

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

## APPLICATION FOR PARCEL MAP

### CITY OF SAN LEANDRO

TO: CITY ENGINEER

Attached are the required plans of my proposed development, and/or other information necessary for the approval of the tentative map herein requested.

Property Situs Address & APN \_\_\_\_\_

OWNER OF PROPERTY \_\_\_\_\_

MAILING ADDRESS \_\_\_\_\_

Phone Number: \_\_\_\_\_ Fax Number: \_\_\_\_\_

SUBDIVIDER (if different) \_\_\_\_\_

MAILING ADDRESS \_\_\_\_\_

Phone Number: \_\_\_\_\_ Fax Number: \_\_\_\_\_

ENGINEER \_\_\_\_\_

Mailing Address & Phone Number: \_\_\_\_\_

LOCATION OF PROPOSED SUBDIVISION \_\_\_\_\_

DESCRIPTION OF SUBDIVISION AND REASON FOR DIVISION: \_\_\_\_\_

PRESENT ZONING \_\_\_\_\_

NOTE: Section 7-1-530: FAILURE TO FILE COMPLETED MAP If the subdivider fails to file a completed map, including any agreements, and security required, in an acceptable form to the City Engineer within twelve (12) months from the initial filing of the application, the application shall be considered withdrawn and a new application shall be required for proceedings to commence. This time period may be extended by the City Engineer upon written request of the subdivider for an additional period of up to twelve (12) months.

Section 7-1-535: ACTION BY CITY COUNCIL The City Council shall act upon said Map within sixty (60) days of the filing of a completed Map acceptable to the City Engineer unless a later time is otherwise agreed to by the City Engineer and the subdivider. The City Council shall approve, conditionally approve, or deny the Map. Approval shall not be final until the Parcel Map is recorded. The Map may be denied by the City Council for any reasons provided by City ordinance, resolution or the Map Act. The City Council shall deny approval of the Map if it makes any of the findings as set forth in Section 7-13-330, herein.

The following are required to be shown on, or to accompany all Parcel Maps. The Developer or his/her engineer shall complete this form and submit it with the Parcel Map to the Engineering Division. If it is not possible to conform to any requirements on the list, the reason should be given under comments. Exceptions or modifications to the requirements may be granted by the City Engineer when he deems that circumstances warrant such exception. No map shall be accepted for filing until all requirements are met.

1. Three (3) copies of the Parcel Map prepared by a civil engineer or licensed surveyor; clearly showing:
  - a. Parcel map number and designation; true north point, scale and date
  - b. Political boundaries
  - c. The boundary of the subdivision tied to existing or proposed City monuments
  - d. Tract number or names of adjacent subdivisions, and the names of record owners of adjoining parcels of unsubdivided land
  - e. The location, width, and names of all streets or other public ways proposed or existing, and the location and width of all railroad rights-of-way, and public or private easements
  - f. The proposed location, numbers, and dimensions of all parcels
  - g. All parcels of land offered for dedication for public use, or reserved for the common use of property owners, together with the purpose of conditions or limitations of such reservations
2. Two (2) copies of a topographic map or ALTA survey of the entire property clearly showing:
  - a. Nature and location of existing and proposed utility easements, sewers, drains, culverts, streetlights, overhead and underground structures, or facilities within the subdivision boundary and immediately adjacent thereto
  - b. Contour lines with intervals of five (5) feet, or less when required by the City Engineer, based upon the San Leandro City Base, as set forth in Title VII, Chapter 1 of the Municipal Code, showing existing grades at the time of filing of this map and extending beyond the boundaries of the subdivision
  - c. Proposed flow of surface drainage

- d. Location, height, and square footage of all buildings within the boundary of the subdivision
- e. Type of construction and type of occupancies for all existing buildings as categorized in the California Building Code
- f. Calculations to check adequacy of floor areas of all buildings within the parcel to be within the allowable floor area due to changing of property lines
- g. Fire rating and fire resistivity of the exterior walls if needed due to its location from property lines as determined by the California Building Code
- h. Parking and circulation layout
- i. The topographic map or separate instrument filed with the Parcel Map shall show the proposed specifications for all public improvements proposed by the subdivider. Cross sections and tentative grades for all proposed streets shall be shown

A licensed architect may need to be hired to satisfy requirements e, f, & g.

- 3. Two (2) sets of boundary closures covering: boundary of the map, the boundary of each parcel, the boundary of all dedications, the ties between existing and proposed monuments and the subdivision boundary.
- 4. Preliminary title report prepared within the previous three (3) months.

Comment: \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

- 5. In case of Condominium Subdivision, submit 3 copies of condominium plans and CC&Rs.
- 6. Required deposit is \$4,000 plus \$100 per lot. Processing fees consist of personnel related, direct and indirect costs. All charges will be billed monthly to the owner or developer indicated on the attached Customer Number form.
- 7. Prior to the recordation of the final map with the Alameda County Recorder, Subdivider shall submit to the City Engineer a computer disk with a file of the points and lines of the final map in an AUTOCAD readable format compatible with the City's Automated Mapping System.

Sign the appropriate statement:

I hereby certify that I am the record owner of the real property described herein.

DATE \_\_\_\_\_ SIGNATURE \_\_\_\_\_

This application must be filed with the Land Use Division of the Engineering and Transportation Department, 835 East 14th Street, San Leandro, CA 94577, together with plans and other submittals, which may be required or pertinent to this application

Received: \_\_\_\_\_ By: \_\_\_\_\_

LAND USE DIVISION  
CITY OF SAN LEANDRO

CITY OF SAN LEANDRO  
Agreement for Payment of Fees for Application Processing

**FOR CITY USE ONLY:**

Customer Number (CN) \_\_\_\_\_ Issue Date \_\_\_\_\_

Address of Project \_\_\_\_\_ File No. \_\_\_\_\_

Fees: Staff Review \_\_\_\_\_ Architectural Design Review \_\_\_\_\_

Other (specify) \_\_\_\_\_ Total Fees \_\_\_\_\_

Posted by \_\_\_\_\_ Copies to: E/T \_\_\_\_\_ Finance \_\_\_\_\_ Fire \_\_\_\_\_

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**TO BE COMPLETED BY APPLICANT:**

TO: City of San Leandro  
Engineering & Transportation Department  
835 East 14th Street  
San Leandro, CA 94577

Phone: (510) 577-3428

Project Description \_\_\_\_\_

\_\_\_\_\_ (insert name of applicant) agrees to pay all personnel and related direct and indirect costs (including 100% of direct personnel costs for employee benefits and overhead) for review and processing necessary for the subject project, even if the application fee is applied toward the above costs, in an amount and at such time as requested by the Development Services Department.

Payments are due and payable within thirty (30) days. Interest will accrue on all costs unpaid thirty (30) days after billing at the maximum legal rate and the City is entitled to recover its costs, including attorney's fees, in collecting unpaid accounts.

If the City is unable to collect all costs from the applicant or authorized agent, the property owner will be responsible for the amount due. Delinquent accounts may result in a lien being placed on the property.

Applicant agrees to hold City harmless from all costs and expenses, including attorney's fees, incurred by City or held to be the liability of City in connection with City's defense of its actions in any proceeding brought in any State or Federal court challenging the City's actions with respect to the applicant's project.

Name \_\_\_\_\_ Telephone \_\_\_\_\_  
*applicant or authorized agent*

Address \_\_\_\_\_  
*number and street city and state zip*

Signature of Applicant or Authorized Agent \_\_\_\_\_

Print Name \_\_\_\_\_

Name \_\_\_\_\_ Telephone \_\_\_\_\_  
*property owner*

Address \_\_\_\_\_  
*number and street city and state zip*

Signature of Property Owner \_\_\_\_\_

Print Name \_\_\_\_\_