



# Tentative Tract/Parcel Map Application

City of Twentynine Palms  
Community Development Department  
6136 Adobe Road  
Twentynine Palms, CA 92277  
(760) 367-6799 • Fax (760) 367-5400  
*ci.twentynine-palms.ca.us*

Date Submitted \_\_\_\_\_

PC # \_\_\_\_\_

**Check One** ▶  Tentative Tract Map  Tentative Parcel Map (Four or fewer lots)

Applicant (Primary Contact): \_\_\_\_\_ Phone(s) \_\_\_\_\_

Business/Organization Name \_\_\_\_\_ Fax \_\_\_\_\_

Mailing Address \_\_\_\_\_ Email \_\_\_\_\_

Property Owner: \_\_\_\_\_ Phone: \_\_\_\_\_

Architect/Engineer/Draftsman \_\_\_\_\_ Phone: \_\_\_\_\_

Address: \_\_\_\_\_ Email: \_\_\_\_\_

## Project Information

Project Description

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Location \_\_\_\_\_ Section \_\_\_\_\_ Township \_\_\_\_\_ Range \_\_\_\_\_

Parcel Number(s) \_\_\_\_\_ Present Zoning \_\_\_\_\_

Present Use/Development \_\_\_\_\_ Proposed Number of Units \_\_\_\_\_

Adjacent Zoning N \_\_\_\_\_ S \_\_\_\_\_ E \_\_\_\_\_ W \_\_\_\_\_

Adjacent Use N \_\_\_\_\_ S \_\_\_\_\_ E \_\_\_\_\_ W \_\_\_\_\_

Total Acres \_\_\_\_\_ Building Area \_\_\_\_\_ Lot Coverage (% Impervious Surface) \_\_\_\_\_

Phone(s) \_\_\_\_\_ Email \_\_\_\_\_

The undersigned applicant affirms that all information contained with this application is true and accurate and that the applicant is authorized to make such application to the City of Twentynine Palms.

Applicant Signature \_\_\_\_\_ Title \_\_\_\_\_ Date \_\_\_\_\_

If the applicant is not the property owner, the property owner must either sign below or provide written authorization for the applicant to act on his/her behalf.

Property Owner (Please print) \_\_\_\_\_ Signature \_\_\_\_\_ Date \_\_\_\_\_

**Submittal requirements and an overview of the application process are provided on the following pages.**

**OVERVIEW OF APPROVAL PROCESS**

Subdivision of land is regulated by the State of California Subdivision Map Act and Chapters 19.94 –19.120 of the City’s Development Code. To apply for a subdivision in the City, fill out and sign the application (page 1) and submit it with the materials listed on pages three and four.

Your application will be reviewed by Community Development Department staff. If it is complete, processing begins and your proposal is sent to all affected agencies and City departments for review and comment; two weeks are allowed for comment. If incomplete, you will be notified within thirty (30) days of the additional materials necessary to complete your application.

**Environmental Determination**

The City is required to implement the California Environmental Quality Act (CEQA). To facilitate this review, please complete the Environmental Questionnaire. A *draft* Negative Declaration may be proposed if it is found that approval will not result in a significant adverse affect to the environment. If significant environmental affects may result, mitigation measures are developed and a Mitigated Negative Declaration (MND) is proposed. The Negative Declaration or MND is prepared following the two-week review described above. The required review period for a Negative Declaration or MND, per CEQA, is 30 days depending on the project.

If project redesign or mitigation does not reduce impacts to a level of insignificance, as defined by CEQA, an Environmental Impact Report will be required. An environmental consultant may be selected by you, the applicant, but is subject to the City’s approval.

Staff can provide a preliminary environmental determination, based on information you provide. However, approval of an environmental clearance is given by the approval authority for the project and staff’s preliminary determination is not considered final and binding.

Separate from the CEQA requirement, Section 711.2 of the California Department of Fish and Game Code requires that you pay a \$1,250 mitigation fee to the Department for review of your proposed Negative Declaration. However, in some cases, a De Minimus Impact Finding can be made by the Approval Authority (Planning Commission) that project approval will not result in an adverse affect on wildlife resources. In this event, the fee is not required. City staff will provide a preliminary determination on this requirement.

**Approval**

The Planning Commission is the Approval Authority for a Tentative Map. Standard Conditions of Approval have been developed by the Planning Commission and are attached to this application. After you receive approval of your Tentative Map, you are required to comply with all Conditions of Approval. When you have done this, you are ready for approval of your Final Map. The City Council is the Approval Authority for Final Maps. The Planning Commission meets on the first and third Tuesday, 6:00 p.m. City Council meets on the second and fourth Tuesday, 7:00 p.m. Meetings are held in the Council Chambers at City Hall.

**Summary of Processing Time**

- Staff review of application: The State’s Permit Streamlining Act requires that the City make a determination of completeness within 30 days of submittal.
- Review by affected agencies: Two weeks are allowed for this review.
- Preparation of CEQA document: Two weeks are allowed for this but typically it is done in one week or less.
- CEQA review: 30 days is required.
- Public Hearing: Per State law, notice in a local newspaper and to surrounding property owners, ten days before the hearing, is required.

**Total processing time from the time a Tentative Map application is deemed complete until it is reviewed by the Planning Commission is generally 120 days.**

**Please submit the following with your completed and signed application [If the applicant is other than the property owner, the application must be signed by the owner(s)]:**

1. Application fee: Check with Community Development Department for current fees.
2. Completed and signed Environmental Questionnaire and the environmental processing fee or a deposit for an environmental Impact Report (EIR), contact Community Development Department staff for information and requirements if an EIR is required for your project. Contact Community Development Department for current fees.
3. Three copies of the tentative subdivision map (folded accordion style, 8" x 10 ½") and one electronic copy, drawn to an Engineer's scale, depicting the entire parcel(s). A scale of 1" = 100' is preferred, but in no case should the scale be smaller than 1" to 200'. (Additional copies of map will be requested after review of initial map submittal) Entire tract and all information must be on one sheet. Please provide the following information on the map:
  - The tract number.
  - Signature, seal, California registration or license number and the date of expiration of such license or registration of the Registered Civil Engineer or Licensed Land Surveyor.
  - Names, addresses and telephone numbers of the record owner, subdivider and the engineer or land surveyor preparing the map.
  - Include Names, addresses and telephone numbers of public utility companies that will serve the tract.
  - Method of sewage disposal.
  - North arrow, scale, date, boundary line and dimensions of the project. The direction of the north arrow should be shown pointing towards the top or right side of the map.
  - Legal description of the land included within the proposed tentative map.
  - The lot layout, the approximate dimensions of each lot (ditto marks not acceptable) and a number for each lot in consecutive numbers (circle last lot number).
  - Total acreage, the number of lots and lot density proposed by the subdivision.
  - The number of lineal feet of new streets.
  - Zoning classification and existing use or uses of adjacent property, including property located across any streets.
  - Indicate distance from property line to any structures that are within 15 feet of property line.
  - Front and side street building setback lines, delineated on the map, including dimensions.
  - Locations, names and widths of all *existing and proposed* adjacent and onsite public improvements, including streets, alleys, curb & gutter and sidewalks.
  - Ingress and egress of properties across the street(s) from the subject property.
  - Approximate gradient or centerline profile for all proposed streets and drainage improvements.
  - Width and locations of all recorded and proposed easements and rights-of-way.
  - Approximate radius of all centerline curves on all streets.
  - Location, width, and direction of flow of all water courses and the location of all areas subject to flooding, overflow or inundation.

- The flood zone designation for the property as depicted on the Flood Insurance Rate Map (FIRM) and the pad elevation for all structures.
  - The location and outline, to scale, of each building, utility pole or other above-ground structure, with notation as to whether the structure is to be removed or will remain.
  - The accurate contour of the land at intervals of not more than two (2) feet if the general slope of the land is less than 10%, or of not more than five (5) feet if the general slope of the land is more than 10%. (Topography to be obtained by aerial or field survey, done under the supervision of Land Surveyor, Registered Engineer, or Registered Landscape Architect.)
  - The location of existing wells, sewers, culverts, bridges, drain pipes, fire hydrants and/or sand, gravel or other excavations.
  - Show a minimum one (1) foot vehicular non-access easement along reverse frontage lots.
  - Vicinity map of the area showing the proposed tract in relation to any adjacent tracts, existing roads, landmarks, etc.
4. One copy of preliminary drainage study showing or explaining the drainage area tributary to the subdivision, and a statement setting forth in detail the manner in which storm run-off will enter the subdivision, the manner in which it will be carried through the subdivision, and the manner in which disposal beyond the subdivision boundaries will be accomplished.
  5. Two copies of preliminary title report for the property (obtained from Title Company), prepared within 60 days of application submittal.
  6. Letter of intent, including a project description and the allowable General Plan density.
  7. A landscape plan utilizing the “Go Native” plant list.
  8. A “will serve” letter from the Twentynine Palms Water District.
  9. A copy of the USGS map for the area.
  10. A biological report including analysis of desert tortoise and burrowing owl habitat and presence/absence (this requirement may be waived in some cases depending upon property location and features.)
  11. A traffic report summarizing the availability of adequate public services and facilities, including roads adequate to support increased traffic generated by project. (For information regarding the requirements for a traffic study, see the Traffic Study Policy included in this application packet.)
  12. A report summarizing natural resource constraints such as slopes greater than 10% or seismic or flood hazards. Note that a geologic evaluation is required for grading in excess of 5000 cubic yards; the evaluation may reveal additional mitigation requirements so it is advisable in some cases to get the geologic evaluation before application submittal.
  13. A percolation report meeting standards established by San Bernardino County Department of Environmental Health Services and a preliminary soils report. (These may be deferred until Final Map approval or issuance of the Grading Plan, whichever occurs first.)
  14. Signed *Letter of Certification* attached to typed adhesive mailing labels for all owners of property within 300 feet of site. Attach to the mailing labels an Assessor’s Plat sheet with subject property and notification radius identified.
  15. Photos of the project site.