



# CITY OF ORINDA

## *Subdivision Permit Application*

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The Subdivision Permit Application follows the guidelines of California state code specified in the **Subdivision Map Act**, Division 2 of Title 7 and the regulations set forth in Orinda Municipal Code Chapter 16.04.

**Tentative Maps** must be submitted prior to seeking approval of final or parcel maps.

**A Vesting Tentative Map** may be filed instead. In most cases, the subdivision ordinance applies to vesting tentative maps, and the same procedure as that for tentative maps is followed.

**Final maps** must be submitted for approval of subdivisions creating five or more lots, five or more condominiums or a community apartment project containing five or more lots. (See Civil Code Section 783 and Government Code Section 66426.)

**Parcel maps** must be submitted for all subdivisions that are not required to submit a final map, except those created by short-term leases of a portion of the operation right-of-way of a railroad corporation (Public Utilities Code Section 230).

Requests for **Exceptions** and **Variances** may be made for street improvements, widths, grades, and other subdivision matters. Variances may be made from zoning requirements. The following are grounds for granting exceptions [16.12.010]:

- A. There are unusual circumstances or conditions affecting the property.
- B. The exception is necessary for the preservation and enjoyment of substantial property rights of the applicant.
- C. The granting of the exception will not be materially detrimental to the public welfare of injurious to the other property in the territory in which the property is situated.

**Voluntary Mergers** of contiguous parcels are covered under the Lot Line Adjustment Application.

### **About the Process**

Complete this application and submit it along with a general application form. Take care to give responses to the findings that are requested in this application because they will be used by the decisionmaker to evaluate the compliance of the application with city code. When the application is complete, schedule a meeting with a planner to review the application. In the case of tentative maps for subdivisions with 5 or more lots the decisionmaker is the Planning Commission. In the case of tentative maps for subdivisions of four or less lots, the Zoning Administrator may be the decisionmaker [16.08.010]. Final maps are approved by City Council.

Within 30 days of receipt of application planning staff may hold a conference with all interested parties. After approval is received for the tentative map, complete construction plans for the improvements required must be submitted to the Planning Department [16.32]. For a more detailed discussion of the application process see the general application packet.

## **APPLICATION CHECKLIST**

A copy of this checklist with a checkmark next to each item will be required. ***The application will not be accepted for processing unless all pertinent information required by the attached checklist is provided.***

\_\_\_\_ A. Completed General Application Form and the attached specific application form.

\_\_\_\_ B. Completed checklist signed and dated (this list).

\_\_\_\_ C. Fees payable upon submission.

### Major Subdivision

Tentative Map	Staff hourly rate charges. A deposit will be required before work commences.
Vesting Tentative Map	
Time Extension	
Mailing ( <i>City will prepare</i> )	\$183
10% General Plan Update surcharge fee	_____

### Minor Subdivision

Tentative Map	Staff hourly rate charges. A deposit will be required before work commences.
Vesting Tentative Map	
Time Extension	
Mailing ( <i>City will prepare</i> )	\$183
10% General Plan Update surcharge fee	_____

Inquire of Staff concerning Final Map and Parcel Map Fees, Inspections of Improvements, Plan Checking Fees, and Subdivision Agreement Form Fees.

### **For Tentative Maps and Vesting Tentative Maps:**

Twenty-five (25) prints of the map must be submitted for subdivisions of five or more lots and twelve (12) prints must be submitted for subdivisions of four lots or less.

Section 16.20.020 and 030

### **Additional Requirements for Vesting Tentative Maps Only:**

All information required to be submitted with a Preliminary Development Plan (84-66.1006 county code).

### **For Final and Parcel Maps:**

Three sets of the map and certificate sheet must be submitted for review before the certificates on the original tracings are executed. Additionally, the current preliminary title report, traverse sheets prepared by the subdivider's engineer showing mathematical closures of subdivision's exterior boundaries, and fee must be submitted.

\_\_\_\_ A. Subdivision boundary indicated by solid black line one-sixteenth inch wide.

\_\_\_\_ B. Circle or other designs must not be drawn around lot letters or numbers.

\_\_\_\_ C. Title Sheet with the following:

1. Subdivision number at top of sheet that is larger print and dominant to title
2. Location of property
3. Subdivision name (optional) below subdivision number
4. Property entirely within unincorporated territory must have "In the County Contra Costa" in the titles.
5. Property partially within unincorporated territory and partly within incorporated city must have the words "Lying within the County of Contra Costa and partly within the City of \_\_\_\_\_".

\_\_\_\_ D. Affidavits, certificates, and dedications shall appear only once on the title sheet, printed with

opaque black ink. (see 16.28.050)

\_\_\_\_\_ E. Scale, north point, and basis of bearings must appear on each map sheet. (see 16.28.060)

\_\_\_\_\_ F. Printing and lettering must be one-eighth inch minimum height and readily legible on reproductions. Ditto marks are not to be used in dimensions and data shown on map.

\_\_\_\_\_ G. The following must be included on the map as specified by section 16.28.070-0.

1. Easements
2. Linear, angular and radial data
3. Adjoining corners of adjoining subdivisions
4. City boundaries
5. Monument location
6. Soil report certificate

\_\_\_\_\_ H. Supplementary Documents

1. Subdivision agreement
2. Cash deposit and performance security
3. Payment security
4. Fee payment evidence
5. Deed for easement or rights-of-way
6. Joint use of right-of-way agreement
7. For Final Maps Only:
8. Tax letter security
9. Soil report (unless waived)

***Final Maps Only:***

Each lot is numbered beginning with "1" and continuing consecutively with no omissions or duplications.

***Parcel Maps Only:***

Each lot is lettered beginning with "A" and continuing consecutively with no omissions or duplications.

I have read and understand my obligations regarding the information necessary for a subdivision permit application:

\_\_\_\_\_  
Signature of Owner or Authorized Agent

\_\_\_\_\_  
Date

**REQUEST FOR EXCEPTION OR VARIANCE**

Indicate if an Exception or Variance is requested.

1. Regulation from which exception/ variance is requested: (Refer to specific code section by number)

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

2. Reason for exception/ variance:

\_\_\_\_\_  
\_\_\_\_\_

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**STATEMENT FOR FINDINGS**

**Complete the following statements as they relate to your project. They will be used by the decisionmaker to evaluate your request.**

1. Application for Tentative Map and provisions for design and improvement are consistent with applicable general and specific plans required by law. [16.20.120]

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**For Tentative Map applications for Minor Subdivisions:**

1. Construction requirements are fulfilled in compliance with county codes (CCCC 94-2.806). [16.20.120]

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**For Exceptions:**

1. There are unusual circumstances or conditions affecting the property.

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2. The exception is necessary for the preservation and enjoyment of substantial property rights of the applicant.

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3. The granting of the exception will not be materially detrimental to the public welfare of injurious to the other property in the territory in which the property is situated.

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