

Overview

In general terms, a tentative map is a map, prepared by or under direction of a land surveyor or civil engineer licensed to practice in the State of California, for the purpose of showing the design and improvement of a proposed subdivision, the existing conditions in and around it, and need not be based upon an accurate or detailed final survey of the property. There are two basic types of tentative maps, as follows:

1. **Parcel Map**. The creation of four or less parcels, exclusive of any portion of the parcel designated as a remainder pursuant to Section 66424.6 of the Subdivision Map Act. A property owner/developer may file a parcel map for any of the following subdivisions:
 - If the land to be subdivided contains less than five acres, each parcel created abuts a maintained public street or highway and no dedications or improvements are required by the City; or
 - If each parcel created has a gross area of 20 acres or more and has an approved access to a maintained public street or highway; or
 - If the land consists of a parcel or parcels of land having approved access to a public street or highway which comprises part of a tract of land zoned for industrial or commercial development, and which has the approval of the City as to street alignments and widths; or
 - If each parcel created has a gross area of not less than 40 acres or is not less than a quarter of a quarter section.

A property owner/developer may submit an application for a waiver of the requirements of a tentative parcel map for the following division of property:

- Subdivisions of property in which all required public improvements exist, or public improvements are unnecessary as determined by the City Engineer, or public improvements may be deferred by agreement as determined by the City Engineer.

**The waiver process does not apply to airspace subdivisions for the purpose of residential condominium conversions.*

2. **Subdivision Map**. The creation of five or more parcels requires the concurrent filing and processing of a Design Review application pursuant to Chapter 17.820 of the Brentwood Municipal Code, referred to as design and site development review. There are two exceptions to the concurrent processing requirement, as follows:
 - If the residential subdivision map creates 15 parcels or less; or
 - If the residential subdivision map creates parcels that are greater than 15,000 square feet in size.

In addition to the subdivision map, there is a **vesting subdivision map** that preserves development rights in effect at the time of subdivision map approval. Such vesting approval shall be subject to the same procedure as any other subdivision map except in the following respects:

- Vesting approval shall only be granted to residential subdivisions.
- A vesting subdivision map shall have printed conspicuously on its face the words "Vesting Tentative Map."

Planning Review Process

Within 30 calendar days of an application being received (meaning all required materials have been submitted and all fees/deposits have been paid), the City will determine if the application is “complete” or “incomplete” for further processing. The review period shall be extended to the following business day if it ends on a weekend or City holiday. Typically, an “incomplete” application will require revisions and/or additional materials. Once an application is deemed “complete” it may continue to be processed for consideration by the appropriate decision-making body, including the appropriate level of CEQA review.

Within those 30 days your plans will be routed to departments and divisions within the City and to applicable outside agencies for review and comment. Your assigned staff member will also contact you with a summary of the comments that are received.

Your plans may also be sent to one or more consultants hired by the City for the purpose of conducting peer review. The cost for peer review is paid by the applicant in accordance with the City’s Cost Allocation Plan.

California Environmental Quality Act (CEQA)

CEQA review will commence once the application is deemed complete. State law requires that all applications processed by the City be in compliance with CEQA. Your assigned staff member can give you preliminary information about what type of CEQA document is expected to be required for your project.

Copyrighted Material

The City is committed to ensuring that architectural drawings containing “protected” information, as defined in Senate Bill 1214, are made available to the public in a manner that does not facilitate a copyright infringement. When official copies of architectural drawings containing “protected” information are submitted to the City, the City will not allow a member of the public to copy the drawings and the City will not post the drawings on the internet without permission from the copyright owner. However, the City may display an official copy containing “protected” information on the internet and a physical copy on premise during a public hearing when the project is being considered by the decision-making body.

When submitting an official copy of architectural drawings to the City, it is the responsibility of the applicant/design professional to ensure the drawings are protected by the federal Copyright Act of 1976 (as amended by the federal Architectural Works Copyright Protection Act of 1990) and that the drawings contain a copyright annotation indicating it is protected by the federal Copyright Act of 1976. In addition, upon submission of an official copy of architectural drawings to the City, the applicant/design professional may submit a site plan or massing diagram for the purposes of posting online or for distribution to the public. If a site plan or massing diagram is not submitted upon submission of an official copy of architectural drawings, then permission is deemed granted to post the official drawings online and to distribute the drawings, upon request, to members of the public.

Submittal Requirements

The following submittal requirements, as specified below, are required for a development application to be received. If the required materials are missing, clearly inadequate, or in an incorrect format, the application will

not be accepted. Further, the submission of application materials must be provided in a singular submittal (i.e., items shall not be submitted piecemeal).

Electronic Processing

All materials are required to be submitted electronically by e-mail directly to Planning@brentwoodca.gov (note that there is a 20 MB limit on e-mails) or via e-mail of a shared file link containing the complete submittal package. Physical copies of the submittal requirements will not be accepted.

Data to Accompany Tentative Map

All tentative maps shall be accompanied by the following supplemental data.

1. Completed [Universal Application](#) signed by the property owner. Alternatively, a letter of authorization from the property owner will suffice. Include contact information for the legal property owner, applicant or authorized agent, and contact information for the Civil Engineer, Architect, Landscape Architect, and all other consultants involved with the application on another sheet, if necessary. Include the Environmental Questionnaire and Statement of Understanding.
2. A preliminary site development plan delineating grading (lot pad elevations and grades, and cut and fill slopes) and the proposed streets, storm and sanitary sewer improvements, including approximate finished grades and elevations.
3. A written statement and tabulation of general information which shall contain:
 - i. The existing use or uses of the property.
 - ii. A description of the proposed subdivision including the number of lots, their average and minimum and maximum size, the nature of each segment of development proposed and the intended time schedule and sequence therefor, and the overall and incremental density of dwelling units in proposed residential areas.
 - iii. The source and methods of sewage and water supply to serve the development.
 - iv. The proposed plan for draining or correcting areas subject to flooding or inundation by storm waters flowing into, on, or from the subdivision.
 - v. A description of the organizational and legal structure, format, function, extent of responsibility, and principles, of associations, management organizations, and other devices proposed.
 - vi. Any other characteristics or improvements proposed or contemplated.
4. A preliminary title report on the subject parcel(s), no more than 6 months old at the time of submittal.
5. A Phase 1 Environmental Site Assessment (ESA). If the Phase 1 ESA report indicates that a Phase 2 ESA report or additional assessment is recommended, a Phase 2 ESA report must accompany the application.

6. If a tentative map of an area which is part of a larger single ownership or where contiguous property is affected by or rendered potentially developable by virtue of the proposed development, the planning director may require a sketch plan of possible future development on all or part of said contiguous properties to be submitted at the time of tentative map filing.
7. A preliminary soils report, prepared by a soils engineer or engineering geologist registered in this state, and based upon adequate test borings. Submittal of a soils report may be waived by the city engineer for subdivision of four or less lots provided that:
 - i) The city engineer has determined, based on knowledge as to soils qualities of the site, that no preliminary soils report is necessary; or
 - ii) The city engineer has determined, based on knowledge as to soils qualities of the site, that a solid investigation of each lot should be required in conjunction with issuance of a building permit.
8. Tentative parcel map including:
 - A title containing the parcel number(s) and project name, a table of summary information displaying the existing zoning, APN(s), property owner, developer, and surveyor information, all existing easements, and any other pertinent information.
 - Preliminary grading plan including a title containing the parcel number(s) and project name, pad elevations, contour lines representing the existing slope of the project site, all existing and proposed drainage facilities, irrigation ditches, and culverts and the direction of flow, and any other pertinent information.
9. An HCP Application Form and Planning Survey Report (PSR) is needed in order to comply with the East Contra Costa County HCP/NCCP. This document can be accessed via the internet at <https://www.cocohcp.org/193/Project-Permitting>.
10. Arborist Report.
11. Cultural Resources Study.
12. Stormwater Control Plan to address C.3 requirements, including all applicable text and worksheets. Please visit the Contra Costa Clean Water Program's website at <https://www.cccleanwater.org/development-infrastructure/development/stormwater-c-3-guidebook> for further information.
13. Residential developments of five or more lots are required to comply with the City's Affordable Housing ordinance pursuant to Chapter 17.725 of the Brentwood Municipal Code (BMC). Provide an Affordable Housing Plan that includes the following information:
 - i) The location, structure type (attached, semi-detached, or detached), proposed tenure (sale or rental), and size of proposed market-rate, and affordable housing units and the tenure and size of nonresidential uses included in the development.

- ii) A floor or site plan depicting the location of the affordable housing units and a floor plan describing the size of the affordable housing units in square feet.
 - iii) The income level to which each affordable housing unit will be made affordable.
 - iv) Draft of the documents to be used to assure that the units remain affordable for the desired term, such as resale and rental restrictions, deed of trust, and rights of first refusal and other documents.
 - v) For phased developments, a phasing plan that provides for the timely development of affordable housing units in proportion to other housing units in each proposed phase of development.
 - vi) A marketing plan that describes how the applicant will inform the public, and those within the appropriate income groups, of the availability of affordable housing units.
14. A sign (or signs) identifying the project shall be posted on-site in accordance with Section 17.800.009.C of the BMC. The wording for the sign will be provided to the property owner/developer by City staff, after the application has been deemed complete.
15. Applicable filing deposit(s) and/or fees. Note that charges for materials and staff time spent processing this application will be billed against any deposit. Application processing includes but is not limited to plan checking and processing, meetings, phone calls, research, email, and staff report preparation. Additional funds may be required if the cost of processing the application exceeds the initial deposit amount. All costs incurred in processing the application are required to be paid in full.
16. Other information which is pertinent and/or which the Director of Community Development may require all applicants to furnish, by general policy.

Format of Tentative Maps

All tentative maps (including vesting maps) shall be prepared in the following format:

- 17. Tentative maps shall be prepared in a manner acceptable to the planning director and shall be prepared by or under the direction of a licensed land surveyor or registered civil engineer.
- 18. Tentative maps shall be drawn to an engineer's scale at a scale large enough to show all information clearly but not less than one inch to one hundred feet.
- 19. All plans shall include the date of preparation and dates of each revision.
- 20. In the event the size of the subdivision results in the need for the tentative map to be on more than one sheet, a map sheet shall be submitted showing the entire subdivision on which is indicated the boundary of the subdivision, existing and proposed streets, street names, major existing geographical features, the proposed lot numbers, and other information as may be necessary to describe the project.
- 21. Elevations shall be based on U.S. Geologic Survey 1929 sea level datum.

22. The contour interval shall not be greater than one foot if the ground slope is five percent or less, nor greater than two feet if the ground slope is between five percent and ten percent, and at any lesser interval as long as the contour lines measure no less than one hundred fifty feet apart (ground distance).
23. Incorporate all the required plan sheets, inclusive of architectural, civil, and landscaping sheets, into a single set of Project Plans.
24. Tentative maps shall be clearly and legibly.

Contents of Tentative Maps

All tentative maps (including vesting maps) shall contain the following information:

25. The title, which shall be placed at the lower right-hand corner of the map which shall contain the subdivision number assigned by the county recorder and may contain a subdivision name (subject to approval by the planning commission), and shall be dated to reflect the current map status.
26. Project site address (if assigned), APN(s), General Plan and zoning designations, scope of work, sheet index, legend, and vicinity map.
27. Topographic contour and planimetric mapping accurately showing the existing terrain, within and extending a minimum of 200 feet outside the perimeter of the property, including existing drainage channels and water-courses, irrigation ditches and culverts and the direction of flow thereof; pipes and structures, wells, springs, slide areas, trees, roads; underground, surface and aerial utilities and structures; and, the locations and names of all adjacent streets and underground improvements and facilities therein.
28. The names, addresses, and phone numbers of the legal owner of the property, the subdivider, and the surveyor or civil engineer who prepared the tentative map; indicating the date of preparation.
29. Certificates for execution by the planning director indicating (1) acceptability of the map form and content for filing, and (2) the approval and date thereof by the commission
30. The north arrow, scale, and contour interval for maps.
31. Vicinity map showing roads, adjoining and nearby subdivisions, towns, creeks, railroads, schools, shopping, and other data sufficient to locate the proposed subdivision relative to community development.
32. The limits and dimensions, owners of record, purpose and deed references to existing easements and rights-of-way on, adjacent or appurtenant to the property.
33. The property lines of abutting properties, the lot and subdivision numbers of existing abutting lots, and any existing improvements or conditions which may affect or be significantly affected by the proposed development.

34. The names and addresses of owners-of-record of all contiguous undeveloped property, and deed references thereof.
35. The approximate boundary lines of existing land use zones and taxing jurisdictions on, near or affecting the property.
36. The proposed lot and street layout with scaled lot-line dimensions and with each lot numbered consecutively within the entire proposed subdivision.
37. Proposed and existing street names, width of streets and rights-of-way, traveled way, approximate grade, and radii of curvature along property lines. Street names shall be subject to the approval of the planning director.
38. Typical geometric cross-sections for streets showing pavement widths, curbs, sidewalks, grading in marginal strips, slopes of cuts and fills, and other applicable improvements proposed.
39. The location, easement widths, approximate grade, direction of flow, and type of all proposed on-site and off-site storm drainage and sanitary sewer systems.
40. The location, easement widths and type of all proposed major on-site and off-site water facilities and systems.
41. Proposed school, park, recreation and other public or private use areas other than single-family residential.
42. The identity of all trees which will remain after the finished grading of the subdivision.
43. Any required data which is impossible or impractical to place on the tentative map shall be included as supplemental data.

Vesting Subdivision Map

All of the above mentioned parcel and subdivision map submittal requirements would apply to the vesting subdivision map submittal, with the following additional items:

44. A complete [Design Review application](#).

Additional Applications

1. All Vesting Subdivision Maps and all Subdivision Maps (except for those exemptions listed above) shall submit, as part of this application, a [Design Review application](#) pursuant to Chapter 17.820 of the BMC.
2. *Optional:* A [Density Bonus application](#) may be submitted for a residential project seeking an increase over the otherwise maximum allowable residential density or seeking incentives pursuant to Chapter 17.720 of the BMC.

3. *Optional:* A [Preliminary application for Housing Development Projects](#) may be submitted for a residential project seeking to be covered by the provisions of the Housing Crisis Act of 2019 (SB 330).

Public Hearings Required

Parcel, Subdivision, and Vesting Subdivision Maps require a noticed public hearing before the Planning Commission, and may require a hearing before the City Council as well. A Parcel Map Waiver requires a noticed public hearing before the Zoning Administrator.

- The City is responsible for providing applicable notices to all property owners within 300 feet of the project site, as well as publication in the local newspaper, no less than 10 days from the date of the hearing.
- The applicant is required to install an on-site notification sign for the public hearing. A template for the site notification sign can be found [here](#). The project description for the site notification sign will be provided to the property owner/developer by City staff, after the application has been deemed complete.

Appeal Process

Decisions made by either the Zoning Administrator or Planning Commission are subject to appeal, in accordance with Chapter 17.880 of the BMC. In general, decisions of the Zoning Administrator become effective 10 calendar days after they are made. Any affected party may appeal a decision of the Zoning Administrator to the Planning Commission by submitting an application and the required appeal fee to the City Clerk during the 10-day appeal period. Decisions of the Planning Commission also become effective 10 calendar days after they are made. Any affected party may appeal a decision of the Planning Commission to the City Council by submitting an application and the required appeal fee to the City Clerk during the 10-day appeal period. Decisions of the City Council are final.