



# City of La Quinta

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 La Quinta, California 92253  
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## TENTATIVE PARCEL MAP

### SECTION A - APPLICATION SUBMITTAL REQUIREMENTS

<b>APPLICATION SUBMITTAL REQUIREMENTS - INITIAL</b>				
<b>S u b m i t t e d</b>	<b>All of the following items, completed per Section B, are required for submittal unless a waiver is granted by either the Public Works Development Division or the Planning Division (Initialization of this form by the person granting the waiver is required prior to submittal).</b>	<b># of paper copies</b>	<b># of E-copies in PDF format</b>	<b>Waiver OK'd by (initials)</b>
<b>FILING FEES</b>				
<input type="checkbox"/>	Filing fees Paid			
<b>APPLICATION INFORMATION</b>				
<input type="checkbox"/>	Application	0	1	NA
<input type="checkbox"/>	Site photographs	0	1	
<b>PLAN SET</b>				
<input type="checkbox"/>	Project index sheet	0	1	NA
<input type="checkbox"/>	Tentative map sheet	0	1	NA
<input type="checkbox"/>	Preliminary precise grading plan sheet	0	1	
<input type="checkbox"/>	Proposed development plan sheet	0	1	
<input type="checkbox"/>	Preliminary landscape plan sheet	0	1	
<b>PRIMARY REPORTS/STUDIES/EXHIBITS</b>				
<input type="checkbox"/>	Preliminary title report	0	1	
<input type="checkbox"/>	Pre-hydrological report w/hydrology plan	0	1	
<input type="checkbox"/>	Preliminary water quality management plan	0	1	
<input type="checkbox"/>	Traffic study	0	1	
<b>SUPPLEMENTAL REPORTS/STUDIES/EXHIBITS</b>				
<input type="checkbox"/>	Biological report	0	1	
<input type="checkbox"/>	Cultural / archaeological report	0	1	
<input type="checkbox"/>	Paleontological report	0	1	
<input type="checkbox"/>	Geotechnical report	0	1	
<input type="checkbox"/>	Noise study	0	1	
<b>APPLICATION SUBMITTAL REQUIREMENTS – PRIOR TO DIRECTOR DECISION</b>				
<input type="checkbox"/>	CEQA Filing Fees (Required Prior to the Director Decision)	1	0	NA

Submittal waivers and content of specific studies may be obtained through staff consultation, a pre-submittal meeting, or a preliminary review. Any off-site work identified on the plans must be accompanied by a statement of authorization with a notarized signature of the subject property owner. **No applications will be accepted by mail.**

## **SECTION B – SUBMITTAL ITEM DESCRIPTIONS:**

### **FILING FEES**

**Filing Fees:** Application related filing fees are to be paid at the time of application while CEQA related fees are to be paid at the time the application is deemed complete. As part of the submittal process, a copy of the receipt showing payment of fees which will be submitted along with the other application materials.

#### REQUIRED AT TIME OF APPLICATION SUBMITTAL

Tentative Parcel Map Application Fee: *See Master Fee Schedule\**

#### REQUIRED PRIOR TO DIRECTOR DECISION

CEQA Filing Fee: Contact Planning Division for updated fee\*\*  
State Department of Fish & Game Fee: This fee will be identified in the City's Letter of Completion issued at the time the application is deemed complete. If the project is deemed to be exempt from CEQA there will not be a fee.\*\*

\* *Payable to City of La Quinta*

\*\* *Separate check payable to County of Riverside*

*Please direct any questions to the Planning Division at (760) 777-7125*

### **APPLICATION INFORMATION**

**Application:** A City application form with all requested information and original signatures.

**Site Photographs:** Provide one aerial view, at least one panoramic view of each side of the site, and specific views of any relevant or unusual features of the site. Digital copies shall be provided on CD-ROM in PDF, TIF, JPEG, or a similar compatible format.

### **PLAN SET**

**Plan Set:** A complete Plan Set shall contain one copy of each required sheet, map or plan in the order listed below. Each sheet shall be drawn clear and legible, be accurately scaled, fully dimensioned, drawn at the same scale unless otherwise instructed, and include all the information as described in this section for each particular item.

#### Order of Plan Set Contents

1 *Index Sheet*

2 *Tentative Map Sheet*

3 *Proposed Development Plan Sheet*

4 *Preliminary Landscape Plan*

**1. Index Sheet** The Index Sheet is the Plan Set's cover sheet and shall contain the following information:

- Title block located in the lower right-hand corner of the map which contains the following information and is readily visible when folded:
  - Map number
  - Plan sheet identification number (such as I1 for Index, Sheet 1)
  - Initial date of drawing and any subsequent revisions
  - Name, address, and telephone number and license number/seal of person preparing map
  - Name, address, and telephone number of owner, applicant and/or agent
- A data table formatted in the following order:
  - Assessors Parcel Number(s) (book, page and parcel number)
  - Legal description
  - Existing General Plan designation (and proposed if applicable)
  - Existing Zoning designation (and proposed if applicable)
  - Existing Specific Plan title and land use designation (and proposed if applicable)
  - Total gross site area identified in square feet and acres
  - Total net site area identified in square feet and acres
- List of Plan Set sheets
- Vicinity map identifying project boundary line and location within surrounding neighborhood.

*Please direct any questions to the Planning Division at (760) 777-7125.*

**2. Tentative Map Sheets** The Tentative Map Sheets shall be prepared by a qualified professional as stipulated by the California Business and Professions Code and shall include the following information:

- Title block as required on the Index Sheet
- A data table formatted in the following order:
  - Assessors Parcel Number(s) (book, page and parcel number)
  - Legal description
  - Existing General Plan designation (and proposed if applicable)
  - Existing Zoning designation (and proposed if applicable)
  - Existing Specific Plan title and land use designation (and proposed if applicable)
  - Total gross site area identified in square feet and acres
  - Total net site area identified in square feet and acres
  - Number of buildable lots
  - Number of common area, open space, and non-buildable lots
  - Average buildable lot size
  - Minimum buildable lot size
  - Name and number of adjoining tentative and recorded maps
  - Name of school, utility and any other special districts serving the property (show boundary if on property)
  - Source of water supply
  - Method of sewage disposal
- Graphic scale (engineering scale not to exceed 1" = 40')
- North arrow (typically with North facing the top of the drawing)

- Any proposed phasing with clear identification of areas to be phased as separately recorded final maps
- Identification of any adjacent or contiguous property owned or controlled by the property owner or land divider
- Location and dimension of:
  - subdivision boundary
  - lot lines
  - required and actual setbacks for building to property lines and buildings to buildings
  - existing structures (above and below ground)
  - landscape areas
  - drive aisles, parking stalls, and loading areas
  - pedestrian pathways, including ADA horizontal path of travel
  - trash enclosures
  - storage areas
  - on-site fuel tanks (above or below ground)
  - freestanding signs
  - fire hydrants onsite and within 500' of the project site
  - walls and fences
  - existing and proposed utilities
  - public improvements including public streets, include cross sections
  - private streets and alleys
  - existing and proposed easements
  - approximate grades of any public and private streets
  - approximate radii of curbs and interior and exterior turning radius dimensions at entries and drive aisles for emergency vehicle access
  - 
  - existing coverage and drainpipes
  - watercourses and channels, including proposed facilities for control of storm water
  - land subject to overflow, inundation or flood hazard
  - land to be dedicated for public use
  - front, rear, interior side and street side yard setbacks
  - elevation and slope information with elevation bench mark reference listed as follows:
    - contours with maximum intervals as follows within the proposed subdivision and at least 150 feet beyond its boundaries.
      - SLOPE INTERVAL
      - 0-2 percent 2 feet
      - 3-9 percent 5 feet
      - 10 percent plus 10 feet
    - *Copies of USGS maps are not acceptable*
    - Proposed pad and street elevations and pad elevations of adjoining existing or approved subdivisions
  - structures, driveways, parking areas, trees and property lines within 50' of project site's perimeter boundary
- If private streets or common, utility, or storm water lots are proposed, they shall be shown as lettered lots and the method by which their maintenance will be accomplished and financed shall be listed
- Name, location and dimension of all adjacent public streets and ROWs

*Please direct any questions to the Public Works Development Department at (760) 777-7075.*

**3. Preliminary Landscape Plan** The Preliminary Landscape Plan shall be prepared by a qualified professional as stipulated by the California Business and Professions Code and shall include the following information:

- Title block located in the lower right-hand corner of the map which contains the following information and is readily visible when folded:
  - Name of project
  - Plan name and sheet identification number (such as L1 for Preliminary Landscape Plan Sheet 1)
  - Initial date of drawing and any subsequent revisions
  - Name, address, telephone number, signature and credentials stamp and license number of person preparing map.
  - Name, address, and telephone number of owner, applicant, and/or agent
  - California License Stamp
- Graphic scale (engineering scale not to exceed 1" = 40')
- North arrow (with North at the top of the drawing)
- Location and dimension of all:
  - property lines
  - structures
  - drive aisles, parking stalls, and loading areas
  - pedestrian pathways
  - trash enclosures
  - storage areas
  - freestanding signs
  - walls and fences
  - structures, driveways, parking areas, trees and property lines within 50' of project site's perimeter boundary
- Name, location and dimension of all adjacent public streets and ROWs
- Location of all street, parking and pedestrian lights
- Location and dimension of all landscape areas showing, through the use of graphic symbols, the type, location and size of all proposed plants
- Location and dimension of all water features and decorative hardscape features
- Landscape legend which contains a key to the graphic symbols used in the drawing. A separate symbol shall be used to identify each proposed plant or tree variety by name (both common and botanical) with the size of the planting identified and keyed to the size of the symbol used. The legend shall also include the following information:
  - Total square feet of proposed turf area and the percentage of the turf area within the total landscape area.
  - A reference to the proposed type of irrigation system (spray, emitter, and/or drip)
  - Proposed source of water for any water feature
  - A reference to compliance with the City of La Quinta Water efficiency Ordinance and the Coachella Valley Water District's Landscaping and Irrigation System Design Ordinance

*Please direct any questions to the Planning Division at (760) 777-7125.*

## **PRIMARY REPORTS/STUDIES/EXHIBITS**

**Color Presentation Exhibits:** A colored version of the Landscaping Plan Sheets is required.  
*Please direct any questions to the Planning Division at (760) 777-7125.*

**Preliminary Title Report:** A preliminary title report dated within 30 days of the application submittal date shall be provided. Please note an updated report may be necessary if processing is significantly delayed.

*Please direct any questions to the Planning Division at (760) 777-7125.*

**Preliminary Precise Grading Plan:** Unless specifically waived by the Public Works Development Division prior to submittal, a preliminary precise grading plan shall be submitted as part of the application submittal packet. The Preliminary Precise Grading Plan shall be prepared by a qualified professional as stipulated by the California Business and Professions Code and shall be prepared in accordance Public Works guidelines.

*Please contact the Public Works Development Department at (760) 777-7075 for information regarding this requirement.*

**Preliminary Hydrological Report w/Hydrology Plan:** Unless specifically waived by the Public Works Development Department, a preliminary hydrological report including a hydrology plan shall be submitted as part of the application submittal packet. The report and plan shall be prepared in accordance Public Works Bulletin #06-16 which is available on the City web site at: [www.la-quinta.org](http://www.la-quinta.org).

*Please direct any questions to the Public Works Development Department at (760) 777-7075.*

**Preliminary Water Quality Management Plan:** Unless specifically waived by the Public Works Development Department, a preliminary water quality management plan shall be submitted as part of the application submittal packet. The plan shall be prepared in accordance the Public Works Water Quality Management Plan Checklist which is available on the City web site at: [www.la-quinta.org](http://www.la-quinta.org).

*Please direct any questions to the Public Works Development Department at (760) 777-7075.*

**Traffic Study:** Unless specifically waived by the Public Works Development Division, a traffic study shall be submitted as part of the application submittal packet. The Public Works Development Division is to be contacted with regards to issuance of a Scoping Letter to establish the necessary contents of the study in accordance Public Works Bulletin #06-13 which is available on the City web site at: [www.la-quinta.org](http://www.la-quinta.org). *Please direct any questions to the Public Works Development Division at (760) 777-7075.*

## **SUPPLEMENTAL REPORTS/STUDIES**

**Biological Report:** Unless specifically waived by the Planning Division prior to submittal, a phase I biological report shall be submitted as part of the application submittal packet. The report shall be prepared consistent with the requirements of the Coachella Valley Multiple Species Habitat Conservation Plan.

*Please contact the Planning Division at (760) 777-7125 for more information.*

**Cultural/Archaeological Report:** Unless specifically waived by the Planning Division prior to submittal, a phase I cultural/archaeological report shall be submitted as part of the application submittal packet. The report shall be prepared by a qualified professional consistent with California Office of Historic Preservation's Archaeological Resource Management Reports Guidelines.

*Please contact the Planning Division at (760) 777-7125 for more information.*

**Paleontological Report:** Unless specifically waived by the Planning Division prior to submittal, a Paleontological report shall be submitted as part of the application submittal packet. The report

shall be prepared by a qualified professional consistent with Planning Division guidelines. *Please contact the Planning Division at (760) 777-7125 for more information.*

**Geotechnical Report:** Unless specifically waived by the Public Works Development Division prior to submittal, a geotechnical report shall be submitted as part of the application submittal packet. Depending on site conditions and location, inclusion of a rock-fall/slope analysis may be required. The report shall be prepared in accordance with Public Works Development Division guidelines. *Please contact the Public Works Development Division at (760) 777-7075 for more.*

**Noise Study:** Unless specifically waived by the Planning Division prior to submittal, a noise study shall be submitted as part of the application submittal packet. The report shall be prepared in accordance with Planning Division guidelines. *Please contact the Planning Division at (760) 777-7125 for more information.*