



# TENTATIVE MAP

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## WHEN REQUIRED

A Tentative Map is required in order to divide property into two or more parcels for the purpose of sale, gift, lease, transfer, or financing. (A few exceptions are contained in Municipal Code Section 9-7.002.) Tentative Maps are reviewed for conformance with the Novato General Plan, Zoning Ordinance and subdivision regulations, and to ensure adequate access, utilities, and other necessary improvements.

## TECHNICAL ADVISORY COMMITTEE

You may request a preapplication review of your project by staff from Planning, Engineering, Police, and the Novato Fire Protection District. This process takes about three weeks but can save time later by resolving issues early in the review process. Please see the separate information sheet titled "Technical Advisory Committee Review (TAC)."

## APPLICATION

The submittal requirements for a Tentative Map application are listed on the following pages. Incomplete applications are often the main cause of delays in processing. Please submit each of the items listed but by a means call the Department of Community Development if you have any questions. **We recommend that you submit three copies for staff to review for completeness prior to submitting the multiple copies required.**

A Planner will be assigned to review the application for completeness. Staff will determine whether the application is complete within 30 days.

## ENVIRONMENTAL REVIEW

Tentative Map applications may be subject to an Environmental Review process, as required by the California Environmental Quality Act (CEQA). If staff advises you that your project is subject to Environmental Review, please refer to the separate handout titled "Environmental Review" which contains submittal requirements for an Environmental Data Submission. The Environmental Data Submission is reviewed for completeness with the other project application materials.

## SCHEDULING

When it has been determined that a complete application has been submitted, copies of the plans are sent to reviewing agencies and departments. Once reviewing agencies have responded, the project is scheduled for a public hearing. Subdivisions of four or fewer lots may be acted on by the Community Development Director. Subdivisions of five or more lots are acted on by the Planning Commission. If the Planning Commission holds a public hearing, it is usually held four to eight weeks after completeness, depending on the level of environmental review required. If the Director takes action, the processing period is usually less.

Notices of any public hearing are mailed to surrounding property owners at least 10 days (depending on the level of Environmental Review required) prior to the hearing.

If a Negative Declaration or an Environmental Impact Report (EIR) is required, the document must be prepared and available to the public prior to hearings on the Tentative Map.

## **ACTION**

Staff will evaluate the application for compliance with the General Plan, Zoning and Subdivision Ordinances and any previous related actions and prepare a staff report with recommendations.

The review authority (Planning Commission or Community Development Director) will consider all appropriate written or oral statements and, in accordance with the criteria set forth in the Subdivision Ordinance, will act to approve, approve with conditions, deny the application, or continue the matter for additional information.

## **RESULT**

Actions of the Planning Commission or Community Development Director are final unless appealed in writing within 10 days of the date of action. (see Fee Schedule for appeal fee.)

After Tentative Map approval, the applicant must file a Parcel Map or Final Map with the Public Works Department in a form which is recordable by the Marin County Recorder's office to complete the division process.

**Note:** You may request to receive notice of any proposal to adopt or amend any of the following: the Novato General Plan, a specific plan, or chapters of the Municipal Code affecting development. Please use the separate form titled "Request for Notification of General Plan or Municipal Code Amendments."

## **TENTATIVE MAP - SUBMITTAL REQUIREMENTS**

In order to file an application for a Tentative Map, you must submit the information listed below. **We recommend that you submit three copies for staff to review for completeness prior to submitting the multiple copies required.** All plans must be folded, in sets, no larger than 9" x 12". Maximum sheet size is 24" x 36". North should be at the top of the sheet.

1. A completed Application for Zoning/Planning Action, cost recovery agreement, indemnification agreement and application deposit (see Fee Schedule).
2. Twenty copies of a topographical contour map prepared at a plotted scale of no greater than 40 feet to the inch showing existing contours. Elevations shall be referenced to current National Geodetic Survey data. Contour intervals shall not be greater than 5 feet or at such intervals that the contour lines will not be spread more than 150 feet apart (ground distance) unless the site slope exceeds 10 percent, wherein the contour intervals shall be no greater than 2 feet. Field surveys may be required for sites that are obscured with trees or groundcover. The map shall be prepared and signed by a qualified registered civil engineer or licensed land surveyor. The map shall show:
  - a. Average slope of the property (pursuant to Zoning Code, Chapter 19, Definitions). A slope map with areas in square feet of the site between 0 to 10 percent slope, 10 to 25 percent slope, and greater than 25 percent slope. The average slope of a building envelope shall not exceed 25 percent for a residential development (20 percent for non-residential).
  - b. Area(s) of property which is affected by geologic conditions posing potential safety hazard(s) and areas subject to inundation or ponding.

- c. The edges of pavements of existing paved roads, driveways and travelways within the public rights of way and easements.
- d. Lot width and depth calculations (pursuant to Zoning Code, Chapter 19, Definitions).
- e. The proposed lot and street layout with scaled dimensions and area of each lot.
- f. The location of all proposed public easements.
- g. Areas in square feet of access easements and panhandles (pursuant to Municipal Code Chapter 5).
- h. Street names, widths of streets, whether public or private, and easements, approximate street grades and radii of curves along property lines of each street.
- i. Typical geometric sections for streets showing pavement widths, curbs, sidewalks, grading and marginal strips, slopes of cuts and fills, and other construction proposed.
- j. Dedications for public purposes. Reservations and proposed disposition of all parcels and easements.
- k. Location, approximate grade, direction of flow, type of existing and proposed storm drainage channels and storm drains, and existing wells and springs.
- l. Location, alignment, and tops and bottoms of all banks of all natural drainage ways.
- m. Location of all existing and proposed utilities necessary to serve the subdivision.
- n. A vicinity map showing roads, adjoining subdivisions, creeks, railroads, and other data sufficient to locate the proposed subdivision and show its relationship to community development.
- o. A north arrow, scale, and contour interval.
- p. Boundary lines of existing zoning designation. If more than one zone exists on the property, they shall be delineated.
- q. Statement or plan as to proposals for draining the area subject to flooding or inundation by waters flowing into or from the subdivision.
- r. Preliminary grading plan.
- s. A map showing areas of property where evidence of known or possible archaeological site(s) is discerned.
- t. Map and statement indicating and describing any historical landmark.
- u. The net lot areas excluding access easements shall be calculated and shown on an maps.

- v. Species, trunk diameter, and drip line of all trees six inches (three inches if the site is considered to have native trees, forest, or woodland resources) or more in trunk diameter measured 24 inches above ground level.
- w. Location of existing structures and notation whether they are to remain or be removed. For any structures that are to remain and any new structures, demonstrate that required setbacks, floor area ratios and lot coverage meet the provisions of the Zoning Code Chapter 19.

3. General Notes shown on Tentative Map

- a. The subdivision name as selected by the subdivider.
- b. Names and addresses for:
  - (1) Legal owner of property.
  - (2) Subdivider.
  - (3) Land surveyor or civil engineer who submitted the map.
- c. Assessor's Parcel Number.
- d. Project acreage.
- e. Existing designation on the Land Use Plan of the Novato General Plan including allowed density or intensity of use as modified by any adopted slope density standards.
- f. Existing use or uses of property.
- g. A description of the proposed subdivision.
- h. Source of water supply.
- i. The method of sewage disposal proposed.
- j. Other improvements proposed.
- k. A description of how the subdivision provides, to the extent feasible, for future passive or natural heating and cooling opportunities in the subdivision. (May be provided on separate sheet.)
- l. A description of how the subdivision will affect the housing needs of the region and how this has been balanced against public service needs of the residents of Novato and available fiscal and environmental resources. (May be provided on separate sheet.)

- m. If the subdivision is to be developed in increments, a statement to that effect may be included.

4. Data to Accompany Tentative Map

The Tentative Map shall be accompanied by all of the following data, unless the Community Development Director specifically authorizes in writing the exclusion of such data. This information shall be submitted at the time the map is filed with the Planning Division:

- a. Two copies of a statement of a site reconnaissance by an engineer regarding slide conditions, existing or anticipated; geologic features; topography; soil conditions within or immediately adjoining the proposed development and their effect on the design of the proposed subdivision.
- b. When a Tentative Map is filed on an area which is part of a larger single ownership which may be subdivided in the future, the Planning Division may require a concept plan showing the proposed future development.
- c. If the Tentative Map involves the conversion of a mobile home park to another use, the subdivider shall also file a report on the impact of the conversion upon the displaced residents of the mobile home park to be converted. In determining the impact of the conversion on displaced mobile home park residents, the report shall address the availability of adequate replacement space in mobile home parks.
- d. If the Tentative Map proposes a residential condominium, condominium conversion or undivided interest in common areas, a description of how the requirements of Section 5-13.008a (Development Standards) are met shall be included.
- e. If the Tentative Map proposes the use of a private sewage disposal system, the information required by Section 5-37.008 (Development Standards) shall be included.
- f. If the project is in a high fire hazard area as shown on SF-Map 4 of the General Plan, then a fire management plan shall be included which describes the terrain, vegetation, fire service, access, water availability, and proposes methods to reduce fire hazards.
- g. Request for Development Standards exceptions pursuant to Chapter 5 of the Municipal Code if any Development Standards are not proposed to be met.

5. Demonstrate compliance with the Art Program - Division 19.21 of the Zoning Code.

6. If the Tentative Map proposes a condominium project consisting of the subdivision of airspace in an existing building or buildings and no new structures are proposed, the following submittal requirements shall be waived: 9-7.002blk, 9-7.002b2a, q, r, s, t and u and 9-7.002b3a. Note: The Tentative Map for this kind of subdivision can be waived in some cases pursuant to Section 9-7.002a.

7. Twenty copies of an Environmental Data Submission (see separate outline titled "Environmental Review") are required for projects subject to environmental review.

8. Any other information required as a condition of Master Plan or Precise Development Plan approval.
9. Any additional information determined necessary by the Director to conduct a review and analysis in accordance with the California Environmental Quality Act, the General Plan, and the Novato Municipal Code.

**For further information please contact the City of Novato Department of Community Development at:**

- **922 Machin Avenue, Novato, CA 94945**
- **(415)899-8989**
- **[www.novato.org](http://www.novato.org)**