

CITY OF PIEDMONT
120 VISTA AVENUE
PIEDMONT, CA 94611
TEL: (510) 420-3050
FAX: (510) 658-3167

RECEIVED BY _____
DEPOSIT PAID _____
DATE FILED _____
NUMBER _____
PLANNER _____
(For staff use only)

MAJOR SUBDIVISION APPLICATION
(Pursuant to the provisions of Section 19 of the Piedmont Municipal Code)

A major subdivision application may be processed for the subdivision of land into five or more parcels or lots as defined under Section 19.11.32 of the Piedmont Municipal Code (PMC §19.11.32). If your project is not eligible for review under this procedure, please contact Planning staff who will provide you with the appropriate application procedure and forms.

The final application fee will be equal to the cost of processing the application. The following initial deposit will be required at application submittal, and additional deposits may be required to complete the processing of the application. Any unused funds in the deposit will be returned after the application is approved and completed.

\$6,345 Tentative Map and Vesting Tentative Map Initial Deposit

Property Owner/Applicant Information

Address of Property _____
Name of Property Owner/Applicant _____
Mailing Address of Property Owner _____ (if different from above)
Contact Telephone # _____ FAX # _____ Email _____

Design/Engineering /Authorized Agent Information

Name of Design Professional/Agent _____
Address of Design Professional/Agent _____
Telephone # _____ FAX # _____ Email _____
Professional License Number _____ Expiration Date _____
Piedmont Business License Number _____ Expiration Date _____ (required for all design professionals/contractors/engineers/surveyors/agents) (Please contact the City Clerk at 510-420-3040 for Piedmont Business License information.)

Design/Engineering /Authorized Agent Information

Name of Design Professional/Agent _____

Address of Design Professional/Agent _____

Telephone # _____ FAX # _____ Email _____

Professional License Number _____ Expiration Date _____

Piedmont Business License Number _____ Expiration Date _____

(required for all design professionals/contractors/engineers/surveyors/agents)

(Please contact the City Clerk at 510-420-3040 for Piedmont Business License information.)

Surveyor Information

Name of Surveyor _____

Address of Surveyor _____

Telephone # _____ FAX # _____ Email _____

Professional License Number _____ Expiration Date _____

Piedmont Business License Number _____ Expiration Date _____

Design/Engineering/Surveyor/Authorized Agent Contact Authorization

This authorization permits City staff to contact your agent(s) if necessary.

I authorize _____, _____,
_____, and _____

to act as my agent in the processing of all matters pertaining to this application.

SIGNATURE _____ Date _____

Printed Name _____

SIGNATURE _____ Date _____

Printed Name _____

SIGNATURE PAGE

My/our signature(s) below signify that I/we:

- hereby agree to pay all personnel and related direct and indirect costs for the review and processing of application(s) for the subject project, at such time as requested by the Director of Public Works. Direct costs include, but are not limited to: review of project application(s) for completeness by all applicable City departments including the City Engineer; telephone or written communication with property owner(s), applicant(s), design/engineering/survey professional or other authorized agent(s); public and agency notices; outside consultants if needed; preparation of staff reports; and attendance by staff at meetings and public hearings;
- am/are aware that deposits paid at the time of application submittal are estimates of the minimum amount of staff time and other costs required to process an application. In the event the deposit is not sufficient to reimburse the City for the processing of the application, the applicant shall provide additional deposits to the City for planning services to complete the processing of the application. The city shall not perform any further planning services with respect to the application until the applicant provides all necessary deposits. No interest shall accrue on amounts deposited. Any unexpended funds will be returned to the applicant(s);
- agree to hold the City harmless from a third party administrative, legal or equitable action challenging the project approvals, including CEQA issues, and shall defend and indemnify the City against any liability, fees and costs arising out of the defense, including the costs of City’s own counsel. If such an action is filed, I/we agree to enter into an agreement regarding selection of counsel and other provisions related to the defense. For this purpose, "City" includes the City and its elected and appointed officials, agents, officers and employees;
- agree to provide all application materials required under the City Subdivision Code (see attached Tentative and Vesting Tentative Map Checklist) and Subdivision Manual;
- certify that the information stated on forms, plans and other materials submitted herewith in support of the application is true and correct to the best of my knowledge. It is my/our responsibility to inform the City, though the assigned project planner, of any changes to information represented in these submittals;
- I/we am/are aware that City staff, Planning Commissioners and City Council members will be on my property to review the proposal. *(Please attach any special instructions regarding access to your property such as contact information, dogs, gates, alarms, etc.)*

SIGNATURE _____ Date _____
Printed Name _____

SIGNATURE _____ Date _____
Printed Name _____

TENTATIVE MAP AND VESTING TENTATIVE MAP CHECKLIST
Article V (§§19.28 – 19.36)

FORM AND CONTENTS [§19.29 A-T]

The tentative map shall be prepared in a manner acceptable to the department and shall be prepared by a registered civil engineer or licensed land surveyor. The tentative map shall be clearly and legibly drawn. The map shall be drawn to an engineer's scale, large enough to show all information clearly, but no less than one inch equals 100 feet.

The map shall contain not less than the following:

- Title w/ subdivision number from County Recorder and type of subdivision [§19.29 A]
- Name/address of legal owner, subdivider and person preparing map (w/ registration or license number) [§19.29 B]
- Sufficient legal description (boundary) street locations and names [§19.29 C]
- Recording/subdivision # of adjacent subdivisions & names or owners of adj. properties [§19.29 D]
- Boundary lines of city, school district, other taxing districts when within or contiguous to the subdivision [§19.29 E]
- Date of map preparation (& revision if revised after initial submittal), N arrow and scale [§19.29 F]
- Title vicinity map showing streets, adjoining subdivisions, shopping centers, schools, and other data sufficient to locate the proposed subdivision and show its relation to the community [§19.29 G]
- Existing topography of the proposed site and at least 100 feet beyond its boundary if undeveloped, and proposed changes in topography. The contours of the land shall be shown at intervals of not more than one foot for ground slopes between level and five percent, and not more than five feet for ground slopes in excess of five percent. Elevations shall be according to U.S. Geodetic Survey datum, commonly termed mean sea level [§19.29 H]
- Existing improvements to be shown include, but are not limited to: [§19.29 I]
 - Type, circumference and dripline of all existing trees; other significant vegetation with a trunk diameter of four inches or more, measured 24 inches above existing grade. Any trees or other significant vegetation proposed to be removed shall be so indicated [§19.29 I.1]

- Location and outline of existing structures to scale identified by type. Structures to be removed shall be so marked [*§19.29 I.2*]
- Existing drainage channels, culverts, irrigation ditches, wells and springs, and the approximate location of all areas subject to inundation or stormwater overflow, and the location, width and direction of flow of each watercourse [*§19.29 I.3*]
- Location, pavement and right-of-way width, typical section, grade and name of existing streets, highways and driveways within and/or contiguous to the proposed subdivision [*§19.29 I.4*]
- Widths, location and identity of all existing easements [*§19.29 I.5*]
- Location and size of existing sanitary sewers, fire hydrants, water mains and storm drains within and/or contiguous to the proposed subdivision. The approximate slope of existing sewers and storm drains shall be indicated. The location of existing overhead and underground utility lines and poles within and/or contiguous to the proposed subdivision shall be indicated [*§19.29 I.6*]
- Proposed improvements to be shown include, but are not limited to: [*§19.29 J*]
 - Location, grade, centerline radius, arc length of curves, pavement, and right-of-way width of all streets. Typical sections of all streets shall be shown, including pavement widths, curbs, gutters, sidewalks, medians, and slopes of cuts and fills. Proposed private streets shall be clearly indicated [*§19.29 J.1*]
 - Location and radius of all curb returns and cul-de-sacs [*§19.29 J.2*]
 - Location, width and purpose of all easements [*§19.29 J.3*]
 - Angle of intersecting streets if such angle deviates from a right angle by more than four degrees [*§19.29 J.4*]
 - Engineering plan and data showing the approximate finished grading of each lot, the preliminary design of all grading, the elevation of proposed building pads, and the top and toe of cut and fill slopes, to scale [*§19.29 J.5*]
 - Areas to be used for public purposes or facilities [*§19.29 J.6*]
 - Proposed recreation sites, trails and parks for private or public use [*§19.29 J.7*]
 - Proposed common areas and areas to be dedicated to public open space [*§19.29 J.8*]
 - Location and size of sanitary sewers, fire hydrants, water mains, and storm drains, including all necessary provisions for handling water supply, stormwater and sewage. Proposed slopes, approximate elevation, direction of flow and type of

facility for sanitary sewers, storm drains, and overland drainage releases shall be indicated [§19.29 J.9]

- Planting plan for slopes, erosion control, street trees, other landscaping and fencing [§19.29 J.10]
- Lot numbers beginning with the numeral “1” and continuing consecutively throughout the subdivision [§19.29 K]
- Name or names of any engineering geologist or soil engineer whose services were required in the preparation of the design of the tentative map [§19.29 L]
- Approximate lot layout and the approximate dimensions of each lot and each building site [§19.29 M]
- Approximate boundaries of areas subject to inundation or stormwater overflows, the location, width and direction of flow of all watercourses [§19.29 N]
- Size of the smallest and largest lots [§19.29 O]
- If the subdivider plans to develop the site in phases, the proposed phases and their proposed sequence of construction [§19.29 P]
- Proposed street names [§19.29 Q]
- Energy conservation information. The design of a subdivision for which a tentative map is required, excluding a conversion, shall provide, to the extent feasible, for future passive or natural heating or cooling opportunities in the subdivision (GC §66473.1) [§19.29 R]
- Department may waive any of the above tentative map requirements if the type of subdivision does not need to comply with these requirements or if other circumstances justify a waiver [§19.29 S]
- Department may require other drawings, data, or information as deemed necessary by the department to accomplish the purposes of the Subdivision Map Act and this chapter [§19.29 T]

ACCOMPANYING DATA AND REPORTS [§19.30 A-M]

At the time of filing, a tentative map shall be accompanied by the following data and reports, if the same information is not shown on the tentative map:

- Statement of present zoning and of existing and proposed uses of the property, and any proposed zoning changes, whether immediate or future [§19.30 A]

- Description of the proposed subdivision, including the number of lots, their average size, and nature of proposed development [§19.30 B]
- Description of landscaping, fences, bridges, gates or other proposed improvements which may not be fully shown on the map [§19.30 C]
- Preliminary title report, not more than six months old and acceptable to the department, showing the legal owners at the time of filing the tentative map [§19.30 D]
- Soil and engineering geology reports as set forth in Piedmont Municipal Code section 19.31 [§19.30 E]
- Statement of the time when improvements are proposed to be completed [§19.30 F]
- Proposed tract or deed restrictions, if any [§19.30 G]
- Description, location and existing elevation of an established city bench mark or other bench marks within the immediate vicinity [§19.30 H]
- Information as required by the department to allow a determination on environmental review to be made in accordance with the California Environmental Quality Act [§19.30 I]
- Signed statement of compliance under Government Code Section 65962.5(f) indicating whether the proposed project is located on a hazardous waste and substance site as defined in that section (see PMC 19.31(E)) [§19.30 J]
- For a vesting tentative map, the subdivider shall also submit all of the following information, unless a requirement is waived by the department after consultation with the city engineer [§19.30 K]
 - The height, size and location of buildings, including elevations [§19.30 K.1]
 - Information on the uses to which the buildings will be put [§19.30 K.2]
- Any other data or reports deemed necessary by the department or the planning commission in order to review the tentative map [§19.30 L]
- For major subdivisions, design review related materials as required by Piedmont Zoning Code 17.20, the Application Materials Checklist, and the Subdivision Manual [§19.30 M]

PRELIMINARY SOIL AND ENGINEERING GEOLOGY REPORTS [§19.31 A-E]

- Preliminary Soil Report.** A preliminary soil engineering report prepared by a soil engineer, based upon adequate test borings or excavations, shall be filed with each application for a tentative subdivision map. The report shall include any information appropriate for the site, including any information required by the city engineer. [§19.31 A]

- Preliminary Engineering Geology Report. A preliminary engineering geology report prepared by an engineering geologist shall be submitted with each application for a tentative subdivision map, unless waived by the city engineer. The report shall include any information appropriate for the site, including any information required by the city engineer. [*§19.31 B*]

- Expanded Investigation. If the preliminary soil report or the preliminary engineering geology report indicates, or the city engineer has knowledge of, the presence of soil or geologic conditions which, if corrective measures are not taken, could lead to structural defects, then a soil or engineering geology investigation of each proposed lot shall be submitted with the final map. [*§19.31 C*]

- Compliance Required. A tentative subdivision map application is not considered as filed until the required preliminary reports have been submitted with the map (see PMC 19.52) [*§19.31 D*]

- Hazardous Waste and Substances Statement. Under Government Code Section 65962.5, the California Secretary for Environmental Protection is required to consolidate information regarding land where certain hazardous wastes or contaminants are present, and to distribute a list to each city and county in which sites on the list are located. An applicant for any development project must consult the list sent to the city and submit a signed statement to the city indicating whether the project and any alternatives are located on the list. [*§19.31 E*]

NOTE: Except as otherwise noted, please submit two copies of the above-referenced information. Once the application has been determined complete, you will be required to provide 8 more Maps, and may be required to provide additional copies of related application materials as required by the Director of Public Works. If any of the information required above has previously been submitted as part of a separate design review and/or variance application (architectural plans, soils reports, etc.), please provide one additional copy of the information to be distributed to the City Engineer.