



Community Development Department
14000 City Center Dr., Chino Hills, CA 91709
(909) 364-2740 Fax (909) 364-2795
www.chinohills.org

TTM No.: _____

Submittal Date: _____

TENTATIVE TRACT MAP (TTM) APPLICATION & INFORMATION

This application is required to verify compliance of design standards. A "Land Use Questionnaire" is required upon submittal of this application.

APPLICANT INFORMATION:

Applicant: _____

Address: _____

Phone No.: _____ Email: _____

Contact Person: _____

Phone No.: _____ Email: _____

SITE INFORMATION:

Assessor Parcel Number: _____

Zoning District: _____ General Plan Land Use: _____

PROJECT DESCRIPTION: (Please provide in-depth details)

I certify that under penalty of perjury that I am the (check one below) and that the foregoing information is true and accurate to the best of my knowledge:

- Legal Owner (all names that appear on the Deed must sign their names)
- Owner's Legal Agent

Print Name: _____ Signature: _____

Print Name: _____ Signature: _____

Print Name: _____ Signature: _____

Date: _____

SEE REVERSE SIDE FOR ADDITIONAL INFORMATION

TENTATIVE TRACT MAP/MINOR SUBDIVISION INFORMATION AND PROCEDURES:

1. Pre-Application Conference:

Prior to the formal submission of an application, the applicant may want to discuss the project with staff. This can be done through a Pre-Application Conference. Even though there is an additional fee for such a conference, it can be very useful and ultimately save the applicant money in the long run by acquainting the applicant with the procedural requirements of a specific application, and by providing the time to discuss the general acceptability of the project and its compatibility with applicable policies, issues, and development regulations. It also ensures that all necessary information will be submitted at the time the application is formally submitted to the City.

2. Application Submittal:

The information provided within this hand-out identifies the necessary information which must accompany the Tentative Tract Map application. The application, together with all required information and deposits, is filed with the Community Development Department.

3. Initial Review:

Once the application is filed, a Project Manager will be assigned to review and analyze the subdivider's request. The Project Manager will review the initial application submittal to determine whether all the required materials and deposits have been submitted. The Project Manager will transmit a letter to the Applicant confirming whether the application is complete or incomplete. If the application is incomplete, the letter will identify what additional information is required. Processing of the application will not commence until after the additional information is received and accepted and the Project Manager confirms that the application is complete.

4. Application Acceptance for Filing of Tentative Map:

An application for a Tentative Map shall not be deemed complete and accepted for processing until:

- a. The information required for the application submittal has been received and accepted by the Project Manager to analyze the application; and
- b. A written letter has been mailed to the applicant confirming that the application is complete.

5. Map Review:

Once the application is submitted, the Project Manager will distribute copies of the tentative map to the Project Review Committee (PRC), which includes a representative from each City department. The PRC will review each tentative map on two levels (1) technical corrections (e.g. incorrect map information, format changes, missing data); and, (2) project issues (e.g. disagreement over subdivision layout and impact on public services such as maintenance responsibilities of the infrastructure). Their comments will be submitted to the Project Manager, who will compile and consolidate the comments and then transmit the comments to the applicant.

6. Notification of Surrounding Property Owners/Other Interested Parties:

Once the application is deemed complete, the Project Manager will mail a courtesy notice to the surrounding property owners/other interested parties informing them that an application for a Tentative Map has been submitted and any comments regarding the project must be submitted in writing to the Project Manager. Comments received will be forwarded to the applicant and will be made as an attachment to the Planning Commission staff report at the time that the Tentative Map is ready for a public hearing.

7. Map Revisions:

Once the comments from PRC have been forwarded to the applicant, the applicant is responsible for re-submitting a revised map with corrections. The amount of time necessary for revisions is at the applicant's discretion.

To expedite the review of the revised map, the applicant should accompany the revised map with correspondence identifying the following:

- a. Corrections/revisions that have been made which concur with the City's comments.
- b. Corrections/revisions that have not been made because of disagreement with the City's comments, accompanied with an explanation of the applicant's position.

Applications and fees are subject to change. Please visit our website for the most current version of this application.

Once the revised tentative map is submitted, the Project Manager will re-distribute the map to the PRC for their re-review to determine if the applicant has addressed all of their respective division/department's comments. Once the comments are addressed, the PRC will draft Conditions of Approval for the tentative map.

8. Environmental Processing:

As part of the review of the tentative map, the Project Manager will analyze the subdivision application for compliance with the California Environmental Quality Act (CEQA). If the Project Manager determines that the project is exempt from CEQA, either categorically or statutorily, the Project Manager will prepare a Notice of Exemption (NOE) and file the NOE with the San Bernardino County Clerk within five (5) days of the Planning Commission approval of the Tentative Map.

If the Project Manager determines that the project is not exempt from CEQA, then the Project Manager shall prepare an Initial Study to determine if the project may have a significant impact on the environment. The Community Development Director shall make one of the following environmental determinations for the proposed subdivisions:

- a. Negative Declaration (No Significant Effect)
- b. Mitigated Negative Declaration (Significant Effects Mitigated)
- c. Previous Environmental Impact Report (No New Impacts)
- d. Addendum to the previous Environmental Impact Reports (Minor Technical Additions/Changes Necessary)
- e. Supplemental Environmental Impact Report (New Impacts Identified)
- f. Environmental Impact Report (New Project/Significant Effect)

Each of these environmental determinations is bound by the specific processing procedures and associated time frames, which are detailed in the City's adopted local procedure for implementing CEQA and the State CEQA Guidelines. The applicable procedures will be explained to the applicant once the Project Manager determines the appropriate environmental review for the project. It is important to note, however, that the environmental review occurs concurrently with the subdivision review; no action can be conducted by the Planning Commission until the requirements for environmental review have been completed.

9. Appeal:

Applicant may appeal Planner/Planning Commission determinations – within ten (10) days of that determination, utilizing the appropriate City form and payment of the appeal fee.

SUBMITTAL CHECKLIST (All Items must be included at the time of submittal)

PLEASE RETURN THIS CHECKLIST WITH APPLICATION PACKET UPON SUBMITTAL. ONLY USE CITY FORMS. IF MORE SPACE IS NEEDED, USE ATTACHEMENTS. COMPUTER GENERATED APPLICATIONS ARE NOT ACCEPTABLE.

- One (1) copy** of completed Land Use Application Questionnaire. All owners must sign the Application Certificate. The notarized Power of Attorney must contain the names of all owners.
- One (1) signed and dated** copy of the "Trust Deposit Account Procedures/ Agreement" Form.
- One (1) copy** of the appropriate assessor's map obtained from the Assessor's office.
- One (1) copy** of the receipt of payment of Fire District Review Fees or letter stating such fees are not applicable. Payment of these fees may be accomplished at the Chino Valley Fire District located at 14011 City Center Drive, Chino Hills, CA 91709. Phone Number (909) 902-5260.

SURROUNDING PROPERTY OWNERS CERTIFICATION AND LABELS:

- One (1) copy** of the signed Certified Surrounding Property Owners Certification. (Property owner information may be obtained from Assessor's Parcel Books in the County Assessor's Office).

- One (1) copy** of a radius map showing a 300 foot radius line around the subject properties boundaries. In some cases the radius map be increased due to the nature of the project.
- Three (3) sets** and **one (1) Xerox copy** of mailing labels listing names and addresses of surrounding property owners which correspond with the 300' or 500' radius map. A 500' radius mailing labels are required for projects involving automobile maintenance, automobile service stations and car wash.
- One (1) copy** of the United States Geological Survey Map of the project area clearly showing project boundaries and labeled with the quadrangle map name and applicant's name. (U.S.G.S. map may be purchased at a local blueprint company. They are not available at City offices.) A legible photocopy of this map is acceptable.
- One (1) certified copy** each, if applicable, of the Articles of Incorporation - including the latest statement of officers; the Partnership Papers (limited or general); or the recorded Fictitious Business Name Statement naming the owner(s) of the firm, if either the Grantor or Grantee are Corporations, Partnerships, or Fictitious Firms.

GEOLOGY REPORT/GEOLOGIC FEASIBILITY STUDY:

- Three (3) copies** of Geologic Report for any property in a Geologic Hazard Overlay District.
- Three (3) copies** of preliminary Soils and Geology Report, if required by Building and Safety.

NOTE: All soils, geology, and other special studies shall be reviewed and approved by the City before the application may be deemed complete.

- If this project is within an approved or proposed Planned Development, a Final Development Plan must be submitted as a concurrent filing with this application. To ascertain the requirements for the Final Development Plan, refer to the Planned Development Application packet and the Preliminary Development Plan Conditions of Approval.

TENTATIVE TRACT MAP CHECKLIST:

Map shall be drawn to an Engineer's scale. A scale of 1" = 100' of preferred, but in no case should the scale be smaller than 1" to 200'.

The following information must appear on the tentative map. **INCOMPLETE MAPS WILL NOT BE ACCEPTED.**

- Obtain the tract map number from the county recorder.
- The Registered Civil Engineer or Licensed Land Surveyor shall sign, seal and provide their California registration or license number and the date of expiration of such license or registration.
- Names, addresses and telephone numbers of the owner of record, subdivider and the engineer or surveyor preparing the map.
- List the names, addresses and telephone number of public utility companies which will serve the subject property, including water supply and method of sewage disposal.
- North point, scale, date, boundary line and dimensions of the project. The direction of the north arrow should be shown pointing towards the top or right hand side of the map.
- Show the entire assessor's parcel number; identify any remainder portion, and any contiguous properties under common ownership (whole of partial ownerships).
- Legal description of the land included within the proposed tentative tract map.
- The parcel layout, the approximate dimensions of each parcel (ditto marks not acceptable) and a number for each parcel in consecutive numbers. Any portion of property in common contiguous ownership not included in division shall be labeled as a remainder parcel.
- Indicate the approximate acreage, the number of numbered parcels, number of lettered parcels and parcel density proposed. Indicate acreage of any remainder parcel and total acreage of project, including numbered, lettered and remainder parcel.
- Existing and proposed zoning by parcel number and/or letters.
- Proposed use of parcels.

- The number of lineal feet of new streets.
- Land Use district classification and development of uses of adjoining property, including across any streets. Indicate distance from property line to any off site structures that are within fifteen (15) feet of property line.
- Show and dimension all existing structures, indicating the use of each structure and whether the structure is to remain or be removed. In addition, show all parking facilities and driveways.
- Front and side street building setback lines, delineated on the map, including dimensions.
- Locations, names and existing width of all adjoining highways, streets, alleys and/or ways. If none exist, indicate access to property.
- The approximate gradient or centerline profile for each proposed highway, street, easement and drainage improvement shown on the tentative tract map.
- The width and locations of all recorded and/or proposed easements, dedication of streets or rights-of-way.
- Approximate radius of all centerline curves on highways, streets or ways.
- The location, width and direction of flow of all water courses and the approximate location of all areas subject to flood waters, overflow or inundation.
- Locate, by distance from existing and proposed property lines and other above ground structures, the placement of the property of all existing structures and other manmade features including buildings, utility poles, fences, driveways, signs, existing wells, sewers, septic systems (including leach lines), culverts, bridges, drain pipes, fire hydrants and/or sand, gravel or other excavations within the subdivision. Indicate which existing structures will remain and which will be removed.
- Topographic information (contour map) shall be required when the slope of any portion of the access route from the nearest public maintained road to a feasible building site exceeds ten percent (10%) including existing offers of dedicated or private road easements. Topographic information shall be required on all tentative maps except where a feasible building site (a feasible building site is at least ten thousand (10,000) square feet in area for parcels twenty thousand (20,000) square feet or greater in area and if fifty (50%) of the parcel area for all parcels less than twenty thousand (20,000) square feet.) is shown on natural ungraded slopes of ten percent (10%) or less. Where the above does not apply, the licensed land surveyor or registered civil engineer shall note on the tentative map that "average slope of both feasible access route and feasible building site does not exceed ten (10%)".

Topographic information shall be required where the preliminary drainage study indicates that the subject property is affected by a tributary watershed area that is 160 acres or greater.

When topographic information is required the accurate contour of the land shall be delineated at intervals of not more than two (2) feet if the slope of the land is less than ten percent (10%) and if not more than five (5) feet if the slope of the land is then percent (10%) or greater.

Topographic information shall be obtained by aerial or field study done under the supervision of a licensed land surveyor or registered civil engineer. (Elevations shall be based upon 1929 datum and the bench shall be one accepted by the City Surveyor.)

- Vicinity map of the area showing the proposed tract map in relation to any established roads, landmarks, etc., so that the site can be easily located. Indicate the proposed access route to the site from nearest public maintained road.
- On a tract map consisting of a condominium project or a planned development, the tentative tract map shall show the approximate location from all existing and proposed property lines/structures of all building envelopes and other structures to be erected by dashed lines.
- Preliminary grading information shall be delineated on the tentative map when staff determines that the proposed site is located within a:
 - a. Geological Hazard Overlay District, or
 - b. Hillside area or an area of susceptibility to landslides or liquefaction.
 - c. The average slope of a feasible building site and/or the access to these sites exceeds ten percent (10%).

Applications and fees are subject to change. Please visit our website for the most current version of this application.

- When preliminary grading information is required it shall include maximum elevation of top and minimum elevation of toe of finished slopes over five (5) feet in vertical height, the maximum heights of those slopes and approximate total cubic yards of cut and fill. Graded slopes shall not exceed thirty (30) feet in vertical height. Setbacks from top and bottom of graded slopes shall be a minimum of one-half the slope height. Pad elevations shall be shown, if applicable. In the event no such grading is proposed, a statement to that effect shall be noted on the tentative map.
- Indicate any regulated native trees or plants that are within one hundred (100) feet of any area that will be disturbed by a proposed roadway, building site or other land disturbing activity. Indicate all regulated trees or plants that are proposed to be removed in accordance with the Development Code. All other regulated trees or plants may be indicated by note or general graphic representation of major clusters or stands of trees. If no regulated trees or plants are on the site, indicate this by a note on the map.

PROPERTY PLOT MAP CHECKLIST:

The property plot map may be drawn on the property plot sheet provided in this application packet. This sheet consists of two sections. The upper map portion is to include your drawing, in black ink, at an accurate scale appropriate to show all the details in your proposed lots. The scale you use should be a standard engineering scale (1 inch equals 10 feet, 20 feet, 30 feet, 40 feet, 50 feet or 60 feet) or one of these increased by a multiple of 10 (e.g., 1 inch equals 20 feet, 200 feet or 2,000 feet) so that the tract fits neatly within the space provided. (See attached sample property map as a guide.) The lower information portion of the application asks necessary questions regarding the application, answer the questions.

MAP PORTIONS:

- Map should be drawn so that “north” is to the top of the Property Plot Map Form. Write the scale of the plot map under the north arrow provided.

Delineate the location and dimension the lengths and widths of the following:

- Existing property lines for each lot or parcel.
- Proposed property lines for each lot or parcel.
- Existing right-of-ways for all abutting streets. Also indicate names.
- Proposed new right-of-way dedication including expansion and additions.
- Existing street and drainage improvements including curbs, gutters, sidewalks and paving widths.
- All existing and proposed easements for drainage, public utilities, access or encroachments.
- All underground structures including septic tanks, leach lines, seepage pits, storm drains and wells.
- All existing structures. In additions to dimension of structures, indicate the distances between structures and between each structure and the nearest existing or proposed property line. Also indicate the use of each structure and any that are to be removed.
- Indicate location and dimensions of any important topographic conditions (hills, canyons, water courses, known seismic fault areas, etc.)
- Number each proposed lot and compute the net and gross lot area in square feet or acres. If commercial and/or industrial structures are existing and to be retained and utilized, show all parking facilities and driveways.
- Indicate native trees six inches or greater in diameter, or state in a note that no such trees exist on site. Indicate whether any trees or protected plants are to be removed.
- Show any existing grading and provide copy of an approved grading plan.

INFORMATION PORTION:

- Applicant’s name and phone number.
- The number of lots to be created.
- The assessor’s book, page and parcel number(s) of the existing parcel(s).

APPLICATION FEE: Refer to the Community Development/Fee Deposit Schedule for application fee amount.

ADDITIONAL FEES:

Fire District Review Fees: Fire District review fees will be required prior to application submittal. Please contact the Chino Valley Independent Fire District at (909) 902-5280 for fee applicability and payment (if applicable) prior to submittal.

Building and Safety Review: For projects requiring a Geology Report or a Geologic Feasibility Analysis. Refer to the Community Development/Fee Deposit Schedule for application fee amount.

CITY OF CHINO HILLS

PLANNING COMMISSION POLICIES AND PROCEDURES

EX PARTE COMMUNICATIONS

Date Accepted: 11/05/2019

1. PURPOSE

The Planning Commission intends to make transparent its communications with project applicants and residents by establishing a policy for Planning Commission *ex parte* communications regarding adjudicatory and quasi-judicial proceedings.

2. BACKGROUND

An *ex parte* communication is any oral or written communication with a Planning Commissioner that is relevant to the merits of a proceeding, and which takes place outside of a noticed public hearing or similar proceeding open to all parties to the matter. These communications include oral and written information, but can also include any other communication, such as visual or auditory information obtained during a site visit. Casual communications that are non-substantive in manner are not *ex parte* communications.

Adjudicatory or quasi-judicial proceedings are proceedings in which “due process guarantees” apply because there is a property interest (ownership rights) at stake. Typical examples of these types of proceedings include property development applications (Tentative Tract Maps, Site Plan Applications, Specific Plans, Conditional Use Permits, Variances, etc.) or permit revocations.

For the purposes of this policy, *ex parte* communications are a concern only in adjudicatory or quasi-judicial decision-making matters. Planning Commissioners will follow the policy provided below for all such matters that have a proposed or active entitlement application with the City of Chino Hills or for permit revocations or modifications.

3. POLICY FOR ADJUDICATORY AND QUASI-JUDICIAL PROCEEDINGS

3.1 If anyone requests contact with a Planning Commissioner, the Planning Commissioner will endeavor to direct that person to use a City “Planning Commission” email address and phone line that staff will monitor and then forward applicable emails and messages to the Planning Commission.

3.2 Each Planning Commissioner will be provided business cards with the City “Planning Commission” email and phone contact information.

- 3.3 Any information intended for Planning Commission review on an adjudicatory or quasi-judicial proceeding will be submitted to staff who will distribute it. Should a Planning Commissioner receive information directly, the Commissioner will provide that information to staff as soon as feasible.
- 3.4 To the greatest extent possible, all communications with a Planning Commissioner on an adjudicatory or quasi-judicial proceeding, that occurs outside agendized meetings, will be directed through City staff. When such communication does occur without staff involvement, the Commissioner will notify staff as soon as feasible to ensure the communication is included in the public record for the proceeding.
- 3.5 To the greatest extent possible, all meetings with a Planning Commissioner on an adjudicatory or quasi-judicial proceeding, will be arranged and attended by staff. When a meeting does occur without staff involvement, the Commissioner will notify staff of the meeting and the content of the meeting as soon as feasible to ensure the information is included in the public record for the proceeding.
- 3.6 A Planning Commissioner will announce the details of evidence received in any communication or meeting outside of a Commission meeting, or outside of a staff attended meeting, at the beginning of the Planning Commission meeting at which the item will be considered.
- 3.7 There shall be no communications with a Planning Commissioner during the period between the closing of a public hearing and the final decision on an adjudicatory or quasi-judicial proceeding.
- 3.8 The Planning Commission will review this policy annually at its first regularly agendized meeting of the calendar year and have the opportunity to modify the policy at that meeting.

For the purposes of this policy, City staff shall mean the Planning Commission Secretary and the Community Development Department Director.