



LAND DIVISION APPLICATION

1245 N. Hacienda Road, La Habra Heights, CA 90631

Phone: 949.585.0477 – Fax 562.690.5010

Applicant: _____

Address: _____

Phone: _____

Fax: _____

Email: _____

Property Owner: _____

Address: _____

Phone: _____

Fax: _____

Email: _____

**Civil Engineer/
Surveyor:** _____

Address: _____

Phone: _____

Fax: _____

Email: _____

Property Location

Address: _____

Assessor's Parcel Number: _____

Legal Description (Attach additional sheets if necessary):

Project Data:

Existing Land Use: _____

Zoning Classification: _____

Intended land use of lots within the subdivision: _____

General Plan Land Use Classification: _____

Surrounding Land Uses:

North: _____

South: _____

East: _____

West: _____

Existing No. of Lots: _____

Proposed No. of Lots: _____

Gross Lot Area (S.F./Acres) of Each Parcel: _____

Net Lot Area (S.F./Acres): _____

Building Area (S.F.) Each Structure on Parcel: _____

Domestic Water Source: (Water Co.) _____

Sewage: (Method of Sewage Disposal) _____

Grading:

(Any Grading Lots Contemplated?) _____

Street Improvements:

(Street Improvements Contemplated?) _____

(Private Streets Planned?) _____

Are dedications proposed? _____

Are public improvements proposed? _____

Owner/Applicant Certification

By my signature below, I hereby certify the following:

1. I understand that there is no guarantee – expressed or implied – that any permit will be granted. I understand that each matter must be carefully evaluated and after the evaluation has been conducted or the public hearing has been held, that staff's recommendation decision may be revised to a different position taken in any preliminary discussions.
2. I understand that the environmental review associated with the submittal of this application is preliminary, and that after further evaluation, additional information, reports, studies, applications or fees may be required.
3. I understand that if my application is denied, there is no refund of fees paid. Unused funds remaining within deposit accounts will be refunded upon written request. Additional fees may be required depending on work required to process application.
4. I understand that submitting inaccurate or incomplete information may result in delays or denial of my application.
5. The fees required to be paid with this application submittal may not reflect the total fees required. You may be required to pay additional fees.
6. I understand that by signing this application, I consent and expressly allow, authorize, and permit the City of La Habra Heights, its departments, agents, and employees (collectively, "City"), to enter upon and inspect the subject property(ies) identified herein, with or without prior notice, for the purposes of inspecting, photographing, and/or processing this application. No additional permission or consent to enter upon the property(ies) is necessary or shall be required. By signing this application, I further certify and warrant that I am authorized to, and hereby do, consent and allow such inspections on behalf of each and all owners of the property(ies) identified herein.
7. I understand that all materials I submit to the Department of Regional Planning ("Department") in connection with my application may become public record subject to inspection and copying by members of the public. By filing an application, I acknowledge that I understand that the public may inspect and copy these materials and the information contained herein, and that some or all of the materials may be posted on the Department's website. For any materials that may be subject to copyright protection, or which may be subject to sections 5500.1 and 5536.4 of the California Business and Professions Code, by submitting such materials to the Department I represent that you have the authority to grant, and are granting, the Department permission to make the materials available to the public for inspection and copying, whether in hardcopy or electronic format.
8. I have read and understand the foregoing, and agree to the submittal of this application.

CONSENT: (To be signed if owner of record is not Sub divider) I consent to the submission of the Land Division Map accompanying this statement.

Signed: _____ Date _____
(At least one record owner)

CERTIFICATION: I hereby certify that the above information is correct to the best of my knowledge.

Signed: _____ Date _____
(Sub divider or Subdivider's Agent)

For Office Use Only

Application Number: _____

Date Received: _____

Fee: _____

Planning Approval: _____

Reviewed By: _____

SUBDIVISION MAP INFORMATION

The following list includes the items and information that must be submitted for a complete application. Some items may not apply to your project as noted in the list below, and some will only be required if specifically requested by the City to adequately evaluate the project. You will be notified whether your application is complete. If it is incomplete or additional information is required, you will receive a specific list of requirements to complete the application.

Checklist

- One completed and signed application form.
- Non-refundable filing fee must accompany application.
- Photocopy of current deed and preliminary title report. (Name of property owner on deed must correspond with the name of applicant unless letter of authorization is submitted with application).
- Submit four (4) sets of all required drawings. Drawings to be prepared as follows with each set folded to 8 ½" x 11" maximum.
- Submit (3) copies of conceptual grading plan that show the development of any necessary access driveways and a suitable building pad. The conceptual grading plan must indicate how the proposed subdivision and each lot will comply with current City ordinances (setbacks, grading, retaining walls, etc.)
- Preliminary hydrology study.
- Storm water requirements applicability.
- Soils Report.

General Requirements

- Sheet size of 24" x 36" is required.
- Drawings shall be neat and clearly labeled.
- Submittal must include two sets of clear, legible 8 ½" x 11" and 11" x 17" reductions of all plans submitted in addition to full size submissions.
- Each sheet should contain the name(s) of the firm(s) preparing the plan(s), name of applicant, project location, scale, and date of preparation. The identification of the professional engineer or licensed land surveyor who prepared the plan including name, address, telephone number, registration number, and expiration date of certificate shall also be placed on each sheet.
- All plans shall be drawn to standard engineering or architect's scale of sufficient size to properly evaluate the project.
- Tentative maps must be prepared and signed by a registered civil engineer or licensed land surveyor.

THE MAP SHALL SHOW OR BE ACCOMPANIED BY A REPORT FROM THE SUBDIVIDER REGARDING

- Existing and proposed street improvements (If any), including a plan layout and typical sections.
- Existing and proposed sanitary sewer facilities (If any), including sizes and approximate locations, alignments, lengths, and grades.
- Existing and proposed storm drainage facilities, including types and approximate locations, alignments, lengths, and grades. Certain applications may require a Closed Circuit Television (CCTV) inspection of existing sewer main and storm drain as directed by City Engineer.

Plot Map

- The subdivision boundary lines, including dimensions.

- ❑ Existing and proposed streets and alleys in and adjacent to the subdivision. The location and width of alleys and the location, width, and name of existing and proposed streets shall be shown. All streets shall be shown at full width on the map and the street right-of-way dimensions shall be shown. The grades within ½ percent shall be indicated for the abutting streets.
- ❑ The general legal description of the property being subdivided by reference to subdivisions or sectional surveys.
- ❑ Tract or parcel map number in the lower right hand corner of the map. (Obtain from Los Angeles County, Department of Public Works, 900 S. Fremont avenue, Alhambra, CA 91803, (626) 458-4952)
- ❑ Name, location, width of right-of-way, and status of all adjoining streets and distance to the nearest cross street.
- ❑ Proposed streets designated by actual names or temporary letter, such as “A” Street, “B” Street, etc., for the purposes of identification.
- ❑ Width and approximate grade of all streets and driveways within and abutting the subdivision, direction of drainage and proposed disposition of storm water.
- ❑ The north point shall be shown on each sheet of the map.
- ❑ The scale shall be shown on each sheet of the map.
- ❑ Lot lines.
- ❑ Lot number.
- ❑ Lot dimensions.
- ❑ Area for each lot (gross and net).
- ❑ Easements. The location, width and purpose of all existing and proposed public and private easements shall be shown. Provide evidence of all needed offsite easements.
- ❑ The date of preparation of the map.
- ❑ The gross area of the subdivision calculated to the nearest hundredth of an acre.
- ❑ The total number of the lots proposed for the subdivision.
- ❑ Structures – onsite – the approximate location and dimensions of existing structures shall be shown together with a clear indication of which structures are to be removed, which are to remain, and distance from the property line.
- ❑ Structures –offsite- approximate location of existing structures offsite within 15 feet of the property line.
- ❑ Flood hazards. Any area subject to flooding shall be clearly identified.
- ❑ The existing and proposed lowest finished floor elevations and the top of up-stream sewer manhole along the public sewer main, closest to the property shall be identified.
 - If existing and proposed lowest finished floor elevations are equal to or below the top of the manhole, than a backwater valve is required and so shall be annotated on the plan.
 - Indicate location of sewer lateral cleanouts at property line.
- ❑ Topography and grading. The approximate existing contours and the proposed general grading plan of streets, alleys, lots, and easements shall be shown. Contours of adjacent land shall be shown when such contours affect the design of the subdivision. Provide cut/fill and import/export quantities in cubic yards, the maximum vertical cut or fill (in feet), the total length of retaining walls and maximum height of retaining walls. Certain applications may require submittal of a separate cut/fill map, and/or typical cross sections.
- ❑ Trees. The approximate location of each existing tree, diameter of tree trunks, name of tree species if known, and call out any trees to be removed.
- ❑ Existing and proposed fire hydrant locations and distance of existing fire hydrant to nearest subdivision boundary.
- ❑ Existing and proposed street light locations.
- ❑ Overhead utility lines.