

INSTRUCTIONS FOR THE FILING OF A REQUEST FOR TENTATIVE MAPS

Tentative maps are required for subdivisions of land in which five or more lots are created. Such subdivisions of land must be approved by the City Council prior to the division.

A property owner or authorized representative may present a proposed tentative map to the Community Development Department, City Hall, 500 Castro Street, Mountain View, by submitting thirteen (13) prints of a map showing the proposed subdivision of land accompanied by a filing fee. Please refer to the application fee schedule for the appropriate fee.

A tentative map shall be prepared by a licensed surveyor or registered civil engineer. It shall be eighteen inches (18") by twenty-six inches (26") and shall be drawn to a scale of one inch to one hundred feet (1" = 100'); however, in the case of tentative maps relating to very large tracts, the Community Development Director or his/her agent may, in addition, require one map of lesser scale depicting the entire tract.

The tentative map shall contain the following information:

1. The tract name, designation and address.
(Note: Santa Clara County assigns tract numbers after the approval of the tentative map.)
2. The north point, scale and a description sufficient to locate the property on the ground.
3. The names and addresses of the record owners, the subdividers and the registered civil engineer or licensed surveyor who prepared the map.
4. The locations, names and present widths of all nearby highways, streets and ways.
5. The approximate radius, length and interior angles of all curves.
6. The widths and approximate locations of all existing and proposed easements whether public or private and whether for roads, drainage, sewage, public utilities, bikeways or any other purpose.
7. A number or letter for each lot and unit of air space.
8. The approximate lot layout and approximate dimensions of each lot.
9. The present and proposed location and outline to scale of any existing building to remain on the property.
10. The proposed use of the property.
11. The public areas proposed for parks, playground, open space and like uses.
12. The proposed method of sewerage and sewage disposal.
13. The names of adjoining property owners.
14. The location of existing utility poles and anchors.
15. The size and species of all existing trees and their proposed disposition.

In the event it is impossible or impractical to place upon the tentative map any information hereinabove required, such information shall be furnished in a written statement which shall be submitted with said

map. In addition to the above, the following information shall be submitted with the tentative map:

1. A grading plan showing existing and proposed grades, and the method of disposing of storm waters.
2. A copy of any and all existing and proposed restrictive covenants.

3. Reasons purporting to justify any departures from the terms of the Subdivision Ordinance.
4. FOR CONDOMINIUM CONVERSIONS: Please refer to the City's Municipal Code.

Upon receipt of all required information, the Community Development Director shall transmit a copy of the tentative map to each member of the Subdivision Committee (which consists of the Public Works Director, the Community Development Director and the City Manager or their respective appointed delegates) and other interested agencies for their review and comment prior to a meeting at which the Subdivision Committee shall review the proposal and hear the comments and opinions of the subdivider and his surveyor or engineer. The Subdivision Committee, after due consideration, shall recommend approval, conditional approval or disapproval of said tentative map to the City Council. The applicant shall submit additional copies, as necessary, to the Project Planner eighteen (18) days prior to the Council meeting at which the subdivision will be considered to forward to the City Council with the Subdivision Committee's recommendation.

The City Council shall then approve, conditionally approve or disapprove said tentative map after their due consideration upon receipt of the report of said recommendations.

Approvals of tentative maps are valid for a period of twenty-four (24) months unless an extension is granted by the City Council.