



# PARCEL MAP APPLICATION

## TITLE 16, CHAPTER 16.12

### GLENDALE MUNICIPAL CODE

MSB Room 101 633 E. Broadway at Glendale Avenue (818) 548-3200

Tentative Parcel Map GLN No. \_\_\_\_\_ Existing Zoning \_\_\_\_\_ Date \_\_\_\_\_

Address \_\_\_\_\_ Zip Code \_\_\_\_\_

Legal Description \_\_\_\_\_

Total Lot Area \_\_\_\_\_ Square Feet \_\_\_\_\_ Acres \_\_\_\_\_

\_\_\_\_\_ Number of residential lots

\_\_\_\_\_ Number of commercial lots

\_\_\_\_\_ Number of common open space lots

\_\_\_\_\_ Number of lots to be offered for dedication to the City; purpose \_\_\_\_\_

\_\_\_\_\_ Number of other lots to be offered for dedication to another public agency; purpose \_\_\_\_\_

\_\_\_\_\_ Total number of lots

Proposed Street Improvements	Area (Sq. Ft.)	Right-of-Way (Ft.)	Roadway (Ft.)	Length Along Centerline (Ft.)
Private Driveway	_____	_____	_____	_____
Private Street	_____	_____	_____	_____
Public Street	_____	_____	_____	_____

Date Property was acquired \_\_\_\_\_

Number of existing buildings to be removed \_\_\_\_\_ Type of existing buildings to be removed (single family, duplex, etc.) \_\_\_\_\_

Are there deed restrictions now in effect that regulate the use of the land? \_\_\_No \_\_\_Yes (If "Yes," attach copy of said restrictions.)

#### PROPERTY OWNER(S)

#### LEGALLY AUTHORIZED REPRESENTATIVE

I am (We are) the owner(s) of the land shown on the accompanying map entitled Tentative Parcel Map GLN. No. \_\_\_\_\_ and hereby consent to the subdivision of this land.

\_\_\_\_\_  
*Signature of Record Owner(s) of site*

\_\_\_\_\_  
*Signature of Legal Representative*

Name (Print) \_\_\_\_\_

Name (Print) \_\_\_\_\_

Address \_\_\_\_\_

Address \_\_\_\_\_

City \_\_\_\_\_ Zip Code \_\_\_\_\_

City \_\_\_\_\_ Zip Code \_\_\_\_\_

Telephone \_\_\_\_\_

Telephone \_\_\_\_\_

#### APPLICANT

#### REGISTERED ENGINEER OR LICENSED SURVEYOR

I declare under penalty of perjury that the foregoing is true and correct. Executed on \_\_\_\_\_ at \_\_\_\_\_ California.

Name (Print) \_\_\_\_\_

Address \_\_\_\_\_

City \_\_\_\_\_ Zip Code \_\_\_\_\_

Telephone \_\_\_\_\_

Registration No. \_\_\_\_\_

\_\_\_\_\_  
*Signature of Applicant*

Name (Print) \_\_\_\_\_

Address \_\_\_\_\_

City \_\_\_\_\_ Zip Code \_\_\_\_\_

Telephone \_\_\_\_\_

Attach additional sheets as necessary for property owners' signatures, names and addresses, and verification that the legal representative is empowered to act on behalf of the property owner.

**NOTICE TO APPLICANT:** YOU AND/OR YOUR REPRESENTATIVE ARE EXPECTED TO ATTEND ALL PUBLIC HEARINGS ON YOUR PARCEL MAP APPLICATION.

-----Do Not Write Below This Line -----

Filing Fee \_\_\_\_\_ Receipt No. \_\_\_\_\_ Received by \_\_\_\_\_ Date Received \_\_\_\_\_

EIF/EIR on file No. \_\_\_\_\_

Previous EIF/EAF/EIR Application No. \_\_\_\_\_

## TENTATIVE PARCEL MAP REQUIREMENTS

### Information to be furnished on tentative parcel map:

- A. Each tentative parcel map sheet shall be eighteen inches by twenty-six inches. The scale of the map shall be large enough to show clearly all details thereof, but in no case is it to be smaller than one inch equals one hundred feet (1"=100').
- B. The tentative parcel map shall show the following matters:
  1. Name, address and telephone number of record owners;
  2. Name, address and telephone number of person preparing and filing the tentative parcel map;
  3. Sufficient legal description, including all bearings and distances, of the land as to define the boundaries of the area to be divided; include and describe all monuments found or set;
  4. The exact lot layout and the bearings and dimensions of each parcel, including the area. New lot lines to be shown as solid lines, original lot lines to be dashed lines;
  5. The radius of all curves including the arc distances and delta angles;
  6. Each parcel shall be numbered and abandoned property lines shall be jointed by land hooks. Any property shown on the map but not included in the parcel split should be labeled "Not a part of this parcel split";
  7. The locations, names and existing widths of all adjacent highways, streets or ways;
  8. The width of all highways, streets and ways within such proposed parcel split;
  9. The widths and locations of all existing and proposed easements for drainage, sewers or public utility purposes;
  10. Date, north arrow and scale;
  11. The location of each area covered by brush or trees with a statement of the nature of such cover, and the kind and approximate location of all trees standing within the boundaries of proposed public rights-of-way. The driplines of all indigenous trees shall be shown;
  12. Approximate contours where topography controls the layout;
  13. The location of all areas subject to inundation or stormwater overflow; the locations, widths and directions of flow of all watercourses; and the proposed methods for preventing damage from floods;
  14. The exact location and outline to scale of each building or structure with dimensions of front, side and rear yards;
  15. Existing street improvements (pavement width, walks, gutters, sewers, etc.). (Ord. 5009 § 33 (part), 1993: prior code § 28-106)

### MATERIALS TO BE SUBMITTED AT THE TIME OF APPLICATION FILING:

Plans/Maps are to be drawn at an appropriate scale unless noted otherwise.









The following items shall be submitted with the tentative tract map or tentative parcel map:

1. A statement of the general character of the improvements proposed for the streets in the proposed subdivision shall be filed with the tentative map. This statement of intent shall include such items as street trees, lighting system, sidewalk, curb, gutter, paving, conduits, storm drains and sewers, and all public utilities, mains and services;
2. A statement of the proposed restrictions shall be furnished with the tentative map if the proposed subdivision includes private streets or common open space or is proposed to be a condominium or other joint or co-owner ship type of development;
3. A statement that the applicant is the owner or is legally empowered to act for the owner of the property for which the application is filed, and showing the names of all persons, firms or corporations whose consent is necessary to pass title to all street and other easements shown on such map;
4. A soil report shall be prepared and filed for every subdivision and shall mean a report prepared by a registered civil engineer specializing in soil mechanics and shall be based upon accepted engineering principles and adequate test borings as determined suitable by the City Engineer. The soil report shall set forth sufficient engineering data to explain the proposed solution to any geological hazards that may be created by the proposed grading and any structural defects which may occur due to the presence of critically expansive soils or other soil problems. Where such soil problems are found to exist, the City Engineer may require a soils investigation of each lot in the subdivision. The soil report may be waived if the city engineer determines that knowledge exists of the soil qualities of the subdivision;

22. A land use map at a scale of 1" = 100' which identifies the specific land uses within 300 feet of the proposed project site. Municipal section sheets available in Room 204 of the Municipal Services Building are to be utilized for this purpose. Each lot shall be colored to indicate the usage of the parcel as follows:

<u>Use</u>	<u>Prismacolor No.</u>	<u>Color</u>
One house on one lot	915	Yellow
Two houses or a duplex on one lot	918	Orange
Three houses, a house and a duplex, or a triplex on one lot	943	Light Brown
Four or more dwelling units on a lot	946	Dark Brown
Commercial retail or services	929	Pink
Wholesaling	924	Red
Light industry	934	Lavender
Heavy industry	932	Purple
Public property	902	Royal Blue
Quasi-public property	920	Light Blue
Parks and recreation	913	Light Green-Yellow
Conservation	910	Light Green-Blue
Parking	967	Grey

Within each lot, each structure shall be identified with the following symbol and designations in black ink:

<u>Structure Type</u>	<u>Symbol</u>	<u>Additional Notations</u>
Single family dwelling		
Duplex		
Triplex		
Multi-family housing		Indicate number of units adjacent to
Commercial or wholesale		Indicate use adjacent to symbol
Industry		Indicate use adjacent to symbol
School		
Church		
Building under construction	uc	Also indicate structural symbol

23. Zoning Map: One (1) map indicating existing zoning within 500 ft. of the exterior boundaries of the subject property, prepared at 1"-100'. Municipal Section Sheets available in room 204 of the Municipal Services Building are to be used for this purpose. Zones shall be shown using the letter designations shown on the official City zoning maps and all zone boundaries shall be shown with a continuous border 1/8 inch wide.

5. A plan for drainage and for handling stormwater;
6. A proposed street tree planting plan;
7. A preliminary grading plan of sufficient detail to show the height, length and width of cut and fill slopes; adequate cross-sections to indicate the character of grading; street slopes; pad slopes; areas subject to protection by this code or the general plan; and a remedial plan to show how potential problem areas or slope failures could be corrected in areas proposed for cut slopes steeper than one and one-half horizontal to one vertical should the need arise. Said preliminary grading plan shall be an accurate representation of a project which is capable of being implemented without substantial change subsequent to tentative tract or tentative parcel map approval;
8. A preliminary seismic study which shall include, but not be limited to the identification of seismic hazards, conclusions and recommendations regarding the effect of seismic conditions on the proposed development, opinions and recommendation covering the adequacy of the site to be developed in light of seismic conditions, and design criteria to mitigate any identified seismic hazards This report shall be completed by a professional geologist registered with the state of California and experienced in the science of seismicity and seismic investigation;
9. A preliminary hydrology report which shall estimate the quality of all runoff and debris from on-site sources and from off-site uphill watershed tributary to the project site, and which shall consider each lot or dwelling unit site in the proposed subdivision. Los Angeles County flood control district criteria shall be utilized to compute runoff and debris amounts. This report shall be completed by a registered civil engineer experienced in the science of hydrology and hydrologic investigation;
10. A preliminary landscape plan which shall show the location of all existing trees with trunks over eight inches in diameter located on the site and within twenty feet of the site. The plan shall indicate which trees are to be retained or removed, and shall indicate the generalized type and extent of proposed landscaping, including a description of the provisions for ongoing maintenance and irrigation thereof. Such plan shall be prepared by a licensed landscape architect and shall be certified by the tract geologist that the proposed landscaping is compatible with the proposed grading plan and with the soil conditions of the site;
11. If the subdivision is located in the R1R or ROS zone; a "preliminary schematic plan" showing the architecture, location of building envelopes, and grading necessary for all proposed buildings within the proposed subdivision.
12. Three-dimensional scale models showing existing topography and proposed development; after review of the models, the director of planning may require a computer model of the project site prepared according to his/her specifications. (Ord. 5009 § 33 (part), 1993: prior code § 28-97)
13. Twenty (20) parcel map applications (Page 1 only).
14. Twenty (20) tentative parcel maps. - Folded to 8<sup>1/2</sup>" x 11"
15. One reduced size (11" x 17" or 8<sup>1/2</sup>" x 11") copy of the parcel map and any development plans submitted.
16. One (1) copy of the tentative parcel map colored as follows. cut areas - brown, fill areas - yellow, natural terrain - green, streets - grey, and building pad areas - white.
17. One (1) transparency of the tentative parcel map.
18. Two (2) copies of a complete title report encompassing all property within the parcel map and including map exhibits identifying the property described therein, dated within 30 days of submittal date. Note: all easements of record enumerated in the title report shall be shown on the tentative parcel map.
19. Twenty (20) 8<sup>1/2</sup>inch by 11-inch location maps at a scale of 1" = 200' with the parcel map site cross-hatched, the title, scale and north point indicated, and a 300-foot radius drawn from the project site's perimeter. Municipal section' sheets available in Room 204 of the Municipal Services Building are to be utilized for this purpose.
20. A map at a scale of 1" = 200' with the parcel map site cross-hatched, a 500-foot radius drawn from the project site's perimeter showing size in square feet of all lots within the same zone and general plan designation within said 500-foot radius. Any lot having an area of one (1) acre or more and which contains no dwelling or other building shall not be included in determining the size of lots. The map shall be accompanied by a statistical table wherein all the lot areas within such 500-foot radius are totalled and an average lot size is calculated Municipal section sheets available in Room 204 of the Municipal Services Building are to be utilized for this purpose.
21. A minimum of four (4) photographs of the site (must be at least 4" x 6" 35mm color prints mounted on 8<sup>1/2</sup>" x 11" white sheets of paper).