



**CITY OF PALO ALTO
OVERVIEW & GUIDELINES FOR
THE REVIEW OF SUBDIVISION
PROJECTS**

Last revised November 28, 2007

TABLE OF CONTENTS

I. INTRODUCTION	3
II. SUBDIVISION REVIEW PROCESS AT A GLANCE	3
III. GENERAL QUESTIONS REGARDING SUBDIVISIONS	5
What is a subdivision?.....	5
Relationship between the Subdivision Map Act (SMA) and Title 21 of the PAMC?.....	5
Common terms used in the subdivision process and what do they mean?.....	5
Exceptions to the requirements of PAMC Title 21?.....	7
Planning and Building permit fees?	8
What other fees do applicants pay in the subdivision process?.....	8
IV. QUESTIONS REGARDING THE SUBDIVISION REVIEW PROCESS	8
The Architectural Review Board (ARB) process?	8
The California Environmental Quality Act (CEQA) review process?	9
Typical steps that occur in the ARB review process for Major or Minor Subdivisions?	10
Can I obtain input on the project design prior to formally applying for ARB approval?.....	12
What are the steps required for a Minor Subdivision?	12
Preliminary Parcel Map – Review, Decision and Appeal Process.....	13
Tentative Map	14
Improvement Plans	14
Parcel Map	15
What are the steps required for a Major Subdivision?	16
Tentative Map	16
Improvement Plans	17
Final Map	17
Can extensions be granted for Preliminary Parcel Map or Tentative Map approval?	18
V. AFTER FINAL MAP AND PARCEL MAP APPROVAL	18
When can demolition, grading and building permits be applied for and issued?.....	18
How do building plan checks work?	19
What is needed to obtain a Street Work Permit?.....	19
How does building inspection work?	19
References:.....	20
Attachments:.....	20
1. Environmental Assessment Worksheet	
2. Submittal Requirements Checklist - <u>Step One</u>	
3. Submittal Requirements Checklist – <u>Step Two</u>	
4. Subdivider’s Statement form	

I. INTRODUCTION

This document is an overview of the City of Palo Alto's review and approval process for projects in which the owner wishes to subdivide and develop property. It provides general guidelines for both City staff and applicants. It is a summary of various City policies, ordinances and guidelines, all of which are referenced herein as attachments and/or are available on the City's website so that the user of this document can obtain more specific information. The City's Municipal Code and the Subdivision Map Act will take precedence if there are discrepancies between those documents and these guidelines.

II. SUBDIVISION REVIEW PROCESS AT A GLANCE

In order to subdivide and develop property in the City of Palo Alto, applicants typically go through four distinct processes: (1) architectural and environmental review, (2) a Minor or Major Subdivision, (3) construction permits, and (4) construction.

Applicants must submit applications and plans to the Current Planning Division for review by the Architectural Review Board (ARB) and for CEQA review. Upon ARB application submittal, Planning staff will review the project and obtain comments from other City divisions and departments such as Building, Transportation, Public Works and Utilities. City staff will also determine what public improvements will be required for the project at this time. The ARB then reviews the project and recommends approval or denial to the Director of Planning and Community Environment. Review by the ARB is limited to the design of the proposed structures and associated site planning and not the proposed subdivision itself. Therefore, if the project is simply to subdivide the land, but no new structures or exterior modifications to existing structures are proposed, then the project generally does not go through the ARB review process. If a Planned Community (PC) zone change, a Conditional Use Permit, a Variance and/or a Comprehensive Plan map and zone change amendment are requested, these entitlements are also processed during this first stage.

Upon approval of the CEQA documents, the Architectural Review and any other requested entitlements mentioned above, the applicant can then submit to the Current Planning Division for Minor or Major Subdivision approval. If no other entitlements are requested, the applicant can apply directly for either a Preliminary Parcel Map or a Tentative Map. Once the Preliminary Parcel Map or Tentative Map is approved, the applicant then submits the Improvement Plans for review. Upon preliminary approval of the Improvement Plans, the Parcel Map or Final map and any associated agreements are prepared, submitted, reviewed, approved and recorded. Upon recordation of the map, the applicant can obtain grading and building permits from the Building Division and street work permits from Public Works. Upon satisfactory completion of all work, the City will issue certificates of occupancy, if applicable.

Essentially, the above entails the following submittal sequence and protocol. The time frames specified for each step are approximate only, start when the applicant submits plans for review, and take into consideration estimates of time that the applicant needs to revise and resubmit the documents after receiving the City's review comments. These time frames may

vary greatly depending upon the complexity of the project and how quickly the applicant revises and resubmits documents.

1. Applicant may submit for an optional preliminary architectural review. **Time: 1 month**
2. Applicant submits an ARB application to the Current Planning Division, which includes: an environmental assessment form; a site plan with general site improvements, proposed lot lines and landscaping; and building elevations and floor plans. A request for a planned community (PC) zone change, conditional use permit or a variance can also be submitted and processed at this time, but is processed separately from the ARB and may delay the ARB approval. The City reviews and approves the ARB application. **Time: 3-9 months**
3. The City determines the public improvements that will be required by the developer in order to serve the development. Improvements typically include upgrading or replacing the infrastructure servicing the site. **Time: concurrent with ARB**
4. Applicant submits an application to the Current Planning Division for a Minor or a Major Subdivision, including a Preliminary Parcel Map or a Tentative Map. The City reviews and approves the application and map. Also, the applicant submits a draft copy of the CC&R's, if applicable, for City Attorney review. **Time: 3-6 months**
5. Upon approval of the Preliminary Parcel Map or Tentative Map, the applicant prepares and submits Improvement Plans to Public Works for review and approval. **Time: 2-3 months**
6. Upon approval of the Preliminary Parcel Map or Tentative Map, the applicant submits grading and building plans to the Building Division for review. **Time: 4-6 months, can be concurrent with improvement plan review**
7. After initial review and preliminary approval of the Improvement Plans, the applicant submits the Parcel Map or Final Map for review. Additionally, any agreements are initiated at this point. These may include the subdivision improvement agreement and, possibly, a Below Market Rate (BMR) Housing agreement. These agreements are approved by the Director of Planning & Community Environment or the City Council. Also, the applicant submits a draft copy of the CC&R's, if applicable, for City review. **Time: 3-4 months, can be concurrent with improvement plan and parcel or final map reviews**
8. The applicant submits securities to guarantee the public improvements.
9. Upon final approval of the Improvement Plans, the contractor submits an application for a street work permit to Public Works to construct the off-site improvements. **Time: 1 month, can be concurrent with building permit and parcel or final map review**
10. The Parcel Map or Final Map, along with all of the associated agreements, must be approved by the City and then recorded at the County.
11. Grading, building and street work permits cannot be issued until recordation of the map. Building permits for model homes may be issued prior to recordation of the map.
12. Construction commences.
13. Model homes, if applicable, can receive temporary occupancy for use as a sales office if compliant with building regulations.

14. Certificate(s) of occupancy, if necessary, are issued by the City after satisfactory completion of all grading, building and off-site improvement work.
15. Reports that are required according to a Mitigation Monitoring Plan must be submitted, if applicable.

The entire process takes approximately 18-30 months from the ARB application submittal to the time of building permits issuance, with the larger, more complex projects taking longer. Larger projects may also involve additional steps, such as requests for a PC zone change or a Comprehensive Plan map amendment, which will add time to the overall process. However, the processing of Conditional Use Permits and Variances can occur concurrently with ARB review and typically do not add significant application processing and review time.

III. GENERAL QUESTIONS REGARDING SUBDIVISIONS

1. What is a subdivision?

A subdivision is defined as the division of any improved or unimproved land for the purpose of sale, lease, or financing, whether immediate or in the future. All divisions of land, including the creation of air parcels for condominium purposes, a community apartment project or the conversion of five or more existing dwelling units to a stock cooperative as defined in the California Civil Code, are regulated by the State Subdivision Map Act (SMA), California Government Code Section 66410-66499, which provides general regulations and procedures that local governments must follow. The removal or merging of lot lines to create a larger parcel(s) is also a subdivision and is regulated by the SMA. The Palo Alto Municipal Code (PAMC), Title 21, Subdivisions and Other Divisions of Land, provides specific City guidelines and standards for the regulation of subdivisions. Subdivision regulations and review procedures vary between Minor Subdivisions and Major Subdivisions.

2. What is the relationship between the Subdivision Map Act (SMA) and Title 21 of the PAMC?

According to PAMC 21.04.010, the purpose of this title is to regulate and control the design and improvement of subdivisions and to ensure compliance with applicable policies and regulations of the city. The regulations contained in Title 21 are intended to implement and supplement the SMA. Except as otherwise provided in Title 21, all provisions, requirements and procedures set forth in the SMA shall be followed.

3. What are some of the common terms used in the subdivision process and what do they mean?

“BMR Requirements” Applicants of projects with five or more housing units must comply with Palo Alto's Below Market Rate (BMR) housing requirements. The BMR program objective is to obtain actual housing units or buildable parcels within each development rather than off-site units or in-lieu payments. At least 15 percent of the housing units developed in a project involving fewer than five acres of land must be provided as BMR units. Projects

involving the development of five or more acres must provide at least 20 percent of all units developed as BMR units. The BMR units must be comparable to other units in the development. For an application to be deemed complete, the applicant must agree, in the form of a written BMR Agreement, to one or a combination of BMR requirements or equivalent alternatives that are acceptable to the City. More information on the City's BMR Program can be reviewed on the City's website.

“Development Impact Fees” are one-time charges applied to offset the additional public-service costs of new development. They are applied at the time a building permit is issued and are dedicated to provision of additional services, such as water and sewer systems, roads, schools, libraries, and parks and recreation facilities, made necessary by the new residents in the subdivision. Development Impact Fees are discussed further under Question #6 below.

"Final map" means a map, other than a Parcel Map, prepared in accordance with Title 21 and the SMA, designed to be placed on record with the county recorder and thereby serves to finalize a subdivision approved by a Tentative Map. A final map shall be prepared pursuant to and in conformance with the approved Tentative Map and shall be based upon an accurate and detailed survey of the property. Final maps typically will be required for Major Subdivisions creating five or more lots, or five or more condominium, community apartment or stock cooperative units. Final maps are acted upon by the City Council.

“Improvement Plans” are plans produced by the applicant after the city determines what public improvements will be required from the applicant to mitigate impacts from the proposed development. Typical improvements may include, but are not limited to, new sidewalk, curb, gutter, street trees, street resurfacing, and utility line upgrades that are adjacent to and/or service the site. Improvement Plans are produced and submitted for City approval after approval of the Preliminary Parcel Map or Tentative Map and prior to the Parcel Map or final map approval. These public improvements are guaranteed by bonds or other acceptable securities and a subdivision improvement agreement between the City and the developer.

"Major Subdivision" means any subdivision creating, or removing lot lines between, five or more parcels, five or more condominiums, or a community apartment or stock cooperative project containing five or more units. A Major Subdivision typically requires the approval of tentative and final maps.

“Minor Subdivision” means any subdivision creating, or removing the lot lines between, four or fewer lots or condominium units, or a community apartment or stock cooperative containing four or fewer units. A Minor Subdivision typically requires approval of a Preliminary Parcel Map and a Parcel Map. However, a Tentative Map will be required instead of a Preliminary Parcel Map if the total acreage involved exceeds five acres or any individual lot created exceeds two acres.

"Parcel Map" means a map, other than a final map, prepared in accordance with Title 21 and the SMA, designed to be placed on record with the county recorder and thereby serves to finalize a subdivision for which a Tentative Map or Preliminary Parcel Map has been

approved and for which a Parcel Map is specifically required. A Parcel Map shall be prepared pursuant to and in conformance with the approved tentative or Preliminary Parcel Map and shall be based upon an accurate and detailed survey of the property. Parcel Maps will typically be required for Minor Subdivisions creating less than five lots, or less than five condominium, community apartment or stock cooperative units.

"Preliminary Parcel Map" means a map made for the purpose of showing the design and improvement of a proposed Minor Subdivision and the existing conditions in and around it. Except as provided in Title 21, Preliminary Parcel Maps shall conform to all requirements for Tentative Maps, except that Preliminary Parcel Maps shall be reviewed and acted upon by the Director of Planning and Community Environment. A Preliminary Parcel Map will typically be required for Minor Subdivisions of less than five parcels or units in lieu of a Tentative Map.

"Tentative Map" means a map made for the purpose of showing the design and improvement of a proposed subdivision and the existing conditions in and around it. A Tentative Map need not be based upon an accurate or detailed final survey of the property. A Tentative Map will typically be required for any Major Subdivision creating five or more lots, or five or more condominiums, community apartment or stock cooperative units. A Tentative Map will also be required for certain Minor Subdivisions of less than five lots or units where the total acreage involved exceeds five acres or if any individual lot created exceeds two acres. Tentative Maps are reviewed by the Planning Commission and acted upon by the City Council.

"Subdivision improvement agreement" is an agreement between the City and the applicant that requires the applicant to construct the off-site public improvements after the Parcel Map or final map is recorded. A material and labor payment bond and a faithful performance bond, or other acceptable securities, are also required with the subdivision agreement.

"Vesting Map" grants vested rights to proceed with a project in accordance with the ordinances, polices and standards in effect at the time the application for approval of the vesting Tentative Map is completed. A Preliminary Parcel Map or Tentative Map may be filed as a vesting map if the proposed project conforms to the current zoning and Comprehensive Plan. The SMA requires the subdivider to print "Vesting (Preliminary Parcel or Tentative) Map" conspicuously on the face of the map.

4. Are there any provisions to apply for an exception to the requirements of PAMC Title 21?

A subdivider may apply for conditional exceptions to any of the requirements and regulations set forth in Title 21. Such exceptions may be granted only by the City Council after recommendation by the Planning and Transportation Commission. Application for such exceptions shall be made by petition of the subdivider, stating fully the grounds of the application and the facts relied upon by the petitioner. Such petition shall be submitted with the tentative or Preliminary Parcel Map for which the exception is requested and shall be reviewed and processed concurrent with said map.

5. What are the Planning, Building and Public Works' permit fees?

The Planning and Building Permit fees are available online at http://www.cityofpaloalto.org/planning-community/plandiv-planning_forms.html. Public Works also establishes a cost recovery account with the applicant for the review of Improvement Plans, charges a separate fee for the review of "C.3" storm water treatment calculations, and charges 5% of the cost of the work proposed in the public right-of-way as the street work permit fee.

6. Aside from planning review and building permit fees, what other fees do applicants pay in the subdivision process?

New development increases the demand for health and safety services provided by the City, affects the quality of the community's infrastructure, and increases the need for public facilities. Impact fees help pay for the cumulative impact of new development through infrastructure improvements and additions, thereby also contributing to the community's economic development. Depending on the type of project, it may be subject to one or all of the following fees:

- Housing – applies only to non-residential development
- Traffic – applies to development in certain areas in Palo Alto
- Citywide Transportation Impact Fee (TIF) – fee is calculated based on the number of additional trips generated by residential and commercial projects
- Community Facilities – this includes fees for Parks, Community Centers and Libraries
- Parkland Dedication – only applies to residential subdivisions
- School Impact Fees – applies to all new building construction on the City and are collected directly by the Palo Alto Unified School District. The fees are used to offset the costs of additional school facilities necessitated by new development. Additional information about school impact fees can be obtained from PAUSD by calling (650) 329-3700.

Planning Staff can provide you with estimates of your impact fees at any time during the review process. The closer the project is to final approval, the more accurately the fees can be calculated. Final impact fees are determined at the time of Building Permit issuance. More information regarding impact fees is available on the City's website. Please bear in mind that other impact fees that are adopted by the City subsequent to the writing of this document may also apply.

IV. QUESTIONS REGARDING THE SUBDIVISION REVIEW PROCESS

1. How does the Architectural Review Board (ARB) process fit into the subdivision approval process?

ARB review is a discretionary review in which the proposed buildings and other structures are reviewed for compliance with architectural standards, zoning ordinances, the PAMC, and various department standards. As a discretionary review, staff may recommend approval of the ARB application with associated conditions of approval. In turn, the ARB reviews the project at a public hearing and recommends approval or denial to the Director of Planning and Community Environment.

ARB review may be bypassed if no development is proposed in conjunction with the subdivision. If development is proposed, then the applicant typically applies for ARB review and an environmental assessment, if applicable. A detailed description of the ARB review process is discussed under Question #3 below.

ARB review for development in conjunction with a proposed subdivision will be processed as a major ARB review regardless of whether the project is a major or Minor Subdivision. The applicant may apply for other entitlements such as a Design Enhancement Exception, Conditional Use Permit or a Variance in conjunction with ARB review.

2. How does the California Environmental Quality Act (CEQA) review process fit into the subdivision approval process?

Typically, division of property in urbanized areas into four or fewer parcels is exempt from CEQA. However, many subdivision applications are subject to CEQA even if the subdivision involves four or fewer parcels. For subdivisions subject to CEQA, the applicant is required to submit a completed Environmental Assessment Worksheet shown in Attachment 1.

The completion of environmental documentation occurs prior to review by the ARB. If there is no ARB review in cases where there is no associated new development, then the completion of environmental documentation occurs prior to Tentative Map or Preliminary Parcel Map approval. The Project Planner proceeds with environmental review either after the project is deemed complete or while the application is being reviewed for completeness depending upon the complexity of the project.

CEQA Tips for Success

A. Review Site History

Research the site history. Information regarding past applications on yours or surrounding properties which may provide valuable information is available either through the Planning Division or Building Division.

B. Review CEQA

Familiarize yourself with the California Environmental Quality Act. You may be able to provide additional information that could speed up the review process.

C. Comply with all Submittal Requirements and Municipal Code Requirements

Review the Municipal Code provisions that pertain to the site. Do not rely solely on oral information given at the counter. Ask for copies of the code provisions and clarification for those items you do not understand. Review Title 8, Trees and Vegetation, of the Municipal Code to understand the City's tree preservation requirements.

D. Review the City's Comprehensive Plan

Obtain copies of the Comprehensive Plan provisions and be sure to review the maps that are presented in this document that pertain to your site.

E. Use Quality Design Professionals

Use the highest quality design professionals, as this will be the single most important aspect of your project. Architects, engineers and consultants are trained in the development field. The quality and completeness of the plans and project presentation reflect on the quality of the application.

F. Respect the Character of the Area

Give thoughtful consideration to the life of the project, the proposed use and its contributions to the community. Remember, a proposed development does not stop at the property lines.

G. Maintain Public Contact

Obtain a copy of the mailing list for your project and prepare your own correspondence. You may wish to meet with neighboring property owners to discuss your proposal prior to filing the application.

H. Follow up with Outside Agencies

Initiate direct contact with key people from outside agencies where your project is referred. Many times you can answer questions or provide additional information that will reduce the time it takes to review your project.

3. What are the typical steps that occur in the ARB review process for Minor or Major Subdivisions?

- A. Applicant obtains ARB submittal checklist from the City website to determine items needed for application submittal.
- B. The Project Planner accepts the ARB application and confirms its completeness. Plan sets are then routed to all affected departments and any outside agencies with a "review by" date, typically two weeks after submittal of the project application.

The departments or divisions that are routed a copy of the submitted plans typically include: Building Division, Community Services, Fire, Palo Alto Sanitation Company (PASCO), Planning Arborist, Planning Housing, Police, Public Works Engineering (PWE), Public Works Operations (PWO) - Recycling, PWO - Trees, Public Works Water Quality, Transportation, Utilities Marketing, Utilities Electric Engineering (Electric) and Utilities Water-Gas-Wastewater Engineering (WGW). If the project involves dedication of parkland, plans shall also be routed to Palo Alto Open Space and to the Director of Community Services.

- C. The Planner will determine if the project will benefit from a Development Review Committee (DRC) review. The DRC consists of a representative from every department and division responsible for reviewing projects. DRC meetings are held weekly (currently, Wednesdays at 10:00 a.m. in the Council Conference Room) unless no projects are scheduled to be reviewed. The Planner schedules the DRC meeting to obtain verbal comments from committee members. The applicant may also attend this meeting.
- D. The Planner also receives comments in written format from committee members regardless of whether a DRC meeting was held. After all comments are received, the Planner prepares and sends a letter to the applicant that includes all of the comments and/or conditions of approval received from each of the reviewers. Included in the conditions of approval will be the public off-site improvements that will be required for the project. The applicant will eventually prepare and submit Improvement Plans to the City for review.
- E. While reviewing the project for completeness, the Project Planner will determine whether the project is categorically exempt from, or subject to, environmental review. If the project is categorically exempt pursuant to CEQA, then no further environmental review is required.
- F. The application is deemed complete once all of the comments have been addressed to the Planner's satisfaction.
- G. At this stage, the Planner will commence the CEQA Initial Study, if required.
- H. Once environmental review has been completed and the ARB application is deemed complete, the Planner prepares the public notice for the ARB hearing. The ad must be published in a newspaper of local circulation at least 10 days prior to the meeting date. A notice of the ARB meeting will also be sent to property owners and residents within 600 feet of the project site at least 10 days prior to the meeting date so that interested neighbors may attend the meeting and comment, if so desired.
- I. The applicant will present the project to the ARB. The ARB will then make a motion on the project. The motion will be to recommend approval of the project, approval of the project with conditions, continuance of the project to another ARB meeting, or denial of the project.
- J. Immediately following the ARB's final decision, the Planner prepares a draft decision letter. The decision date and action of the ARB and all of the approved conditions will be included in the decision letter.
- K. Within 3 working days of the ARB action, the Director of Planning and Community Environment will review the ARB recommendations and all

conditions in the draft decision letter. If the Director concurs with the ARB recommendations, the decision letter is signed, making the action official. A notice of the Director's decision is sent to owners and residents within 600 feet of the project site. The decision may be appealed to the City Council by filing a letter of appeal within 14 days of the post mark date of the decision letter. The applicant is now ready to apply for a Minor or Major Subdivision.

4. Can I obtain input on the project design prior to formally applying for ARB approval?

Yes. 'Preliminary Architectural Review' is a voluntary, but highly recommended, conceptual project review by the ARB to let the applicant know the site, architectural, and contextual concerns posed by the project and to help the applicant anticipate these issues in the formal application. No action is taken by the ARB and its comments and direction are non-binding. The process for applying for Preliminary Architectural Review is similar to the Architectural Review process described above, except that no environmental review occurs and no action is taken. A fee is required for Preliminary Architectural Review – see the fee schedule online.

5. What are the steps required for a Minor Subdivision?

A. Applications for Minor Subdivisions may be processed in one of two ways: a Preliminary Parcel Map or a Tentative Map.

A Preliminary Parcel Map is processed if there are:

- 1) No exceptions to the design criteria or public improvements stated in Title 21 'Subdivisions and Other Divisions of Land' of PAMC are requested; and
- 2) Total acreage involved does not exceed five acres, and
- 3) No individual resultant lot exceeds two acres, and
- 4) Fewer than five parcels or condominium units, or a community apartment or stock cooperative project containing fewer than five units are created.

The Director of Planning and Community Environment has the authority to review and act on a Preliminary Parcel Map for a Minor Subdivision.

A Tentative Map is processed if there are:

- 1) Exceptions to the design criteria or public improvements stated in Title 21 'Subdivisions and Other Divisions of Land' of PAMC; or
- 2) Total acreage involved exceeds five acres;
- 3) Any one resultant lot exceeds two acres;
- 4) Five or more parcels or condominium units, or a community apartment or stock cooperative project containing fewer than five units are created.

All Tentative Maps require the review of and recommendation by the Planning and Transportation Commission, with final action by the City Council.

Applicant applies for a Minor Subdivision by scheduling an appointment with a Planner. Applications are submitted at the City's Development Center at 285 Hamilton Ave. A preliminary meeting with a Planner to review the feasibility of the Minor Subdivision is highly recommended. To schedule an appointment, call (650) 329-2441. Please see Attachment 2 for the Submittal Requirements Checklist – Step One and Attachment 4 for the required Subdivider's Statement form.

B. Minor Subdivision: Preliminary Parcel Map – Review, Decision and Appeal Process.

1. The applicant submits 16 copies of the map and attachments as required in the Submittal Requirements Checklist – Step One.
2. The Planner routes plans and attachments to City departments/divisions (PWE, PWO, WGW, Electric, Fire, Building, Transportation, City Attorney, etc.) for comments. Plans are reviewed for completeness by the Project Planner. The City has 30 days to make the determination of completeness in writing to the applicant.
3. The Planner will determine if the project will benefit from a Development Review Committee (DRC) review. The DRC consists of a representative from every department and division responsible for reviewing projects. DRC meetings are held weekly (currently, Wednesdays at 10:00 a.m. in the Council Conference Room) unless no projects are scheduled to be reviewed. The Planner schedules the DRC meeting to obtain verbal comments from committee members. The applicant may also attend this meeting. Public improvements can be discussed during this informal meeting.
4. The Planner will gather all the comments from various departments and will send a project review letter to the applicant.
5. Once the application is deemed complete by the Project Planner, a Director's Hearing is scheduled. (Note that most applications for preliminary map approval are exempt from the requirements of CEQA.)
6. The purpose of the Director's Hearing is to receive testimony from the public. No decision is made at this hearing. Notice of the time and place of the hearing will be published in the Palo Alto Weekly and sent to the applicant and every property owner and utility customer within 600 feet of the project site.
7. The Director's Hearings are held on the first and third Thursdays of the month at 3:00 p.m. in the Council Conference Room, 1st Floor of City Hall.
8. The Director of Planning and Community Environment takes action on the Preliminary Parcel Map after the Director's Hearing and within 50 days of the date the application is deemed complete, unless extended by the mutual consent of the Director and the applicant. If, in the opinion of the Director, there are issues of major significance associated with the proposed Parcel Map, such map may be deferred by the Director to the Planning and Transportation Commission and the City Council for processing in accordance with the

procedures set forth in subsections (c) and (d) of PAMC Chapter 21.12. The Director's decision letter will have conditions of approval which may include requirements for public improvements.

9. Any person may appeal the Director's decision in approving, conditionally approving or denying a Preliminary Parcel Map by filing a notice of appeal within 15 days of the decision. The appeal is presented to the Planning and Transportation Commission which acts as an advisory appeal board and reviews the appeal and makes its recommendations to the City Council which takes final action.

C. Minor Subdivision: Tentative Map – See Major Subdivision – Tentative Map below.

D. Improvement Plans

1. The Project Planner or the PWE reviewer sets up a meeting with the applicant and all City Departments and Divisions that may be impacted by the project. This will typically be the Water/Gas/Wastewater Utilities Engineering Division, the Electric Utilities Engineering Division, the Transportation Division, the Planning Division, the Public Works Operations Division, the Public Works Engineering Division, and the Fire Department. The DRC meeting is typically used for this improvement plan meeting.
2. City staff will determine what public improvements will be required from the applicant for the project. Improvements may include, but are not limited to, upgrading the public utilities (domestic water, fire fighting water, gas, electric, sanitary sewer, storm drain) serving the project, replacement of the sidewalk, curb and gutter, resurfacing the street, and the installation of fire hydrants, street trees, street lights, traffic signals, street striping and signage.
3. The applicant will be required to submit Improvement Plans to the PWE plan reviewer for distribution to other City staff after approval of the Preliminary Parcel Map or Tentative Map. The review of the Improvement Plans is a cost recovery activity and the City will establish a cost recovery account for this purpose.
4. The PWE plan reviewer will route plans to city staff and assign a three week period to receive comments.
5. The PWE plan reviewer will gather comments and send them to the applicant.
6. The applicant will revise the plans and resubmit to the PWE plan reviewer.
7. Resubmitted plans are then routed back to staff. If further comments are issued by staff, this process is repeated until all staff approves the Improvement Plans.
8. The applicant can now submit a Parcel Map or Final Map for review. See Parcel Map and Final Map below.
9. If the applicant does not intend to construct the improvements immediately and complete them prior to the recordation of the map, then the applicant must enter into a Subdivision Improvement Agreement with the City that describes the terms for guaranteeing the installation of the public improvements. The

Project Planner is responsible for requesting the Attorney's Office to prepare this agreement and for delivering it to the applicant for review.

10. The applicant must provide the PWE reviewer with an itemized construction estimate of the public improvements.
11. The PWE reviewer and other City staff will review this estimate and send comments or revisions to the applicant. Additionally, the PWE reviewer will add appropriate contingencies to the estimate.
12. The applicant must provide acceptable security to guarantee the public improvements are installed. A letter of credit, certificate of deposit, cash or bonds may be submitted. If bonds are submitted, they will consist of a Labor & Material Payment Bond and a Faithful Performance Bond. The Payment Bond will be 50% of the approved estimate; the Performance Bond will be 100% of the estimate.
13. The applicant must provide the PWE reviewer with a final set of Improvement Plans on mylar sheets with the civil engineer's original stamp and signature
14. The PWE reviewer will have the City Engineer sign the cover sheet and then return or file the plans.
15. The Improvement Plans, subdivision improvement agreement, and bonds all need to be completed and signed by the appropriate parties prior to City approval of the Parcel Map or final map.

E. Parcel Map

1. A Parcel Map must be recorded within two years of a Preliminary Parcel Map or Tentative Map approval, unless an extension is granted by the City. The application for a Parcel Map is submitted to the Current Planning Division and shall include the items specified in the Submittal Requirements Checklist – Step Two (Attachment 3).
2. Review and Decision Process
 - a. Public Works, Utilities and Planning review the paper map and issue comments.
 - b. The applicant makes corrections and resubmits a paper map for re-review. If the initial comments/corrections were minor, the applicant can resubmit the signed map in mylar for City signatures.
 - c. Public Works ensures: the mylar Improvement Plans, if any, have been signed by the project engineer and the City Engineer; bonds, if any, have been received; the Subdivision Improvement Agreement, if required, has been signed by the applicant and the City; and evidence has been provided that the person signing the Parcel Map for the owner is authorized to do so.
 - d. Planning ensures: the CC&R's, if applicable, have been submitted, reviewed and approved; any required agreements, such as the BMR agreement, have been signed by the City and the applicant; and the conditions of approval and the mitigation measures, if applicable, have been satisfactorily responded to.
 - e. The City Engineer signs the Parcel Map.

- f. The Director of Planning and Community Environment signs the Parcel Map.
- g. The Planner delivers the signed map to the applicant.
- h. The applicant makes two mylar copies of the map and then delivers the original and the two copies back to the Planner.
- i. The Planner delivers the original and one copy of the map to the title company, along with the agreements and other documents to be recorded.
- j. The title company takes the map and documents to the County Recorder for recordation
- k. The County recorder signs, records and files the original mylar copy of map and any agreements and signs and returns the conformed copy of the map and copies of the agreements to the title company for delivery back to the City.
- l. Public Works archives the conformed copy of the Parcel Map.
- m. The Attorneys Office sends copies of the agreements to the City Clerk and to respective departments.

6. What are the steps required for a Major Subdivision?

A. Applicant submits application to Planning for a Major Subdivision. Please see Attachment 2 for the Submittal Requirements Checklist – Step One. A completed Subdivider’s Statement form is also required at application submittal; this form is provided in Attachment 4.

B. Major Subdivision: Tentative Map

1. The Planner routes plans and attachments to City departments/divisions (PWE, WGW, Elect, Fire, Bldg, Transportation, City Attorney, etc.) for comments. Plans are reviewed for completeness by the Project Planner. The City has 30 days to make the determination of completeness in writing to the applicant.
2. The Planner will determine if the project will benefit from a Development Review Committee (DRC) review. The DRC consists of a representative from every department and division responsible for reviewing projects. DRC meetings are held weekly (currently, Wednesdays at 10:00 a.m. in the Council Conference Room) unless no projects are scheduled to be reviewed. The Planner schedules the DRC meeting to obtain verbal comments from committee members. The applicant may also attend this meeting. Public improvements are discussed during this informal meeting.
3. The Planner will gather all the comments from various departments and will send a project review letter to the applicant. (It is assumed here that CEQA review has already occurred during the ARB review process.) The letter will include the public improvements required for the project.
4. Once the application is deemed complete by the Project Planner, a hearing before the Planning and Transportation Commission is scheduled. The hearing is scheduled within 50 days of the filing date of a Tentative Map. The applicant's consent to such an extension shall be presumed unless the applicant

makes timely objection thereto within the 50-day period or at the time the matter is continued beyond such period.

5. Notice of the public hearing is sent to each owner of record of real property within 600 feet of the exterior boundary of the property.
6. Staff prepares a written Staff Report including a recommendation of approval, denial, or approval with conditions, of the Tentative Map, the findings and grounds for such recommendation, and other information deemed relevant by Staff. Conditions may include, but are not be limited to, required dedications and improvements, measures required to mitigate the environmental, safety, traffic, and other impacts of the subdivision and such other conditions as may be required to insure compliance with all policies, objectives and goals of the Palo Alto Comprehensive Plan.
7. The Planning and Transportation Commission reviews the map and Staff Report and recommends to the City Council approval, conditional approval, or denial of the map, and any conditions upon which such approval should be granted.
8. Within 30 days of Planning Commission's recommendation, the City Council holds a public hearing and approves, approves with conditions, or denies the application.
9. Notice of Council's decision is mailed to applicant.

C. Improvement Plans – see above under “5. What are the steps for a Minor Subdivision?”

D. Major Subdivision: Final Map

A final map must be recorded within 2 years of the Tentative Map approval, unless an extension was granted by the City. Please see Attachment 3 for the Submittal Requirements Checklist – Step Two.

1. Review and Decision Process
 - a. Public Works, Utilities and Planning review the paper map and issue comments.
 - b. Applicant makes corrections and resubmits the paper map to the Planner for re-review, or if the comments/corrections are minor, the applicant can resubmit the signed map in mylar for City signatures.
 - c. Public Works ensures: the mylar Improvement Plans, if any, have been signed by the project engineer and the City Engineer; bonds, if any, have been received; the subdivision improvement agreement, if required, has been signed by the applicant and the City; and evidence has been provided that the person signing the final map for the owner is authorized to do so.
 - d. Planning ensures: the CC&R's, if applicable, have been submitted, reviewed and approved; any required agreements, such as the BMR agreement, are signed by the City and the applicant; and the conditions of approval and the mitigation measures, if applicable, have been satisfactorily responded to.
 - e. The City Engineer signs the map.

- f. The Director of Planning and Community Environment signs the map.
- g. The final map is placed on the City Council agenda as a consent item.
- h. Once City Council approval has been granted, the Planner obtains the City Clerk's signature on the map and delivers the signed map to applicant.
- i. The applicant makes two mylar copies of map and then delivers the original and the two copies back to the Planner.
- j. The Planner delivers the original and one copy of map to the title company, along with the agreements and other documents.
- k. The title company takes the map and agreements to the County Recorder for recordation.
- l. The County recorder signs, records and files the original map and any agreements, and signs and returns the conformed copy of the map and copies of the agreements to the City via the title company.
- m. Public Works archives the conformed copy of the final map.
- n. The Attorneys Office sends copies of the agreements to the City Clerk and to respective departments.

7. Can extensions be granted for Preliminary Parcel Map or Tentative Map approval?

An extension of time may be granted by the Director of Planning and Community Environment in the case of a Preliminary Parcel Map and by the City Council after recommendation of the Planning and Transportation Commission in the case of a Tentative Map, upon the written application of the subdivider prior to the expiration of the approval or conditional approval of the Tentative Map or Preliminary Parcel Map or prior to the expiration of any previous extension granted under Title 21 or the SMA. The extension shall be subject to the maximum limitations set forth in the SMA.

V. AFTER FINAL MAP AND PARCEL MAP APPROVAL

1. When can demolition, grading and building permits be applied for and issued?

- A. Demolition permits are issued by the Building Division. Pursuant to PAMC 18.76.020(h), no building demolition is permitted on any site requiring architectural review approval until architectural review approval has been granted for a replacement structure. Demolition permits are not contingent upon maps being recorded. Demolition permits allow the demolition of existing buildings and site improvements, but do not allow grading.
- B. Grading permits allow site grading and the drainage system to be installed. They can be applied for upon approval of the Preliminary Parcel Map or Tentative Map. They cannot be issued until the Parcel Map or final map is recorded.
- C. Building permits allow the buildings and site utilities, other than the storm drain system, to be installed. They can be applied for upon approval of the Preliminary Parcel Map or Tentative Map. They cannot be issued until the Parcel Map or final map is recorded.

2. How do building permit plan checks work?

Applications for building permits initiate the building plan check process. Building permit applications are received at the City's Development Center located at 285 Hamilton Avenue, 1st floor, between the hours of 8:00 a.m. – 11:30 a.m. (M-T-Th-F) and 9:00 a.m. – 11:30 a.m. (Wednesdays). An appointment with a Building Permit Technician is strongly encouraged to ensure sufficient time to take in the application. Information required to be submitted with a Building Permit Application, along with application forms, fees, etc. can be found on the Development Center website (<http://www.cityofpaloalto.org/planning-community/dev-index.html>).

Depending on the size and complexity of projects, the City may perform building plan checking in house or use one of several outside consultants with which it contracts for plan check services. Either way, the City strives to provide initial plan check comments typically within eight weeks of application submittals for subdivision projects and subsequent comments within four weeks of re-submittals. This includes comments from other City departments to which the plans are routed for review. Alternatively, the City allows applicants to select a third party plan check firm from an approved list and negotiate fees and review times directly with these firms. Oftentimes, this will reduce the response times for receipt of comments, particularly for larger projects, but this is not guaranteed. When the elective plan check process is used, the plans are still routed internally to other City departments, however the City only collects 25% of the Plan Check Fee that would otherwise be collected if the plan checking were performed in house or through one of the firms with which the City contracts.

3. What is needed to obtain a Street Work Permit?

Public Works issues *Permits for Construction in the Public Street* ("street work permits") to the contractor installing the public improvements in the public right-of-way. The contractor comes into the Development Center and submits an application, provides plans (typically, copies of the Improvement Plans), traffic and pedestrian control plans for each phase of construction, a logistics plan, an insurance certificate, and pays a fee. The fee is 5% of the cost of the work being done in the right-of-way. There is a separate fee for dewatering, if necessary. The street work permit form, the insurance requirements, logistic plan guidelines, traffic control guidelines, and many of Public Works standard details are on the City's website.

4. How does building inspection work?

Building inspections are performed by the City's own Building Inspectors. Additional special inspections, as required, for each project are performed by private special inspection and testing firms with which owners, contractors, designers, etc. contract directly. The special inspections required for any project are noted on a separate form provided with the Building Permit. Though special inspection and testing firms contract directly with owners/contractors/designers, they report to and receive direction from the City's Building Inspectors.

Building inspections are scheduled by calling the Building Division at 650.329.2496 and pressing 1 between the hours of 8:00 a.m. – 11:45 a.m. and 1:30 p.m. – 4:45 p.m. (M-F). Building Inspectors are available in the office for consultation between the hours of 7:30 a.m. – 8:00 a.m. (M-Th) and 1:00 p.m. – 1:30 p.m. (M-F). Inspections that have been scheduled and the results of inspections that have been performed are also available to view on line. Instructions for viewing inspections on line are provided at the time Building Permits are issued. Typically, inspections are scheduled within 24 hours of when they are requested, however during periods of peak construction activity it may take up to 3 days.

The Building Inspection Division has compiled numerous checklists to inform contractors of what the expectations and requirements are for practically every type of inspection to be performed on most residential and commercial building projects. The sequence of required inspections for all projects is provided at the time Building Permits are issued. The individual inspection checklists can also be provided at this time or throughout the course of construction as needed. Either way, the checklists are designed to assist contractors with passing inspections by minimizing uncertainties about code requirements and inconsistencies among the various Building Inspectors. Comments about the checklists and suggestions for their improvement are welcome at any time.

References:

1. Subdivision Map Act, available from CELSOC at www.celsoc.org
2. Palo Alto Municipal Code, Title 21, Subdivisions and Other Divisions of Land, available at www.cityofpaloalto.org

Attachments:

1. Environmental Assessment Worksheet
2. Submittal Requirements Checklist - Step One
3. Submittal Requirements Checklist – Step Two
4. Subdivider's Statement form

ATTACHMENT 1



ENVIRONMENTAL ASSESSMENT WORKSHEET

City of Palo Alto Department of Planning and Community Environment

GENERAL INFORMATION:

Date Filed _____

1. Address of Project: _____

2. Assessor's Parcel Number: _____ Book #: _____ Page #: _____

3. Application Number(s): _____

4. Applicant:

Name _____ Telephone _____

Address _____ Fax # _____

_____ E-mail _____

5. Owner:

Name _____ Telephone _____

Address _____ Fax # _____

_____ E-mail _____

6. Current Zoning: _____ Comprehensive Plan Designation _____

7. Application for:

Site and Design _____ Parcel Map _____ ARB Review _____

Use Permit _____ Zone Change _____ EIA, EIR _____

EXISTING SITE:

8. State all known or suspected prior uses, operations, or other activities on the site over the past 20

years_____

9. Size of site: Gross_____ Net_____

10. Site is owned _____ Rented _____ by applicant.

11. Existing use of property:_____

*Attach photographs of project site, also include an aerial photo of the project site.

12. Number of existing structures_____ Current Use_____

13. Size of existing structures_____ Condition_____

14. Will any structure be demolished for this project Yes_____ No_____

15. Total square footage to be demolished_____

16. Total number of building occupants for existing use_____

17. Number of parking spaces _____ % compact spaces_____ # Bicycle spaces_____

18. If current use is residential:

Number of owner-occupied units _____

Number of renter-occupied units _____

PROPOSED PROJECT:

19. Project description_____

20. Future tenant if known_____

21. Number of structures proposed_____ Size (in square feet)_____

22. Number of floors and building height_____ FAR_____

23. Percentage of site to be covered (including bricks and pavers)_____

24. Estimated number of employees per shift_____

25. If the proposed project is residential:

Total number of units_____ Number of units per acre_____

Expected sales price or monthly rent per dwelling unit_____

List kinds and size of community buildings_____

Area of private open space_____ Area of common open space_____

Provision of low/moderate income units:

1) Number of units provided for: Sale_____ Rent_____

2) Sale and / or rental price_____

26. Total number of vehicles expected daily for proposed project_____

27. Number of proposed parking spaces_____ Percentage compact spaces_____

Number of bicycle spaces_____

28. Are there any toxic wastes to be discharged? Yes_____ No_____

(If yes, please complete a Sewer Discharge Questionnaire, which is furnished by the Building Department)

29. Has the facility in the past or will the operation of the proposed facility involve the storage or use of Hazardous materials? Yes_____ No_____

(If yes, please complete a Hazardous Materials Disclosure checklist, which is furnished by the Fire Department)

30. Expected amount of water usage (except for residential developments of fewer than 4 units not located in the foothills)

Domestic _____ gal/day Peak use _____ gal/day

Commercial _____ gal/day Peak use _____ gal/day

31. Daily sewer discharge (over 30 fixtures only) _____

32. Expected energy use:

Gas _____ therms Electric _____ KWH Peak electric demand _____

Uses and equipment sizes

A. Space heating:

Gas _____ BTUH _____ Solar _____

Electric _____ KW _____ Heat pump _____ Tons _____

Other _____

B. Air conditioning:

Number of units _____ Total tonnage _____

C. Water heating:

Gas _____ BTUH _____ Solar _____

Electric _____ KW _____ Heat Pump _____ Tons _____

Other _____

Type: Central system _____ Individual system _____

Recirculating Loop? Yes _____ No _____

D. Other:

Indoor lighting _____ KW _____ Outdoor lighting _____ KW _____

Cooking _____ KW _____ Refrigeration _____ Tons or ft _____

Motors _____ HP _____ x-ray _____ Computer _____

33. Air pollution emissions (Check applicable BAAQMD regulations).

Commercial / Industrial only: Source _____

Type _____ Amount _____

34. Noise generation: eg. Generators, chillers, HVAC, drive through speakers, etc.

Source _____ Amount (dBa) _____

Please list outside noise sources that may affect the project: eg. Traffic, train etc. _____

Sound proofing/mitigation proposed _____

35. Site drainage provisions _____

36. Amount of proposed grading (cubic yards) _____ Cut _____ Fill _____

37. Disposition of excavated material _____

38. Permits required from other agencies:

Santa Clara Valley Water District _____

Bay Area Air Quality Management District _____

Army Corps of Engineers _____

Other _____

Environmental Setting:

39. Percent and direction of ground slope at site _____

40. Is this site within a special flood hazard area? Yes _____ No _____

41. Existing site and adjacent vegetation (please list, and indicate any tree to be removed)

*Also include a tree disclosure statement. The size and surveyed location of all public, protected private, and heritage trees must be shown. (This form is available at the Development Center)

42. Existing animal, bird life and habitat on site_____

43. Detailed description of conditions and uses of adjacent properties_____

Prepared by_____

Date_____

Note: More information may be required before the application for which this assessment has been prepared can be processed.

PLEASE RETURN COMPLETED WORKSHEET TO THE DEPARTMENT OF PLANNING AND COMMUNITY ENVIRONMENT, DEVELOPMENT CENTER, 285 HAMILTON AVENUE, 1ST FLOOR.

ATTACHMENT 2



City of Palo Alto

Department of Planning and Community Environment
Current Planning Division, 250 Hamilton Avenue
Palo Alto, CA 94301
(650) 329-2441
<http://www.cityofpaloalto.org>

SUBMITTAL REQUIREMENTS CHECKLIST - STEP ONE **MINOR SUBDIVISION (4 or fewer parcels)** **MAJOR SUBDIVISION (5 or more parcels)** **PRELIMINARY PARCEL MAP OR TENTATIVE MAP**

Note: A Tentative Map is required for a Minor Subdivision if any one parcel exceeds 2 acres or the total exceeds 5 acres

******Applicant: Please submit TWO COPIES of this checklist with your application submittal******

Project Address:	Application #:
Submittal Date:	Planner:

APPLICATION FORM

- Items 1-5 completed
- Property owner's original signature (copies are not acceptable)
- Written authorization from Stanford University is required if the property is located on Stanford land
- Cost Recovery Agreement (where applicable)

FILING FEE

LETTER OF APPLICATION - 16 copies

The letter should be addressed to the City's Current Planning Manager and shall include a detailed description of the proposed subdivision and should explain how the subdivision complies with the design criteria of PAMC Chapter 21.20 and 21.28. If your subdivision does not comply with the design criteria, your letter should demonstrate the that following "exceptions findings" (21.32.020(b) PAMC) can be supported:

- A. There are special circumstances or conditions affecting the property
- B. The exception is necessary for the preservation and enjoyment of a substantial property right of the petitioner
- C. The granting of the exception will not be detrimental to the public welfare or injurious to other property in the territory in which the property is situated; and
- D. The granting of the exception will not violate the requirements, goals, policies, or spirit of the law.

- ENVIRONMENTAL IMPACT ASSESSMENT WORKSHEET - 16 copies**
- PRELIMINARY TITLE REPORT DATED WITHIN 3 MONTHS OF APPLICATION SUBMITTAL - 2 copies**
- SUBDIVIDER'S STATEMENT FORM - 16 copies**
- PRELIMINARY SOILS REPORT - 3 copies** (or waiver of this requirement from Public Works. Waiver form available online.)
- PRELIMINARY COPY OF RESTRICTIVE COVENANTS (CC&Rs) (if any)**
- TREE DISCLOSURE STATEMENT (required) AND TREE PRESERVATION REPORT (if applicable)**
- ADDITIONAL INFORMATION** - Such as a planner may deem essential to the application (e.g. photographs, tree report).

PERSON PREPARING MAP

- NAME _____
- PHONE NUMBER _____
- EMAIL _____
- SUBMIT DOCUMENTS USED TO CREATE MAP

Note: The following items need to be completed or shown on the map by the person preparing the map. If an item is not applicable, enter NA. If an item is not shown, state why. Submit 16 copies of the map.

PAMC 21.12.030 MAP SIZE & SCALE

- SIZE OF SHEET 18" X 26"
- SCALE OF THE MAP, WHICH SHOULD BE SUFFICIENT TO CLEARLY SHOW DETAILS SUCH AS PIPE, RIM & SPOT ELEVATIONS

PAMC 21.12.040 INFORMATION TO BE SHOWN ON MAP

- TITLE: PRELIMINARY PARCEL MAP OR TENTATIVE MAP
- TRACT NAME
- DATE
- NORTH ARROW
- ASSESSOR'S PARCEL NUMBER
- BOUNDARY

- KEY MAP
- STAMPED AND SIGNED BY PLS/PE ACT 411

CORRECT NAME OF MAP SHOWN

- PRELIMINARY PARCEL MAP
- TENTATIVE MAP
- FOR CONDOMINIUM PURPOSES
- OTHER _____

OWNER - SUBDIVIDER NAME AND ADDRESS

- NAME OF RECORD OWNER
NOTE: AT TIME OF FINAL/PARCEL MAP SUBMITTAL, MUST SUBMIT THE DOCUMENT AUTHORIZING THE PERSON(S) WHO WILL SIGN THE FINAL/PARCEL MAP
- ADDRESS OF RECORD OWNER
- NAME OF BUSINESS
- ADDRESS OF BUSINESS

AREA

- ACREAGE NEAREST TENTH OF AN ACRE AND SQUARE FEET
- AVERAGE SIZE OF LOTS
- SMALLEST SIZE OF LOTS

ELEVATIONS

- SUFFICIENT ELEVATIONS
- CONTOURS
- ALL DRAINAGE FEATURES FOR DRAINAGE CONSIDERATION SHOWN
- RIM & INVERT ELEVATIONS OF SANITARY AND STORM SEWER MAINS

EXISTING STREETS

- NAME OF STREETS
- LOCATION OF STREETS
- WIDTH OF STREETS
- GRADE OF STREETS
- CENTERLINE OF STREETS
- WILL THERE BE AN IMPACT TO EXISTING STREET?

PROPOSED STREETS

- NAMES OF STREETS
- NAMES OF STREETS APPROVED BY THE PALO ALTO HISTORICAL ASSOCIATION?

- LOCATIONS OF STREETS
- WIDTH OF STREETS
- GRADE OF STREETS
- TYPICAL CROSS SECTION OF ALL STREETS AND ALLEYS TO BE:
 - CONSTRUCTED
 - WIDENED
 - IMPROVED
 - DEDICATED
- PLAN & PROFILE FEATURES OF ALL STREETS AND ALLEYS WITHIN THE PROPOSED SUBDIVISION

EXISTING EASEMENTS

- LOCATION WITH BOOK AND PAGE SHOWN
- WIDTHS
- PURPOSE OF ALL EXISTING AND PROPOSED EASEMENTS
- SHOW EASEMENTS TO BE ABANDONED
- SUBMIT EASEMENT DOCUMENTS
- STORM
- WASTE WATER
- WATER
- ELECTRICAL OVERHEAD - UNDERGROUND
- GAS

UTILITIES SHOWN

- SEWER
- GAS
- WATER
- STORM
- LOCATIONS OF PIPE LINES
- RIM AND INVERT ELEVATIONS OF SEWER OF UP AND DOWN STREAM MANHOLES
- TYPE (SIZE & MATERIAL) OF EXISTING PIPELINES
- UTILITY RELATED STRUCTURES, LIKE PADS
- OTHER PUBLIC UTILITIES, LIKE OVERHEAD POWER LINES
- SHOW THE GROUND ELEVATION OF UTILITIES
- FLOW LINE ELEVATION AT CONNECTIONS TO EXISTING PIPELINES
- SHOW ALL BUILDING AND USE RESTRICTIONS APPLICABLE TO ANY EASEMENTS

LOT LAYOUT - DIMENSIONS APPROXIMATE

- LOT LAYOUT
- APPROXIMATE DIMENSIONS OF EACH LOT TO THE NEAREST FOOT
- EACH LOT SHALL BE NUMBERED
- BUILDINGS
- DIMENSIONS AND LOCATIONS OF ANY EXISTING BUILDINGS
- SHOW WHICH BUILDINGS ARE TO REMAIN AND WHICH ARE TO BE REMOVED

WATER

- LOCATION OF ALL WATER COURSES
- WIDTH OF ALL WATER COURSES
- DIRECTION OF FLOW OF ALL WATER COURSES
- APPROXIMATE BOUNDARY OF AREAS SUBJECT TO INUNDATION OF STORM WATER OVERFLOW
- ALL WATER WELLS

PROPOSED PUBLIC AREAS, IF ANY

- LOCATION OF WOODED AREAS, TREE MASSES
- A LIST OF PARCELS THAT HAVE GOOD POTENTIAL FOR PASSIVE SOLAR

SUBDIVIDER STATEMENT

- ZONING
- EXISTING USE OR USES
- PROPOSED USE OR USE OF PROPERTY
- STATEMENT OF THE IMPROVEMENTS
- STATEMENT OF PUBLIC UTILITIES PROPOSED TO BE MADE OR INSTALLED
- PROVISION FOR SEWAGE AND SEWAGE DISPOSAL
- PUBLIC AREAS PROPOSED
- REGULATED TREES TO BE REMOVED OR PLANTED
- PROPOSED STREET LIGHTING

EXISTING RESTRICTIONS

- COVENANTS
- LEASES
- RIGHT OF WAY
- LICENSES
- ENCUMBRANCES

STATEMENTS

- A STATEMENT REGARDING COMPLIANCE OF THE SUBDIVISION WITH THOSE APPLICABLE ELEMENTS OF THE PALO ALTO COMPREHENSIVE PLAN OR THE MANNER IN WHICH SUCH COMPLIANCE WILL BE ATTAINED
- JUSTIFICATION AND REASONS FOR ANY REQUESTED EXCEPTIONS TO PROVISIONS OF THIS TITLE
- ANY ADDITIONAL INFORMATION REGARDING THE SUBDIVISION AS MAY BE DEEMED NECESSARY BY THE DIRECTOR OF PLANNING

ADDITIONAL INFORMATION

- DESCRIPTION OF THE VERTICAL DATUM
- DESCRIPTION OF THE HORIZONTAL DATUM - FINAL MAP TO HAVE TIE TO NAD @ 3 CONTROL PTS
- FLOOD ZONE STATEMENT TO BE SHOWN ON MAP

ATTACHMENT 3



City of Palo Alto

Department of Planning and Community Environment
Current Planning Division, 250 Hamilton Avenue
Palo Alto, CA 94301
(650) 329-2441
<http://www.cityofpaloalto.org>

SUBMITTAL REQUIREMENTS CHECKLIST - STEP TWO **MINOR SUBDIVISION (4 or fewer parcels)** **MAJOR SUBDIVISION (5 or more parcels)** **PARCEL MAP OR FINAL MAP**

****Applicant: Please submit TWO COPIES of this checklist with your application submittal****

Project Address:

Application #:

Submittal Date:

Planner:

APPLICATION FORM

- Items 1-5 completed
- Property owner's original signature (copies are not acceptable)
- Written authorization from Stanford University is required if the property is located on Stanford land
- Cost Recovery Agreement (where applicable)

FILING FEE

PARCEL MAP OR FINAL MAP - Four (4) copies

The Parcel Map or Final Map shall be prepared by a registered civil engineer or licensed land surveyor and shall comply with the provisions of the State Subdivision Map Act. The map must show the following information (see PAMC 21.16.010(e) and 21.16.030-200 for technical description). If a box is not checked for any item, please provide a written explanation.

- 18" X 26" REPRODUCIBLE WITH 1" MARGIN
- LEGIBLY DRAWN
- SHEETS NUMBERED AND NUMBER OF SHEETS
- NORTH ARROW
- CORRECT SCALE
- TITLE BLOCK
- SURVEYOR / ENGINEER SEAL WITH SIGNATURE AND EXP DATE

- ENGINEER REG# LESS THAN 33966
- PARCELS NUMBERED ONLY
- BLOCK MAY BE NUMBERED OR LETTERED
- EXTERIOR BOUNDARY LEGEND
- DESIGNATED REMAINDER LESS THAN 5 ACRES OR "NOT A PART OF" MUST BE SHOWN
- ADJACENT PROPERTY LINES / IDENTIFICATION - OWNER, SUBDIVISION NAME
- PRINT OUT OF CLOSURE SHEETS
- CLOSURE FOR RESULTANT PROPERTIES
- CLOSURE FOR NEW PUE'S
- TIE TO ISLAND TYPE PUE'S
- CURVE DATA
- RADIUS
- ARC LENGTH
- CENTRAL ANGLE
- RADIUS BEARING CORD DISTANCE FOR NON TANGENT CURVES
- ALL CURVES HAVE SUFFICIENT DATA SHOWN (3)
- ALL STRAIGHT LINES LABELED WITH BEARING AND DISTANCES
- MONUMENTS ARE SHOWN AND DIMENSIONED 5 FT OFFSET
- BASIS OF BEARING DEFINED AND SHOWN

STATEMENTS

- OWNERS, NAME(S) AS SHOWN ON RECORDED DOCUMENT
- SURVEYOR / ENGINEER
- RECORDER
- DIRECTOR OF PLANNING AND COMMUNITY ENVIRONMENT
- CITY ENGINEER
- BENEFICIARY STATEMENT
- ACKNOWLEDGEMENT STATEMENTS
- OFFERS OF DEDICATIONS
- STREET NAMES - WIDTHS - CENTERLINE - MONUMENT LINE
- EASEMENT LOCATIONS & WIDTH - SHOW BOOK AND PAGE
- LEGEND OF SYMBOLS
- BUILDING SETBACK LINES
- LOT AREA
- FLOOD ZONE NOTATION
- STREET MONUMENTS - PROPERTY CORNERS TO BE SET

- THIS SUBDIVISION IS TRANSFERABLE SUBJECT TO A SUBDIVISION AGREEMENT WHICH IS ON FILE WITH THE DEPARTMENT OF PLANNING AND COMMUNITY ENVIRONMENT, CITY OF PALO ALTO
- IF ABANDONING ANY ENCUMBRANCES, PUE, STREET, ETC, SUBMIT THE RECORD DOCUMENT WHICH CREATED SAID PUE, STREET, ALLEY, ETC.
- STATEMENTS SHOULD REFLECT THE NAME OF EITHER THE PRELIMINARY PARCEL MAP OR TENTATIVE MAP THAT WAS APPROVED
- PROVIDE COPY OF DOCUMENT THAT AUTHORIZES THE PERSON SIGNING THE MAP ON BEHALF OF THE COMPANY OR PARTNERSHIP
- SHOW TIE TO NAD @ 3 CONTROL PTS

ADDITIONAL DOCUMENTS (where applicable)

- AGREEMENT AND SECURITY FOR IMPROVEMENTS
- PRELIMINARY TITLE REPORT WITH EACH OFFER OF DEDICATION
- INSTRUMENT PROHIBITING RIGHT OF ACCESS ACROSS NON ACCESS OR PLANTING STRIPS
- CALCULATION AND TRAVERSE SHEETS USED IN COMPUTING DISTANCE, ANGLES AND COURSE, AND TIES TO MONUMENTS - 2 copies
- PROPOSED CC&Rs - 2 copies
- SOILS REPORT - 2 copies
- IMPROVEMENT PLANS AND SPECIFICATIONS AND COST ESTIMATES FOR IMPROVEMENTS

ADDITIONAL INFORMATION:

- AS REQUESTED BY PROJECT PLANNER

OTHER

- SUBMIT AUTOCAD FILE

ATTACHMENT 4

City of Palo Alto

Subdivider's Statement

Section 21.12.050 of the Palo Alto Municipal Code requires that a 'Subdivider's Statement' shall appear upon, or accompany, Tentative or Preliminary Parcel Maps, and shall contain the following information. If any of the items listed below are not applicable, please indicate this. You may attach additional sheets if needed.

Address of the Subject Property: _____

Zone district (s): _____

(a) Existing Use(s): _____

(b) Proposed Use(s): _____

(c) Improvements and public utilities proposed and the time at which such improvements are proposed for completion: _____

(d) Provisions for sewerage and sewage disposal: _____

(e) Public areas proposed: _____

(f) Tree Disclosures. Existing surveyed tree location, species, size, dripline area (including trees located on neighboring property that overhang the project site) and public trees within 30 feet of the project site. Specify regulated tree removal requests:

(g) Proposed street lighting or any other outdoor lighting: _____

(h) Existing restrictive covenants, leases, right-of-way, licenses and encumbrances
affecting use of the land (attach copies): _____

(i) Requested Exceptions to any requirements of the Subdivision Ordinance. [Most exceptions relate to general design requirements, and particularly to lot size, dimensions, location or configuration. Applications for exceptions shall state fully the grounds of the application and the facts relied upon by the petitioner. Exceptions shall be granted only upon making certain findings, including the four listed below.]

Exceptions requested: _____

(1) There are special circumstances or conditions affecting the property.
(Describe)

(2) The exception is necessary for the preservation and enjoyment of a
substantial property right of the petitioner. (Explain)

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

(4) The granting of the exception will not violate the requirements, goals, policies or spirit of the law. (Explain)

(j) Requested variances from any of the requirements of the Zoning Ordinance.

Variances requested: _____

Reasons and Justification: _____

(k) Statement regarding the compliance of the subdivision with those applicable elements of the Palo Alto Comprehensive Plan, or the manner in which such compliance will be attained, when relevant and not otherwise ascertainable from the Tentative Map or other contents of the subdivider's statements. (Such information shall include, but not be limited to, a statement of how the housing policies of the Palo Alto comprehensive plan will be met):

(l) Any additional information regarding the subdivision as may be deemed necessary by the Director of Planning and Community Environment.

To the best of my knowledge, this application is in conformance with the Zoning Ordinance/Subdivision Ordinance, and Comprehensive Plan as submitted or includes exceptions or variances as indicated in (i) or (j) above.

Signature of Applicant _____ Date _____