



# APPLICATION REQUIREMENTS FOR: MINOR SUBDIVISION MAP (4 OR LESS LOTS)

PLANNING



## PURPOSE

State law authorizes local governmental agencies to regulate and control the design and improvement of subdivisions. A subdivision is defined as the division of any improved or unimproved land for the purpose of sale, lease, or financing. The State Subdivision Map Act provides general regulations and procedures that local governments must follow in the regulation of subdivisions. The Town also has a subdivision ordinance which provides specific Town guidelines and standards for the regulation and control of subdivisions. Minor subdivisions of four or less lots require tentative parcel map review and approval by the Planning Commission.

## EVALUATION

The Planning Division reviews the application with the following criteria:

- Consistency with the General Plan, Zoning Ordinance, and/or Specific Plan
- Compatibility with surrounding development
- Compliance with the California Environmental Quality Act (CEQA)

## PROCESS

Applications cannot proceed through the review process until all the application requirements are met. The application is assigned to a Project Planner, who is your main contact throughout the review process, leads the evaluation of the application, and advises you of any items required to complete the application. Once deemed complete, the application is placed on the first available Danville Planning Commission agenda at a publically noticed hearing. The Planning Commission meets on the second and fourth Tuesday of each month, 7:30 p.m., at the Town Meeting Hall at 201 Front Street.

## APPLICATION REQUIREMENTS

1. **Application form:** Available at the Town's Permit Counter or online at <http://www.danville.ca.gov>
2. **Fee:** Payment of fee in effect at the time of application submittal, payable to the Town of Danville.
3. **Site photographs:** Showing topography, vegetation and landscaping, existing and adjacent structures.
4. **Tentative Map:** Must be prepared by a Registered Civil Engineer. Ten (10) copies of full size plans, no larger than 24"x36", folded to approximately 9"x12", and an electronic PDF copy. The plans must contain the following information:
  - A title block containing the subdivision number, subdivision name, and type of subdivision.

- Name and address of legal owner, subdivider, and person preparing the map, including registration number.
- Date, north arrow, scale, including graphic scale, and contour interval.
- Vicinity map.
- Legal description defining the boundary of the proposed subdivision.
- Existing and proposed land use.
- Type, location, and dripline of existing trees over 6" in diameter and any proposed for removal. Refer to the Town's Tree Preservation Ordinance for the list of protected trees.
- Proposed common areas, recreation sites, trails, and parks for private or public use.
- Retaining wall locations and height.
- Location and outline of existing structures identified by type, and any buildings to be removed.
- Widths, location, and identity of all existing easements.
- Location, grade, center line radius, and arc length of curves, pavement and right-of-way width, typical sections, and names of all streets.
- Location and radius of all curb returns.
- Angle of intersecting streets if such angle deviates from a right angle by more than four degrees.
- Existing topography of the proposed site and at least 100 feet beyond its boundary including existing contours at 2-foot intervals if the existing ground slope is less than 10 percent but not less than 4-foot intervals for existing ground slopes greater than or equal to 10 percent. Contour intervals should not be spread more than 10 feet.
- Lot layout and dimensions of each lot and building site. Engineering data must show the approximate finished grading of each lot, the preliminary design of all grading, the elevation of proposed building pads, the top and toe of cut and fill slopes to scale, and the number of each lot.
- Location of all areas, subject to inundation or storm water overflow and the location, width, and direction of flow of each water course.
- Location, slope and size of existing sanitary sewers, water mains, overland drainage release, and storm drains.
- All proposed impervious areas and all structural controls addressing C.3 requirements to mitigate stormwater pollution as required by the Stormwater Control Plan (see below).

**5. Accompanying Data and Reports:** The Tentative Map must be accompanied by the following data or reports:

- Soils Report:** A preliminary soils report prepared in accordance with the Town's Subdivision and Grading Ordinance.
- Title Report:** A preliminary title report, prepared within three months prior to filing the Tentative Map.
- Engineering, Geology, and/or Seismic Safety Report:** If the subdivision lies within a known or suspected geological hazard area, a preliminary engineering, geology and/or seismic safety report, prepared in accordance with guidelines established by the Engineering and Planning Division. If the preliminary engineering, geology,

and/or seismic safety report indicates the presence of geologic hazards of seismic hazards, which, if not corrected, would lead to structural defects, an engineering, geology, and/or seismic safety report must accompany the final map and shall contain an investigation of each lot within the subdivision.

- Stormwater Control Plan: This report shall address all C.3 requirements as outlined in the Stormwater C.3 Guidebook which is available to view at the permit counter or online at <http://www.cccleanwater.org/new-development-c-3>.
- Utility Certification: Certification in writing from all utilities that the proposed subdivision can be adequately served.
- Arborist report: If work will be done within the vicinity of protected trees, the applicant shall provide a tree report from a certified arborist. The arborist must be a consulting arborist, not a cutting arborist.
- Other Reports: Any other data or reports deemed necessary by the Planning Division or any additional information as required by the Planning Commission or Town Council.