



18747 Clarkdale Avenue
Artesia, CA 90701
Ph: (562) 865-6262 | Fx: (562) 865-6240

CITY OF ARTESIA

COMMUNITY DEVELOPMENT DEPARTMENT
PLANNING DIVISION

(Please check all that apply)

APPLICATION FOR:

- Tentative/Final Tract Map – 5 or More Lots
- Tentative/Final Parcel Map – 4 Lots or Less

(For Departmental Use Only)

Case No: _____ Resolution No. _____ Hearing Date: _____
Fee \$: _____ Date Received _____ Receipt No: _____
Received By: _____ TTM No. _____ TPM No. _____

(Please Print or Type Legibly)

Name of Applicant: _____ Phone: _____

Mailing Address: _____
(Street) (City) (State & zip code)

Legal (Property) Owner: _____ Phone: _____

Mailing Address: _____
(Street) (City) (State & zip code)

Project Address: _____ Zoning: _____
(Please indicate the general location if address is unknown)

Legal Description: _____

THE APPLICANT MUST SHOW THAT THE FOLLOWING CONDITIONS PREVAIL:

- 1) A substantial property right is currently not satisfied because:

- 2) Such use will not be materially detrimental to the public welfare nor the property of other persons located in the vicinity thereof because:



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PROPERTY OWNERSHIP AFFIDAVIT

I (we) hereby state, under penalty of perjury, that I (we) am (are) the owner(s) of the property(ies) involved, or that this map is being filed by me with the full knowledge and consent of the above property owner(s).

Signature of Applicant: _____ Date: _____

Subscribed and sworn before me this _____ day of _____, 20 _____

Notary Public: _____



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INSTRUCTIONS FOR APPLICATION SUBMITTAL:

It is essential that **all** of the following materials be submitted at the time the application is submitted so that we may process your application:

- 1) **Completed Application** (signed by the applicant **and** the property owner, if different)
- 2) **Applicable Fees** (plus environmental documentation filing fees):
 - Tentative/Final Tract Map:* See Fee Schedule
 - Tentative/Final Parcel Map:* See Fee Schedule
- 3) **Environmental Assessment Form:** completed by the applicant
- 4) **Thirty (30) copies of the tentative map. Tentative maps shall include, but not be limited to the following information:**
 - *Tentative map number.* Before submitting the tentative map application to the City of Artesia, the applicant shall obtain a map number from the Los Angeles County Department of Public Works, Land Development Division. The address is 900 S. Fremont Avenue, Alhambra, CA 91803. The phone number is (818) 458-5100. This map number must be shown or identified on the tentative map;
 - *Indicate the following on the maps:*
 - Date of preparation;
 - North Arrow and Scale (i.e. 1" = 10'-0");
 - Boundary of the division of land and tied to a known point;
 - Distance (in feet) from the centerline of the closest cross street(s);
 - Existing topography, approximate contours of the land;
 - Location of existing fire hydrants that would serve the property;
 - Location of all areas subject to inundation or storm water overflow, and the location; width and direction of flow of each water course;
 - Location of all trees standing within the boundaries of proposed rights-of-way;
 - Location, width, approximate grade and center line radius of existing and proposed streets, alleys, highways and easements which are within or adjacent to the proposed division of land;
 - Location of existing structures (drawn to scale), within or immediately adjacent to the division of land. Show house numbers and label each structure;
 - General location of all proposed buildings and structures which are to be divided into units of air space and the means of access thereto, where the division of land consists of a condominium or community apartment or condominium;
 - Proposed building pad locations;
 - Proposed driveways for commercial and multi-family residential projects;
 - Existing street improvements, including drainage structures;
 - Actual names for existing streets or highways and/or the identifying letter(s) for proposed



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street(s) and highway(s);

- A label or identifying note for existing or proposed easements other than streets and highways;
- Layout of lots, including approximate dimensions and lot numbers, and where pads are proposed for building sites, and the approximate finished grade;
- A vicinity map, indicating the location of the proposed division of land in relation to the surrounding area;
- If necessary, a generalized plan of proposed development adjacent to the division of land showing the compatibility of the development with existing and future development in the neighborhood;
- Name and address of the subdivider;
- Name, address and license or registration number of the person who prepared the tentative map or who directed the preparation of the tentative map;

5) **The following standards apply to Tentative Map preparation.**

- Tentative maps shall be prepared by, or under the direction of, a registered civil engineer or a licensed land surveyor;
- Whenever practical, map sheets should be not less than 24" by 36", and the scale shall be any size large enough to show clearly the details of the development;
- The Director of Planning, prior to accepting an application for any tentative map approval, shall first determine the type of environmental impact statement to be required; the final determination thereof shall be rendered by the City Council;

6) **One (1) set of all plans reduced in size to 8 1/2" x 11" and copied onto transparencies for overhead projectors;**

7) **300' Radius Map:** Clearly indicate all property owners within a 300-foot radius around the project site. Please number each parcel of land within the 300-foot radius so that it corresponds with the property owners' mailing list, which is described below (Item #8). Depending upon the type of use proposed, the Planning Department may also require the applicant to prepare a land use map that labels the use of each property within a 700-foot radius around the subject site (a field survey will be necessary to complete this map). A list of radius map services is attached for your convenience;

8) **Property Owners (Mailing Labels):** Mailing address labels shall be submitted along with the 300' Radius Map as described above (Item 7). The labels need to have the following information: property owner's name, street number, city, state, zip code, and Assessors Parcel Number. The mailing address labels shall include all property owners within a 300-foot radius of the project site and it must also correspond with the radius map as described above (Item #7). In addition, please attach one (1) Xerox copy of the mailing address labels. The source of reference for the property owner list shall be from the latest available assessment roll of Los Angeles County.

9) **Notarized Affidavit:** the person who draws the 300' radius map (Item #7) and prepares the property owners mailing labels (Item 8) must also sign an affidavit, which must be notarized. This affidavit certifies the property owners= list. The document is attached to this application packet;

10) **Any other requirements deemed necessary by staff.**

NOTE:

The accuracy of all information, maps and lists submitted shall be the responsibility of the applicant. False or misleading information shall be grounds for denial of an application. Incomplete applications **WILL NOT** be accepted. Please go over this checklist carefully before submitting your application to the Community Development Department. Submittal deadlines are scheduled to ensure compliance with public notification requirements, and no extensions can be granted



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CERTIFIED PROPERTY OWNERS' LIST AFFIDAVIT

City of Artesia)
County of Los Angeles) ss
State of California)

I, _____, hereby certify that the attached list contains the names and addresses as they appear on the latest available assessment roll of the County of Los Angeles within the area described and for a distance of three hundred (300) feet from the exterior boundaries of the property legally described as:

Signature of Applicant: _____ Date: _____

Subscribed and sworn before me this _____ day of _____, 20 _____

Notary Public: _____