



City of

HUNTINGTON PARK california

COMMUNITY DEVELOPMENT DEPARTMENT

6550 MILES AVENUE

HUNTINGTON PARK, CA 90255

TEL: (323) 584-6210 FAX: (323) 584-6244

TENTATIVE PARCEL / TRACT MAP (TPM/TTM) APPLICATION GUIDELINES

Applications for a TPM/TTM are processed by the Community Development Department, Planning Division.

I. Preliminary Review

Prior to applying for a TPM/TTM, it is highly recommended that a Preliminary Review be submitted and checked. This procedure notifies the potential TPM/TTM applicant, in advance, of the Department's requirements and recommendations to the Planning Commission. The Preliminary Review consists of three (3) sets of plans including the information required in No.1 (see below) along with a \$930.00 review fee. The Preliminary Review is designed to allow applicants to be informed of the Community Development Department's recommendations and requirements prior to preparing the complete TPM/TTM package and paying the required fees. This review may not include recommendations and requirements of other Departments or Agencies (e.g. Building and Safety, Fire, County Health).

II. Complete TPM/TTM Package

Materials necessary to process a TPM/TTM include:

1. Fifteen (15) copies of proposed Plot Plan drawing of lot split/tie drawn to scale showing the following:
 - A. Floor minor land division number assigned by the County Engineer.
 - B. The name, address, and other identification of the owner whose property is proposed to be divided and the name, address, and other identification of the divider;
 - C. The name, address, and other identification of the person who prepared the map and the data preparation;
 - D. The north point and scale (not less than one inch equaling fifty (50') feet);
 - E. The location and outline to scale of each existing building and structure to remain and be maintained;
 - F. The location, name, and width of adjacent streets and alleys;
 - G. The location and outline to scale showing easements on the property, driveways, and property lines of the area covered in the legal description;
 - H. The lot lines and approximate dimensions and designation of each proposed lot or parcel, beginning with the letter "A";
 - I. The width and location of all existing and proposed public utility and private easements;
 - J. The location of existing building setback lines;
 - K. The source of water supply, proposed method of sewage disposal, and proposed pattern of surface drainage; and
 - L. The lot split/tie drawing shall be drawn to scale and all property lines, structure, driveways, etc. shall be completely dimensioned.
2. Two (2) copies of reduced plans, either 8 ½" x 11" or 11" x 17".
3. One (1) CD Rom containing all files in digital PDF and JPEG formats.
4. Two (2) sets of 300 foot Public Notice Radius Maps and Mailing Labels (see attached example)
5. TPM/TTM Application (fully completed, see attached).
6. Environmental Checklist Form (fully completed, see attached).
7. Photographs of Site and Adjacent Properties.
8. Required Fees:
 - A. \$2,644.00 for TPM/TTM
 - B. \$ 285.00 for Environmental Review (minimum)

\$2,929.00 Total

How is the application processed?

Tentative Parcel/Tract Maps are approved based upon the discretion (subject to appeal) of the Planning Commission. Upon the submittal of the above mentioned materials and payment of fees, the proposal will be given a case number (e.g. 1741- TPM/TTM), and be scheduled for the earliest appropriate Redevelopment Agency meeting (if necessary) and Planning Commission meeting. Assuming the materials submitted are accurate and complete, Community Development Department staff can process the application and present it to the Planning Commission within approximately one month from the submittal date. The processing includes the notification of all property owners within 300 feet of the site (or as required by the California Environmental Quality Act if applicable), a notice of the request advertised in a newspaper of general circulation and the preparation of a staff report (subject to environmental analysis and findings as required by the California Environmental Quality Act) for the Planning Commission.

It is recommended that the applicant and/or representative attend the meeting, and be prepared to answer questions and present evidence supporting the requested TPM/TTM.

The Planning Commission is very interested in hearing all views concerning the proposed TPM/TTM, and how it applies to the required findings. It is suggested that the applicant prepare themselves to answer questions pertaining to the required findings during the public hearing.

A Community Development Department report will be available at the Community Development public counter on the Monday before the Planning Commission meeting. A copy of the report will also be provided to the applicant prior to the meeting.

What happens after the Planning Commission's decision?

After publicly discussing the case, the Planning Commission may approve, deny, or continue the case to a later meeting for further study.

It is important to know that if an application is approved, it does not become final until fifteen (15) days after the date of approval. During this time an appeal may be filed by the applicant or anyone requesting that the City Council reverse or modify the decision of the Planning Commission. An appeal may be filed and paid for at the City Clerk's Office in City Hall. The appeal will then be scheduled to be heard by the City Council which may affirm, modify or overturn the Planning Commission action.

What are "conditions" of approval?

If the applicant is approved, the TPM/TTM will contain certain conditions affecting operation or maintenance of the use. The Community Development recommends conditions to the Commission for the mitigation and/or improvement of the individuals' circumstances to ensure the compatibility of the use with surrounding land uses.

For further information, please contact the Planning Division by calling (323) 584-6210 between 7:00 a.m. and 5:30 p.m. Monday through Thursday.

**Attachments: Tentative Parcel/Tract Map Application
Environmental Checklist Form
Radius Map Guidelines
Other Guidelines May be Available as Requested**



CITY OF HUNTINGTON PARK
 Community Development Dept. • Planning Division
 6550 Miles Avenue, Huntington Park, CA 90255
 Tel. (323) 584-6210 • planning@hpca.gov

TENTATIVE PARCEL/ TRACT MAP APPLICATION

FOR OFFICE USE ONLY

Date Filed: _____ File No.: _____ Fee/Receipt No.: **\$2,644.00** Initials: _____

Project is hereby made to the Huntington Park Planning Commission requesting approval for a lot split/tie for the following described property.

1. Property Address: _____

2. Legal description (give exact legal description of entire ownership proposed to be split/tied):

3. Assessor's Parcel Number(s): _____

4. Record owner(s) of property:
 Name: _____
 Mailing address: _____

Phone 1: _____ Phone 2: _____ Email: _____

5. Property owner(s) representative:
 Name: _____
 Mailing address: _____

Phone 1: _____ Phone 2: _____ Email: _____

Relationship to owner(s) (engineer, contractor, attorney, purchaser, lessee):

6. Does any adjoining properties belong to the owner(s) involved in this application? Yes No
 Describe: _____

7. How long has the owner(s) held title to this property? _____

8. Are there any easements controlling the use of this property? Yes No

Describe: _____

Expiration Date: _____

9. Are there any private or deed restrictions controlling use of the property? Yes No

Describe: _____

Expiration Date: _____

10. Proposed Purchaser:

Name: _____

Mailing address: _____

Phone 1: _____ Phone 2: _____ Email: _____

Expiration Date: _____

11. Present use of property: _____

12. Proposed use of property: _____

13. Present Zoning: _____

14. Total square feet of the existing undivided parcel to be split: _____

15. Total square feet of each parcel be consolidated: _____

16. Lot Split/Tie applied for (describe the split or tie proposed and give the boundary dimensions and square footage of each parcel proposed to be created or consolidated): _____

17. How is access to be provided? (Describe) _____

18. How is water to be provided? (Describe) _____

Water Company: _____

19. How is gas to be provided? (Describe) _____

Gas Company: _____

20. How is electricity to be provided? (Describe) _____

Electricity Company: _____

21. How are sewers to be provided? (Describe) _____

22. In a lot split/tie proceedings, it shall be shown that the following circumstances are found to apply (give full and complete answers):

a. The granting of such lot split/tie will not be materially detrimental to the public welfare, injurious to the property or improvements in the vicinity and zone in which said land is located, and will not be contrary to or adversely affect the comprehensive zoning plan for the City because: _____

b. Proper and adequate provisions has been made for access to the land to be sold, divided or subdivided and also to the portion of the land remaining, or access to said land is by means of decided streets of a sufficient width and state of improvements to adequately serve the land described in this application because: _____

c. Proper and adequate provisions have been made for all public utilities and public services, including sewers, because: _____

d. The land described in this application will not be divided or sold off in the portions having an area less than that required by the Zoning Ordinance, or having an area less than the average of the area of the single parcels of land in the surrounding vicinity, because: _____

CERTIFICATE AND AFFIDAVIT OF APPLICANT: I/We certify that all statements made on this application are true and complete to the best of my knowledge. I/We understand that any false statements may result in denial of the requested permit or revocation of any issued permit. I/We further certify that I am, or have permission by, the property owner to conduct the proposed development applied for herein.

Applicant Signature (Required)

Date _____

Print Name

Note: If the applicant is not the property owner, the owner of the property must sign the application or a written authorization must be submitted so that the applicant may file the application.

Property Owner Signature (Required)

Date _____

Print Name