



SUBMITTAL REQUIREMENTS TENTATIVE MAP/SUBDIVISION APPLICATION

APPLICATION FORM, FEE & OTHER REQUIRED MATERIALS

1. A completed General Application form.

2. Filing fee:

Application \$ _____

Environmental Review \$ _____

Other: _____ \$ _____

TOTAL \$ _____

Make checks payable to the City of Los Altos. Fees are not refundable.

3. Public Notification: Two (2) sets of blank postage paid postcards (Post Office approved size).

4. Title Report: A current preliminary title report or policy of title insurance for all properties involved.

PLANS

Five (5) full-size (24" x 36") and two (2) half-size (11" x 17") or (12" x 18") plans that include the following:

NOTE: *Once the application is deemed complete by your project planner, and at least two (2) weeks before the date of the public meeting, the following additional materials will need to be submitted:*

- *Fourteen (14) additional half-size plans.*
- *A digital copy of plans in .pdf format (Adobe Acrobat compatible) provided on a CD, DVD, or a USB data key.*

Tentative Map (1" = 10' scale)

The Tentative Map shall be prepared by a registered civil engineer or a licensed land surveyor.

- North arrow, scale and sufficient description to define the location and boundaries of the proposed subdivision
- Name, address, and telephone number of the property owner
- Name, address and telephone number of the subdivider
- Name, address and telephone number of the person who prepared the tentative map

- Sufficient elevations or contours to determine the general slope of the land, the high and low points thereof, and all drainage features
- NOTE:** Contour intervals shall be not more than one-foot vertical in 100 feet. Contours shall be referred to the official datum for elevations on the City. The map shall also show stormwater management measures to retain stormwater on site in accord with the Best Management Practices;*
- The location, names, widths and approximate grades of all roads, streets, highways, alleys and public ways in the proposed subdivision which have been dedicated or which are to be offered for dedication
 - The location, names, and existing width of all adjoining and contiguous highways, alleys, streets, and public ways
 - The approximate widths, locations and purposes of all existing and proposed easements
 - The lot layout and approximate dimensions and square footage of each lot
 - The location of any existing buildings, sewage disposal facilities or other improvements, with an indication as to which are to be removed
 - The setback of existing buildings from the new property lines (only those buildings which are proposed to remain)
 - A numbered inventory of the size and type of all existing trees over four inches in diameter and whether they are to be removed or retained
 - The location of any existing wells, whether to be retained or abandoned; and
 - Any exceptions to the minimum lot width lot depth, lot area or building setback regulations, which are to be requested.

PUBLIC MEETING NOTIFICATION

1. **Mailed Notices** – All properties within 500 feet of the project site will receive a mailed notice of the public hearing 10-14 days before the meeting date. The Planning Division will provide an area map showing all properties within a 500-foot radius. The applicant must provide two sets of blank stamped postcards (post office approved size) for all properties within the 500-foot radius.

***NOTE:** Notification for Commercial Districts, by City Council resolution, requires notification of all commercial tenants within the 500-foot radius area. The applicant is responsible for providing a name and address list of all businesses within the notification area. Additional blank stamped postcards for this address list will also be required*

2. **On-Site Posting Requirement** – In addition to the mailed notices, at least one meeting notice will need to be physically posted at the project site 10-14 days prior to the public hearing date. City staff will provide the notice along with instructions for properly posting it on the project site.

CITY ACTION

The Planning and Transportation Commission and City Council will each hold a public hearing to consider the tentative map. In order to approve the tentative map, in accordance with Section 66474 of the Subdivision Map Act of the State of California, they must make the following findings:

1. The proposed subdivision is consistent with the Los Altos General Plan land use designation for the subject property(s).
2. The site is physically suitable for this type and density of proposed development.
3. The design of the subdivision and the proposed improvements are not likely to cause substantial environmental damage, or substantially injure fish or wildlife.
4. The design of the subdivision is not likely to cause serious public health problems.
5. The design of the subdivision will not conflict with public access easements.

SUBMITTING MORE THAN ONE APPLICATION

These instructions will be modified in the event that the application is submitted simultaneously with another application (e.g. use permit, design review). If the project requires two or more applications to be submitted, work with the Planning Division to better understand the City's submittal requirements to avoid redundancy.