



**City of Artesia
Community Development Department**

18747 Clarkdale Avenue
Artesia, CA 90701 • (562) 865-6262 • Fax (562) 865-6240

(Please check all that apply)

APPLICATION FOR:

Tentative/Final Tract Map – 5 or More Lots (\$2,270)

Tentative/Final Parcel Map – 4 Lots or Less (\$2,140)

(For Departmental Use Only)

Case No: _____ Resolution No. _____ Hearing Date: _____

Fee \$: _____ Date Received _____ Receipt No: _____

Received By: _____

(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: _____

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):

<i>Tentative/Final Tract Map:</i>	\$ 2,270.00
<i>Tentative/Final Parcel Map:</i>	\$ 2,140.00
- 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:**
 - o *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;
 - o *Indicate the following on the maps:*
 - o Date of preparation;
 - o North Arrow and Scale (i.e. 1" = 10'-0");
 - o Boundary of the division of land and tied to a known point;
 - o Distance (in feet) from the centerline of the closest cross street(s);
 - o Existing topography, approximate contours of the land;
 - o Location of existing fire hydrants that would serve the property;
 - o Location of all areas subject to inundation or storm water overflow, and the location; width and direction of flow of each water course;
 - o Location of all trees standing within the boundaries of proposed rights-of-way;
 - o 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;
 - o Location of existing structures (drawn to scale), within or immediately adjacent to the division of land. Show house numbers and label each structure;
 - o 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;
 - o Proposed building pad locations;
 - o Proposed driveways for commercial and multi-family residential projects;
 - o Existing street improvements, including drainage structures;
 - o Actual names for existing streets or highways and/or the identifying letter(s) for proposed street(s) and highway(s);
 - o 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) **Ownership Map:** Clearly indicate all property owners within a 300-foot radius around the subject site. Each parcel of land shall be numbered to correspond with the property owner list (Item #9). Depending upon the type of use proposed, the Planning Department may 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);

8) **Mailing Labels (One Set):** Includes all owners within a 300-foot radius of the project site with one (1) Xerox copy, to correspond with the property owner map (Item #8). Labels shall provide COMPLETE mailing addresses (name, street number, street, city, state, zip code). Source of reference for the property owner list shall be from the latest available assessment roll of Los Angeles County;

9) **Notarized Affidavit:** This document (attached) certifies the property owners' list;

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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ENVIRONMENTAL INFORMATION & CHECKLIST FORM

The applicant must complete this form.

(For Departmental Use Only)

Case No: _____ Resolution No. _____ Hearing Date: _____

Received By: _____

(Please Print or Type Legibly)

GENERAL INFORMATION

Name of Developer/Project Sponsor: _____ Phone: _____

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

Name of Contact Person: _____ Phone: _____

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

Project Address: _____

Assessors' Block & Lot number: _____

List and describe any other related permits and other public approvals required for this project, including those required by city, regional, state and federal agencies:

Existing Zoning District: _____

Proposed Use of Site (Project for which this form is filed): _____

PROJECT DESCRIPTION

Site Size: _____

Square footage of building: _____

Number of floors of construction: _____

Amount of Off-Street Parking Provided: _____

Number of Construction Phases: _____

Associated Projects: _____

If this is a residential project, indicate the number of units, schedule of unit sizes, range of sale prices or rents, and type of household size expected:

If this is a commercial project, indicate the type of project, whether neighborhood, city or regionally oriented, square footage of sales area, and loading facilities: If this an industrial project, indicate the type of project, estimated employment per shift, and loading facilities.

If this is an institutional project, indicate the major function, estimated employment per shift, estimated occupancy, loading facilities, and community benefits to be derived from the project 17. If the project involves a variance, conditional use permit, or rezoning application, state this and indicate clearly why the application is required:

Please check "yes" if any of the following items are applicable to the proposed project or its effects and "no" if they are not applicable. Explain all items that are checked "yes" on additional sheets as necessary.

YES NO

- | | | |
|-----|-----|----------------------------------------------------------------------------------------------------------------------------|
| ___ | ___ | Change in existing features of any bays, tidelands, beaches, lakes or hills, or substantial alteration of ground contours. |
| ___ | ___ | Change in scenic views or vistas from existing residential areas or public lands or roads. |
| ___ | ___ | Change in pattern, scale or character of general area of project. |
| ___ | ___ | Significant amounts of solid waste or litter. |
| ___ | ___ | Change in dust, ash, smoke fumes or odors in vicinity. |
| ___ | ___ | Change in ocean, bay, lake, stream or ground water quality or quantity, or alteration of existing drainage. |
| ___ | ___ | Substantial change in existing noise or vibration levels in the vicinity. |
| ___ | ___ | Site on filled land or on slope of 10 percent or more. |
| ___ | ___ | Use or disposal of potentially hazardous materials, such as toxic substances, flammable or explosives. |
| ___ | ___ | Substantial change in demand for municipal service (police, fire, water, sewage, etc.). |

- ___ ___ Substantial increase fossil fuel consumptions (electricity, oil, natural gas, etc.).
- ___ ___ Relationship to a larger project or series of projects.

ENVIRONMENTAL SETTING

On a separate page, describe the project site, as it exists before the project, including information on topography, soil stability, plants and animals, and any cultural, historical, or scenic aspects. Describe any existing structures on the site, and the use of the structures. Attach photographs of the site.

On a separate page, describe the surrounding properties, including information on plants and animals and any cultural, historical, or scenic aspects. Indicate the type of land use (residential, commercial, etc.), intensity of land use (one-family, apartment homes, shops, department store, etc.), and scale of development (height, frontage, set-back, rear yard, etc.). Attach photographs of the vicinity.



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URBAN STORM WATER MITIGATION PLAN (USWMP)

**Developer Information for Project Planning, Design & Construction of Priority Projects
Checklist for Categorizing Development Planning Projects as Priority or Exempts**

Project Name: _____

Project Location: _____

Description of Project: _____

Part A. Proposed Discretionary Project is:	Yes	No
1. A single-family hillside residence		
2. A 43,560+ square-foot commercial development		
3. An automotive service facilities (SIC codes 5013, 5014, 5541, 7532-7534, and 7536-7539)		
4. A retail gasoline outlet		
5. A restaurant (SIC code 5812)		
6. Housing developments (includes single family homes, multifamily homes, condominiums, and apartments) of ten units or more		
7. Projects located in, adjacent to or discharging directly to an ESA that meet threshold condition identified in this Program		
8. Parking lot 5,000 square feet or more or with 25 or more parking spaces, and potentially exposed to storm water runoff		

If all answers to Part A are No, continue to Part B.

Part B. Proposed Discretionary Projects Characteristics¹:	Yes	No
1. Vehicle or equipment fueling areas?		
2. Vehicle or equipment maintenance areas, inc		
3. Commercial or industrial waste handling or storage, excluding typical office or household waste?		
4. Outdoor handling or storage of hazardous materials or waste?		
5. Outdoor manufacturing areas?		
6. Outdoor food handling or processing?		
7. Outdoor animal care, confinement, or slaughter?		
8. Outdoor horticulture activities		

EXEMPT PROJECT: Every question in Part A and Part B is answered "NO".

PRIORITY PROJECT: Any question in Part A or Part B is answered "YES".

The Urban Storm Water Mitigation Plan (USWMP) was developed as part of the municipal storm water program to address storm water pollution from new development and redevelopment by the private sector. The USWMP can be considered storm water Best Management Practices (BMPs) and these post-construction BMPs are meant to be a permanent part of the new development or redevelopment for the life of the project. If the above listed development is a Priority Project a USWMP must be submitted to the City for approval.

¹ Activities or materials potentially exposed to storm water and not protected by storm-resistant sheltering. Activities include industrial and commercial facilities operations and construction work. Materials include material handling equipment, industrial machinery, raw materials, intermediate products, byproducts, and waste products however packaged.