



APPLICATION REQUIREMENTS FOR: SUBDIVISION MAP (5+ 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. Subdivisions of five or more 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 advised 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, and views of and from site.
4. **Tentative Map:** Must be prepared by a Registered Civil Engineer. Ten (10) copies of full-sized plans, no larger than 24"x36", folded to approximately 9"x12", and an electronic PDF copy. The plans must contain the following information:
 - 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.
- Legal description which defines the boundary of the proposed subdivision.
- Date, north arrow, scale including graphic scale, and contour interval.
- Existing and proposed land use.
- A vicinity map showing roads, adjoining subdivisions, cities, creeks, railroads, and other data sufficient to locate the proposed subdivision and show its relation to the community.
- 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.
- Species, location, and dripline of existing trees that are greater than or equal than 6" in diameter. Any trees proposed to be removed should be so indicated. See the Town's Tree Preservation Ordinance to identify the species and size of protected trees.
- Location and outline of existing structures identified by type, and any buildings to be removed.
- Location of all areas, subject to inundation of storm water overflow and the location, width, and direction of flow of each water course.
- Location, pavement, and right-of-way width, grade, and name of existing streets or highways.
- All existing impervious areas.
- Widths, location, and identity of all existing easements.
- Location, size and approximate slope of existing sanitary sewers, water mains, and storm drains.
- Location, grade, center line radius, and arc length of curves, pavement and right-of-way width, and typical sections of all streets.
- Location and radius of all curb returns and cul-de-sacs.
- Location, width, and purpose of all easements.
- Angle of intersecting streets if such angle deviates from a right angle by more than four degrees.
- Dimensions of each lot and of each 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.
- Proposed contours at 2-foot intervals must be shown if existing ground slope is less than 10 percent and at not less than 4-foot intervals for existing ground slopes greater than or equal to 10 percent. A separate grading plan may be submitted. Various cross sections may be required.
- Proposed recreation sites, trails, and parks for private or public use.
- Proposed common areas and areas to be dedicated to public open space.
- Proposed retaining wall locations and height.

- All proposed impervious areas and all structural controls addressing C.3 requirements to mitigate stormwater pollution as required by the Stormwater Control Plan including, the location of all overland drainage releases (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.
- Stormwater Control Plan:** Check with staff to determine if your project requires a 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>
- 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 Planning and Public Works Departments. 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.
- Other Reports:** Any other data or reports deemed necessary by the Planning Director or any additional information as required by the Planning Commission or Town Council at the time of public hearing.