

TENTATIVE ADMINISTRATIVE PARCEL MAP

Procedures

Purpose

The Tentative Administrative Parcel Map provides an alternative to the tentative map process where extensive review of a proposed subdivision by the Planning Commission is not necessary. As defined by Section 16.16.030 of the Lancaster Subdivision Ordinance, a Tentative Administrative Parcel Map is a division of any vacant or developed real property that has all public improvements installed; and has been previously subdivided; and where the map is categorically exempt under the provisions of CEQA and, therefore, is not subject to further environmental review. Separate utilities are required to be provided to each individual parcel. A Tentative Administrative Parcel Map cannot be approved for air space condominiums.

Process

Step 1 - Project Consideration

The Director may waive the requirement for filing a tentative parcel map where it is determined that the following conditions exist:

1. All public improvements which serve the property have been installed.
2. The parcels resulting from the Tentative Administrative Parcel Map will conform to the requirements of the Zoning Ordinance and the Uniform Building Code as applicable.
3. The City Engineer has determined that the Tentative Administrative Parcel Map does not adversely affect any existing access, easements or utilities, or the adverse effect can be satisfactorily mitigated.

Step 2 - Pre-application Conference

It is recommended that the proposal be reviewed with the Planning Department and Public Works Department staff prior to the formal submission of the application. This will provide project review on conformity with the General Plan and Zoning Ordinance, engineering requirements, and design criteria.

Submittal Requirements

An application for Tentative Administrative Parcel Map shall be filed, accompanied by a map and any other information in the application or required by the Director.

1. APPLICATION PACKET

Provide completed application form. Submittal is to be made to the Planning Department.

1. A request for a Tentative Administrative Parcel Map shall be signed and acknowledged by all owners of record of the property. All submissions shall be legible and readily reproducible.
2. Provide a copy of the Assessor's map (for all affected properties) indicating the boundary of final parcel map and adjacent parcels.

2. TENTATIVE ADMINISTRATIVE PARCEL MAP

The Tentative Administrative Parcel Map shall be prepared by a Registered Civil Engineer or Licensed Land Surveyor. Before submitting a Tentative Administrative Parcel Map, the registered civil engineer or licensed surveyor shall obtain a map number from the Land Development Department, County of Los Angeles. Ink on mylar is the suggested method for preparing the Tentative Administrative Parcel Map.

Upon approval by the Planning Director of the Tentative Administrative Parcel Map, a final map is required to be submitted through the Public Works Department along with the appropriate fees.

1. The size of the map shall be 18 x 26 inches. The scale shall be large enough to show all details clearly.
2. Name, address, telephone number, and e-mail address of legal owner and person preparing the map.
3. Show sufficient ties, dimensions, and bearings to adequately establish the boundaries of each proposed parcel. Record information, as available, shall also be provided.
4. Sufficient legal description to define the boundary of the proposed subdivision.
5. Date, north arrow, and scale.
6. Exterior boundary lines of the property indicating easements, dimensions, and lot size.
7. The lot layout and the dimensions of each lot. The location, elevation, and area of each building site.
8. Existing zoning.
9. Approximate location of the existing features on and off-site within 50 feet of the site boundaries.

10. Submit a print of map showing all existing easements within the subdivision (plot easements to scale in red, and show instrument number for reference).

3. PROCESSING FEE

A Processing Fee is required to process the application in the Planning Department, plus final document fees through the Public Works Department.



CITY OF LANCASTER
 44933 Fern Avenue
 Lancaster, CA 93534
 (661) 723-6100

PLANNING DEPARTMENT

TAPM No. _____

TENTATIVE ADMINISTRATIVE PARCEL MAP APPLICATION

 Name of Applicant (please print) Contact Name

 Address City State Zip Code

 Phone Number Fax Number Email Address

 Name of Subdivider

 Address City State Zip Code

 Phone Number Fax Number Email Address

 Name of Engineer/Surveyor Registration/License Number

 Address City State Zip Code

 Phone Number Fax Number Email Address

 Location of Project (address or vicinity)

 Existing Zoning Assessor's Parcel Number

 Number of Parcels _____ Size of Parcel _____

The following information is required by the various City Departments. Failure to furnish the required information will delay action.

LEGAL DESCRIPTION: (All ownerships comprising the proposed division of land.) Use extra sheet if necessary.

STREET IMPROVEMENTS:

(For Staff Use Only) Received By _____
 Date _____
 Cross Reference Case No. _____

MATERIALS RECEIPT
TENTATIVE ADMINISTRATIVE PARCEL MAP CHECKLIST

This form to be completed by Planning Department; place submittal package in the following order:

- _____ Application Form
- _____ Record Owners (web site)
- _____ Owner's Affidavit (web site)
- _____ Preliminary Title Report (not more than 60 days old)
- _____ Complete Legal Description (Separate Sheet)
- _____ Environmental Assessment Form (Initial Study) (web site)
- _____ Biological Study* (2) bound copies
- _____ Cultural Resource Study* (1) copy
- _____ Phase I Environmental Assessment* (1 copy - must contain both a field survey & a record search)
- _____ 10 copies of Tentative Map **folded** to 8" x 12"
- _____ Fee

* Environmental Documents: All studies shall include the project number, the location of the project and APN No; TPM No. identifying the site, a summary of the conclusion, and all pertinent information necessary as determined per CEQA requirements.

This constitutes receipt of above-checked required filing materials and does not necessarily guarantee completeness of application. Contact the City Engineering Division for the requirements to file a final map.

Fees: See Fee Schedule

Submittal Hours: 8:00 a.m. to 5:00 p.m. Monday through Thursday
8:00 a.m. to 4:00 p.m. Friday's only

Case No. _____

Received By _____

Date _____

Cross Reference Case No. _____