



City of Oakley
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Applicant's Guide to Procedures SUBDIVISIONS (Tentative Maps and Tentative Parcel Maps)

The State Subdivision Map Act authorizes local governmental agencies to regulate and control the design and development of subdivisions. A subdivision is defined as the division of any improved or unimproved land for the purpose of sale, lease, or financing. A subdivision also includes the conversion of a structure to condominiums. Subdivision regulations and review procedures for a division of property into five or more lots requires a Tentative Map approval; four lots or less requires Tentative Parcel Map approval. The subdivision review procedure is designed to ensure that such things as street alignments, drainage and sanitary facilities, location and size of easements and rights-of-way, trees, traffic access, grading, and numerous other features conform to City regulations and are arranged in the best possible manner to serve the public. Subdivision maps are evaluated for consistency with the General Plan and zoning designation and the compatibility of the site plan and public improvements with surrounding development.

A request for a Tentative Parcel Map requires at least one (1) public hearing before the Oakley Planning Commission. A request for a Tentative Parcel Map requires at least two (2) public hearings, one before the Planning Commission and one before the City Council. Vesting Tentative Maps are subject to the same requirements and process. Processing time is normally 3-6 months; however, it is dependent on a complete application submittal, any other required entitlements associated with the project, and the number of applications before the City. Larger subdivisions or those with environmentally sensitive issues, or that require an Environmental Impact Report or additional studies may take longer to process. The contents of Application submissions shall be reviewed for compliance with the submittal requirements below. Applications submitted without the required information are not required to be accepted for processing. When submitting to the Planning Division, all items must be submitted at one time. Please use the following checklist to ensure a complete application is submitted to the City. Unless noted otherwise, plans must be submitted electronically via email to the Oakley Planning Division at: PlanningGroup@ci.oakley.ca.us.

Checklist on next page...

Step 1 – Application Submittal

The applicant should submit the completed formal application packet to the Planning Division. The Project Planner will review the materials to ensure that all of the required information is submitted. The following items must be submitted at time of formal application:

- Application deposit fee for Tentative Map or Tentative Parcel Map.
- One (1) copy of the completed Universal Application Packet with all necessary signatures.
- Letter of Authorization from property owner(s) if represented by a third party.
- Public Notification Package. This Package contains the following:
 - ___ Completed Public Notification Information form.
 - ___ One (1) set of Contra Costa County Assessor's map(s), prepared by a Title Company, marked up showing the entire property outlined in red with a green line encircling the property at a distance of 500 feet from the property line. Each parcel lying wholly or in-part within the 500 feet shall have its Assessor's number colored yellow with a "highlighter" pen or yellow colored pencil. Assessor's maps must be 11" x 17" (full size) at true scale and not reduced.
 - ___ One (1) copy of mailing label list, prepared by a Title Company. A typed list of all affected property owners' parcels highlighted in yellow as above; by Assessor's Parcel Number with names and address. The mailing label list shall include the name and address of the subject property owner, applicant, and the agent or individual responsible for the request. Please ensure the mailing labels only include the mailing addresses of property owners. Site addresses for absentee owners are not required, and if included by the title company should be clearly labeled as "current resident" and not "absentee owner."
- Preliminary Title Report or Condition of Title Guarantee. Report must include owners, legal description, and easements. Please Note: updated documentation could be requested depending on the date of the documents submitted.
- One (1) electronic copy of fully dimensioned Tentative Map to scale indicating:
 - ___ Project name, north arrow, vicinity map, scale and date of preparation.
 - ___ Name, address, and phone number of owner/applicant and person preparing plans.
 - ___ Acreage, building square footage, percent of landscape coverage, parking requirements.
 - ___ Dimensions of each lot.
 - ___ Existing and proposed structures and/or features such as buildings, fences, sound walls and trees. Show septic system and/or well if applicable.

- ___ Names of adjoining landowners and existing land uses on adjoining properties.
 - ___ Easements, public right-of-ways, zoning designation, land use designation, and limits of 100 year floodplain (if applicable).
 - ___ Existing and proposed building dimensions, setbacks, footprints and lot coverage.
 - ___ Driveways, including width and distance to property lines and/or street corners.
 - ___ Frontage Landscaping including location of landscaping, trees, sidewalk and sound walls.
 - ___ Existing and proposed lot dimensions, setbacks, footprints and lot coverage.
 - ___ Fencing/wall details.
 - ___ Phasing lines if necessary.
- One (1) electronic copy of a Preliminary Grading and Drainage Plan drawn to scale indicating:
- ___ Project name, north arrow and scale.
 - ___ All existing and proposed grades on site and on adjacent properties.
 - ___ Grades and slopes for all accessible paths of travel.
 - ___ All cut/fill slopes.
 - ___ Pad elevations of proposed buildings and existing/approved buildings on adjacent properties.
 - ___ Location and elevations of proposed retaining walls.
 - ___ All true elevations including contours, spot elevations, existing and post project elevations.
 - ___ Method of drainage.
 - ___ Drainage flow lines.
 - ___ Water and sewer lines.
 - ___ Grading quantities.
 - ___ Any existing utility structures.

If Applicable:

- a) Application Materials associated with any other type of entitlement tied to the project (i.e. Design Review materials if seeking approval of a development – see Applicant's Guide to Design Review)
- b) One (1) electronic copy of Traffic Impact Study (This is only for projects generating more than 100 peak hour trips), TIS Memo VMT Analysis. Engineering Staff can assist in verifying which type of analysis is required based on the specifics of the proposed project.
- c) One (1) electronic copy of a Geotechnical Study. Please contact the Engineering Department for specific requirements.

- d) One (1) electronic copy of the East Contra Costa County Habitat Conservation Plan and Natural Community Conservation Plan Application Form and Planning Survey Report. A copy of the Application and Planning Survey Report is available at: <http://www.co.contra-costa.ca.us/depart/cd/water/HCP/project-permitting.html>
- e) One (1) electronic copy of a Stormwater Control Plan for projects creating or replacing 10,000 sq. ft. of impervious area. A Stormwater C.3 Guidebook is available on the Clean Water Program's website at www.cccleanwater.org (Please see the Engineering Department for more information).
- f) Other information deemed necessary by the Planning Division.

Note: Additional issues and/or project conditions may result in changes to the project by either the applicant or from requests from the City and/or other reviewing agencies such as the East Contra Costa County Fire Protection District, Diablo Water District, Ironhouse Sanitary District, Contra Costa Health Department, etc.

Step 2 – Application Review

After the application is submitted to the Planning Division, the plans will be sent to the appropriate public agencies and City Departments involved in the project for their review and comment. The applicant will receive a response back within 30 days which either requests additional information and revisions or deems the application complete.

Step 3 – Environmental Review

Once the application has been deemed complete it will be determined whether the project is subject to an Initial Study, pursuant to the California Environmental Quality Act (CEQA) or if it is statutorily or categorically exempt. If an Initial Study is conducted and finds no significant environmental impacts are anticipated, a Negative Declaration or Mitigated Negative Declaration (ND/MND) will be prepared. If it is determined that the project will have a significant environmental impact even after mitigation is implemented, an Environmental Impact Report (EIR) will be prepared and circulated for public review and comment. The ND/MND and EIR will result in additional processing time and costs, which will be determined after a scope of work is acquired for the analysis. Applicants are responsible to supplement the Developer Deposit account to cover all CEQA-related expenses.

Step 4 – Notice of Application and Public Hearing Board Installation

Upon the application being deemed complete, the applicant shall install a Notice of Planning Project Application and Public Hearing Sign on the project site in a location highly visible to the public and outside of the public right of way. The sign shall be designed consistent with the template as shown on the [City's website \(https://www.ci.oakley.ca.us/wp-content/uploads/2020/08/Project-Application-and-PHN-Board-Sign.pdf\)](https://www.ci.oakley.ca.us/wp-content/uploads/2020/08/Project-Application-and-PHN-Board-Sign.pdf) and meet the following design standards:

- Sign face shall be four feet (4') tall by eight feet (8') wide and consist of material that can withstand the weather for duration of the application and hearing process.
- Applicant is responsible to create and install the sign with all graphics and an 11" wide by 17" tall blank space for future placement of the Public Hearing Notice by City Staff.
- Posts shall be a minimum three feet (3') deep to ensure stability (Applicant is responsible for knowing locations of utilities prior to sign installation).

Step 5 – Finalization of Plans

If requested by the Project Planner, the applicant shall submit the following no less than three (3) weeks prior to the public hearing:

One (1) electronic complete set of plans that are consistent with the other documents provided over the course of the City's Review and with the comments received.

Step 6 – Planning Commission Hearing

For Tentative Parcel Maps (4 or fewer resulting parcels), the Planning Commission will, at a public hearing, either approve the Tentative Parcel Map as submitted, approve with modifications and non-standard conditions of approval, or deny the project. For projects that include a Tentative Map (5 or more resulting parcels), or legislative action (General Plan Amendment or Rezone), the Planning Commission will make a recommendation regarding the entire project to the City Council which will have final decision making discretion.

Step 7 – City Council Hearing

For projects that include a Tentative Map (5 or more resulting parcels), or legislative action (General Plan Amendment or Rezone), the City Council will consider the recommendation of the Planning Commission and will, at a public hearing, either approve the project as submitted, approve with modifications, or deny the project.

Step 8 – Post-Entitlement

Projects will be required to pay the County Clerk and California Department of Fish and Wildlife fees (State Law - AB3158). Country Clerk filing fees for CEQA documents are \$50 per project approval. Current California Department of Fish and Wildlife CEQA Environmental Document Filings Fees can be found at the following website: <https://www.wildlife.ca.gov/Conservation/CEQA/Fees>

Applicant Acknowledgement

I certify that I (either the Applicant or Authorized Person) have read and understand all of the requirements detailed in the Applicant's Guide to Procedures. I further understand that there may be additional issues and/or project conditions placed on the project as a result in changes to the project by either the applicant or from requests from the City and/or other reviewing agencies such as the Fire District, Diablo Water District, Iron house Sanitary District, Contra Costa Health Department, etc.

Applicants Signature: _____ Date: _____