



CITY OF  
ARCADIA

TTM \_\_\_\_\_

## TENTATIVE TRACT MAP APPLICATION

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**PLEASE COMPLETE THE FOLLOWING INFORMATION (REQUIRED):**

PROJECT ADDRESS \_\_\_\_\_

ZONE CLASSIFICATION \_\_\_\_\_

**APPLICANT(S) NAME** \_\_\_\_\_

MAILING ADDRESS \_\_\_\_\_

CITY \_\_\_\_\_ STATE \_\_\_\_\_ ZIP \_\_\_\_\_

E-MAIL ADDRESS \_\_\_\_\_

TELEPHONE NO. \_\_\_\_\_

**PROPERTY OWNER(S) NAME** \_\_\_\_\_

MAILING ADDRESS \_\_\_\_\_

CITY \_\_\_\_\_ STATE \_\_\_\_\_ ZIP \_\_\_\_\_

E-MAIL ADDRESS \_\_\_\_\_

TELEPHONE NO. \_\_\_\_\_

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**DATE OF STRUCTURE  
CONSTRUCTED/AGE:** \_\_\_\_\_

**NUMBER OF UNITS TO BE  
DEMOLISHED:** \_\_\_\_\_

**SUBJECT TO CERTIFICATE OF DEMOLITION:** ☐ YES ☐ NO

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**\*\*\*PLEASE ANSWER THE QUESTIONS ON PAGE 2\*\*\***

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THE APPLICANT AND PROPERTY OWNER HEREBY DECLARE UNDER PENALTY OF PERJURY THAT ALL THE INFORMATION SUBMITTED FOR THIS APPLICATION IS TRUE AND CORRECT. IN ADDITION, I/WE HEREBY GRANT THE CITY OF ARCADIA PERMISSION TO POST THE ARCHITECTURAL PLANS ASSOCIATED WITH THIS APPLICATION ONLINE.

\_\_\_\_\_  
APPLICANT'S SIGNATURE

\_\_\_\_\_  
DATE

\_\_\_\_\_  
PROPERTY OWNER'S SIGNATURE

\_\_\_\_\_  
DATE

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DATE FILED \_\_\_\_\_ RECEIPT NO. \_\_\_\_\_ PAID \_\_\_\_\_ RECEIVED BY \_\_\_\_\_

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**PLEASE ANSWER THE FOLLOWING QUESTIONS:**

**1. What is the proposed use? State exactly what is intended for the property.**

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**2. Total area of parcel(s) included in this application**

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**3. Total number of lots to be created (if condominium, list number of units)**

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**4. Area(s) of new parcel(s) -- square footage**

1. 

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2. 

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3. 

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**5. Engineer or Surveyors**

**Name:** 

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**Address:** 

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**Telephone No.**  
**(Daytime):** 

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**Email:** 

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## **FILING REQUIREMENTS**

**Note:** Incomplete applications will not be scheduled for public hearing. If it is determined after an application is filed that further information is necessary, a hearing will not be scheduled until said information is provided and the application deemed complete. To ensure that your application package is ready for review, please check-off the boxes next to the required application materials.

- ☐ Completed application form
- ☐ An Ownership Disclosure is required if the property is owned by a corporation, partnership, trust, or non-profit. The disclosure must reveal the agent for service of process or an officer of the ownership entity. The disclosure must list the names and addresses of all the owners and you must attach a copy of the current corporate articles, partnership agreement, trust, or non-profit document, as applicable.
- ☐ Environmental Information form
- ☐ Filing Fees – Single Family Lots \$2,886 (plus \$39 for each lot above 5)  
Condominiums \$1,661
- ☐ **Two separate checks** in the amount of \$75.00 **each** payable to the Los Angeles County Recorder.

These fees are charged by the County for the filing of the "Public Hearing Notice/Notice of Intent" and "Notice of Determination/Certificate of Fee Exemption" for your project. Your project is not operative, vested, or final until the handling fee is paid to the County and the documents are filed.

If your project is denied, the above-mentioned check will be returned to you.

- ☐ A radius map and mailing list:
  - ☐ A 300-foot radius map and a mailing list in an Excel format and one set of labels. The mailing list must be in an Excel format and saved on a USB drive. Each lot must be consecutively numbered to correspond to the property owners list, map, and Excel spreadsheet.

The spreadsheet must identify the following fields: 1) Assessor's Parcel Number; 2) Property Owner's Name; 3) Mailing Address; 4) City, State, and Zip Code. Each column heading must be in the same order as listed above.

The names and addresses of current property owners may be obtained at the Los Angeles County Assessor's office.

Alternatively, applicants may retain the services of a mapping consultant to generate the radius map, labels and electronic address list on an Excel spreadsheet on their behalf. A list of local mapping consultants may be obtained at the Planning Services offices.

- ❑ A separate label sheet, providing 3 labels each for the property owner, applicant, architect, contractor, and anyone else with an interest in the project that is to be contacted/copied with any relevant correspondence.
- ❑ Plans/Elevations: **Four (4) full sized plans, one (1) reduced copy at 11" x 17", and a digital file in PDF on a USB.** The full sized plans (site plan, floor plans, elevations, roof plans, and landscaping plan) must be drawn to scale and dimensioned to show the following:
  - ❑ Scale, north arrow, parkway width, and street address.
  - ❑ Street addresses and Assessor's Identification Number(s) (AIN) of lot or lots proposed for development.
  - ❑ Size and location of lot or lots proposed for development with accurate dimensions.
  - ❑ Location and size of all proposed structures (new and/or existing).
  - ❑ Location, size and number of all parking stalls.
  - ❑ Location of all landscaped areas. Percentage of landscaping shall be identified.
  - ❑ All existing easements.
  - ❑ Zone category in which the lots exists.
  - ❑ Owner's name, and applicant's name and telephone number.
  - ❑ Architect's or designer's name and telephone number.
- ❑ Photographs of the property involved on a scale large enough to illustrate the subjects under discussion
- ❑ Renderings, on a scale large enough to illustrate the subjects under discussion are always helpful and are suggested as exhibits with this application.

**AFFIDAVIT**

STATE OF CALIFORNIA  
CITY OF ARCADIA  
COUNTY OF LOS ANGELES

I, \_\_\_\_\_ hereby certify that the  
(print name)

attached list contains the names and addresses of all persons to whom all property is assessed as they appear on the latest available equalized assessment roll of the County of Los Angeles, within the area described on the attached application and for the required distance of notification from the exterior boundaries of the property described on the attached application. I also certify that the subject site described on the attached application contains no illegal lot splits or other divisions of land not specifically authorized by the City of Arcadia.

I certify under penalty of perjury that the foregoing is true and correct.

Signature: \_\_\_\_\_

Date: \_\_\_\_\_



FILE NO. \_\_\_\_\_

## ENVIRONMENTAL INFORMATION FORM

**PLEASE COMPLETE THE FOLLOWING INFORMATION (REQUIRED):**

**PROJECT LOCATION** \_\_\_\_\_

**APPLICANT(S) NAME** \_\_\_\_\_

**MAILING ADDRESS** \_\_\_\_\_

**CITY** \_\_\_\_\_ **STATE** \_\_\_\_\_ **ZIP** \_\_\_\_\_

**E-MAIL ADDRESS** \_\_\_\_\_

**TELEPHONE NO.** \_\_\_\_\_

**PROPERTY OWNER(S) NAME** \_\_\_\_\_

**MAILING ADDRESS** \_\_\_\_\_

**CITY** \_\_\_\_\_ **STATE** \_\_\_\_\_ **ZIP** \_\_\_\_\_

**E-MAIL ADDRESS** \_\_\_\_\_

**TELEPHONE NO.** \_\_\_\_\_

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:

**ZONING:** \_\_\_\_\_ **GENERAL PLAN DESIGNATION:** \_\_\_\_\_

**\*\*\*PLEASE COMPLETE THE PROJECT DESCRIPTION INFORMATION ON PAGE 2\*\*\***

**THE APPLICANT AND PROPERTY OWNER HEREBY DECLARE UNDER PENALTY OF PERJURY THAT ALL THE INFORMATION SUBMITTED FOR THIS APPLICATION IS TRUE AND CORRECT.**

\_\_\_\_\_  
APPLICANT'S SIGNATURE

\_\_\_\_\_  
DATE

\_\_\_\_\_  
PROPERTY OWNER'S SIGNATURE

\_\_\_\_\_  
DATE

**DATE FILED** \_\_\_\_\_ **RECEIPT NO.** \_\_\_\_\_ **PAID** \_\_\_\_\_ **RECEIVED BY** \_\_\_\_\_

## PROJECT DESCRIPTION:

1. Proposed use of site (project description):

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2. Site Size: \_\_\_\_\_ Sq. Ft. \_\_\_\_\_ Acre(s) \_\_\_\_\_

3. Square footage per building:

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4. Number of floors of construction:

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5. Amount of off-street parking provided:

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6. Proposed scheduling of project:

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7. Associated projects:

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8. Anticipated incremental development:

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9. If residential, include the number of units, schedule of unit sizes, range of sale prices or rents, and type of household sizes expected:

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10. If commercial, indicate the type, i.e. neighborhood, city or regionally oriented, square footage of sales area, and loading facilities, hours of operation:

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11. If industrial, indicate type, estimated employment per shift, and loading facilities:

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12. If institutional, indicate the major function, estimated employment per shift, estimated occupancy, loading facilities, and community benefits to be derived from the project:

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13. If the project involves a variance, conditional use permit or zoning application, state this and indicate clearly why the application is required:

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14. Are the following items applicable to the project or its effects? Discuss below all items checked yes (attach additional sheets as necessary).

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**YES   NO**

- |                          |                          |     |  |
|--------------------------|--------------------------|-----|--|
| <input type="checkbox"/> | <input type="checkbox"/> | 21. | Change in existing features of any hills, or substantial alteration of ground contours.  |
| <input type="checkbox"/> | <input type="checkbox"/> | 22. | Change in scenic views or vistas from existing residential areas or public lands or roads.   |
| <input type="checkbox"/> | <input type="checkbox"/> | 23. | Change in pattern, scale, or character of general area of project.   |
| <input type="checkbox"/> | <input type="checkbox"/> | 24. | Significant amounts of solid waste or litter.  |
| <input type="checkbox"/> | <input type="checkbox"/> | 25. | Change in dust, ash, smoke, fumes, or odors in vicinity.   |
| <input type="checkbox"/> | <input type="checkbox"/> | 26. | Change in ground water quality or quantity, or alteration of existing drainage patterns.   |
| <input type="checkbox"/> | <input type="checkbox"/> | 27. | Substantial change in existing noise or vibration levels in the vicinity.  |
| <input type="checkbox"/> | <input type="checkbox"/> | 28. | Is site on filled land or on any slopes of 10 percent or more?   |
| <input type="checkbox"/> | <input type="checkbox"/> | 29. | Use or disposal of potentially hazardous materials, such as toxic substances, flammable or explosives  |
| <input type="checkbox"/> | <input type="checkbox"/> | 30. | Substantial change in demand for municipal services (police, fire, water, sewage, etc.)  |
| <input type="checkbox"/> | <input type="checkbox"/> | 31. | Substantial increase in fossil fuel consumption (electricity, oil, natural gas, etc.)  |
| <input type="checkbox"/> | <input type="checkbox"/> | 32. | Relationship to a larger project or series of projects   |
| <input type="checkbox"/> | <input type="checkbox"/> | 33. | Has a prior environmental impact report been prepared for a program, plan, policy or ordinance consistent with this project?                   |
| <input type="checkbox"/> | <input type="checkbox"/> | 34. | If you answered YES to question no. 33, may this project cause significant effects on the environment that were not examined in the prior EIR? |

**Environmental Setting**

35. Describe (on a separate sheet) the project site as it exists before the project, including information on topography, soil stability, plants and animals, any cultural, historical or scenic aspects. Describe any existing structures on the site, and the use of the structures. Attach photographs of the site. (Snapshots or Polaroid photos will be accepted.)
36. Describe (on a separate sheet) the surrounding properties, including information on plants, animals, any cultural, historical, or scenic aspects. Indicate the type of land uses (residential, commercial, etc.), intensity of land use (one-family, apartment houses, shops, department stores, etc.), and scale of development (height, frontage, set-backs, rear yards, etc.). Attach photographs of the vicinity. Snapshots or Polaroid photos will be accepted.



**Certification**

I hereby certify that the statements furnished above and in the attached exhibits present the data and information required for this initial evaluation to the best of my ability, and that the facts, statements, and information presented are true and correct to the best of my knowledge and belief.

Date \_\_\_\_\_

\_\_\_\_\_  
(Signature)

For \_\_\_\_\_

**PLEASE NOTE**

Pursuant to California Fish and Game Code Section 711.4, the following filing fees may be imposed, as applicable, by the California Department of Fish and Game to defray the costs of managing and protecting California's vast fish and wildlife resources. For further information, see [http://www.dfg.ca.gov/habcon.ceqa\\_changes.html](http://www.dfg.ca.gov/habcon.ceqa_changes.html)

**Related Fees**

- Certified Regulatory Program - \$1,401.75
- Negative Declarations and Mitigated Negative Declaration - \$2,968.75
- Environmental Impact Report - \$4,123.50