



# TENTATIVE PARCEL MAPS

**Purpose:** The purpose of tentative parcel maps is to ensure that subdivisions of land into four residential parcels or fewer, or for commercial or industrial purposes, are consistent with the General Plan, Zoning, California Subdivision Map Act and the Fremont Subdivision Ordinance. Tentative parcel map review is concerned, among other things, with design, improvements and survey data for subdivisions and the form and content of subdivision maps.

Code Reference: California Government Code, beginning with Section 66410; Fremont Municipal Code, Title 17 (Subdivisions).

I understand that my plan review may be delayed if required materials are missing from the submittal package.	
_____	_____
Project Applicant	Date

**Submittal Requirements:**

**NOTE:**

- Indicates an item which is always required.
- Indicates an item which may be required, depending on the project. The staff person who provides you this sheet will check (3) the box if the item is required for your application.

- 1. A completed application form including:
  - Part I: Project information and the current property owner(s) signature authorizing the project proposal.
  - Part II: Reimbursement Agreement with signature of the billing party acknowledging responsibility for charges.
  - Part III: A list of all consultants proposed to be involved with the project, or a statement that none are proposed to be involved.
  - Part IV: A statement signed by the applicant indicating whether the project site is found on the Hazardous Waste and Substances Sites List pursuant to California Government Code Section 65962.5.

Part V: Affordable Housing Plan Proposal for all residential projects resulting in two or more net new units or lots.

Part VI: Development Statistics

- 2. The number of maps required to be submitted are:
  - a. Eight (8) sets of full-sized maps, collated and folded to a size NO LARGER THAN 8" x 13".  
NOTE: Full-sized maps submitted shall be no larger than 30" x 42".
  - b. Ten (10) sets of maps reduced to 11" x 17", collated and folded to 8-1/2" x 11".
  - c. CD-ROM or flash drive with PDF copies of plans.

**If the project requires multiple application types, only submit the quantity of plans required by the type requesting the greatest number of sets.**

See attached excerpt from the Subdivision Ordinance for information required on the map.

- 5. Environmental Impact Assessment Questionnaire.
- 6. Address and Street Name Request. See [www.fremont.gov/GIS](http://www.fremont.gov/GIS) for further information.
- 7. Two complete copies of the Impervious Surface Form ([www.fremont.gov/ISF](http://www.fremont.gov/ISF)).
- 8. The location, species, size, and base elevation of all trees with six-inch or larger trunk DBH (trunk diameter at 4.5 feet above ground level), within the subdivision boundary.

**Hearing Notification:** The City will notify all property owners, as well as business and residential tenants within the appropriate radius of your project site. Most projects require a 300-foot radius, while some require 1,000-foot based on the sensitivity of the project and the level of community input anticipated or required.

As with all other costs, you will be billed for staff time to research, create and label the required postcards. If the public hearing is delayed for an extended period of time after notices for your project have been mailed, you will be charged the cost to re-mail postcards.

**Schedule Time Line:** Complete submittals of tentative parcel maps are approved or denied by the Assistant City Manager or Planning Commission within 50 days of submittal.

**Incomplete Applications:** An application is considered to be incomplete if any of the items checked on this information sheet have not been included. Processing of the application will be delayed until the submittal is determined to be complete.

**Appeal:** Appeals of the Planning Manager's action are considered by the Planning Commission. Appeals of Planning Commission action are considered by the City Council. Please consult the Appeal Application available at [www.fremont.gov/permit](http://www.fremont.gov/permit) for further information.

**Development Impact Fees:**

***Commercial and Industrial***

Development impact fees may be assessed if your project involves new construction or additional floor area. If the project involves a change of use in a building, development impact fees may also be assessed. For example, a change from a warehouse to an industrial classification or a change from retail to an office would require Development Impact Fees be paid. A credit will be applied to the value of fees for the previous use category and a charge will be applied for the fees of the new use category. There are three categories of Development Impact fees assessed for commercial and industrial buildings: Traffic, Capital Facilities and Fire Protection Fees.

***Residential***

New residential dwellings (single family and multi-family projects) always trigger payment of Development Impact Fees. In addition to the fee categories assessed for commercial and industrial, new residential construction also requires the payment of Park Facilities and Park Dedication In-Lieu fees.

For further information on Development Impact Fees, please refer to the Development Impact Fee schedule available in the Development Services Center or speak with a Development Services staff member.

**Fees:** An initial deposit is due at the time of application submittal. Please view the Planning Application, found at [www.fremont.gov/permit](http://www.fremont.gov/permit), for the current deposit amounts. The actual charge will be based on staff time required to process the application. Progress billings will be invoiced during the review of the project if charges exceed the minimum deposit. A refund will be invoiced at the completion of the project review if excess funds have been paid.

Requirements described on this sheet are subject to change. If you need additional information or clarification regarding your submittal please contact the staff person who furnished you this sheet for further assistance.

Information sheet furnished by: \_\_\_\_\_ Phone: (510) 494-\_\_\_\_\_

for proposal: \_\_\_\_\_

\_\_\_\_\_ Date: \_\_\_\_\_



# INFORMATION REQUIRED FOR TENTATIVE MAP

The following is the text of Fremont Municipal Code §17.20.390. Text in *italics* has been added to supplement the Code language.

- (a) The following information is mandatory on all tentative parcel maps:
- (1) A vicinity sketch at a scale of one thousand feet to the inch shall be drawn on or shall accompany the map. It shall show all streets within one-half mile.
  - (2) A four-digit parcel map number obtained from the County Recorder's Office (*510-272-6362*) using the name of the parcel's owner and engineer.
  - (3) Name and address of the record owner or owners.
  - (4) Two copies of a current preliminary title report for all parcels located within the proposed development.
  - (5) Name and address of the subdivider.
  - (6) Name and address of person preparing the map.
  - (7) Date, north point, and written and graphic scale.
  - (8) Boundaries of the proposed parcel map.
  - (9) Location, name, and dimensions of existing and proposed streets, both public and private, trails, highways, and private vehicle accessways.
  - (10) Location and dimensions of existing or proposed easements.
  - (11) The layout of proposed lots and streets.
  - (12) A statement as to the source of water and the provision for sewage disposal.
  - (13) Methods for the disposal of storm waters.
  - (14) Typical cross-section and grades of proposed streets.
  - (15) Estimated gross acreage of the parcel map and estimated square footage or acreage of each lot.

- (16) Boundary lines and record ownerships of all adjacent parcels and easements.
  - (17) Fire hydrants within three hundred feet of the parcel map to be shown.
- (b) The following information may be required to be included where topography or the location of the tentative parcel map dictates:
- (1) Contours at five-foot intervals where the ground slopes exceed five percent and contours at one-foot intervals where the ground slopes are less than five percent. *Toe-of-the-Hill and Ridgeline shall be shown, where applicable.*
  - (2) Location of historical sites or landmark trees or primary historic resources as identified by council-adopted resolutions or in the general plan.
  - (3) The approximate location, species, size and base elevation of all trees with a trunk diameter of six inches or more measured at four and one-half feet above the tree's natural grade, standing within the boundaries of the subdivision, or outlines of groves or orchards.
  - (4) Location of water courses, flood control channels, and intermittent streams.
  - (5) Offers of dedications of lands for public purposes.
  - (6) Preliminary grading of the site.
  - (7) Preliminary Stormwater Management Plan (<http://fremont.gov/SWMP>) showing proposed treatment measures if the project meets one or more of the following:
    - a. Project creates or replaces more than 5,000 square feet of impervious surfaces and is a restaurant, stand-alone parking lot, retail gas outlet, or an automotive facility; or
    - b. Project creates or replaces more than 10,000 square feet of impervious surfaces.
  - (8) A preliminary soils report.
  - (9) Location of access restrictions.
  - (10) Waiver of access rights.
  - (11) Location of any existing structures, with the outline thereof drawn to scale in relation to the existing or proposed street and lot lines.