



# Tentative Map (Parcel/Tract) Information

Community Development Department  
Planning Division  
100 Civic Center Drive / P.O. Box 1768 / Newport Beach, CA 92658-8915  
949-644-3204  
[www.newportbeachca.gov](http://www.newportbeachca.gov)

## General Information

### Tentative Tract Maps (19.08.010)

The Planning Commission has the authority to approve, conditionally approve, or deny Tentative Tract Maps in compliance with Municipal Code Title 19 (Subdivision Code). Tentative Tract Maps shall be required for any subdivision creating five or more parcels, five or more condominiums as defined in Section 783 of the California Civil Code, a community apartment project containing five or more parcels, or for the conversion of a dwelling to a stock cooperative containing five or more dwelling units.

### Tentative Parcel Maps (19.08.020)

The Zoning Administrator has the authority to approve, conditionally approve, or deny Tentative Tract Maps in compliance with Municipal Code Title 19 (Subdivision Code). Tentative Parcel Maps shall be required for any subdivision creating four or fewer parcels.

## Application Requirements

To apply please provide the following:

1. Completed Planning Permit Application\* for a  Tentative Parcel Map or  Tentative Tract Map.

*\*Please be advised the owner's signature for Parcel/Tract Map Application must be notarized.  
A Notary Acknowledgement form has been attached to this document for your convenience.*

2. One (1) copy of a Preliminary Title Report not more than 6 months old from the date the application will be submitted that identifies the legal description of property.
3. Public Noticing Requirements.

Please refer to the Planning Division's handout on [Public Noticing Requirements](#) for more information on the application materials required for a public hearing.

4. Accompanying Written Statement

The applicant/property owner shall provide a written statement responding to the following:

- a. What is the existing use(s) of the property? (If the property is proposed to be used for more than one purpose, the area, and parcel or parcels proposed for each type of use shall be shown on a site plan.)
- b. What improvements and public utilities are proposed to be made or installed and when are said improvements proposed to be completed?
- c. What is the provision(s) for sewage and sewage disposal?
- d. What, if any, public area(s) is proposed?
- e. What, if any, tree planting(s) is proposed?
- f. If any, briefly list and attach a copy of any restrictive covenants proposed.

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### 5. Plans

Each application submittal must be accompanied by  eight (8) Tentative Parcel Maps or  twenty (20) Tentative Tract Maps and  one (1) tentative map reduced to 8 ½" x 11". Each set of plans must be collated, stapled, and folded to a size of 8½" by 14". The Tentative Parcel Map or Tentative Tract Map shall contain the following information:

- a. The subdivision map number, date, north point, scale and sufficient description to define the location and boundaries of the proposed subdivision.
- b. Name and address of record owner or owners of the subdivision.
- c. Name and address of the sub-divider.
- d. Name, business address, telephone number, and number of the registered engineer or licensed surveyor, who prepared the map.
- e. Sufficient elevations or contours to determine the general slope of the land and the high and low points thereof.
- f. The locations, names, and widths of all roads, streets, and highways in the proposed resubdivision and along the boundaries thereof.
- g. The approximate widths, location and purpose of all existing or proposed easements.
- h. Lot lay-out and dimensions of each parcel. Each parcel shall be numbered, and the area of each parcel shall be noted on the resubdivision map.
- i. The outline of any existing buildings to remain in place and their locations in relation to the existing or proposed street and parcel line.
- j. Approximate location of all areas subject to inundation or storm water overflow and the location, width and direction of flow of all water courses.
- k. If the property is located in a flood hazard zone, the map shall identify the flood hazard area and elevation of the base flood.

### 6. Filing Fee

A filing fee is required at the time of filing to partially defray the cost of processing and other expenses. The Planning Department will advise you of said fee.

### 7. Electronic Copy

All of the above submittal items are required to be submitted in an electronic format (i.e., CD-ROM, via email, [USB flash drive not accepted]) as determined by the Planning Department prior to application submittal.

### **Advisement**

An approved tentative tract map, parcel map, lot line adjustment, or lot merger requires subsequent separate review by the Public Works Department prior to release for recordation with the County of Orange. The applicant is responsible for making this submittal after action on the Planning Permit Application and appeal periods have expired. All applicable fees shall be paid. For more information on what is required, please contact Public Works at 949-644-3311.

**ACKNOWLEDGMENT**

A notary public or other officer completing this certificate verifies only the identity of the individual who signed the document to which this certificate is attached, and not the truthfulness, accuracy, or validity of that document.

State of California

County of \_\_\_\_\_ } ss.

On \_\_\_\_\_, 20\_\_\_\_ before me, \_\_\_\_\_,

Notary Public, personally appeared \_\_\_\_\_, who proved to me on the basis of satisfactory evidence to be the person(s) whose name(s) is/are subscribed to the within instrument and acknowledged to me that he/she/they executed the same in his/her/their authorized capacity(ies), and that by his/her/their signatures(s) on the instrument the person(s), or the entity upon behalf of which the person(s) acted, executed the instrument.

I certify under PENALTY OF PERJURY under the laws of the State of California that the foregoing paragraph is true and correct.

WITNESS my hand and official seal.

\_\_\_\_\_  
Signature

(seal)

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