



CITY OF POWAY
DEVELOPMENT SERVICES DEPARTMENT
PLANNING DIVISION

TENTATIVE TRACT MAP
OR
TENTATIVE PARCEL MAP

Before submitting your application to the Development Services Department you are encouraged to contact the Planning Division to get clarification on the City submittal requirements specified below. Be advised that incomplete application submittals cannot be accepted for processing. Also, be advised that depending on the type and location of the project, additional special studies and/ or reports may be required. Applications can be submitted anytime during business hours, appointments to submit are not required. If you would like to submit your application by appointment directly to a staff planner, you may by appointment. For questions and appointments, please call the Planning Division at (858) 668-4600.

I. STANDARD FILING REQUIREMENTS

A. SPECIFIC INFORMATION

1. Six (6) Sets of blueline plans which shall include the information specified under General Requirements.
 - a. All plans shall be drawn on uniform size sheets no greater than 30" x 42".
 - b. All plans shall be drawn to an engineering scale not to exceed 1" = 50', with a north arrow oriented to the top of sheet.
 - c. All plans shall be stapled together along the left margin, into sets, and shall be folded to approximately an 8½" x 11" reduction for each sheet in the set.
 - d. All plans must be clear, legible, and scaled accurately.

NOTE: Additional copies of the plans may be required during the process to reflect additional information needed to complete the project review.
2. One (1) 8½" x 11" reduction for each sheet in the set.
3. Payment of Application Fees (Fees are not refundable).
4. Evidence of legal parcel -- either a copy of the recorded map, certificate of compliance, or a Grant Deed recorded prior to February 1972.
5. A Preliminary Title Report shall be filed with the City.
6. A copy of any existing condition, restrictive reservation, or covenant.
7. If individual wells are proposed for a potable water supply, a groundwater study prepared in accordance with Resolution 252 shall be required.

B. PUBLIC HEARING REQUIREMENTS

1. Property ownership list – two (2) separate sets of typed, Avery self-adhesive, address sheet labels, listing the Assessor's Parcel Number, and names and addresses of all property owners within 500 feet of the exterior boundaries of the subject property (see example provided).
2. The list shall be obtained from the latest equalized assessment roll issued by the San Diego County Assessor.
3. A radius map drawn on the Assessor's Parcel maps, and spliced together (where necessary) into an 8½" x 11" format, indicating the subject property, with a 500-foot radius drawn around the property (see example provided).

II. GENERAL REQUIREMENTS

The following is a description of the plans and information that may be needed to process a map and the amount of detail that such a map should contain:

- A.** -- A location map at a minimum scale of one (1) inch equals one thousand (1,000) feet, indicating the location of the proposed subdivision and the land use in the surrounding area;
- Name and address of the record owner, or owners and subdivider (if different);
 - Name and address of registered civil engineer or licensed surveyor who prepared the tentative map;
 - Date of preparation, north point and scale
 minimum scale: 1" = 50'
 minimum map size: 18" x 26";
 - Assessor Parcel Number(s);
 - Tract number or name of all adjacent subdivisions; location, name and width of adjacent streets, highways, alleys and ways, together with the type and location of street improvements thereon;
 - The existing contour of the land, including all adjacent properties within 100 feet, at intervals of not more than two (2) feet on areas having a cross slope of five percent (5%) or less and five feet (5') for all other areas;
 - Sufficient data to define the boundaries of the tract or a legal description of the tract. The tentative map shall show the planned schedule of development of the final map;
 - Width, location and purpose of all existing and proposed public or private easements;
 - Existing and nearest fire hydrants;
 - Width, grade and direction of flow of drainage on all streets, highways, alleys, and other rights-of-way proposed for dedication or not, and the approximate elevation of all street intersections;
 - The radius of all curves;
 - All lots shall be numbered consecutively throughout the entire development; the dimensions, lot areas and lot elevations for all lots shall be shown;
 - The highest numbered lot to be circled;

- The locations of areas subject to inundation up to a 100-year storm water overflow, and the location, width and direction of flow of all water courses existing and proposed;
 - The location and outline, to scale, of each existing building or structure within the subdivision, noting thereon whether or not each building or structure is to be removed from or remain in the development of the subdivision, and its future use;
 - The location, pipe size, and grades for proposed sewers, water lines and underground storm drains, and all other utilities existing or proposed;
 - The location and species of all trees over six (6) inches in diameter (where stands of trees are located, individual trees need not be shown, but may be shown as a group);
 - The location of any large rock outcropping;
 - The location of existing fences, wells, irrigation pipes, cesspools, sewers, culverts, drain pipes, underground structures, sand, gravel, or other excavation, within 100 feet of any portion of the subdivision, noting thereon whether they are to be abandoned or used;
 - Street cross-sections;
 - The net and gross area of the subject property and individual lots expressed in acres;
 - Delineation of any zone or General Plan boundary that traverses the subject property;
 - Statement regarding existing zoning and proposed use;
 - Statement regarding intention of subdivider relative to erosion control and improvements to be constructed by subdivider;
 - Proposed source of water supply and sewage disposal;
 - Proposed public areas to be dedicated or easements proposed; and
 - Statement as to development of lots; whether for sale as lots or fully developed houses and lots.
- B.** -- Where excessive grades or grading is apparent, a grading plan shall be submitted with tentative map submittal; otherwise, show preliminary or conceptual grading with building pad and driveway location on the tentative map
- C.** -- Written statement from the owner or owners of the land sought to be subdivided expressly authorizing the submission of the tentative map by the subdivider to the City

III. SLOPE CALCULATIONS FOR MAPS IN RURAL RESIDENTIAL ZONES

- A.** -- Colored slope analysis depicting areas of slope in 0-14.9%, 15-24.9%, 25-44.9%, and over 45% categories
- Slope analysis depicting the average slope on a net area basis using the above average (Definition: NET = gross acreage minus any public or private categories of vehicular access and/or floodway areas, and any land with a natural slope of 45% or greater)
- B.** -- Tabular listings prepared and signed by a licensed engineer for slope calculations prepared at 50 scale, with 5-foot contour intervals performed on a net area basis
- One set of calculations shall be performed on the entire area proposed for subdivision to determine the maximum number of lots
 - Calculations shall be completed for each of the proposed lots to show compliance with slope criteria

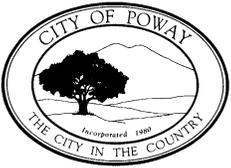
IV. MAP TIME EXTENSIONS, AMENDMENTS, AND REVISIONS

For time extensions, amendments, and revisions, items IA, 1, 2, 5, and IB, shall accompany a Uniform Application at the time of submittal.

**THE DECISION OF THE CITY COUNCIL ON TENTATIVE PARCEL MAPS
AND TENTATIVE TRACT MAPS IS FINAL**

EXAMPLE
PROPERTY OWNERSHIP LIST

317-110-33 Union Steel Company P.O. Box 58 Tax Department Oakland, CA 94604	317-111-16 Olson, Roger 17876 Gate Drive Poway, CA 92064
317-110-16 Dean, Stephen, and Kristen 12364 Gate Drive Poway, CA 92064	317-111-15 Miller Investment Company 10437 Broadway Street El Cajon, CA 92031
317-110-59 Kellogg, Mark L., and Susan 12366 Gate Drive Poway, CA 92064	317-111-14 Howell, Michael and Laura G. 4465 Sixth Avenue Santa Ana, CA 98504
317-110-58 Western Mortgage Company 10469 Santa Monica Blvd. Los Angeles, CA 90003	317-110-70 Graham, Robert and Elizabeth 17888 Gate Drive Poway, CA 92064
317-110-37 Jones, Marcus G. and Kathy 12370 Gate Drive Poway, CA 92064	317-110-62 Foote, William D. and Irma 17900 Gate Drive Poway, CA 92064
317-110-45 Smith, Ronald and Susan 12888 Gate Drive Poway, CA 92064	317-110-69 Walker, Marcus 18010 Gate Drive Poway, CA 92064
317-110-56 Roberts, John and Virginia 12902 Gate Drive Poway, CA 92064	317-110-71 Jones, Thomas C. and Carole S. 18550 Gate Drive Poway, CA 92064



City of Poway
13325 Civic Center Dr
Poway, CA 92064
(858) 668-4600
www.poway.org

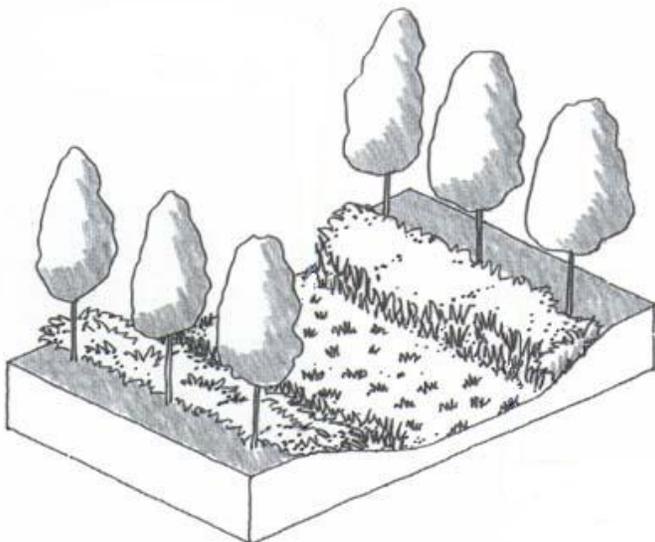
Understanding and Meeting Standard Urban Storm Water Mitigation Plan (SUSMP) Requirements

What Is SUSMP?

The Standard Urban Storm Water Mitigation Plan (SUSMP) was adopted by the City of Poway to meet a requirement of the Municipal Storm Water Permit from the California Regional Water Quality Control Board. Because anything that enters the storm drain system flows directly to creeks, lakes, and the ocean, SUSMP is intended to reduce post-construction urban runoff and water pollution from types of projects considered most likely to cause runoff or pollution.

How Does Development Increase Urban Runoff and Water Pollution?

Any type of development can generate pollutants such as trash, oil leaking from cars, fertilizers, pesticides, and more. In addition, replacing areas where plants normally grow with impervious surfaces, such as pavement or buildings, reduces the amount of storm water that can soak into the ground and increases runoff. Increased runoff can cause erosion problems and also carries pollutants into the storm drain system, where they flow untreated into creeks, lakes, and the ocean.



How Do I Know Whether My Construction Project is Subject to SUSMP Requirements?

A project is subject to SUSMP requirements if it falls in any of the following categories:

- ◆ Residential development of ten or more units
- ◆ Commercial development greater than 100,000 ft²
- ◆ Automotive repair shop
- ◆ Restaurant
- ◆ Steep hillside development >5,000 ft²
- ◆ Creation of ≥2,500 ft² of impervious surface with discharge of runoff to an Environmentally Sensitive Area
- ◆ Parking lot >5,000 ft² or with >15 parking spaces
- ◆ Street, road, highway, or freeway that adds ≥5,000 ft² of new paved surface
- ◆ Significant redevelopment that adds ≥5,000 ft² of new impervious surface

What is the City Looking for When Reviewing My Plans?

The City will check to see that the applicant has identified all of the pollutants that could be generated by the proposed development, as well as any pollutants that already impair the quality of the water body to which the project drains. The drainage study report will be reviewed to ensure that the effects of the project on the rate and volume of runoff are identified.

The City will then check to ensure that each potential pollutant and all flow issues are addressed through the use of three types of Best Management Practices (BMPs):

- ◆ Site Design (minimizing increases in runoff);
- ◆ Source Control (reducing the amount of pollution generated); and
- ◆ Treatment Control (removing pollutants from runoff).



How Can the Project Design Help Reduce Urban Runoff and Pollution?

Streets, sidewalks, and parking lot aisles should be kept as narrow as standards allow. Minimizing impervious surfaces and conserving natural areas and natural drainage systems reduces runoff and helps filter some types of pollutants. Making sure that all impervious surfaces drain to landscaped areas also helps storm water to soak into the ground rather than running off into the drainage system.

What Can I Do to Reduce the Amount of Pollution My Project Creates?

Cover all outside storage containers, trash bin structures, fueling and maintenance areas, and similar areas, and design them to ensure they prevent contact between potential pollutants and storm water. Hillsides should be landscaped to prevent erosion. Stenciling storm drains reduces illegal dumping and reminds everyone that whatever goes into the storm drain will flow untreated into waterways.

How Can I Remove Pollutants from the Runoff?

Grassy swales, constructed wetlands, and infiltration structures can act as biofilters to remove pollutants from runoff. Detention basins allow suspended pollutants to settle out, where they can

be properly disposed of later. In some cases, filtration systems or drainage inserts can be used to filter pollutants from flowing into storm drains or other bodies of water.

Who Is Responsible for Maintaining the BMPs?

To be effective at reducing pollution, BMPs must be maintained regularly. For all private projects, it is the owner's responsibility to maintain the BMPs in perpetuity. The City periodically inspects BMPs to ensure they continue to function as designed.

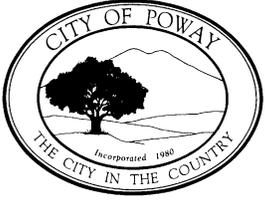
Where Can I Get More Information?

The full text of the SUSMP requirements can be found in Chapters 16.100 through 16.109 of the Poway Municipal Code (PMC). The PMC is available on the City's web site at www.poway.org. Handbooks that explain the design and implementation of BMPs can be found at <http://www.cabmphandbooks.com>.

For more information, please contact Development Services at (858) 668-4600, or visit the Development Services counter on the first floor of Poway City Hall at 13325 Civic Center Drive, Monday through Friday, 8:00 a.m. to 5:00 p.m.

**A Clean Environment Is
Important to All of Us!**

Designing, constructing, and maintaining development projects in accordance with the SUSMP requirements helps to reduce the amount of pollution that enters creeks, lakes, and ultimately the ocean. Thank you for helping to conserve Poway's natural resources for future generations.



Planning Division Application

**City of Poway, Development Services Department
13325 Civic Center Drive
Poway, CA 92064 (858) 668-4600**

FOR CITY USE ONLY

File Number _____
Application Date _____
Related File(s) _____
Fees _____
Receipt _____
Staff Planner _____

Proposed Project Name _____

Property Address and APN _____

REVIEW REQUESTED

- CONDITIONAL USE PERMIT
- DEVELOPMENT REVIEW
- DEVELOPMENT AGREEMENT
- EXTENSION OF TIME FOR _____
- GENERAL PLAN AMENDMENT
- MINOR CONDITIONAL USE PERMIT
- MINOR DEVELOPMENT REVIEW
- MODIFICATION TO _____

- PRE-APPLICATION
- SPECIFIC PLAN
- SPECIFIC PLAN AMENDMENT
- TENTATIVE PARCEL MAP
- TENTATIVE TRACT MAP
- UNDERGROUND WAIVER
- VARIANCE
- ZONE CHANGE
- ZONING ORDINANCE AMENDMENT
- OTHER _____

COMPLETE PROJECT DESCRIPTION

THIS SECTION MUST BE COMPLETED--

APPLICANT/ PROPERTY OWNER'S REPRESENTATIVE

Name _____
Mailing Address _____
City, State, Zip _____
Telephone _____
Email _____

***I CERTIFY THAT I AM THE LEGAL OWNER'S
REPRESENTATIVE AND THAT ALL THE ABOVE
INFORMATION IS TRUE AND CORRECT TO
THE BEST OF MY KNOWLEDGE.***

SIGNATURE and DATE

PROPERTY OWNER

Name _____
Mailing Address _____
City, State, Zip _____
Telephone _____
Email _____

***I CERTIFY THAT I AM THE LEGAL OWNER
AND THAT ALL THE ABOVE INFORMATION IS
TRUE AND CORRECT TO THE BEST OF MY
KNOWLEDGE.***

SIGNATURE and DATE