



## TENTATIVE PARCEL MAPS AND SUBDIVISION MAPS SUBMITTAL REQUIREMENTS

Planning Division

Revised: September 23, 2008

- Processing Time – Normally two (2) to three (3) months for a parcel map (less than five (5) lots), and three (3) to four (4) months for a subdivision map (five (5) lots or more). However, processing time is dependent upon the number of other pending projects and any environmental review requirements.
- In compliance with City Council Ordinance No. 733, the filing of any residential tentative subdivision map shall require the concurrent filing and processing by the Community Development Department of a Design Review Application pursuant to Chapter 17.820 of the Brentwood Municipal Code, referred to as Design and Site Development Review.

### Exceptions:

1. Residential tentative subdivision maps creating 15 lots or less, or
2. Residential tentative subdivision maps creating lots which are all greater than 15,000 square feet.

- Applicants or their representative(s) should be present at all public hearings to answer questions.
- This packet contains:
  1. City of Brentwood Universal Application
  2. Affordable Housing Ordinance
  3. Police Department Construction Job Site Security Plan Information and Guidelines
  4. Project Questionnaire for CEQA Compliance
  5. City of Brentwood Standard Conditions of Approval for Tentative Parcel Maps and Subdivision Maps

### **The following items will need to be submitted to initiate your project:**

- A) One (1) copy of the completed Universal Application including the complete Questionnaire for CEQA Compliance.
- B) The necessary application fee.
- C) Three (3) copies of an Arborist Report (required if there are any existing trees on the project site).
- D) Two (2) copies of a plan outlining how the project would meet the City's Affordable Housing Ordinance requirements. Details of the proposal should include numbers and design of housing units to be constructed on-site, location of units within the development, square footage of affordable units and lot sizes, etc.
- E) Twenty-Five (25) copies of a Tentative Map and Preliminary Grading Plan (to be prepared by a California registered civil engineer) drawn to scale indicating:

- \_\_\_\_\_ A title containing the subdivision number assigned by the County Recorder and subdivision name.
- \_\_\_\_\_ Lot dimensions.
- \_\_\_\_\_ The size in square feet of each lot proposed, reflected on the map or on a separate sheet.
- \_\_\_\_\_ Street right-of-way dimensions.
- \_\_\_\_\_ Existing easements.
- \_\_\_\_\_ Lots numbered.
- \_\_\_\_\_ Street names.
- \_\_\_\_\_ Project name.



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- \_\_\_\_\_ Summary information including the zoning, existing assessor's parcel numbers, owner, developer, and engineer.
  - \_\_\_\_\_ Phasing plan for developments with more than 50 lots.
  - \_\_\_\_\_ Public facilities required (school) park sites, electric substations, fire stations (subdivision).
  - \_\_\_\_\_ Locations of all existing and proposed driveways within 100 feet of the subject property, on both sides of the street.
  - \_\_\_\_\_ Existing contours...2" intervals for slopes less than 10% extending a minimum of 200 feet outside the perimeter of the property.
  - \_\_\_\_\_ Existing contours...5" intervals for slopes more than 10% extending a minimum of 200 feet outside the perimeter of the property.
  - \_\_\_\_\_ Pad elevations.
  - \_\_\_\_\_ Proposed street grades and indicate high/low points (subdivisions).
  - \_\_\_\_\_ Proposed embankments for cut and fill and indicate slopes (2:1, 3:1, 4:1, etc.) (subdivision).
  - \_\_\_\_\_ Existing and proposed drainage facilities (subdivision), irrigation ditches and culverts and the direction of flow.
  - \_\_\_\_\_ Trees numbered to correspond to the arborist report, if required.
  - \_\_\_\_\_ Trees to be removed "X'd" out.
  - \_\_\_\_\_ Grading around trees to be saved.
  - \_\_\_\_\_ House footprints on lots with trees.
  - \_\_\_\_\_ North arrow and scale.
- G) Four (4) copies of a Stormwater Control Plan (SCP) if more than 10,000 sq. ft. of impervious surface is being added.
- H) Twenty-five (25) reduced copies (11" x 17") of the proposed map for reproduction purposes.
- I) One (1) copy of a preliminary title report on the subject property(ies) no more than six (6) months old at the time of submittal.
- J) One (1) copy of a preliminary soils geotechnical report prepared by a California registered soils engineer or engineering Geologist (subdivisions only).
- K) One (1) copy of a biological survey prepared by a California-qualified biologist.
- L) Prior to determination that the application is complete, signage must be posted on the property in accordance with the Brentwood City Council Ordinance 665, as determined by Community Development Staff.
- M) One (1) copy of a cultural resources study.
- N) Phase One Environmental Site Assessment.
- O) Additional information as deemed necessary by the Community Development Department.
- P) One (1) CD – RW disk containing all plans in PDF format.

**NOTE: All maps larger than 8 ½" x 11" must be assembled and folded prior to submittal.**



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**Environmental Review:**

If the environmental determination prepared by the Community Development Department indicates that the preparation of an Environmental Impact Report is necessary, additional time will be necessary to allow for preparation and processing of the Environmental Impact Report. The environmental determination must be made within thirty (30) days from the date that an application is determined to be complete.

**Public Notice:**

A public hearing notice is placed in the Brentwood Press or Contra Costa Times at least ten (10) days prior to the hearing and property owners within 300 feet of the property involved are notified of the hearing.

If you have any questions, please call the Community Development Department at (925) 516-5405.

**NO APPLICATION WILL BE CONSIDERED COMPLETE, NOR BE PROCESSED, UNTIL ALL OF THE ABOVE INFORMATION IS SUBMITTED TO THE SATISFACTION OF THE COMMUNITY DEVELOPMENT DEPARTMENT.**