

Still have Questions?



The City of Pleasanton is committed to helping you achieve your development goals. If you have any questions about the information in this brochure, please contact us.

Public Information Planner

Telephone:

925-931-5600

E-mail: <http://www.cityofpleasantonca.gov/services/contact/comments>

Or

stop in to see a planner:

City Hall

200 Old Bernal Avenue

Monday* - Friday, 8:00 a.m. - 5:00 p.m.

*Planners are not available on Mondays from 9:30 a.m. to 11:00 a.m.

Brochure prepared by the Planning Division

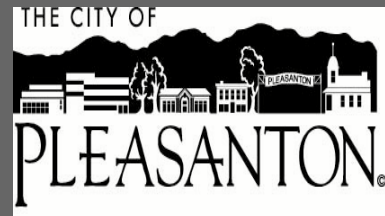
Subdivision

What is subdivision?

There are two ways to subdivide property: tentative map or a minor subdivision.

Tentative maps are required for a parcel is being divided into five (5) or more lots for the purpose of sale or lease.

Minor subdivision requests are required for four (4) or fewer lot being created for the purpose of sale or lease.



**City of Pleasanton
Community Development Department
Planning Division**

**200 Old Bernal Avenue
P.O. Box 520
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What is a minor subdivision?

Minor subdivisions pertain to divisions of land where four (4) or fewer lots are created for the purpose of sale, lease, or

What is a major subdivision?

Tentative maps are done for a parcel is being divided into five (5) or more lots for the purpose of sale or lease.

What is a condominium map?

Condominium maps are done for the conversions of office, commercial, or industrial buildings, apartment complexes, and mobile home parks from rental or leased spaces to individually-owned units. Please see the Condominium Conversion handout for the additional information on condominium conversions.

What are the typical requirements?

Most subdivision projects are required to provide mitigation to off-set the impacts of the project. Typically a subdivision will be required to provide public improvements such as streets and sidewalks, utilities, and parks, and will pay fees for such things as traffic impacts; and dedicate land for street widening/improvements or land for open space/parks.

Who prepares the plans?

Chapter 19 of the Pleasanton Municipal Code (PMC) "Subdivisions" states that "a person competent in the preparation of such maps, such as a registered civil engineer or licensed surveyor or practicing land or city planner". The topography and boundaries of the subdivision map must be designed by a registered civil engineer.

What assistance does the City provide?

The Public Works and Engineering Department can provide improvement plans to help locate sewer and water laterals, and they can assist you in understanding what needs to be provided on the maps prior to recordation.

The Planning Division offers a preliminary review process free of charge to receive comments on subdivisions prior to submittal of a formal application.

How long does an approval last?

Once approved and the final map is recorded, the approval will not expire. If a Planned Unit Development (PUD) was also processed with the project, there may be other expiration requirements.

Tentative maps expire 24 months from the date of approval.

Time extension may be granted upon written request.

Time extensions can be granted in one (1) year increments, but not to exceed a total of three (3) years total.

How is the proposal reviewed?

The Pleasanton Municipal Code establishes a procedure for the review of the design and improvement of various types of subdivisions of land. All processes are pursuant to the provisions of the State Subdivision Map Act.

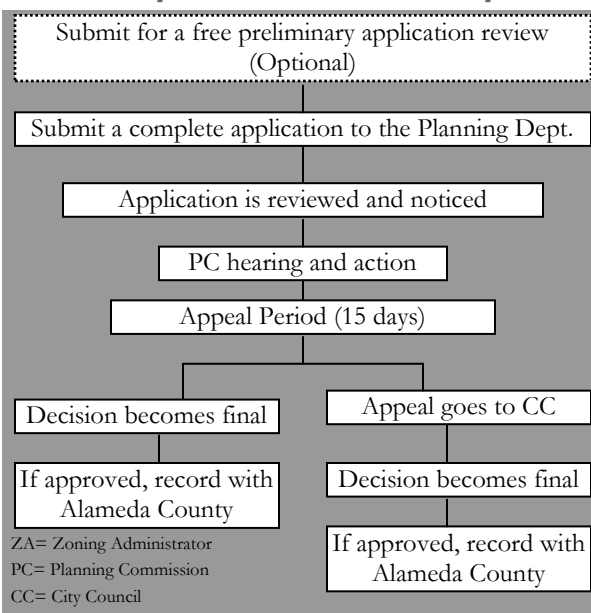
How long does the process take?

Normally, from the time the application is deemed complete, the process is about **four to six weeks** for approval*. This period may be longer if the plans require revisions or if the approval/denial action is appealed.

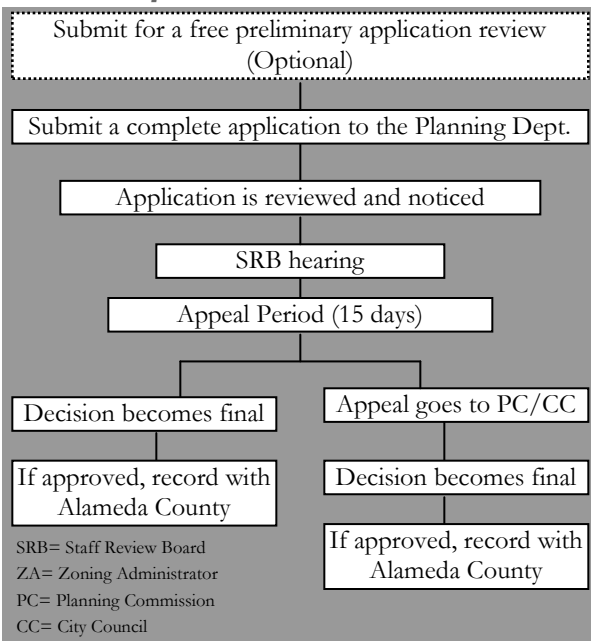
*These timelines are goals and a variety of factors can result in longer timelines.



What is the process for a tentative map?



What is the process for a minor subdivision?



Staff Analysis

When your application is submitted it will be assigned to a staff planner. The staff planner will review the project for completeness. The staff planner will contact you to report the project's status and to obtain additional information if necessary.

Can the Action be appealed?

Appeal Period

Any action taken on a project does not become effective until 15 days after the ruling. During this time you or any concerned party may appeal the action to the Planning Division by submitting a written request and an appeal fee. Appeals of a Planning Commission (PC) action go to the City Council (CC). The decision of the CC is final. See the handout on appeals for additional information.

Will I get a staff report?

You will be provided with a copy report several days prior to the hearing.

Public Noticing for Hearings

Tentative map and minor subdivision applications require public notice and a public hearing before action can be taken by the City. In compliance with state law, a notice will be sent to all property owners within 1,000 feet of the project site. The notice will inform them of the proposed project, date, time, place, and purpose of the public hearing. It is at the hearing that the actual decision will be made concerning your application.

Staff Review Board (SRB) Hearings

Minor Subdivision applications are reviewed by the Staff Review Board (SRB), which is comprised of staff from various City departments. SRB hearings are held each Thursday at 1:30 p.m. in the Large Conference Room in City Hall (200 Old Bernal Avenue). The Board will consider the information in the staff report and any testimony given at the hearing. It is recommended that you attend the hearing to represent your application and to answer any questions the Board may have.

Planning Commission (PC) Hearings

Tentative map applications are reviewed by the Planning Commission (PC), which are comprised of appointed members of the public. PC meets on the second and fourth Wednesday evening of each month in the City Council Chambers located in City Hall (200 Old Bernal Avenue). The PC will consider the information in the staff report and any testimony given at the hearing. It is recommended that you attend the hearing to represent your application and to answer any questions the Commissioners may have.

City Council

Appeals of the PC are heard by the City Council (CC). Please see the handout on Appeals for more information.

What documents do I submit?

Application and fee: Applications can be obtained on-line or from the Planning Division counter.

<http://www.cityofpleasantonca.gov/pdf/devapp.pdf>

Property owner(s) signature(s): All property owners must sign the application form or provide a written letter of authorization prior to submittal of the application for review.

Environmental Questionnaire: A planner will determine if the project is subject to CEQA (California Environmental Quality Act). If the project is subject to CEQA there are additional documentation and fees needed.

Stormwater Documents: required forms and information can be obtained via the City's webpage:

<http://www.cityofpleasantonca.gov/business/planning/StormWater.html>

Subdivision (minor and major): The map must be drawn to a scale of 1"=100'.

The map (or other documentation) must clearly indicate the following:

- The tract number and name.
- The name and address of both of all owners of record.
- The name and address of the entity preparing the map.
- The date, north arrow, and a written and graphic bar scale.
- The location and boundaries of the proposed subdivision.
- The location, names, and existing widths of adjacent streets and highways.
- The names and number of adjacent tracts and the names of owners of adjacent, unplatted land.
- The names and tract numbers of adjacent lands and the names of owners of adjacent, unplatted land.
- Contour lines depicting the topography of the property (at one-foot intervals for areas of flat to 5% slope, and at five-foot contours for areas exceeding 5% slope). The contours should refer to the system of bench marks established by the City Engineer (utilizing U.S. Coast and Geodetic Survey mean sea level datum of 1929).
- The approximate boundaries of areas subject to inundation or storm-water overflows, and the location, width, and direction of flow of all existing watercourses and storm drain facilities, including a schematic diagram indicating the proposed storm drain system with tentative sizes and grades.
- The existing use(s) of the property and (to scale) the outline of any existing buildings in relation to existing or proposed street and lot lines.

- The present zoning and proposed use(s) of the property, as well as proposed zoning changes, whether immediate or future.
- Any proposed public areas.
- The location of all trees with a trunk diameter four inches (4") or greater which are located within the boundaries of the tract, or outlines of orchards or groves of trees. Drip lines of these trees shall be indicated.
- The dimensions, locations, and uses of all existing or proposed easements for drainage, sewerage, water, and public utilities.
- The radius of each curve.
- The lot layout and the dimensions of each lot, including the size of the smallest lot in the tract.
- A statement of:
 1. The water and other utility source(s), indication of the location of all fire hydrants, and schematic diagram showing the proposed water system with tentative pipe sizes.
 2. Provisions for sewage disposal, and a schematic diagram indicating the proposed sanitary sewer system with tentative sizes and grades.
- The locations, names, widths, approximate proposed grades, and gradients of all streets, and a typical cross section of curbs, gutters, sidewalks, easements, and other improvements.
- An outline of any proposed deed restrictions.
- Each street to be dedicated to the City should be shown on the subdivision map. Any continuation of an existing public street must have the same name as the existing street. The proposed name(s) of any new street(s) must be shown.

Tentative Map:

on initial submittal

2 full-sized (24x36),

5 reduced-sized (11x17)

prior to Planning Commission hearing

2 full-sized (24x36),

14 reduced-sized (11x17)

Minor Subdivision*

10 full-sized (24x36),

All submitted information must be clearly and legibly reproduced.

* Additional plans and materials may be required if the project is appealed.

*14 additional reduced-sized plan sets are required before approval for referral to the Planning Commission