

**CITY OF TEMPLE CITY
OWNER'S STATEMENT
SUBDIVISIONS**

RECORD OWNER(S)	APPLICANT	APPLICANT'S AGENT (ENGINEER, LICENSED SURVEYOR, OTHER)
Name: _____	Name: _____	Name: _____
Street Address: _____	Street Address: _____	Street Address: _____
City: _____	City: _____	City: _____
Zip Code: _____	Zip Code: _____	Zip Code: _____
Phone No: _____	Phone No: _____	Phone No: _____

(Attach separate sheet if necessary, including names and addresses of members of partnerships, joint ventures, and directors of corporations.)

Signed: _____ Date: _____
(All Record Owners)

CERTIFICATION: I hereby certify under penalty of perjury that the information herein provided is correct to the best of my knowledge.

Signed: _____ Date: _____
(Applicant or Applicant's Agent)

Location: _____
(Street address or distance from nearest cross street)

Between: _____ and _____
(Street) (Street)

LEGAL DESCRIPTION (All ownership comprising the proposed lots/project). If petitioning for zone change, attach legal description of exterior boundaries of area subject to the change.

General Plan Category: _____ Assessors Parcel No: _ _ _ _ - _ _ _ - _ _ _

Property Zoning: _____

Adjacent Zoning: North _____ East _____ South _____ West _____

Present Use of Site: _____

Use Applied For: _____

Note: Acceptance of this application in no way guarantees completeness of your application. Your submittal shall be considered incomplete until reviewed and set for a Public Hearing.

**CITY OF TEMPLE CITY
WATER FLOW AVAILABILITY WORKSHEET**

INFORMATION ON FIRE FLOW AVAILABILITY FOR BUILDING PERMIT

Part I – Project Information (To Be Completed by Applicant):

Building Address: _____ City: _____

Nearest Cross Street: _____

Distance to Nearest Cross Street: _____

Property Owner: _____

Mailing Address: _____ Phone No.: () _____

Description of Building: _____ Square Feet: _____

No. of Stories: _____ Type of Construction: _____

Present Zoning: _____ Use of Building: _____

SIGNATURE OF APPLICANT: _____ **DATE:** _____

Part II – Information on Fire Flow Availability (To Be Completed by Water Purveyor)

The fire hydrant nearest the proposed structure is within _____ feet via vehicular access. The fire flow service will be rendered from a _____ inch diameter water main located in _____ (side)
_____ from _____
(street) (direction) (nearest cross street)

Under normal operating conditions, the fire flow available from this size: _____
Size (6" x 4" x 2 1/2")

Fire hydrant is _____ g.p.m. at 20 p.s.i. residual for two hours.

THIS INFORMATION IS VALID FOR SIX MONTHS

Note: Fire Department approval of building plans will be required before a building permit can be issued by the Building official. Any and all approvals by the Fire Department will be issued by the Fire Prevention Division only. Deficiencies in water systems will need to be resolved prior to Fire Department approval of building plans.

Domestic Water Source or Water Company/ District: _____

Method of Sewage Disposal: _____ Sanitation District: _____

Grading of Lots by Applicant: Yes ____ No ____ Cubic feet of Cut: _____ Cubic feet of Fill: _____
(Show Tentative grading design on site plan or tentative map).

Services: (Existing and Proposed)

Gas & Electric: _____ School District: _____

Fire Dept.: _____ Sheriff Dept.: _____

Water: _____

APPROPRIATE BURDENS OF PROOF MUST ACCOMPANY EACH TYPE OF REQUEST
(Check each request applied for and completed appropriate sections.)

_____ **GENERAL PLAN AMENDMENT REQUEST**

<u>From</u>	<u>To</u>	<u>Acres</u>	<u>From</u>	<u>To</u>	<u>Acres</u>
_____	_____	_____	_____	_____	_____
_____	_____	_____	_____	_____	_____

Total Project Units Currently Allowed By: (a) General Plan: _____

(b) Zoning: _____

_____ **ZONE CHANGE REQUEST**

Zone:	<u>From</u>	<u>Acres</u>	<u>To</u>	<u>Acres</u>
	_____	_____	_____	_____
	_____	_____	_____	_____

_____ **CONDITIONAL USE PERMIT, VARIANCE, ETC. (circle one)**

Project Site: _____ / _____ Area: Structures: _____
Gross Area / No. of Lots

Open Space: _____

Proposed Project: _____ / _____ Proposed Density: _____ / _____
Gross Area / No. of Lots Units/ Acres

Number and Types of Units: _____

Proposed Off-Street Parking: Required: _____ Provided: _____

CITY OF TEMPLE CITY
PLANNING DEPARTMENT

TENTATIVE MAPS

INSTRUCTIONS

A. Information

Information and/or assistance may be obtained at the Planning Department, City Hall, located 9701 Las Tunas Drive, Temple City, CA 91780. Phone number: (626) 285-2171.

B. Map Numbers

A subdivider must obtain a map number at the County Engineer's Main Office located at 900 South Fremont, Alhambra. Phone: (626) 458-4915

C. Preparation of Tentative Land Division Maps

Tentative tract/parcel maps and final maps must be prepared by a licensed surveyor or registered civil engineer. Maps, which are incomplete or unclear, will not be accepted for submission. Maps should be approximately 18" x 24" whenever practical. The subdivider shall submit 45 prints (on white background) and one reproducible positive of the tentative tract/parcel map. Blueprints shall be fan-folded to approximately 8 1/2" x 14" with the Tentative Map Number showing and the reproducible positive rolled.

Each tentative map shall show the following information:

1. The map should be titled in bold letters located at top of map as follows: "TENTATIVE (TRACT/PARCEL) MAP NO. _____ ". Include legal description below Tentative Map Number.
2. North arrow, date, and scale. Maps should be oriented so that NORTH is at the top.
3. The dimensions and record boundaries of the total ownership.
4. Sufficient dimensions and record boundaries so as to define the boundaries of the proposed minor land division.
5. The approximate boundaries, dimensions, and area of each proposed parcel.
6. A number for each parcel (no letters).
7. The names, locations, widths and improvements (within the rights-of-way) of all adjoining highways, streets, or ways.
8. The widths and approximate alignments of all easements, whether public or private, for access, drainage, sewage disposal, and public utilities which are existing or are proposed by the subdivider.
9. The location of the nearest fire hydrant(s), if located within 500 feet.
10. Actual street names or an identifying letter for proposed streets.

11. The approximate location of existing structures or improvements, drawn to scale showing setbacks to proposed lot lines, provided that if it is impossible or impractical to describe such structures or improvements on the tentative map, such information shall be submitted on a separate sheet. Show house number and disposition (to remain or to be removed) of each structure. Show building footprint (dashed lines) of all structures to be removed.
12. Indicate topography by showing approximate contours.
13. The approximate location and direction of flow of all defined water courses. ***Commencing in 2004, all subdivision maps must also be accompanied by two copies of a separate drainage concept plan as well as hydrology calculations for the plan.***
14. A vicinity map, or indicate the location and distance of the subdivision in relation to the nearest existing cross streets.
15. Present and proposed zoning.
16. If the map is to adjust existing lot lines only, label map "LOT LINE ADJUSTMENT."
17. If the map is a condominium, label map "FOR CONDOMINIUM PURPOSES." If the project is the conversion of an existing building, label map "CONDOMINIUM CONVERSION."
18. If a map is a condominium or lease project:
 - a. Show structures with number or units therein, building setbacks, and required distances between buildings
 - b. Access – vehicular and pedestrian. Show widths.
 - c. Parking (Number of spaces, location, width or driveways).
 - d. Recreation and service area.
19. The location of any existing sewage disposal system, which is proposed to remain in the division of land.
20. Fold maps to approximately 8 ½" x 14" with map number showing on front.
21. Submit a clear acetate (8 ½" x 11") transparent reduction of the Tentative Map at time of application.
22. The Property Owner/Subdivider's name and address and the Engineer's name and address shall be conspicuously placed on the map.
23. RADIUS MAP: Each application shall be accompanied with a reproducible radius map, to scale, which shows the subject property and all other properties within a 300 foot Radius of the exterior boundaries of the subject property. (Maps may be obtained from the Assessor's Office showing all parcel numbers).
24. Mailing labels: Two complete sets of typewritten, self-adhesive address labels must accompany each application. Each of the two required lists must include the property owner names, mailing addresses and Assessor Parcel Numbers of every property within 300 feet of the subject property and must include the name and mailing address of the owner, applicant, engineer, architect and any other representative for the application. The names of property owners must be secured from the most recent Tax Assessor's Rolls. A Certification letter verifying label accuracy must accompany the labels.
25. In addition to the two complete sets of typewritten/self adhesive labels, a Xerox copy of the mailing list must be provided at the time of application submittal.

D. Owner's Statement

The subdivider shall complete and submit an "Owner's Statement" form.

E. Disclosure Affidavit

All record owners and subdividers shall submit a NOTORIALIZED affidavit stating that neither (themselves, their families, or business relationships) have subdivided any contiguous properties, nor do they have any pending applications to subdivided contiguous properties.

Violation of the provisions of the Subdivision Map Act is a misdemeanor, punishable by imprisonment and/or fine. Owners, brokers and other parties who conspire to evade map act requirements may be subject to prosecution.

F. Environmental Documentation

An Initial Study Questionnaire must be completed and submitted with photographs and, where appropriate, plot plans with contours showing:

1. Grading for proposed building sites and access.
2. Location, species name, size and condition of oak trees and other significant trees, or a letter indicating that no such trees are located on the site.

G. Filing Fees

Fees are payable at the time the tentative map is submitted. Checks or money orders should be made payable to the City of Temple City.

H. Affidavit – Existing Easements

Submit one copy of an affidavit certifying under penalty of perjury that all existing easements of record are shown on the tentative map.

I. Where to Submit a Tentative Map

Tentative maps and fees may be submitted at the Planning Department of the City of Temple City where staff will be available to advise you and accept your map for submission. Incomplete or inadequate filings will not be accepted. Any questions regarding status of tentative maps after submission shall be directed to the Planning Department, 9701 Las Tunas Drive, Temple City, California. Phone (626) 285-2171.

NOTICE

The City of Temple City, in accepting your application, is not guaranteeing that your application will be approved or that your land division can be completed. Any fees collected are non-refundable and, if your request to divide your property is approved, additional processing fees will be required prior to final approval.