source of water supply.
 - Type of street improvements and utilities to be installed by the subdivider (show cross-section details).
 - Proposed method of sewage disposal, including location of facilities.

- Proposed storm water, sewer, or other means of drainage, including location of facilities.
 - Protective covenants to be recorded.
7. Eight (8) copies of grading plan (24"x36" folded to 8 ½"x11) containing the following information:
 - Proposed grading for the creation of building sites or for construction of improvements.
 - Approximate earthwork volumes of proposed excavation and fill.
 8. If no grading is proposed, a statement to that effect must be submitted
 9. If the tentative map is to be a vesting tentative map (allowed with residential projects only), the words "vesting tentative map" shall be written conspicuously on the map, and the following additional information shall be provided:
 - Soils report.
 - Approval of all discretionary permits issued by the Design Review Board.

10. **Public Noticing Package** consisting of:

*For a fee, City staff will prepare the Notice Map and Notice List and will supply the required envelopes. For additional information, see the City's separate handout on Public Noticing requirements.

Noticing Map - *A 300' radius map drawn on assessor's parcel maps and spliced together (when necessary) showing the 300' radius measured from the exterior boundaries of the property of the subject property

Noticing List - *A typewritten list of property owners that corresponds to the radius map required above. The list shall contain the names, addresses, and assessor's parcel number for all parcels within the radius area (including the applicant and/or owner). For a fee, the City can provide this list for you.

Noticing Envelopes - *Stamped business size envelopes with typed address labels for all parties listed on the property owner's list required above. The envelopes must also include a City of Del Mar return address.

Affidavit - Certification that the Public Notice Mailing List is accurate and up to date.

Step 3 – Subsequent Submittal

An additional six (6) prints of the proposed map (24"x36" folded to 8 ½"x 11) will be required after departmental reviews and comments (which may facilitate map revisions) are completed.

Step 4 – Environmental Review

After the application is submitted to the Planning Department, the Tentative Parcel Maps will be sent to the appropriate public agencies involved in the project, for their review and comment. After the completion of an Environmental Initial Study and environmental determination will be made on the project. If no significant environmental impacts are anticipated, a Negative Declaration will be prepared. If it is determined that the project will have a significant environmental impact, an EIR will be prepared (at the applicant's expense) and circulated for public review and comment in accord with the California Environmental Quality Act.

Step 5 – Planning Commission Hearing

The Planning Commission will consider the recommendation of the Planning Department at a public hearing and make a recommendation to the City Council.

Step 6 – City Council Public Hearing

The City Council will consider the recommendation of the Planning Commission and Planning Department, and will, at a public hearing, either approve the tentative map as submitted, approve with modification, or deny the project. The decision of the City Council is final and there are no appeals.

Step 7 – Final Map

Subsequent to City Council approval of the Tentative Map, the applicant prepares improvement plans, which indicate detailed grading, utilities and infrastructure plans for the project. The applicant has 24 months after City Council approval to record the final map. An extension of time may be granted by the City Council at a public hearing if an application and fees are received prior to expiration of the Tentative Map.