



City of La Quinta

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 La Quinta, California 92253
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TENTATIVE TRACT MAP

SECTION A - APPLICATION SUBMITTAL REQUIREMENTS

APPLICATION SUBMITTAL REQUIREMENTS – INITIAL <i>(TO BE COMPLETED BY CITY STAFF)</i>					
Submitted	Complete	Each of the following items is required for submittal unless a waiver is granted by City Staff. Any waiver must be confirmed by initialing of this form by the person granting the waiver prior to submittal. Please see Section B for the description and completion requirements of each item.	# of paper copies	# of E-copies in PDF format (on CD-ROM)	Waiver OK'd by (initials)
<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	FILING FEES			
		Filing Fees Paid			
APPLICATION INFORMATION					
		Application	0	1	NA
		Site Photographs	0	1	
		Environmental Information Form	0	1	
PLAN SET					
		Project Index Sheet	0	1	NA
		Tentative Map Sheet	0	1	NA
PRIMARY REPORTS/STUDIES/EXHIBITS					
		Preliminary Title Report	0	1	
		Preliminary Landscaping Plan	0	1	
		Preliminary Precise Grading Plan	0	1	
		Preliminary Water Quality Management Plan	0	1	
		Preliminary Hydrology Report	0	1	
		Geotechnical Report	0	1	
		Traffic Analysis	0	1	
SUPPLEMENTAL REPORTS/STUDIES (Unless determined as part of a pre-application review meeting with Planning Division staff, the requirement of the below listed reports and studies will be determined following review of the submitted project description and Environmental Information Form)					
		Biological Report	0	1	
		Cultural/Archaeological Report	0	1	
		Paleontological Report	0	1	
		Noise Study	0	1	

SUBMITTAL REQUIREMENTS - PRIOR TO HEARING

Submitted	The following items are to be submitted after the project is scheduled* for Planning Commission review and must be received by the Planning Division at least 12 working days prior to the scheduled PC meeting date.	# of paper copies	# of E-copies in PDF format (on CD-ROM)
<input type="checkbox"/>	CEQA Filing Fees	1	NA
<input type="checkbox"/>	Public Notification Package	1	1
<input type="checkbox"/>	Bound 11"x17" reduction of complete final Plan Set plus colored Landscape Plan	15	1
<input type="checkbox"/>	Full size (not to exceed 24"x36") complete final Plan Set plus colored Landscape Plan	10	NA

***If these required items are not received by the Planning Division by the end of the day 12 working days before the scheduled PC meeting date, the project's review will be re-scheduled for a later date.**

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 the receipt showing payment of fees will be submitted along with the other application materials.

REQUIRED AT TIME OF APPLICATION SUBMITTAL

Tentative Tract Map Application Fee: *See Master Fee Schedule*
 Environmental Assessment Review Fee: *See Master Fee Schedule*

REQUIRED AT TIME APPLICATION IS DEEMED COMPLETE

Environmental Documentation: Amount*, if any, is dependent on the Environmental Assessment and will be based on the full cost of preparing the required documentation (Negative Declaration, Mitigated Negative Declaration, or Environmental Impact Report). The environmental documentation required as well as the amount of a required deposit 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.

REQUIRED AT TIME APPLICATION IS SCHEDULED FOR PUBLIC HEARING

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

PRE-APPLICATION REVIEW

Although not required, it is strongly encouraged that all applicants take advantage of the City's Pre-Application Review service. This free service can greatly shorten the time required to complete the City's review and approval process by identifying important proposed design and site specific issues that may be in conflict with City policies and regulations or may require the preparation of additional focused information in order to complete the review. The early identification of these issues significantly improves the review process and often results in a better designed project approved in a shorter amount of time with fewer costly redesigns and resubmittals.

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

APPLICATION INFORMATION

Application: A City application form with all requested information and original signatures in Sections A and B provided.

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.

Environmental Information Form: All applicants must complete an Environmental Information Form and submit the associated fee unless it is determined by the Planning Division that the proposed project will likely be exempt under CEQA guidelines and subsequently waives this requirement. – A pre-application meeting or consultation with Planning Division staff prior to application submittal is necessary to determine if a project is eligible for a waiver.

PLAN SET

Plan Set: A complete Plan Set shall contain one copy of each required sheet, map or plan in the order listed below. Hardcopy Plan sets submitted prior to the Planning Commission shall be stapled together in the order prescribed as a comprehensive set, and folded so that the folded size does not exceed 9"x12", rolled plans will not be accepted unless specifically approved for large projects. All maps/plans/sheets shall be drawn on uniform sheets no greater than 24"x36" (or as approved by the Planning Division prior to initial submittal). 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 Project Index Sheet
- 2 Tentative Map Sheet

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 Sheet The Tentative Map Sheet(s) 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 and 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 Division at (760) 777-7075.

PRIMARY REPORTS/STUDIES

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 Landscape Plan: A Preliminary Landscape Plan shall be prepared for all lettered lots and perimeter landscape areas located within the public right-of-way. The 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.

Preliminary Precise Grading Plan Sheet: 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 direct any questions to the Public Works Development Division at (760) 777-7075

Preliminary Water Quality Management Plan: Unless specifically waived by the Public Works Development Division, 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.
Please direct any questions to the Public Works Development Division at (760) 777-7075.

Preliminary Hydrology Report: Unless specifically waived by the Public Works Development Division, 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 website at: www.la-quinta.org.
Please direct any questions to the Public Works Development Division at (760) 777-7075.

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 the Building and Safety Division Memorandum Re: Clarification of CBC Requirements for Soils Reports dated 6.16.08 which is available on the City website at www.la-quinta.org.
Please contact the Public Works Development Division at (760) 777-7075 for more.

Traffic Analysis: Unless specifically waived by the Public Works Development Division, a traffic analysis 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 analysis in accordance Public Works Bulletin #06-13 which is available on the City website at: 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 may be required based in part on review of the information provided in the required Environmental Information Form. The report shall be prepared consistent with the requirements of the Coachella Valley Multiple Species Habitat Conservation Plan. To avoid potential delays in review of an application, whether or not this item is required can be determined through a Preliminary Review Meeting with the Planning Division prior to submittal of the application.
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 may be required based in part on review of the information provided in the required Environmental Information Form. The report shall be prepared by a qualified professional consistent with California Office of Historic Preservation's Archaeological Resource Management Reports Guidelines. To avoid potential delays in review of an application, whether or not this item is required can be determined through a Preliminary Review Meeting with the Planning Division prior to submittal of the application.
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 may be required based in part on review of the information provided in the required Environmental Information Form. The report shall be prepared by a qualified professional consistent with Planning Division guidelines. To avoid potential delays in review of an application, whether or not this item is required can be determined through a Preliminary Review Meeting with the Planning Division prior to submittal of the application.

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

Noise Study: Unless specifically waived by the Planning Division prior to submittal, a noise study may be required based in part on review of the information provided in the required Environmental Information Form. The report shall be prepared in accordance with Planning Division guidelines. To avoid potential delays in review of an application, whether or not this item is required can be determined through a Preliminary Review Meeting with the Planning Division prior to submittal of the application.

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

REQUIREMENTS TO BE SUBMITTED PRIOR TO HEARING

Public Notification Package: After a project is scheduled for Planning Commission review, a public notification package must be submitted to the Planning Division and shall include a scaled map or Assessor's Map showing all properties within a minimum 500-foot radius of subject property, a typed list of all property owners and their mailing address within a 500-foot radius, and all residents/tenants of said properties, and a typed list of the residents that reside contiguous to the subject property. Submit 3 sets of typed, self-adhesive, address labels for the above property owners and residents. Include application contact persons on the labels. The list and map must be prepared with a wet signed or notarized certification by a title company, the Riverside County Assessor, or a licensed architect, engineer, or surveyor.

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

CEQA Filing Fees: Checks payable to County of Riverside in the amounts specified for the proposed Environmental Determination as identified by the Planning Division.

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