

**SUBDIVISION**

**OF LAND**



INSTRUCTIONS FOR FILING AN APPLICATION FOR  
SUBDIVISION OF LAND

A. General

If you propose to subdivide property within the City of Colton, you must file an application for Subdivision. As you will note, the application asks whether the project is a tract, parcel map or condominium. In general, the requirements for each are as follows:

Tract Map:

Divisions of land into five (5) or more parcels or condominium units for residential use.

Parcel Map:

Divisions of land into four (4) or less parcels for residential use.

Divisions of land into tow (2) or more parcels or commercial or industrial use.

Tract and Parcel Map numbers are obtained from the San Bernardino County Recorder's Office at (909) 387-8307. Prior to issuing numbers, the Recorder requires (1) the legal description of the property, (2) the name of the property owners, and (3) the name of the engineer who will prepare the map.

B. WHAT TO FILE

1. Application Form

A copy of the City of Colton Planning Department Development Application Form properly filled out and signed by the record landowner must be submitted. All applications shall contain the signature of the legal property owner(s) or a notarized letter signed by the legal owner(s) authorizing a third party to represent vested interests. This applies even though specific property is in a contingency escrow to be sold on agreement between involved parties. A filing fee for the Tentative Subdivision and for the Environmental Review must accompany this form. (See Section C of these instructions for map requirements.)

2. Property Owner's List and Map (TRACT MAPS ONLY!!!)

Each application must be accompanied by:

- a. Two sets of self-adhesive gummed mailing labels containing the names and addresses, including zip code, of owners of property within a radius of four hundred (400) feet of the exterior boundaries of the subject property. An address label must also be included for the owner of the subject property. A Xerox copy of the labels must also be included.
- b. A map illustrating the four hundred (400) foot radius boundary and all parcels within that boundary. (See sample map included in this packet.)

This information shall be obtained from the latest San Bernardino County equalized assessment roll and utilizing the most recent assessor's map(s). Some title companies also provide this service.

3. Letter of Certification of Property Owner's Lists (TRACT MAPS ONLY!!!)

A letter of affidavit shall be attached to the above list of names and addresses, properly filled out and notarized, certifying that the above names and addresses are as appear on the latest available assessment roll of the County of san Bernardino. A form for this purpose is included herein.

4. Preliminary Title Report

This report may be obtained from any title company.

5. Special Studies

If the property lies within a geologic fault zone area as delineated on the Special Studies Zones Map of the State of California, adopted July 1, 1975, five (5) copies of a Geologic Report shall be submitted in conformance with the Alquist-Priolo Special Studies Zones Act. Setback lines as identified in the Geologic Report must be shown on the map.

In addition, other studies may be required as part of the environmental review of each project, including, but not limited to, traffic, drainage, and sewer studies.

C. MAP REQUIREMENTS

Tentative Tract, Tentative Parcel Maps and Elevations shall be furnished to the City as follows:

35 Blueline Tentative Tract Maps, folded to 8-1/2" x 11"

15 Blueline Elevations, folded to 8-1/2" x 11"

1 Sepia or Original (one for each drawing)

1 200 Scale Map of the Tract

1. Elevations

The following shall be clearly shown on all elevations:

- a. Name, address, and telephone number of the owner(s) of record, the applicant(s), and the preparer of the drawing(s).
- b. Scale and north arrow.
- c. Views of all sides of proposed buildings.
- d. The height and width of all proposed structures including walls, fences, signs and lighting standards.
- e. Exterior material textures and colors to be used on all proposed structures.

2. Tentative Tract Map or Tentative Parcel Map

The following information is required on or accompanying a tentative map:

- a. Tract number.
- b. Name, address and telephone number of owner(s) whose property is to be subdivided.
- c. Name, address and telephone number of developer, if different from owner.
- d. Name, address, telephone number and registration number of engineer or land surveyor under whose direction the map was prepared.
- e. Scale and north arrow.
- f. Date of preparation.
- g. Boundary lines.
- h. Legal description
- i. The location, width, approximate grade and curb separation of all existing and proposed streets and highways within and adjacent to the proposed subdivision.
- j. The location and width of all alleys within or adjacent to the proposed subdivision.
- k. The widths purpose and approximate location of all existing and proposed easements or rights-of-way, whether public or private, within or adjacent to the subdivision.
- l. Lot numbers, lot lines and approximate dimensions of lots.
- m. Approximate location and width of all watercourses or areas subject to inundation from floods.
- n. Approximate location of all existing buildings, structures and irrigation ditches to remain, to be removed, or to be relocated. Buildings and structures on adjacent property shall also be shown, if such buildings or structures affect the design of the proposed subdivision.
- o. The type, approximate size and location of all trees within the boundaries of the proposed subdivision, and the proposed disposition of each.
- p. Approximate radius and central angle of all curves.
- q. Existing topography of the land proposed for division, using a contour interval of no more than two feet where the general grade of the land is less than ten percent, and a contour interval of no more than five feet where the general grade is ten percent or greater. Contours on adjacent property shall be shown if the surface of such land affects the design and/or improvement of the proposed division. The map shall contain a statement by the person preparing the map indicating the source of the contours shown on the map.

- r. Proposed general design of all grading building pads, cut-and-fill slopes, drainage ways and finished lot grading.
- s. A geological soils report prepared by a civil engineer who is registered by the state of California, based upon adequate test borings or excavations, unless the department of Community Development determines that, due to the knowledge such department has as to the qualities of the soil of subdivisions or lot, no preliminary analysis is necessary. If the preliminary soils report indicates the presence of critically expansive soils or other soil problems, which if not corrected would lead to structural defects, the person filing the tentative map shall submit a soils investigation of each lot in the subdivision, prepared by a civil engineer who is registered by the state of California, which shall recommend corrective action which is likely to prevent structural damage to each structure proposed to be constructed on the expansive soil. The City Engineer shall approve the soils investigation if it is determined that the recommended action is likely to prevent structural damage to each structure to be constructed, and shall require that the approved recommended action be incorporated in the construction of each structure as a condition to the building permit. If the City Engineer finds that a written geological report is necessary to determine whether the property to be divided is subject to an existing or potential geological hazard, the person filing the tentative map shall submit such report to the City Engineer. A registered engineering geologist shall prepare the report. Such information may be furnished separately from the map itself.
- t. Railroad right-of-ways.
- u. Proposed source of water supply.
- v. Proposed method of sewage disposal.
- w. Proposed stormwater drainage and disposal (approximate grades and sizes where applicable).
- x. Type of street improvements and utilities that the subdivider proposes to install.
- y. Proposed landscaping.
- z. Key map indicating the location of proposed division of land in relation to the surrounding area.
- aa. Location of all existing and proposed utilities, including, but not limited to, sewer, water, gas, electric, fire protection and street lights.
- bb. Classification of all lots as to intended use (commercial, industrial, residential).
- cc. Building setback lines.
- dd. Agreements and covenants to be recorded.

In the event that certain of the above-listed requirements by their very nature cannot be incorporated on the map, or by their incorporation will create confusion, it is acceptable for the submission of such information to be made in the form of reports, written statements and

additional map. Such information shall be submitted at the same time as the tentative map and in quantities as specified in Section 16.24.070, or in such other quantities as the City Engineer deems necessary.

D. OTHER INFORMATION

1. Processing

Each Tentative Tract Map application must go before the Planning Commission, with the Environmental Determination having initially been reviewed by the Development Review Committee.

Each Tentative Parcel Map must go before the Development Review Committee. The Planning Commission must review the Environmental Determination.

The typical Subdivision application requires approximately thirty (30) days to complete from the time the application is formally accepted. (The application is not considered to be formally accepted until after the Environmental Review process has been completed.) This time could be extended if additional information is required or if environmental problems are encountered.

2. Rendering and/or Photographs

Rendering and/or photographs of the property involved, on a scale large enough to illustrate the subjects under discussion, are sometimes helpful as exhibits with an application.

3. Improvements

The Colton Municipal Code, Title 16, allows the City to require certain improvements including, but not limited to, paving, curbs, gutters, sidewalks, water lines, sewer lines, streetlights, and drainage facilities. If these improvements are not in existence, it would be prudent for the applicant to estimate the costs involved prior to filing. Additional street dedication and other easements may also be required.

4. Filing Fees

See application form.

5. Filing

File the complete application at the Planning Department, Monday through Thursday, between the hours of 7 a.m. and 6 p.m.

CITY OF COLTON PLANNING DEPARTMENT

LETTER OF CERTIFICATION

STATE OF CALIFORNIA )
COUNTY OF SAN BERNARDINO ) SS

I, \_\_\_\_\_, HEREBY CERTIFY THAT THE ATTACHED LIST CONTAINS THE NAMES AND ADDRESSES OF ALL PERSONS TO WHOM ALL PROPERTY IS ASSESSED AS THEY APPEAR ON THE LATEST AVAILABLE ASSESSMENT ROLL OF THE COUNTY OF SAN BERNARDINO WITHIN THE AREA DESCRIBED AND FOR A DISTANCE OF FOUR HUNDRED (400) FEET FROM THE EXTERIOR BOUNDARIES OF PROPERTY LEGALLY DESCRIBED AS:

\_\_\_\_\_
\_\_\_\_\_
\_\_\_\_\_
\_\_\_\_\_
\_\_\_\_\_
\_\_\_\_\_
\_\_\_\_\_

DATE \_\_\_\_\_ (SIGNED) \_\_\_\_\_

SUBSCRIBED AND SWORN TO BEFORE ME THIS
\_\_\_\_\_ DAY OF \_\_\_\_\_, 20 \_\_\_\_\_.

\_\_\_\_\_  
NOTARY PUBLIC

**CITY OF COLTON PLANNING DEPARTMENT**

**LETTER OF AUTHORIZATION**

TO: CITY OF COLTON PLANNING DEPARTMENT

FROM: (NAME): \_\_\_\_\_  
(ADDRESS): \_\_\_\_\_  
(TEL. NO.): (\_\_\_\_\_) \_\_\_\_\_

RE: APPLICATION NUMBER (S): \_\_\_\_\_  
\_\_\_\_\_

THIS LETTER IS TO NOTIFY YOU THAT I (WE), AS LEGAL OWNER (S) OF THE PROPERTY DESCRIBED IN EXHIBIT "B" (ATTACHED) HEREBY AUTHORIZE:

(NAME): \_\_\_\_\_  
(ADDRESS): \_\_\_\_\_  
(TEL. NO.): (\_\_\_\_\_) \_\_\_\_\_

TO FILE AND REPRESENT MY (OUR) INTEREST IN THE ABOVE REFERENCED APPLICATION(S).

SIGNATURE (S) OF  
LEGAL OWNER (S): \_\_\_\_\_ DATE  
\_\_\_\_\_ DATE  
\_\_\_\_\_ DATE

SUBSCRIBED AND SWORN TO BEFORE ME THIS  
\_\_\_\_\_ DAY OF \_\_\_\_\_, 20 \_\_\_\_.

\_\_\_\_\_  
NOTARY PUBLIC

SAMPLE: PROPERTY OWNER'S MAP



