



**SUBDIVISION MAP APPLICATION - FILING PROCEDURES**

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Dear Applicant:

The checklist below has been prepared as an aid for both you and the City of Cerritos, Department of Community Development, to insure that your application is submitted in complete form. This will ultimately result in a more timely and effective process for all applicants.

Please check each item to insure that it is contained within this packet, sign and date. If an item is not applicable, please indicate with N/A. Upon submission, a member of the Community Development staff will verify the contents in your presence and will either accept it for review or return the packet to you if it should be incomplete. It is extremely important to submit your application with all items, as requested, as an incomplete packet will under no circumstances be accepted for review.

Should you have any questions, please feel free to contact the Department of Community Development at (562) 916-1201. Thank you for your cooperation.

Please refer to pages 4-7 of application for specific instructions.

<b>APPLICANT CHECK</b>	<b>SUBDIVISION APPLICANT REQUIREMENTS</b>	<b>STAFF CHECK</b>
	1. Parcel Map/ Tentative Tract Map Application Requirements	
	2. Property Owner's Consent to File Application (Signed and Notarized)	
	3. 500 feet radius Parcel Owner's List – Affidavit (Signed and Notarized)	
	4. Copies of Tentative Map (Folded 8 ½ x 11) a. Three (3) full size sets (folded 8 ½ x 11) b. Forty-five (45) 11" x 17" sets, staple-bound	
	5. One (1) 8 ½ x 11 Mylar reduction of Tentative Map	
	6. Appendix H	
	7. Legal Description	
	8. Base Map – Total 1 copy (folded 8 ½ x 11) with each parcel within 500 feet numbered (including parcels in adjacent cities where applicable).	
	9. Table I (Residential Tracts only)	
	10. Gummed Labels (typed): Listing of names and addresses of all parcel owners within 500 feet numbered corresponding to base map 8 on 8 ½ x 11 sheet (Note: Cerritos' zip code is 90703) + 1 copy.	
	11. Current title report OR both a grant deed and a recent property tax bill	

Accepted for review by \_\_\_\_\_ Date \_\_\_\_\_

**DEPARTMENT OF COMMUNITY DEVELOPMENT**

**APPLICATIONS FOR PRECISE PLANS, CONDITIONAL USE PERMITS,  
PARCEL MAPS AND SUBDIVISION MAPS**

Applicants are requested to ensure that the items listed below are followed:

1. Applicants should make sure that they meet with members of the Department of Community Development prior to submittal of an application. The meeting will assist the applicant in saving time and determining the specific dealing with the proposed application.
2. The next step is that the applicant meets with members of the Public Works Department to make sure that information associated with the engineering standards of the City of Cerritos is obtained. In addition, information dealing with drainage, water supply and sewer service can be obtained from this Department.
3. At the final stage, please make sure that all application forms are complete and all required data and other related items are in order.
4. Timing regarding the ultimate disposition of a project is very difficult to determine as it relates to environmental review and determination and presentation of plans to the Planning Commission and/or City Council. As a general rule, it takes from 6 to 9 weeks after the application is submitted that the project goes to the respective legislative bodies.

**I. DEFINITIONS AND GENERAL INFORMATION**

- A. Subdivision refers to any real property, improved or unimproved, or portion thereof, shown on the latest equalized county assessment roll as a unit or as contiguous units, which is divided for the purpose of sale, lease or financing, whether immediate or future, by a subdivider into five or more parcels. A subdivision is often referred to as a Tract Map.
- B. Tentative Tract Map refers to a map made for the purpose of showing the design of a proposed subdivision and the existing conditions in and around it and need not be based upon an accurate or detailed final survey of the property.
- C. Final Map refers to a map prepared in accordance with the State of California Subdivision Map Act and the Ordinances of the City of Cerritos, which map is designed to be placed on record in the Office of the County Recorder of the County of Los Angeles.

**II. APPLICATION INSTRUCTIONS**

A. General

- 1. The applicant should read Ordinance #182 of the City of Cerritos on "Subdivisions" and that Chapter of the Development Code which governs the zoning of the property to be subdivided.
- 2. The applicant must submit completed application forms with the appropriate affidavits and thirty (30) copies of a Tentative Tract Map containing all of the information required by Section below and the Ordinances of the City of Cerritos.
  - 2a. One (1) copy of an 8 1/2 x 11 Mylar reduction (black line) of Tentative Tract Map.
- 3. The application form shall be filled out in full, typed or legibly printed, with the required affidavits signed and notarized.
- 4. The Tentative Tract Map shall be submitted in final form to the City for review and shall be known as such until final approval by the City Council.
- 5. All requirements herein MUST BE SUBMITTED WITH THE APPLICATION AT THE TIME OF FILING in order for the application to be accepted.
- 6. If it is determined by the staff that the proposed Tract Map will require an Environmental Impact Report, the applicant must submit six (6) copies of a draft of said report to be prepared in accordance with Resolution 74-9 of the City of Cerritos entitled, "Environmental Impact Report Guidelines". Subsequent to review and revision by staff, the applicant shall submit 40-60 copies of the revised draft Environmental Impact Report to the Department of Community Development.

B. CONTENTS OF MAP

- 1. Tract Map Number (to be obtained from the County Engineer prior to submittal).

2. Sufficient legal description of the land included on the map to define the boundaries of the Tentative Tract Map.
3. Names, addresses and telephone numbers of the record owner, developer and licensed land surveyor or registered civil engineer.
4. North point, scale, date and area of map.
5. The width and approximate locations of all existing or proposed easements or rights-of-way, whether for public or private roads, drainage, sewers or flood control purposes.
6. The actual street names of each existing highway or street shown on the tentative map.
7. The locations, widths and approximate grades of all highways, streets, alleys or ways within the adjacent to such tentative map.
8. The lettered designation for each proposed highway or street shown on the tentative map.
9. Approximate radius of all centerline curves, highways, streets, alleys or ways.
10. The lot layout, the approximate dimensions and number for each lot.
11. The locations of all area subject to inundation of flood hazard and the locations, width and directions of flow of all water courses and flood control channels.
12. The contour of the land at intervals of not more than one foot if the general slope of the land is less than ten (10) percent.
13. The location and outline to scale of each building or structure above ground noting thereon whether or not such building or structure is to be removed from or remain in the development of the subdivision.
14. The location of the existing wells, cesspools, sewers, culverts, drain pipe, underground structures or sand, gravel or other excavations within the subdivision noting thereon whether or not they are to be abandoned, removed or used.
15. A general location map of the area to be subdivided showing its relation to existing main thoroughfares and the distance from the nearest public street centerline to the boundary of the proposed subdivision.
16. The location of all streets, existing or contained on adjacent approved tentative maps where such streets intersect the boundary of the subdivision.
17. A layout of adjoining unsubdivided property in sufficient detail to show the affect of proposed streets that may intersect such property.
18. The location of any previously filled areas within the subdivision.
19. Proposed direction of flow and rate of grade of street drainage.

20. Statement of the present use and the proposed use or uses of the property.
21. Tract map numbers of adjoining subdivisions.
  - a. Show existing lots indicating their lot numbers and use within 200 feet from the boundaries of the subject proposed subdivision.
  - b. If the subdivision is bounded by streets show all existing streets or driveways across these streets from the proposed subdivision.
22. The tentative map shall clearly indicate the proposal for handling of storm waters. In the event that such information cannot satisfactorily be shown on the tentative map, the map shall be accompanied by whatever supplemental maps or written reports are necessary to show the proposal.
23. A subdivision for single-family residential use shall have TABLE I completed showing:
  - a. Lot numbers;
  - b. Lot areas (square feet);
  - c. Lot frontages;
  - d. Average lot area;
  - e. The number of lots under 6,500 square feet;
  - f. The total percentage of lots under 6,500 square feet.

### **III. PUBLIC HEARING REQUIREMENTS**

If an Environmental Impact Report is required to be submitted with the application, public hearings before the Planning Commission and City Council shall be scheduled on the matter. The applicant shall submit as a part of this application the following data required of public hearing items:

A. Base Map (Scale 1" = 100 '-0")

Submit five (5) copies of a base map indicating the applicant's parcel and adjacent parcels within 700 feet of the exterior boundaries of the applicant's parcel as follows:

1. Three (3) unmarked copies of the base map;
2. On the fourth copy of the base map show existing land use of all parcels within 700 feet of the exterior boundaries of the applicant's parcel;
3. On the fifty copy of the base map each parcel within 500 feet of the exterior boundaries of the applicant's parcel shall be numbered to correspond to the information on a list of property owners to be submitted by the applicant as follows:

Los Angeles County House Numbering maps are acceptable to the City for use as the required base map and may be obtained at:

Los Angeles County  
Department of Public Works - Survey Division  
900 South Fremont, 3rd Floor  
Alhambra, California 91803

Monday through Thursday - Closed Friday  
7:00 a.m. to 5:30 p.m.  
Phone: (818) 458-5131

B. Property Owner's List

The applicant shall type a list of names and addresses of all parcel owners within 500 feet of the exterior boundary of the applicant's parcel onto gummed labels to be furnished by the City of Cerritos. Each parcel shown on the gummed label shall be numbered to correspond to information on the base map.

**IV. PROCEDURES**

A. Staff Review:

All applications for Tentative Map approval must be filed at least 45 days prior to Planning Commission review. The application must contain or be accompanied by:

1. A complete and accurate legal description of the subject property;
2. A completed application form with associated notarized affidavits;
3. The appropriate filing fees; and
4. Six (6) copies of a draft Environmental Impact Report (if required)

Prior to the Planning Commission review of the Tentative Map, there shall be a meeting between the Development Review Committee and the applicant to discuss the elements of the Tentative Map and any problems it may pose. The Development Review Committee shall include representatives from Planning, Building, Engineering, Water and Public Safety. The results of this meeting as well as appropriate sections of State, County and City regulations shall be the basis for a staff report to be forwarded to the Planning Commission.

In order to allow time for the above procedure all applications must be filed no later than 60 days prior to a perceived Planning Commission public hearing date.

B. Planning Commission Review:

The Planning Commission reviews the Tentative Map and forwards its recommendation to the City Council. If an Environmental Impact Report had been required to be submitted with the application, the Environmental Impact Report shall be heard concurrently with the review of the Tentative Map at a public hearing before the Planning Commission. Public hearing notices must be mailed and posted ten (10) days prior to the date of the public hearing.

C. City Council Review:

The City Council reviews the Tentative Map (and holds a public hearing on the related Environmental Impact Report, if required) and may approve, conditionally approve, or disapprove the application. The action of the City Council in this regard is final.

If approved, the approval of the Tentative Map shall be for a period of twelve (12) months from the date of the City Council action.

D. Submission of a Final Map:

Within twenty-four (24) months of the approval of a Tentative Map by the Council, the subdivider may cause a final map to be prepared in accordance with a completed survey of the subject area and in substantial compliance with the approved Tentative Map, and in full compliance with the Subdivision Map Act and all ordinances of the City of Cerritos.

The final map shall contain all the information required of and be filed in accordance with the Chapter 17.20 of the Municipal Code.

**V. FEES**

The filing fee for a Tentative Map is \$4,157.00 plus filing fees for other related entitlements, if applicable. No refund of such filing fees shall be made for any tentative map withdrawn or abandoned.



Department of Community Development



**SUBDIVISION MAP APPLICATION FORM**

**DATE** \_\_\_\_\_

**TRACT MAP NO.** \_\_\_\_\_

**PARCEL MAP NO.** \_\_\_\_\_

A. Fee \_\_\_\_\_

B. General Location \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

No. of Acres \_\_\_\_\_ No. of Lots \_\_\_\_\_

C. Subdivider Name and Company \_\_\_\_\_

Address \_\_\_\_\_

\_\_\_\_\_ Phone \_\_\_\_\_

D. Engineer or Licensed Surveyor Name \_\_\_\_\_

Address \_\_\_\_\_

\_\_\_\_\_ Phone \_\_\_\_\_

Applicant is hereby made for consideration and approval of the above described tentative subdivision map located within the City of Cerritos.

I hereby state, under penalty of perjury, that I(we am (are) the owner(s) of the propert(ies) involved, or that this map is being filed by me with the full knowledge and consent of the above property owner(s)

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

**TABLE "I"**  
**(For Single-Family Residential Use Only)**

Tract # \_\_\_\_\_

Lot Number	Lot Area	Lot Frontage	Indicate by marking "X" lots smaller than 6,500 square feet

Average Lot Area \_\_\_\_\_

No. of Lots Smaller than 6,500 square feet \_\_\_\_\_

Percent of Total \_\_\_\_\_

**PROPERTY OWNER'S CONSENT TO FILE APPLICATION**

I (we), \_\_\_\_\_, hereby certify that I am (we are) the owner(s) of the property located at \_\_\_\_\_, and identified as

APN \_\_\_\_\_ and that I (we) have reviewed this application and that this application is being filed with the full knowledge and consent of the above property owner(s). I (we) further acknowledge and understand that if the application is approved by the City, the application shall subject the property to conditions of approval. I (we) certify, under penalty of perjury, that the foregoing statements presented herein are in all respects true and correct to the best of my (our) knowledge and belief.

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

Mailing Address: \_\_\_\_\_

Phone: \_\_\_\_\_

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

Mailing Address: \_\_\_\_\_

Phone: \_\_\_\_\_

**CALIFORNIA ALL-PURPOSE ACKNOWLEDGMENT**

A notary public or other officer completing this certificate verifies only the identity of the individual who signed the document to which this certificate is attached, and not the truthfulness, accuracy, or validity of that document.

State of California )  
County of \_\_\_\_\_ ) ss.

On \_\_\_\_\_, before me, \_\_\_\_\_  
(insert name and title of notary public)

personally appeared \_\_\_\_\_

who proved to me on the basis of satisfactory evidence to be the person(s) whose name(s) is/are subscribed to the within instrument and acknowledged to me that he/she/they executed the same in his/her/their authorized capacity(ies), and by his/her/their signature(s) on the instrument the person(s), or the entity upon behalf of which the person(s) acted, executed the instrument.

I certify under PENALTY OF PERJURY under the laws of the state of California that the foregoing paragraph is true and correct.

WITNESS, my hand and official seal.

\_\_\_\_\_  
Signature of Notary

**CERTIFIED PROPERTY OWNER'S LIST AFFIDAVIT**  
**(To be executed by the person or persons preparing the noticing labels)**

I, \_\_\_\_\_ being duly sworn, depose and certify that I am the owner of all or part of the property located at \_\_\_\_\_, and identified as APN \_\_\_\_\_ or am a duly appointed representative of such owner(s), and hereby certify that the attached list contains the names and addresses of all persons to whom all property is assessed as they appear on the latest available assessment roll of the County of Los Angeles within the area described and for a distance of five hundred (500) feet from the exterior boundaries of property legally described as:

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

Date: \_\_\_\_\_ Signature: \_\_\_\_\_  
Mailing Address: \_\_\_\_\_ Phone: \_\_\_\_\_

**CALIFORNIA ALL-PURPOSE ACKNOWLEDGMENT**

A notary public or other officer completing this certificate verifies only the identity of the individual who signed the document to which this certificate is attached, and not the truthfulness, accuracy, or validity of that document.

State of California )  
County of \_\_\_\_\_ ) ss.

On \_\_\_\_\_, before me, \_\_\_\_\_  
(insert name and title of notary public)

personally appeared \_\_\_\_\_  
\_\_\_\_\_

who proved to me on the basis of satisfactory evidence to be the person(s) whose name(s) is/are subscribed to the within instrument and acknowledged to me that he/she/they executed the same in his/her/their authorized capacity(ies), and by his/her/their signature(s) on the instrument the person(s), or the entity upon behalf of which the person(s) acted, executed the instrument.

I certify under PENALTY OF PERJURY under the laws of the state of California that the foregoing paragraph is true and correct.

WITNESS, my hand and official seal.

\_\_\_\_\_  
Signature of Notary

**ALL SIGNATURES MUST BE ACKNOWLEDGED BEFORE A NOTARY PUBLIC**

**ENVIRONMENTAL INFORMATION FORM**

Appendix H

(To be completed by applicant)

**Date Filed:** \_\_\_\_\_

**GENERAL INFORMATION**

1. Name and address of developer or project sponsor: \_\_\_\_\_

\_\_\_\_\_

2. Address of project: \_\_\_\_\_

Assessor's APN: \_\_\_\_\_

3. Name, address, and telephone number of person to be contacted concerning this project:

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

4. Indicate number of the permit application for the project to which this form pertains:

\_\_\_\_\_

5. 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:

\_\_\_\_\_

\_\_\_\_\_

6. Existing zoning designation: \_\_\_\_\_

7. Proposed use of site (project for which this form is filed): \_\_\_\_\_

**PROJECT DESCRIPTION**

8. Site size: \_\_\_\_\_

9. Square footage: \_\_\_\_\_

10. Number of floors: \_\_\_\_\_

11. Amount of off-street parking provided: \_\_\_\_\_

12. Attach plans: \_\_\_\_\_

13. Propose scheduling: \_\_\_\_\_

14. Associated projects: \_\_\_\_\_

15. Anticipated incremental development: \_\_\_\_\_

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

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

17. If commercial, include the type, whether neighborhood, city or regionally oriented, square footage of sales area, and loading facilities:

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

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

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

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

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

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

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

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

21.  YES  NO Change in existing features or any bays, tidelands, beaches, lakes or hills, or substantial alteration of ground contours.
22.  YES  NO Change in scenic views or vistas from existing residential areas or public lands or roads.
23.  YES  NO Change in pattern, scale or character of general areas of project.
24.  YES  NO Significant amounts of solid waste or litter.
25.  YES  NO Change in dust, ash, smoke, fumes or odors in vicinity.
26.  YES  NO Change in ocean, bay, lake, stream or ground water quality or quantity, or alteration of existing noise or vibration levels in the vicinity.
27.  YES  NO Substantial change in existing noise or vibration levels in the vicinity.
28.  YES  NO Site on filled land or on slope of 10 percent or more.
29.  YES  NO Use or disposal of potentially hazardous materials, such as toxic substances, flammable or explosives.
30.  YES  NO Substantial change in demand for municipal services (police, fire, water, sewage, etc.)
31.  YES  NO Substantially increase fossil fuel consumption (electricity, oil, natural gas, etc.)
32.  YES  NO Relationship to a larger project or series of projects.

#### Environmental Setting

33. Describe the project site as it exists before the project, including information on topography, soil stability, plants and animals, and 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.
34. Describe the surrounding properties, including information on plants and animals any cultural, historical, or scenic aspects. Indicate the type of land use (residential, commercial, etc.) and scale of development (height, frontage, set-back, rear yard, etc.) Attach photographs of the vicinity. Snapshots or Polaroid photos will be accepted.

#### **IV. CERTIFICATION**

I (we), the undersigned, do hereby certify that the statements furnished above and in the attached exhibits present the data and information required by the Department of Community Development to perform an initial evaluation of the project herein proposed, and that the facts, statements and information presented are true, correct and accurate to the best of my (our) knowledge and belief.

Further, I (we), do hereby certify that I (we) have read the City of Cerritos Guidelines for the preparation of Environmental Impact Reports and attest that the completion of this form has been prepared in accordance with these standards and requirements.

Further, I (we), do hereby understand that upon review of this information, the Department of Community Development may require me (us) to prepare and complete either a Negative Declaration, a draft Environmental Impact Report; or may require additional information to substantiate, clarify or verify the information and date set forth above.

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

Applicant: \_\_\_\_\_

Print name: \_\_\_\_\_

Property Owner: \_\_\_\_\_

Print name: \_\_\_\_\_

Developer: \_\_\_\_\_

***City of Cerritos***

Accepted by: \_\_\_\_\_