COUNTY OF SANTA BARBARA

Planning and Development

www.countyofsb.org/plndev

# Tentative Tract Map

**A TENTATIVE TRACT MAP (TTM) is required for land divisions that create five or more lots and for the conversion to condominiums of five or more multiple dwelling units.**

## THIS PACKAGE CONTAINS

- ✓ **SUBMITTAL REQUIREMENTS**
- ✓ **APPLICATION FORM**
- ✓ **INDEMNIFICATION AGREEMENT**

## AND, IF ✓'D, ALSO CONTAINS

☐ **AGREEMENT FOR PAYMENT OF PROCESSING FEES**
Click to download Agreement to Pay form

☐ **PLAN AND MAP REQUIREMENTS**
Click to download Site Plan and Topographical Map Requirements

☐ **AGRICULTURAL ACTIVITIES SUPPLEMENT**
Click to download Agricultural Activities Supplement form

☐ **MISSION CANYON SUPPLEMENT**
Click to download Mission Canyon Supplement form

☐ **ORDINANCE 661 INFORMATION**
Click to download Ordinance 661 information

☐ **ROAD NAMING REQUIREMENTS**
Click to download Road Naming application

☐ **FIRE DEPARTMENT VEGETATION PLAN INFORMATION**
For additional information regarding Fire Department Requirements click here

☐ **STORMWATER CONTROL PLAN**
For project applicability and SCP submittal requirements, click here


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Updated by SCI 050219

# SUBMITTAL REQUIREMENTS TENTATIVE TRACT MAP

## Military Land Use Compatibility Planning Requirements

Is the site located in an area with any military uses/issues? ☐ Yes ☐ No
Please review the website to determine applicability. http://cmluca.gis.ca.gov/. This requirement applies to all General Plan Actions and Amendments, and Development Projects that meet one or more of the following conditions:

1) Is located within 1,000 feet of a military installation,
2) Is located within special use airspace, or
3) Is located beneath a low-level flight path

Copy of report attached? ☐ Yes ☐ No

## Cities Sphere of Influence

Is the site within a city sphere of influence?[1] ☐ Yes ☐ No
If yes, which city? _____

___ 16 Copies of completed application form
(if the parcel is currently under AG Preserve Contract, submit **7** additional copies)

___ 16 Copies of the Site Plan prepared by a licensed land surveyor or a registered civil engineer licensed to practice land surveying folded to 8-1/2" x 11"
Click to download Site Plan and Topographical Map Requirements

___ 3 Copies of a preliminary/conceptual landscape plan **folded to 8-1/2" x 11"**
Indicate the acreage/square footage of the following **folded to 8-1/2" x 11":**
- drought tolerant areas
- non-drought tolerant areas
- non-vegetative areas (bark, granite, stone, etc.)

___ 2 Proposed grading and drainage plans folded to 8-1/2" x 11" showing :
- cut and fill calculations
- existing and proposed contour lines
- methods of conveying water off the site.

___ 1 Stormwater Control Plan for Regulated Projects (See Section V)

___ 12 Copies of a lot tally sheet giving the net and gross size of each proposed lot.

___ 3 Copies of a preliminary soils report unless waived by the Director of Public Works.

___ 2 Copies each: (see application)
___ existing hydrologic studies
___ water well driller's reports
___ well pump test reports

[1] If additional information is needed regarding location of a City's Sphere of Influence, please contact our zoning information counter.

___ water quality analysis
___ percolation tests
___ drywell performance tests

___ 2 Copies of 10 year water use data: (see application)
___ District/Company meter records for the past 10 years
___ pumpage records for the past 10 years

**If ten year history is not available, provide available data**

___ 2 Copies of an 8 1/2" x 11" vicinity map showing project location with respect to identifiable landmarks, roadways, etc.

___ 2 Copies of the Hazardous Waste Minimization Plan (if applicable)

___ 2 Copies of the Characterization Study (if applicable)
___ 2 Copies of an Energy Conservation plan

Buildings should be designed to minimize reliance on mechanical heating and cooling through insulation and design. They should be designed and oriented to use sunlight for direct heating, solar water heating, and illumination whenever possible. Natural ventilation and shading should be used to cool a building. Climatic factors such as prevailing winds, shade trees, window and door orientation, and the positioning of buildings on the site shall all be coordinated to maximize energy conservation.

___ 2 Sets of photos taken from three vantage points:
- close-up
- mid-field
- entire project site.

**NO XEROX COPIES**

The following is also required:
- Mount the photos on heavy 8 1/2" x 11" paper
- Orient the viewer by direction ("looking northwest from...")
- note any landmarks

___ 2 Copies of proposed Homeowner's Association CC&Rs.

___ 2 Copies of the Tentative Tract Map with the assigned case number reduced onto 8 1/2 x 11" paper. These are to be submitted after the application is found complete and a case number is assigned.

___ 1 Documentation that the property constitutes a separate legal lot (required if the property is vacant and unimproved).

___ 1 Copy of the letter sent to each utility company requesting submission of utility easement requirements to Planning and Development.

___ 1 Copy of a letter to an existing water company or district requesting approval for connection (subdivider must furnish the maps for their review).

___ 1 Copy of a letter to an existing sanitary company or district requesting approval for connection (subdivider must furnish the maps for their review).

___ 1 Copy of any special studies or reports such as archaeological and historical assessments, traffic studies, marketing studies, employee data and noise studies.[2]

___ 2 Recent aerial photos at a scale sufficient to identify vegetation and structures. Outline the property and the proposed lots and roadways in grease pencil or colored tape.

___ 1 For properties in Agricultural Preserve, a list of proposed parcels and their estimated dates of transfer of ownership.

___ 2 Copies of a preliminary title report not more than 60 days old.

___ 1 Letter of Authorization from all owners noted in the title report if the subdivider and owner are not the same. Full addresses of all owners must be on the map or Letter of Authorization.

___ 1 Agreement to Pay form
Click to download Agreement to Pay form

___ 1 Check Payable to Planning & Development

___ 1 Indemnification Agreement

**NOTE:** If you had a pre-application meeting and submittals were recommended as a result of that meeting, your application may not be called complete until those items are also submitted.

[2] Will remain confidential (not a part of the public case file) if requested by the applicant.

**PLANNING & DEVELOPMENT**

PERMIT APPLICATION

SITE ADDRESS:_____

ASSESSOR PARCEL NUMBER: _____

PARCEL SIZE (acres/sq.ft.): Gross _____ Net _____

COMPREHENSIVE/COASTAL PLAN DESIGNATION: _____ ZONING: _____

Are there previous permits/applications? ☐no ☐yes numbers:_____
(include permit# & lot # if tract)

Is this application (potentially) related to cannabis activities? ☐no ☐yes

Did you have a pre-application? ☐no ☐yes if yes, who was the planner? _____

Are there previous environmental (CEQA) documents? ☐no ☐yes numbers: _____

1. **Financially Responsible Person** _____ Phone: _____FAX: _____
(For this project)
Mailing Address:_____
Street City State Zip

2. **Owner:**_____ Phone: _____FAX:_____

Mailing Address:_____E-mail:_____
Street City State Zip

3. **Agent:**_____Phone: _____FAX:_____

Mailing Address:_____E-mail:_____
Street City State Zip

4. **Arch./Designer:** _____Phone: _____FAX:_____

Mailing Address: _____State/Reg Lic#_____
Street City State Zip

5. **Engineer/Surveyor:**_____Phone:_____FAX:_____

Mailing Address: _____State/Reg Lic#_____
Street City State Zip

6. **Contractor:**_____ Phone: _____FAX:_____

Mailing Address:_____State/Reg Lic# _____
Street City State Zip

## COUNTY USE ONLY

*Case Number:*._____ *Companion Case Number:*_____
*Supervisorial District:*_____ *Submittal Date:*_____
*Applicable Zoning Ordinance:*_____ *Receipt Number:*_____
*Project Planner:*_____ *Accepted for Processing*_____
*Zoning Designation:*_____ *Comp. Plan Designation*_____

Updated by SCI 050219

For all questions below, attach additional sheets if necessary, referencing the section and question number. Please fill in every blank. Use "N/A" where question is not applicable.

**II. PROJECT DESCRIPTION:** Please use the space below or type on a separate sheet and attach to the front of your application a complete description of your request including the permit/decision requested, location, setting, and purpose of the project.

*EXAMPLE: We are requesting a major Conditional Use Permit for a church in the existing building at the corner of ____ and ____. The church would serve a congregation of ____, with services on ____ and ____, classes on ____ and ____ and would include a preschool which would operate on weekdays from 6:30 a.m. to 7:00 p.m. serving a maximum of 50 children ages ____ to ____. A playground is also proposed at the NE corner of the building site. No signs are proposed at this time. One tree will be removed at the SW corner to make room for improvements for parking. The parking area will consist of 100 spaces and will be screened with a landscaped berm. Include parking, grading, storm water drainage, trees fencing, walls, screening and any other details which help describe the project in full. If your project has the potential to impact storm water quality, describe measures that will be incorporated into the project description to minimize/eliminate the impacts.**[*]

**III. GRADING:** Will there be any grading associated with the project? Y N

**(NOTE: For proposed access drives over 12% grade, a clearance letter from the Fire Dept. will be required)**

CUT _____ cubic yards AMOUNT TO BE EXPORTED _____ c.y.

FILL _____ c.y. AMOUNT TO BE IMPORTED _____ c.y.

MAXIMUM VERTICAL HEIGHT OF CUT SLOPES _____

MAXIMUM VERTICAL HEIGHT OF FILL SLOPES _____

MAXIMUM HEIGHT OF ANY PROPOSED RETAINING WALL(S) _____

TOTAL AREA DISTURBED BY GRADING (sq. ft. or acres) _____

What is the address of the pick-up/deposit site for any excess cut/fill?

_____

Specify the proposed truck haul route to/from this location.

_____

## IV. SITE INFORMATION

A. Is this property under an Agricultural Preserve Contract? Y N

B. Describe any unstable soil areas on the site.

_____

C. Name and describe any year round or seasonal creeks, ponds, drainage courses or other water bodies. How is runoff currently conveyed from the site?

_____

D. Has there ever been flooding on the site? Y N
If yes, state the year and describe the effect on the project site.

_____

_____

E. Describe any proposed drainage and/or flood control measures. How will storm water be conveyed across and from the site? Where will storm water discharge?

_____

_____

F. Will the project require the removal of any trees? Y N
If so, please list them here as requested. Attach additional sheets as necessary.

| Type | Diameter (at 4' height) | Height |
|---|---|---|
| | | |
| | | |

Explain why it is necessary to remove these trees.

___

___

G. Describe any noise sources that currently affect the site.

___

_____

H. Are there any prehistoric or historic archaeological sites on the property or on neighboring parcels? Y N Unknown
If yes, describe. _____

_____

I. Describe all third party property interests (such as easements, leases, licenses, rights-of-way, fee ownerships or water sharing agreements) affecting the project site, provision of public utilities to the site or drainage off the site.

___

___

J. Have you incorporated any measures into your project to mitigate or reduce potential environmental impacts? Y N Unknown If so, list them here. (Examples include tree preservation plans, creek restoration plans, and open space easements.)

___

_____

## V. STORM WATER MANAGEMENT AND APPLICATION OF LOW IMPACT DEVELOPMENT FEATURES

Is the project located in the NPDES Permit Area[3] ? Y N Undetermined

If Yes and 2,500 square feet or more of new or replaced impervious area, the project shall comply with the following:

Tier 1. If the project is 2,500 square feet or more of new or replaced impervious area, submit a *Stormwater Control Plan for Small (Tier 1) Projects*[1] with this application that identifies Low Impact Development measures incorporated into the project design, such as:

- Limit disturbance of natural drainage features
- Limit clearing, grading, and soil compaction

[3] See www.sbprojectcleanwater.org under "Development" for map of the NPDES Permit Area, Stormwater Technical Guide, Stormwater Control Plan template, Stormwater Control Plan for Small (Tier 1) Projects, and a definition of Low Impact Development.

- Minimize impervious surfaces
- Minimize runoff by dispersing runoff to landscape or using permeable pavements

Tier 2. If the project is 5,000 square feet or more of new or replaced "net impervious" area (not Single Family Dwelling), or if the project is Single Family Dwelling with 15,000 square feet or more of new or replaced "net impervious" area, submit a *Stormwater Control Plan* with this application that identifies 1) Low Impact Development measures incorporated into the project design and 2) stormwater quality treatment measures. ["Net impervious" is defined as the sum of new and replaced impervious surface area minus any reduction in impervious, such as new landscaped area. It is an incentive for redevelopment projects to increase pervious area.]

Tier 3**.** If the project is 15,000 square feet or more of new or replaced impervious area, submit a *Stormwater Control Plan* with this application that identifies the above requirements and also identifies retention of stormwater runoff from a regulated storm event.

If No, the project is not located in the NPDES Permit Area, but is a Regulated Project, the project shall comply with the following:

Regulated Project:

1. Residential subdivision developments with 10 or more dwelling units;
2. Commercial development of 0.5 acres or greater;
3. Parking lots of 5,000 square feet or more or have 25 or more parking spaces and are potentially exposed to storm water runoff;
4. Automotive repair shops;
5. Retail gasoline outlets;
6. Restaurants, and
7. Any new development or redevelopment where imperviousness exceeds one acre.

Water Quality: Submit a *Stormwater Control Plan* with this application that identifies measures to reduce and remove pollutants from storm water runoff. The *Stormwater Control Plan* will follow the Tier 2 approach described in the Stormwater Technical Guide, with storm water treatment, source control, and LID[4] measures.

## VI. ACCESS

A. Describe the existing access road(s) to the site. Include road widths, shoulders, and type of surface material.

_____

_____

B. Does property front on a public street? Y N
Is access to be taken from this public street? Y N
Name of public street: _____

C. Will the proposed access utilize an easement across neighboring property? Y***** N
***Submit documentation which supports the applicant's use of this easement.**

D. Describe proposed construction equipment access _____

_____

[4] Low Impact Development is a design approach that minimizes or eliminates pollutants in storm water through natural processes and maintains pre-development hydrologic characteristics, such as flow patterns, onsite retention, and recharge rates. For examples and design guidance see http://www.sbprojectcleanwater.org.

## VII. DEVELOPMENT AND USE

A. Existing: Describe the existing structures and/or improvements on the site.

| Use | Size (sq ft) | Height | # of Dwelling Units |
|---|---|---|---|
| _____ | _____ | _____ | _____ |
| _____ | _____ | _____ | _____ |

B. Proposed: Describe the proposed structures and/or improvements.

| Use | Size (sq ft) | Height | # of Dwelling Units |
|---|---|---|---|
| _____ | _____ | _____ | _____ |
| _____ | _____ | _____ | _____ |

C. Will any structures be demolished or removed? ____ If so, please list them here as requested.

| Current Use | Historic Use | Age | Rental Price (if rented) |
|---|---|---|---|
| _____ | _____ | _____ | _____ |
| _____ | _____ | _____ | _____ |

D. Describe all other existing uses of the property.

_____

E. How will the project affect the existing uses of the property?

_____

_____

F. Describe any other historic use(s) of the property. This may include agricultural (include crop type), commercial, or residential uses.

_____

_____

G. Provide a short description of the land uses surrounding the site.

North _____

South _____

East _____

West _____

H. STATISTICS: Mark each section with either the information requested or "n/a" if not applicable.

| | EXISTING | PROPOSED | TOTAL |
|---|---|---|---|
| BUILDING COVERAGE | _____ | _____ | _____ |
| IMPERMEABLE ROADS/PARKING/ WALKWAYS (sq. ft.) | _____ | _____ | _____ |
| OPEN SPACE (sq. ft.) | _____ | _____ | _____ |
| RECREATION (sq. ft.) | _____ | _____ | _____ |
| LANDSCAPING (sq. ft.) | _____ | _____ | _____ |
| AGRICULTURAL LANDS (sq. ft.) | _____ | _____ | _____ |
| POPULATION (#) (employees/residents) | _____ | _____ | _____ |
| DWELLING, HOTEL/MOTEL UNITS | _____ | _____ | _____ |
| PARKING (on-site) | | | |
| TOTAL # OF SPACES | _____ | _____ | _____ |
| # OF COVERED SPACES | _____ | _____ | _____ |
| # OF STANDARD SPACES | _____ | _____ | _____ |
| SIZE OF COMPACT SPACES | _____ | _____ | _____ |

Estimate the cost of development, excluding land costs. _____

## VIII. PARCEL VALIDITY

P&D requires applications for the subdivision of vacant, unimproved property to provide clear evidence that the property is a separate legal lot. The following documents that show the subject property in its current configuration constitute acceptable evidence of a separate, legal lot: a recorded Parcel or Final Map, a recorded Official Map, a recorded Certificate of Compliance or Conditional Certificate of Compliance, an approved Lot Line Adjustment, a recorded Reversion to Acreage, a recorded Voluntary Merger or an approved Lot Split Plat.

A. Type of evidence provided to demonstrate a separate, legal lot:

_____

Copy of evidence attached: ☐Yes ☐No

Reference number for evidence supplied: _____

## IX. PUBLIC/PRIVATE SERVICES

A. WATER:

1. If the property is currently served by a private well, submit the following for each well:
   a. Pumpage records (electrical meter or flow meter readings) for the past 10 years
   b. Pump test data
   c. Location of other wells within 500 feet
   d. Water quality analysis
   e. Drillers report (with construction details)
   f. Copy of applicable well sharing agreement

2. Does the well serve other properties? Y N

   If yes, address(es): _____

3. Is a well proposed? Y N If so, will it serve other properties? Y N

   If yes, address(es): _____

4. If the property is currently served by a private or public water district, submit the following:

   a. Name: _____

5. Will the project require annexation to a public or private water company? Y N

   If yes, name: _____

B. SEWAGE DISPOSAL:

1. Existing: Indicate if the property is currently served by the following:

| | Yes/No | |
|---|---|---|
| a. Septic system* | _____ | |
| b. Drywell* | _____ | |
| c. Public sewer district | _____ | If yes, name:_____ |

*Submit engineering details on septic tanks and dry wells, as well as calculations for leach field size, where applicable.

2. Proposed: Indicate what sewage disposal services are <u>proposed</u> as part of this project?

   a. Septic system* _____
   b. Drywell* _____
   c. Public sewer district _____ District Name:_____

*Submit percolation tests and/or drywell performance tests as applicable.

3. Will the project require annexation to any public sewer district? Y N

   Name: _____

C. FIRE PROTECTION

1. Fire protection is (will be) provided by the _____ Fire Department.

(Montecito, Summerland, S.B. County)

2. Is there an existing water main infrastructure in the vicinity? Circle one: Yes No

3. How far away is the nearest standard fire hydrant? _____ feet.

4. Is a new fire hydrant proposed? Circle one: Yes No

5. If a new hydrant is proposed, what is the longest driving distance from the proposed hydrant to the proposed building(s)? _____ feet.

6. Will fire protection be provided by an on-site water storage tank? Circle one: Yes No

Tank capacity: _____ gallons

7. What is the driving distance from the water tank to the proposed structure(s)? _____ feet.

8. Is a fire sprinkler system proposed? Yes No Location _____

9. Describe the access for fire trucks. Include width and height clearance for access and surface material.

_____

_____

10. Will hazardous materials be stored or used? Y/N List any hazardous materials which may be used or stored on the site. _____

_____

## HAZARDOUS WASTE/MATERIALS

**Please read and answer the following questions if, in the known history of the property, there has been any storage (above or underground) or discharge of hazardous materials or if the proposal includes storage, use or discharge of any hazardous material. Hazardous materials include pesticides, herbicides, solvents, oil, fuel, or other flammable liquids. Attach additional sheets if necessary.**

**Past & Present:**

List any hazardous materials which have been or are currently stored/discharged/produced on the property. Describe their use, storage and method of discharge. Provide dates where possible.

_____

_____

_____

If a characterization study has been prepared, please submit it with this application.

Is the project site on the County Site Mitigation list? Y N Unknown

Is the site on the CA Hazardous Waste and Substances Sites list? Y N Unknown

**Proposed Project:**

List any hazardous materials proposed to be stored/discharged/produced on the property. Describe the proposed use and method of storage and disposal.

_____

_____

_____

If the proposed project involves use, storage or disposal of any hazardous materials, please contact County Fire Department at 686-8170 to determine whether additional submittals are required.

## Please include any other information you feel is relevant to this application.

**CERTIFICATION OF ACCURACY AND COMPLETENESS:** Signatures must be completed for each line. If one or more of the parties are the same, please re-sign the applicable line.

**Applicant's signature authorizes County staff to enter the property described above for the purposes of inspection.**

*I hereby declare under penalty of perjury that the information contained in this application and all attached materials are correct, true and complete. I acknowledge and agree that the County of Santa Barbara is relying on the accuracy of this information and my representations in order to process this application and that any permits issued by the County may be rescinded if it is determined that the information and materials submitted are not true and correct. I further acknowledge that I may be liable for any costs associated with rescission of such permits.*

_____

Print name and sign - Applicant/Agent Date

_____

Print name and sign - Landowner Date