



CITY OFMAYWOOD
Building and Planning Department
4319 E. Slauson Avenue
Maywood, CA 90270

Date: _____

No: _____

SUBDIVISION APPLICATION

1. Street Address: _____

Between: _____ and _____

2. This parcel/tract map has been filed to:

a. Divide _____ parcel(s) into _____ parcels

b. Condominium (conversion) approval for _____ units

c. Others: _____

3. Applicant:

4. Engineer of Licensed Surveyor

Name

Name

Address

Title

City, Zip Code

Company

Phone/Fax

Address

City, Zip Code

Phone/Fax

5. Names and Address of record property owners(s): (attach additional sheet if more space needed).

Name

Name

Address

Address

City, Zip Code

City, Zip Code

Phone/Fax

Phone/Fax

6. Assessor's Parcel No. of Parcel(s) being subdivided:

Book _____ Page _____ Parcel(s) _____

7. Parcel(s) are/is zoned: _____

Date: _____

No: _____

8. Describe the present use of the site and list all structures found on the property. (Single-family detached house, condominium, industry, etc.)

9. Give a detailed description of the land and land uses in all directions surrounding the project site.)

10. Give detailed description of proposed use. List all structures proposed.

Under the provisions of Title 9 of the Maywood Municipal Code, application for consideration of a Subdivision for the above described property.

Date: _____

No: _____

STATE OF CALIFORNIA
COUNTY OF LOS ANGELES
CITY OF MAYWOOD

SS.

All owners in the presence of a notary must sign this section.

I/We _____

The undersigned, depose and say that I/We am/are the owner(s) of the property involved in this application and that I/we have familiarized myself/ourselves with the rules and regulations for the City of Maywood with respect to preparing and filing this application and that the foregoing statements herein contained and the information on all documents and all plans attached hereto are in all respects true and correct to the best of my/our knowledge.

Date

Owner

Owner

Owner

Notary Public

The above application, together with all drawings, and plot-plan, conforming to all rules and regulations of the City of Maywood governing the filing of such applications, received in the office of the Maywood City Clerk on _____, 20 ____.

City Clerk (Deputy City Clerk)

Date: _____

No: _____

SUBDIVISION PROCEDURES

A Tentative map shall be submitted to the Planning Department in accordance with the Maywood Zoning Ordinance and Subdivision Map Act prior to the submission for approval of a parcel map or final map of a subdivision. A tentative map shall be prepared by a registered civil engineer or licensed surveyor. Before submitting a tentative map, the registered engineer or licensed surveyor shall obtain a map number from the County Engineer.

Following submittal, the City has 30 days to determine whether the application is complete. Applicants will be notified of incomplete applications. No application will be scheduled for hearing until it is deemed to be complete. The City will review the tentative subdivision map for compliance with the City Subdivision Ordinance and the State Subdivision Map Act.

A final map is required for all subdivisions, except where:

- a) The land before the division contains less than five acres, each parcel created by the division abuts upon a maintained public street or highway and no dedications or improvements are required; or
- b) The land consists of a parcel or parcels of land having approved access to a public street or highway which comprises part of a tract of land zoned for industrial or commercial development; or
- c) The land is divided into four (4) or less parcels. A parcel map is required for all subdivisions for which a final map is not required.

Where the City Engineer processes a final or parcel map under the provision of the Subdivision Map Act, the subdivider shall pay processing fee to the City Engineer in addition to all other fees and charges required by law.

Following the satisfactory completion of the staff level review and agency comments, the application will be submitted for Planning Commission recommendation. The Planning Commission shall be responsible for recommending approval, conditional approval, or denial of the application and reporting its action to the City Council. The City Council has final jurisdiction in the approval, conditional approval, or disapproval of tentative maps and final tract maps, reversion to acreage and improvement agreements and the acceptance by the City of such land and/or improvements as may be proposed for dedication to the City for land divisions. The Planning Commission meets the third Tuesday of each month. Upon receipt of the report from the Planning Commission, the matter shall be set for public hearing before the City Council at its next most convenient regularly scheduled meeting, which is thirty (30) days after the receipt of the report. The City Council meets every 2nd and 4th Tuesday of the month.

Approval of Parcel/Final Maps: A parcel/final map shall be submitted to the City engineer for examination and approval. The City engineer shall upon completion of his examination of the parcel map and receipt of the reports from the City officers and departments, approve the map if it conforms to the tentative map, as approved, and the conditions of approval of the tentative map and all applicable requirements of this Maywood Subdivision Ordinance and of the Subdivision Map Act have been complied with. All pertinent utility conditions must be met.

The applicant shall be responsible for recordation of the final map to the County Recorder.

Date: _____

No: _____

The following is required when submitting a final and/or parcel map:

1. Fifteen (15) copies of the tentative map, on 18" x 26" paper, drawn to a scale of one inch equals 50 feet (1" = 50') for small subdivisions and one inch equals 100 feet (1" = 100') for larger subdivisions, unless otherwise approved by the Director of Planning. **Maps must be folded upon submittal.**
2. One reproducible 8½" x 11" to scale, legible copy of the subdivision map.
3. One 8½" by 11" reproducible, legible copy of an area map showing specific land uses (buildings, houses, parcel lines and parcel sizes) for the adjacent parcels in each direction from subject property
4. One copy of the subdivision map application, signed by all property owners.
5. One copy of the current deed.
6. A Final map will be required and the applicant shall be responsible for filing this with the County Clerk.
7. Fees. **\$1,175.00 (\$1000.00 application fee + \$150.00 environmental review fee + \$25.00 Fish and Game Administrative fee). Please make a separate check for the Fish and Game Dept payable to the Los Angeles County Clerk.**

Tentative Tract Map

The tentative map shall show and contain, or be accompanied by, the following matters as an aid to the advisory agency in its consideration of the design of the division of land:

- a) The map number.
- b) Sufficient legal description of the land as to define the boundaries of the proposed division of land.
- c) Name, address and phone number of subdivider/owner and or Registered Civil Engineer or Licensed Surveyor who prepared the tentative map.
- d) The locations, names and existing widths of all adjoining highways, streets and ways.
- e) The width and approximate grades of all highways, streets and ways within such proposed division of land.
- f) The widths and approximate locations of all existing and proposed easements, whether public or private, including but not limited to those for roads, drainage, sewage disposal, fire fighting access, and public utility purposes. The subdivider or his agent shall certify by an affidavit or by a declaration made under penalty of perjury pursuant to Section 2015.5 of the Code of Civil Procedure that all existing easements of record are shown on the tentative map.
- g) Approximate radius of all curves.
- h) The approximate lot layout and the approximate dimensions of each lot.
- i) Approximate locations of all areas subject to inundation or storm water overflow and the locations, widths and directions of flow of all watercourses.
- j) Source of water supply, if any.
- k) Proposed method of sewage disposal. Where public sewers are not available and where private sewage disposal systems will be utilized, the results of percolation tests shall be submitted in accordance with the recommendations of the City Engineer. The location of any existing sewage disposal systems which is proposed to remain in the division of land shall be shown on the tentative map.
- l) The proposed use of the property.
- m) Proposed public areas, if any.

Date: _____

No: _____

- n) Approximate contours at sufficient intervals to determine existing topography and all proposed grading.
- o) Date, north point and scale.
- p) Number for each lot.
- q) Approximate location of each area covered by trees with a statement of the nature of the cover and the kind and approximate location and size of all trees standing within the boundaries of the proposed public rights of way.
- r) Approximate location and outline to scale of each building or structure which is not to be removed in the development of the division of land.
- s) Each Street shown by its actual street name or by temporary name or such letter for purposes of identification until the proper name of such street is determined.
- t) A geological report to determine whether the property to be divided is subject to an existing or potential geological hazard, and/or a written report stating how the geological conditions will affect the proposed development shall be submitted whenever required by the City Engineer. The report shall be prepared by an engineering geologist certified by the State Board of Registration for Geologists of the State of California.
- u) In a division of land consisting of a condominium project as defined in Section 1350 of the Civil Code or a community apartment project as defined in Section 11004 of the Business and Professions Code, a lease project or a mobile home division of land, both as defined in this ordinance, a tentative map shall show the general location of all buildings and other structures to be erected, or maintained, the distances to the unit lines from all said buildings and structures and the means of access thereto.
- v) A written statement by the Registered Civil Engineer or Land Surveyor as to whether or not he will set boundary monuments prior to filing with the County Recorder of the final map.
- w) A statement of the existing zoning and if a zone change is proposed, the requested zoning for all real property within the division of land.
- x) A vicinity map showing the location of the division in relation to the nearest existing cross streets. If it is impossible or impracticable to place upon the tentative map any matter required by this section, such information shall be submitted with the map.
- y) One print of the most recent Assessor Map Book page or pages covering the proposed division of land, together with a copy of the most recent tax bill, or other document satisfactory to the Director of Community Services, showing the fair market value of the land and the affected tax parcels.

Final/Parcel Map

At the time of submittal of the final map or parcel map, or prints thereof, the following matters shall be submitted to the City Engineer as an aid in the processing of the final maps:

- a) Complete copies of all deeds referenced on the map or required for the interpretation of deeds referenced on the map.
- b) Complete copies of all field book pages referenced on the map.
- c) Complete copies of all other documents and information referenced on the map.
- d) Mathematical traverses, in a form acceptable to the City Engineer, of the boundary of the division of land, block boundaries, not—a—part areas, centerline loops, and each lot or parcel shown on the map and any others that may be required by the City Engineer.
- e) A print of the most recent Assessor Map Book pages or pages covering the proposed division of land.
- f) A copy pf the Conditions of Approval.
- g) A copy of the approved tentative map.