

**TENTATIVE TRACT MAPS • TENTATIVE PARCEL MAPS  
MINOR LOT LINE ADJUSTMENTS  
SUBMITTAL REQUIREMENTS**

**A. MINIMUM SUBMITTAL REQUIREMENTS:**

A complete package for review and approval includes the following items:

- Completed Planning Application Form signed by property owner.
- Environmental and Project Application Form.
- Tentative Tract Map  
Initial submittal of 5 copies to determine completeness of map. Once determined to be otherwise "complete for filing," 45 full-size copies and one 8 1/2" x 11" unfolded copy are required.
- Tentative Parcel Map  
Initial submittal of 2 copies to determine completeness of map. Once determined to be otherwise "complete for filing," 15 full-size copies and one 8 1/2" x 11" unfolded copy are required.
- Minor Lot Line Adjustment Exhibits  
One original which is adequate for making clear, good quality copies, and one clear copy.
- Preliminary Title Report of all properties covered by the application and a copy of all legal documents (deed, easements, etc.) mentioned in the Preliminary Title Report (2 copies).
- Application Fees

**B. PROCESS:**

A Tentative Map is required for all subdivisions or land divisions. All full-sized plans must be folded to a size no greater than 8-1/2 inches x 14 inches so that they can easily be inserted into a manila envelope; rolled plans will not be accepted. In addition to the minimum Submittal Requirements, the Subdivision Map Act or other state or local regulations may require that additional information be provided in order to process certain types of projects. (Minor Lot Line Adjustments are discussed on the next page.)

**TENTATIVE TRACT MAPS**

Tentative Tract Maps are generally required for any subdivision creating five or more lots. Maps shall be prepared by or under the direction of a licensed surveyor or registered civil engineer. Maps shall consist of one or more sheets and the size shall not exceed 24" x 36". Contained on the map shall be all those items which are designed with a "T" on the attached list. Maps shall be reviewed for completeness based on the list, as well as any State Subdivision Map Act requirements.

Tentative Tract Maps are first considered by the Planning Commission at a regularly scheduled public hearing. A recommendation would then be forwarded to the City Council for final action.

Once a Tentative Tract Map has been approved, filing of the Final Tract Map is coordinated through the Land Development Section of the Community Development Department.

## **B. PROCESS (continued):**

### **TENTATIVE PARCEL MAPS**

Tentative Parcel Maps are generally required for any land division that creates four or fewer parcels. Maps shall be prepared by or under the direction of a licensed surveyor or registered civil engineer. Maps shall be legibly drawn to scale on a maximum sheet of 24" x 36", and shall contain all those items which are designated with a "P" on the attached list, as well as any requirements of the State Subdivision Map Act. When the Community Development Director determines that the tentative parcel map appears to comply with all provisions of this subdivision ordinance and the Subdivision Map Act, the director may either forward the map to the Planning Commission with a recommendation of approval thereon, or, following a noticed public hearing, approve or conditionally approve the map. However, if the director determines that the tentative parcel map does not comply with all the provisions of the subdivision ordinance and the Subdivision Map Act, the director may disapprove the map or refer the map, with a recommendation for denial, to the Planning Commission. Notices of the hearing are mailed to property owners within a 300-foot radius of the subject property a minimum of ten (10) days prior to public hearing.

If the tentative parcel map is a component of a development project that requires additional discretionary permits or approvals (other than Design Review) from the Planning Commission, the director shall refer the map, with a recommendation thereon, to the Planning Commission.

Once a Tentative Parcel Map has been approved, the filing of the Parcel Map for recording is coordinated through Land Development.

### **MINOR LOT LINE ADJUSTMENT**

Minor Lot Line Adjustment is a lot line adjustment between two or more adjacent parcels, where the land taken from one parcel is added to an adjacent parcel and where a greater number of parcels than originally existed is not thereby created.

Minor Lot Line Adjustment exhibits shall be prepared on 8 1/2 inch by 11 inch paper, according to the instructions below. All drawings shall have the name, address, and telephone number of the record owner, subdivider and person preparing the map. Any person preparing the map must be a Registered Civil Engineer or Licensed Land Surveyor. The Community Development Director, or the director's designee, shall conduct a noticed public hearing on the proposed lot line adjustment and, following the conclusion of the public hearing, may approve, conditionally approve, or deny the proposed lot line adjustment.

All of the following exhibits must be submitted:

#### **Exhibit "A": Legal Description (2 copies)**

- Legal description of each parcel described in conformance with previous deeds and adjacent properties. Do not use City Standard Title Block for this exhibit.

#### **Exhibit "B": Plat to Accompany Legal Description (Original and one copy)**

- Use City Standard Title Block (obtain from Engineering Division, 654-7887)
- Include: ALD No. \_\_\_\_\_ (Minor Lot Line Adjustment case number) in title block
- North arrow and scale of the map (scale shall not be less than 1 inch = 100 feet)
- Approximate acreage and number of lots
- Lot layout, dimensions of each lot line, square footage of each lot
- Label lines "LINE TO BE DELETED" or "PROPOSED LOT LINE," as applicable
- Names of adjacent streets
- All existing and proposed easements and rights-of-way within and adjacent to the subject property.

Site Plan: (Original and one copy) Include items required for Exhibit "B," plus the following:

- Location of all existing buildings or structures within the subject property identified by use and address, and boundaries of orchards on or within 100 feet of the subject property.
- Setbacks from existing buildings to the existing and proposed property lines.

**Closure Calculations** (Original and one copy) signed and stamped by a Registered Civil Engineer or Licensed Land Surveyor

**Preliminary Title Report** (two copies) of all properties covered by the application (must have been prepared within 6 months of the application date).

After a Minor Lot Line Adjustment is approved, Planning Division and Engineering Division staff will prepare the documents that you will be required to sign and have recorded. Concurrent recording of the approved Minor Lot Line Adjustment with deeds between owners is highly recommended. A letter from each lender identified in the title report consenting to the Minor Lot Line Adjustment will be required.

Completed application packages may either be filed in person at the Planning Division public counter or submitted by mail. To assure the most efficient filing, it is strongly encouraged that applications be filed in person.

**HOURS:** Monday, Tuesday, Wednesday and Friday, 8:00 a.m. to 5:00 p.m.  
Thursday 9:00 a.m. to 5:00 p.m.

**LOCATION:** Ventura City Hall, 501 Poli Street, Room 117

**PHONE:** (805) 654-7894 or (805) 654-7893

**MAILING ADDRESS:** P.O. Box 99, Ventura, CA 93002-0099

## PLAN REQUIREMENTS

The following items are required for all **Tentative Tract Maps and Parcel Maps**, as indicated.

Tentative Tract Maps	Tentative Parcel Maps	
√		(a) Tract number.
√	√	(b) Sufficient legal description of the land to define the boundaries.
√	√	(c) Location map
√		(d) Name, address and telephone number of the record owner, subdivider and person preparing the map.
√		(e) The date the map was prepared
√	√	(f) North point and scale of map. Scale to be not less than 1'=100'.
√	√	(g) Approximate acreage and number of lots.
√		(h) Zoning - existing and proposed.
√		(i) The designation and proposed use of public areas; parks, schools, etc.
√	√	(j) Lot layout, approximate dimensions of each lot, the approximate number of square feet of all irregular shaped lots and number of each.
√	√	(k) Locations, names and widths of all existing or proposed streets, highways and ways within and adjacent to the subdivision.
√	√	(l) All street names, so far as they are known
√	√	(m) Approximate grades of existing and proposed streets with and adjacent to the property involve
√	√	(n) Approximate center line radius of all curves on streets and alleys.
√	√	(o) All future street extensions shall be shown in dotted lines.
√	√	(p) The approximate location of all existing buildings or structures within the proposed subdivision identified by use and address and boundaries of orchards on or within 100 feet of the proposed subdivision.
√	√	(q) Approximate location of existing irrigation lines, tile drains, wells, and other underground facilities or improvements, when such information can be secured, or statement that none known or found.
√		(r) The location of all potentially dangerous areas, including geological hazardous areas and areas subject to inundation or flood hazard, or statement that none known or found.
√		(s) The location, width, and direction of flow of all water courses and storm drains within and adjacent to the property involved and the proposed method of providing flood and erosion control.
√	√	(t) Contour lines based on City evaluation datum, provide reference, with intervals of not more than five feet and of not more than two-foot intervals for ground within a general slope of less than five percent (5%). Contour lines shall extend a minimum of 100 feet beyond the subdivision boundary, and if the subdivision is bordered by a drainage channel or barranca, they shall extend the additional distance necessary to show the far side of the drainage facility or barranca.
√	√	(u) Approximate widths and location of all existing or proposed easements or rights-of-way within and adjacent to the subdivision.
√	√	(v) The approximate location of all existing and proposed sewer and water lines.
		(w) The approximate location and general description of any large or historically significant trees, and an indication as to the retention or removal of such trees.
√	√	(x) Preliminary Title Report of all properties covered by the application.