



Subdivision Application Submittal Checklist

MINIMUM APPLICATION FILING REQUIREMENTS

This checklist will be used by staff to determine if an application contains the appropriate requirements to begin the application process. All items listed below must be included. If any items are not included the project will not be accepted for submittal. This checklist does not determine a project complete for purposes of the Permit Streamlining Act.

Note: Public hearing information prepared in accordance with the *Public Notice Requirements* will be required to be submitted prior to noticing for the public hearing.

Tentative Subdivision (Tract/Parcel) Map:

- Completed *General Land Use and Development Application* and filing fees.
- Completed Supplemental Application - Subdivisions.
- Completed Supplemental Application - *Environmental Assessment Information*.
- Completed Environmental Mitigation Plans Checklist.
- One (1) complete set of *Typical Plan Set* plans prepared in accordance with the *Plans Set Requirements*. Each set shall be stapled together as a single package and folded to 8½" x 11". Plans shall include the following:
 - Title Sheet with Project Location Map, Site Information, Scope of Work, and Building Summary Table
 - Existing Conditions Plans (Existing Structures, Trees, Landscape / Hardscape)
 - Demolition Plan
 - Site Plan (Proposed)
 - Floor Plan(s) (For Existing Structures and Proposed Structures)
 - Roof Plans (For Existing Structures and Proposed Structures)
 - Elevations (All Sides, For Existing Structures and Proposed Structures)
 - Accessory Structures Plan and Elevations
 - Open Space Amenities Specs Sheet
 - Color Renderings of All Proposed Structures
 - Preliminary Grading / Drainage Plan
 - Preliminary Utility Plan
 - Preliminary Landscape and Hardscape Plan
 - Fence and Wall Plan
 - Photometric Plan
 - Preliminary Solar Plan
 - Mechanical Screening Specs Sheet
 - Subdivision Map
 - Existing Topographic Map
 - Proposed Topographic Map
- One (1) complete set of required plans in a digital format (PDF).
- One (1) copy of the Preliminary Title Report (prepared or dated no more than 90 days prior to submittal date) for each parcel covering, owners of record, trust deed



holders, lien holders, etc., and supporting documentation.

- Pictures of the site and surrounding area. Pictures may be submitted digitally in the following formats: JPEG, BMP, or TIF, provided a list is also submitted with the file name, date the photo was taken, the photographer, brief description, and diagram or site plan showing the point and direction for each photograph taken.

PUBLIC NOTICE REQUIREMENTS

The materials and information listed below must be submitted with applications requiring a public hearing or public notification:

- Property Ownership List: A mailing list containing the names, addresses, and assessor's parcel number of all owners of real property within a radius of four hundred feet (400') of the site, measured from the exterior boundaries of the property. This information shall be obtained from the latest equalized assessment rolls of Los Angeles County (*property ownership information may be obtained from Los Angeles County Assessor's Office 1190 Durfee Avenue, South El Monte, CA 91733, phone: (626-258-6001)*). Include the name and address of the property owner, applicant, and any applicant representative in the mailing list.
- Occupant List: A mailing list containing the mailing address keyed on the radius map indicating the key (to match the map), and the word "occupant". There may be more than one mailing address for properties with multiple commercial and/or residential tenant units so some labels may share a key.
- Mailing Envelopes: One set of stamped business-size envelopes, with the name and

address of each person on the Property Owner mailing list and the Occupant mailing list. The return address shall read: "City of Pomona, Planning Division, 505 South Garey Avenue, Pomona, CA 91766".

- Radius Map: A map illustrating the four hundred foot (400') radius boundary and all parcels within the boundary (copies of the assessor's maps will be accepted).

Note: Properties with the Pomona Corridor Specific Plan may require noticing within one thousand (1,000) foot of the subject property. Your project planner will inform you if this requirement applies.