



APPLICATION FOR TENTATIVE MAP REVIEW

THE PURPOSE OF A TENTATIVE MAP REVIEW:

A tentative and final map is required for all subdivisions creating five or more parcels, five or more condominiums, or a community apartment project containing five or more parcels. A division of land in to five or more parcels for the purpose of sale, lease or finance requires a submittal of a Tentative Map for City approval showing the improvement of the proposed subdivision and the existing, surrounding conditions. These land division maps must show compliance with the Subdivision Map Act, City of South Lake Tahoe zoning requirements, physical suitability of the site, potential environmental impacts, development standards, and other applicable City and County ordinances. The Tentative Map Review is the required procedure for determining if a land division meets the above requirements. The comprehensive review includes various city departments, other agencies and utilities that may have comments that influence the development of the proposed subdivision.

Please type or print

GENERAL INFORMATION

Project Name _____

Site Address _____

Assessor's Parcel Number(s) _____

SPECIFIC INFORMATION

Briefly explain the proposed request. Attach additional pages if necessary.

APPLICANT

The above information, to the best of my knowledge, is true and correct.

Applicant _____ Mailing Address _____

City _____ State ____ Zip _____

Phone _____ FAX _____

Signature _____ Date _____

The applicant will be considered the primary point for correspondence and contact from the City unless other arrangements are made in writing.

PROPERTY OWNER

I declare that I am the owner of the herein-described property and that I have familiarized myself with this completed application and give consent to the action requested.

Property Owner _____ Mailing Address _____

City _____ State ____ Zip _____

Phone _____ FAX _____

Signature _____ Date _____

If more owners, provide additional sheets

INFORMATION FOR FILING A COMPLETE APPLICATION

Each application shall contain the following checked information. Some applications may require additional information. Consult with the Engineering Technician (542-6196) to determine whether additional materials are required. If any required information is not provided, the application will not be accepted.

- Completed application form, with the property owner(s) signature(s).
- (5) Tentative Maps that are drawn to scale and to include:
 - Boundaries of the subdivision
 - Owner of record (name and address)
 - Name of applicant
 - Map preparer (name and address)
 - Date of map preparation
 - Section, Township, Range
 - Vicinity Map
 - North arrow and scale
 - Locations and names of adjacent rights-of-ways
 - Topographic contours at 5 feet intervals
 - Dimensions of existing and proposed easements including utilities
 - Maps of adjacent subdivisions, parcels or properties
 - Area and dimensions for all proposed parcels
 - Current Assessor's parcel map information for the subdivided area
 - Locations of any existing structures
 - Any natural hazard areas, any flood-prone or special flood hazard areas and the base flood elevation, as applicable
 - Proposed structural fire protection
- Public Notice Information with two sets of stamped, addressed envelopes

THE PROCESS

Upon submitting the Tentative Map Application, the counter person will review the application to see if all required information is present. If not complete, the application will be returned and the processing will be suspended. When all required items are provided the application process shall begin. If the application has all the required information, the counter person will distribute the application to the Development Review Team (DRT) for review.

Once accepted as a complete application, the application will be referred for comment to other City departments, county agencies, state agencies, public utilities and the Tahoe Regional Planning Agency. All referrals for review will provide to the Planning Department, comments regarding the map and application within 15 calendar days of receiving such referral.

Within 30 calendar days of the application submittal, City staff will notify the applicant if any additional materials or information is necessary for the review. In addition, within that same 30-day period, City staff will evaluate the application for compliance with the California Environmental Quality Act (CEQA). Applicants will then be notified if additional environmental information is required.

Planning Department will prepare a staff report including conclusions of the map evaluation, recommendations of approval or denial of the Tentative Map for hearing by the Planning Commission. A copy of the staff report will also be delivered to the subdivider at least 3 days prior to the hearing. Within 50 calendar days of the Tentative Map Application accepted submittal, the Planning Commission shall approve, conditionally approve or deny the Tentative Map. The Planning Commission may also include conditions of approval necessary to ensure compliance with applicable regulations or to protect the health, safety and welfare of the community.

<u>For Staff Use Only</u>		
Fee Amount: _____	Paid _____	Received by _____
Date _____		
Additional Fees: _____	Paid _____	Date _____
	Paid _____	Date _____
<u>Planning Staff:</u>		
Zoning Classification (if applicable) _____		
Community Plan _____		
Community Plan use designation _____		
Plan Area Statement _____		
Plan Area use designation _____		