



Applicant's Guide to Submitting **TENTATIVE PARCEL AND TENTATIVE TRACT MAP APPLICATIONS**

PURPOSE:

A subdivision is the division of any unit or units of land for the purpose of sale, lease or financing. Subdivisions may be initiated via a Tentative Parcel Map or Tentative Tract Map. A Tentative Parcel Map is a preliminary map prepared for the purpose of creating four (4) or fewer lots, a common interest development (e.g., a condominium project) containing four (4) or fewer units, or other subdivision as provided for in Section 7.03.030 of the Lake Forest Municipal Code (LFMC). A Tentative Tract Map is a preliminary map prepared for the purpose of creating five (5) or more lots or a common interest development containing five (5) or more units; except as otherwise provided for by LFMC Sec. 7.03.030.

Subdivision maps are processed in two phases. The first phase is the Tentative Map process, which is administered by the City's Planning Division and requires a public hearing before the Planning Commission. The second phase is the Final Map process, which is administered by the City's Public Works Department and requires City Council approval. Title 7 (*Subdivisions*) of the LFMC establishes the process and regulations for subdivisions and includes provisions specific to each type of map. Title 7 may be viewed or downloaded via the City's website: <http://www.lakeforestca.gov/> .

Consideration of a Tentative Map is a discretionary act. A Tentative Map application filed by a project proponent is considered at a public hearing by the Planning Commission and, if approved, is generally subject to conditions of approval. Planning Commission meetings are held regularly on the first Thursday of each month. The City provides advance notice of the date, time, and place of the hearing to property owners in vicinity of the project site. Decisions on Tentative Map applications rendered by the Planning Commission may be appealed to the City Council within 15 days.

APPLICATION FILING:

Tentative Parcel Map and Tentative Tract Map Applications may be submitted to the Community Development Department Monday, Tuesday and Thursday 8:00 a.m. to 6:00 p.m., Wednesday 8:00 a.m. to 11:45 a.m., and Friday 8:00 a.m. to 5:00 p.m. The Community Development counter is closed for lunch between 11:45 a.m. and 1:00 p.m. For additional information on filing a Tentative Parcel Map or Tentative Tract Map application, please contact the Community Development Department at (949) 461-3535.

TENTATIVE MAP SUBMITTAL REQUIREMENTS:

The following information is required upon submittal:

1. Completed Planning Application (including property owner approval signature).
2. Application Processing Deposit: Tentative Parcel Map (TPM): **\$7,500** and Tentative Tract Map (TTM): **\$10,000**; Check Payable to: **City of Lake Forest** (per fee schedule established by City Council Resolution No. 2008-08). The fee for a project application is based on the actual costs associated with staff time and resources. If the costs of processing the application is less than the submitted deposit, staff will refund the remaining balance when the project is finalized. Should the cost of processing the application exceed the deposit, staff will require additional funds from the applicant.
3. Completed Orange County Fire Authority (OCFA) Service Request Form and application/plan review fee: **\$538**; Check Payable to: **Orange County Fire Authority**.*
4. Notice of Exemption Administrative Filing Fee: **\$50**; Check Payable to: **Orange County Clerk-Recorder**. This filing fee is applicable to projects deemed exempt (by the City) from the provisions of the California Environmental Quality Act (CEQA) and is not applicable to projects requiring an Initial Study.*
5. Environmental Information form.*
6. A detailed written project description including, at a minimum: the type of subdivision proposed (e.g. single-family residential, residential condominiums, office condominiums, commercial, etc.); the total number of lots proposed; a description of proposed access to each parcel within the map boundaries and any changes to private or public streets; description of any common areas or amenities; and a description of any grading and/or development proposed in conjunction with the subdivision.
7. Public hearing notification materials:
 - a. One set of postage-stamped (not metered) envelopes addressed to property owners of record (as shown on the latest Orange County Tax Assessment rolls) of all parcels located within 300 feet of the parcel of the project site. If the parcel is part of a shopping center, the 300 foot radius should be measured from the perimeter of the entire shopping center. Please also include any parcels within the shopping center. As shown in the adjacent graphic, each envelope shall include the City's return address and the mailing label shall include the corresponding Tax Assessor's Parcel Number (APN). One property owner mailing list, based on all parcels located within 300 feet of the project site.

City of Lake Forest
Planning Division
100 Civic Center Drive
Lake Forest, CA 92630



APN: 123-456-78
Address for each property
owner within 300 feet of
the project site

- b. One copy of Orange County Tax Assessor's parcel map(s) identifying the project site and all parcels located within 300 feet of the project site.
 - c. One copy of a signed and dated statement by the person who prepared the public notification materials certifying that the accompanying mailing list represents the names and addresses of the owners all property located within 300 feet of the perimeter of the project site, based on the latest Orange County Tax Assessment roll.
8. Eight (8) copies of a full-size, fully-dimensioned Tentative Map, one (1) copy reduced to 11" x 17" and one electronic copy in .pdf provided on a flash drive. **All full-sized maps shall be folded to 8½" x 11"**. The Tentative Map shall contain the following information:**
 - a. Map number, as issued by the County.
 - b. Vicinity Map.
 - c. Existing and proposed street right-of-way lines, including street widths for all streets adjacent to parcels affected by the Tentative Map.
 - d. Depiction of existing and proposed structures within the map boundaries, appropriately labeled.
 - e. Location of and information regarding all existing and proposed easements.
 - f. Fuel modification areas.
 - g. A table indicating the total area (in sq. ft.) of each new or existing parcel affected by the Tentative Map and the total area (in acres or sq. ft.) within the map boundaries.
 - h. Project address and/or location on each sheet of the plan set.
 - i. Name and address of property owner and applicant on Title Sheet.
 - j. Drawing Scale.
 - k. North Arrow.
 - l. Drawn Date.
 - m. Conceptual Grading Plan (w/ cross sections)*. Include total cubic yards of grading, cut and fill; existing and proposed grades and topography, grade differential with adjoining properties.
 - n. Utility Plan.*
9. A current (less than 6 months old) preliminary title report which discloses all possessory interests and interests of record in the land being subdivided.
10. Preliminary soils report based upon adequate test borings and prepared by a registered civil engineer.*
11. Hydrology Report.*

12. Geologic and Seismic Report.*
 13. Technical Studies (as deemed necessary by City Staff and identified during pre-application meetings or preliminary plan review).*
 14. Water Quality Management Plan (WQMP). The preparation of a development project WQMP is a requirement of the City's Urban Runoff Management Program. This program was developed by the City to comply with State and Federal regulations to control and eliminate runoff pollution into receiving waters such as creeks, lakes and the ocean. In any case where a WQMP is required, a draft/preliminary WQMP shall be submitted with the application for a development permit generally in the form and content as shown on the City's WQMP template. The template/user guide is available on the City's website: <http://www.lakeforestca.gov/services/forms.asp>. For questions concerning the WQMP process, please contact the Engineering Division at (949) 461-3488.*
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After a Tentative Map has been approved by Planning Commission and the appeal period has expired, the second phase of the Subdivision process may commence. The second phase of the process requires a Final Map to be prepared and submitted for City Council review and approval, prior to recordation by the County. The Final Map is processed by the Engineering Division of the City's Public Works Department. If you have any questions about the Final Map process, please contact the Engineering Division at (949) 461-3487.

FINAL MAP SUBMITTAL REQUIREMENTS:

1. Application Processing Deposit: **\$3,500**; Check Payable to: **City of Lake Forest** (per fee schedule established by City Council Resolution No. 2019-19).
 2. Three copies of the Final Map, prepared by or under the direction of a registered civil engineer or licensed land surveyor based upon a survey and conforming to the provisions of Section 66434 of the Subdivision Map Act.
 3. Closure Calculations.
 4. Current title report.
 5. Approval letter from County of Orange.
 6. Proposed Covenant, Conditions and Restrictions (CC&Rs) document.*
 7. Copies of applicable Orange County Instruments, related Parcel Maps, Records of Survey, etc., which may be pertinent in map review.*
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* If Applicable

** Other plans/ documents/ information may be required depending on the specifics and complexity of the project.**