



Additional Requirements for Tentative Maps and Lot Line Adjustments

1. Filing fee. See the fee schedule to identify relevant filing fee for the map request.
2. Provide a separate check in the amount of \$50 for the handling of CEQA documents (unless waived by Planning Division staff). Make the check payable to the "San Diego County Clerk." Please note that the County will reject a check dated 90 days or more before receipt of the check by their office. Depending upon the length of time necessary to process your project, a new check may be required.
3. A CEQA Environmental Information Form and associated filing fee (unless waived by Planning Division staff.)
4. A Grant Deed and two copies of a Preliminary Title Report dated within six months of application submittal date. The Preliminary Title Report shall have a copy of each easement referenced within the report. Staff may require an ALTA survey for complex projects or sites. Applicants for lot line adjustments need not provide a title report but must provide a grant deed for each property involved.
5. A preliminary soils report (unless deferred or waived in writing by the City Engineer prior to submitting the application.)
6. Stormwater compliance
 - a. Complete the attached Stormwater Intake Form I-1 Intake Form for ALL Permit Applications and Form I-2 Applicability of Stormwater Requirements for Standard and Priority Development Projects forms can be found at:
<http://www.cityofelcajon.us/Home/ShowDocument?id=8183>
 - b. If Priority Development Project category is triggered, provide two copies of a Conceptual Storm Water Mitigation Plan, where the template can be found at:
<http://www.cityofelcajon.us/Home/ShowDocument?id=8235>
7. A City of El Cajon Disclosure Statement (See Attached).
8. A written description providing specific details of the proposed map.

9. A list of proposed street names. The applicant shall submit at least three alternative street names for each proposed street.
10. A tentative parcel map or a tentative subdivision map drawing stamped by a licensed land surveyor or civil engineer authorized to practice land surveying pursuant to the California Business & Professions Code Section 8761 (15 copies) prepared as follows:
 - ___A. Maximum sheet size shall be 18" x 26". Please fold maps per the standard map fold as shown on page five.
 - ___B. Map shall be drawn to a standard engineer's scale (minimum scale of 1" = 100')
 - ___C. Map shall include all of the following information:
 - ___1) Name, address, and signature of property owner
 - ___2) Name, address, and signature of surveyor or engineer who prepared the map
 - ___3) Legal description sufficient to describe the proposed map boundaries
 - ___4) Name of proposed subdivision (for tentative subdivision maps only)
 - ___5) Assessor's parcel number(s)
 - ___6) North arrow, oriented to the top of the sheet
 - ___7) Scale (minimum scale of 1" = 100')
 - ___8) Date of preparation or revision
 - ___9) Vicinity map
 - ___10) Total acreage
 - ___11) Zoning designation(s)
 - ___12) Boundary lines of proposed map

- ___13) Lot lines, dimensions, number, and net area of each proposed lot (acreage or square feet)
- ___14) Lot lines, dimensions, number, and net area of each proposed lot (acreage or square feet)
- ___15) Boundaries of proposed phases or units if phased development is proposed
- ___16) Grading plan showing contours at 2' intervals, proposed lot grading and pad elevations, and all cut and fill slopes. If no grading is proposed include a statement to that effect.
- ___17) Approximate earthwork volumes of proposed excavation and fill operations.
- ___18) Location, width, and grade of all proposed streets within the tentative map boundary
- ___19) Location, width, grade and name of existing adjacent streets
- ___20) Typical street sections in compliance with street improvement standards
- ___21) Location and width of all alleys
- ___22) Location and width of existing and proposed easements
- ___23) Location and width of all water courses or areas subject to inundation
- ___24) Proposed storm water improvements, and other means of drainage
- ___25) Location and size of proposed sanitary sewer facilities
- ___26) Location of proposed water supply
- ___27) Location of proposed utility services
- ___28) Existing structures to be retained, removed, or relocated
- ___29) Location, area, and type of all existing vegetation to remain in addition to any new landscape improvements.

11. Applicants for lot line adjustments shall provide eight copies of an adjustment plan with the following information:

- ___1) Name, address, phone number and signature of property owner(s)
- ___2) Name, address, and telephone number of the person preparing the plat
- ___3) Assessor's Parcel Number(s)
- ___4) North arrow and scale (minimum scale of 1" = 100')
- ___5) Vicinity map
- ___6) Existing and proposed property lines of each lot separately identified
- ___7) Distances and bearings of existing and proposed property lines
- ___8) Net area of each proposed lot in square feet
- ___9) Existing buildings and distances to property lines
- ___10) Location, width and name of all existing streets
- ___11) Location, width and type of all easements

Procedures for Processing a Lot Line Adjustment

Lot line adjustments (LLA) follow the Level 2 permit process. They are processed in accordance with the provisions of the Subdivision Map Act and Chapter 16.34 of the El Cajon Municipal Code. Applicants for lot line adjustments should refer to those documents, and the staff of both the Engineering Services and Planning Division, for information relating to the processing of lot line adjustments.

Lot line adjustments must comply with the Subdivision Map Act (SMA §66412) and the California Business and Professions Code (B&P §8762). All measurements must be based on recorded data and the land boundaries or property lines must be shown on a subdivision map, official map, or record of survey.

Procedures for Processing a Tentative Parcel Map

Minor subdivisions of land follow the Level 2 permit process. They require approval of a tentative parcel map (TPM) processed in accordance with the procedures listed in the

Subdivision Map Act and Chapter 16.24 of the El Cajon Municipal Code. Applicants for tentative parcel maps should refer to those documents, and the staff of both the Public Works Department and Planning Division, for information relating to the processing of tentative parcel maps. Be advised that the City Engineer and the Director of Community Development may require that the TPM be forwarded to the Planning Commission and City Council for final action. In the event that a TPM is forwarded to the Planning Commission and City Council, it shall be processed as a Level 5 permit.

Procedures for Processing a Tentative Subdivision Map

Prior to filing a tentative subdivision map (TSM), the applicant or the applicants authorized agent is strongly encouraged to meet with staff from the Community Develop Department and the Public Works Department regarding the preparation of the map. The procedures for processing a TSM are described in the Subdivision Map Act, and Title 16 of the El Cajon Municipal Code. Tentative subdivision maps are approved, conditionally approved, or denied by the City Council as a Level 5 process. Once a TSM is approved, a final subdivision map must be recorded within 2 years of the date that the TSM was approved or conditionally approved by the City Council, unless an extension of time is granted. Upon receipt of a written request and payment of the TSM extension fee, the City Council may approve, conditionally approve or deny a request for extension. No extension shall exceed one year from the preceding expiration date and no more than two such extensions may be granted without a public hearing. The City Council may grant a third one-year extension (for a total of 5 years from the date of original approval) only after a noticed public hearing.

NOTE: When a map is ready for decision step, copies will be required as follows: 5 copies for Level 2 or 3 or 15 copies for Level 5 (City Council).

NOTE: Standard map fold

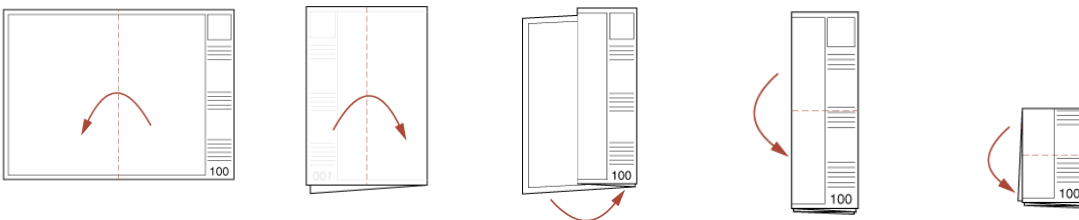
Step 1: Fold the drawing in half so that the content is concealed inside the fold.

Step 2: Fold the top leaf back over itself, which will be 1/4 of the original width.

Step 3: Fold the bottom leaf back under the top leaves. You now have an accordion folded sheet that is 1/4 the width of the full sheet and full height.

Step 4: Fold the top half of the sheet under the bottom half.

Step 5: For extra-large drawings, the drawing can be folded in half again.



Project Information

Project Address/Location:
Permit Application Number:
Brief Description of Work Proposed:

Determination of Requirements

Answer each step below, starting with **Step 1** and progressing through each step until reaching "Stop".
Upon reaching a "Stop"; do not complete any further steps beyond "Stop".

Step(s)	Answer	Progression
Step 1: Does the project consist exclusively of one or both of the activity types listed below? <ul style="list-style-type: none"> • Project with <u>no soil disturbance or change to building general exterior dimensions or structural framing</u>. <i>Examples:</i> interior remodeling, electrical work, HVAC work, plumbing, etc. • Routine maintenance. <i>Examples:</i> roof repairs, pavement repairs or resurfacing, resurfacing or repairing existing sidewalks or pedestrian ramps, trenching and resurfacing associated with utility work, or rebuilding a structure to its original design after a fire or natural disaster. 	<input type="checkbox"/> Yes	Stop. No permanent Storm Water BMP plan is required for routine maintenance type of projects. Routine maintenance projects must include "Construction Stormwater BMP Notes" for Standard Projects on their site plans.
	<input type="checkbox"/> No	Go to Step 2.
Step 2: Does the project create or replace more than 2,500 square feet of impervious area (rooftop or pavement, including roads, sidewalks, parking lots, concrete patios, etc.).	<input type="checkbox"/> No	Stop. Incorporate Standard Project BMP Requirements into the project plans.
	<input type="checkbox"/> Yes	Complete and attach Form I-2.

Certification

Name of Person Completing this Form (Print)		Date Completed	
Signature			

Standard Project requirements are found in the BMP Design Manual chapters 1-4.
 Also review Chapter 7 - Long Term Operations and Maintenance and Chapter 8 - Submittals
<http://cityofelcajon.us/i-want-to/view/documents-forms-library/-folder-137>

**Applicability of Construction (Temporary) and
Permanent (Post-Construction) Stormwater BMP
Requirements for Standard and Priority
Development Projects**

Form I-2

Page 1 of 4

Project Information

Project Name:

Permit Application Number:

The project is (select one): New Development Redevelopment

Project total disturbed area: _____ ft² (Note: 1 acre = 43,560 ft²)

Total proposed newly created or replaced impervious area: _____ ft²
(Impervious area includes rooftops and impermeable pavement, such as concrete or asphalt).

Step 1. Identify Applicable Project Categories

Mark whether each of the following categories describes the proposed project by indicating "Yes" or "No".

	Yes	No
New development projects that create 10,000 square feet or more of impervious surfaces (collectively over the entire project site). This includes commercial, industrial, residential, mixed-use, and public development projects on public or private land.	<input type="checkbox"/>	<input type="checkbox"/>
Redevelopment projects that create and/or replace 5,000 square feet or more of impervious surface (collectively over the entire project site on an existing site of 10,000 square feet or more of impervious surfaces). This includes commercial, industrial, residential, mixed-use, and public development projects on public or private land.	<input type="checkbox"/>	<input type="checkbox"/>
New and redevelopment projects that create and/or replace 5,000 square feet or more of impervious surface (collectively over the entire project site), and support one or more of the following uses: (i) Restaurants. This category is defined as a facility that sells prepared foods and drinks for consumption, including stationary lunch counters and refreshment stands selling prepared foods and drinks for immediate consumption (Standard Industrial Classification (SIC) code 5812). (ii) Hillside development projects. This category includes development on any natural slope that is twenty-five percent or greater. (iii) Parking lots. This category is defined as a land area or facility for the temporary parking or storage of motor vehicles used personally, for business, or for commerce. (iv) Streets, roads, highways, freeways, and driveways. This category is defined as any paved impervious surface used for the transportation of automobiles, trucks, motorcycles, and other vehicles. <i>Note that this does not include routine maintenance projects as noted on Form I-1 and defined in more detail in Chapter 1 of the BMP Design Manual.</i>	<input type="checkbox"/>	<input type="checkbox"/>
New or redevelopment projects that create or replace 2,500 square feet or more of impervious surface (collectively over the entire project site), and discharging directly to an Environmentally Sensitive Area (ESA). "Discharging directly to" includes flow that is conveyed overland a distance of 200 feet or less from the project to the ESA, or conveyed in a pipe or open channel any distance as an isolated flow from the project to the ESA (i.e. not commingled with flows from adjacent lands). <i>Note: a map of ESAs identified in the City of El Cajon is available at the Engineering Counter and on the City's storm water website. See manual Section 1.4.2 for additional guidance.</i>	<input type="checkbox"/>	<input type="checkbox"/>

Step 1. Identify Applicable Project Categories, continued Page 2		
<p>New development projects of any size, or redevelopment projects that create and/or replace 5,000 square feet or more of impervious surface, that support one or more of the following uses:</p> <p>(i) Automotive repair shops. This category is defined as a facility that is categorized in any one of the following SIC codes: 5013, 5014, 5541, 7532-7534, or 7536-7539.</p> <p>(ii) Retail gasoline outlets (RGOs). This category includes RGOs that meet the following criteria: (a) 5,000 square feet or more or (b) a projected Average Daily Traffic (ADT) of 100 or more vehicles per day.</p>	<p>Yes <input type="checkbox"/></p>	<p>No <input type="checkbox"/></p>
<p>New or redevelopment projects that result in the disturbance of one or more acres of land and are expected to generate pollutants after the completion of construction. <i>Note: most projects are expected to generate pollutants after the completion of construction. If your project is at least one acre but you believe it will not generate pollutants after the completion of construction, include an explanation below. See BMP Design Manual Section 1.4.2 for additional guidance.</i></p>	<p>Yes <input type="checkbox"/></p>	<p>No <input type="checkbox"/></p>
<p><u>Explanation</u>, if marked "No" and project is at least one acre :</p>		
<p>Are any of the categories above marked as "Yes"?</p> <p><input type="checkbox"/> Yes – Complete Step 2.</p> <p><input type="checkbox"/> No – The project is <u>not</u> a Priority Development Project (PDP). Incorporate Standard Project BMP Requirements into the project plans.</p>		

Priority Development Project requirements are found in the BMP Design Manual chapters 1-5.

Chapter 6 covers Hydromodification

Chapter 7 covers Long Term Operations and Maintenance

Chapter 8 covers Submittal Requirements

<http://cityofelcajon.us/i-want-to/view/documents-forms-library/-folder-137>

Priority Development Projects are REQUIRED to develop and submit a Conceptual Storm Water Mitigation Plan for review and approval during the planning phase and prior to other project approvals

A GRADING AND DRAINAGE PLAN WILL BE REQUIRED ON ALL STANDARD PROJECTS AND PRIORITY DEVELOPMENT PROJECTS

Applicability of Construction (Temporary) and Permanent (Post-Construction) Stormwater BMP Requirements for Standard and Priority Development Projects		Form I-2 Page 3 of 4
Step 2. Priority Development Project Exemptions		
<i>Does the project consist exclusively of either of the activity types below?</i>		
New or retrofit paved sidewalks, bicycle lanes, or trails that meet any of the following criteria: (i) Designed and constructed to direct storm water runoff to adjacent vegetated areas, or other non-erodible permeable areas (ii) Designed and constructed to be hydraulically disconnected from paved streets or roads (iii) Designed and constructed with permeable pavements or surfaces.	<input type="checkbox"/> Yes. The project is <u>not</u> a PDP. Incorporate Standard Project Stormwater BMP Notes into site plan.	
	<input type="checkbox"/> No. Answer the question below.	
Retrofitting or redevelopment of existing paved alleys, streets or roads that are designed and constructed in accordance with the USEPA Green Streets guidance (see BMP Design Manual for details).	<input type="checkbox"/> Yes. The project is <u>not</u> a PDP but must meet Green Streets standards. Contact Engineering staff for details before proceeding with project design.	
	<input type="checkbox"/> No. The project is a PDP*. Go to Step 3.	
Step 3. Special Sizing for Redevelopment (Redevelopment Priority Development Projects only)		
Is the project a redevelopment project?	<input type="checkbox"/> Yes. Answer the question below.	
	<input type="checkbox"/> No. Go to Step 4.	
The area of existing (pre-project) impervious area at the project site is: _____ ft ² (A) The total proposed newly created or replaced impervious area is _____ ft ² (B) Percent impervious surface created or replaced, (B/A)*100 = _____ % The percent impervious surface created or replaced is (select one based on the above calculation):	<input type="checkbox"/> less than or equal to 50%. Only created/replaced impervious areas are considered PDP*. Go to Step 4.	
	<input type="checkbox"/> greater than 50%. The entire project site is a PDP*. Go to Step 4.	

Priority Development Projects are REQUIRED to develop and submit a Conceptual Storm Water Mitigation Plan for review and approval during the planning phase and prior to other project approvals

Applicability of Construction (Temporary) and Permanent (Post-Construction) Stormwater BMP Requirements for Standard and Priority Development Projects

Form I-2

Page 4 of 4

Step 4. Hydromodification Requirements (Priority Development Projects only)

<p>Does the project discharge storm water runoff to any of the following?</p> <ul style="list-style-type: none"> (i) Existing underground storm drains discharging directly to water storage reservoirs, lakes, enclosed embayments, or the Pacific Ocean (ii) Conveyance channels whose bed and bank are concrete lined all the way from the point of discharge to water storage reservoirs, lakes, enclosed embayments (including San Diego Bay), or the Pacific Ocean (iii) Existing underground storm drains or conveyance channels whose bed and bank are concrete lined all the way from the point of discharge to Forester Creek. <i>This exemption cannot be claimed until the San Diego River WQIP has been approved. Check with Engineering staff for details.</i> 	<p><input type="checkbox"/> Yes. The project is exempt from hydromodification management requirements. Stop. The project is a PDP*.</p>
<p>Does protection of critical coarse sediment yield areas apply based on review of the Potential Critical Coarse Sediment Yield Area Map? <i>See the map on the City's Storm Water web page and at the Engineering Counter.</i></p>	<p><input type="checkbox"/> No. BMPs must be sized for pollutant control and hydromodification (flow) control. Answer the question below.</p>
	<p><input type="checkbox"/> Yes. Management measures required. See BMP Design Manual Section 6.2. Stop. The project is a PDP*.</p>
	<p><input type="checkbox"/> No. No additional management measures required to protect critical coarse sediment yield areas. Stop. The project is a PDP*.</p>

* If the project does not require a grading permit, a "Construction BMP Plan for Priority Development Projects without Grading Permits" is required.

Priority Development Project requirements are found in the BMP Design Manual chapters 1-5.

Chapter 6 covers Hydromodification

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Priority Development Projects are REQUIRED to develop and submit a Storm Water Mitigation Plan for review and approval during the planning phase and prior to other project approvals.

Construction BMP Plan for Priority Development Projects without Grading Permits

Project Name or Address: _____ **Permit ID:** _____

Describe proposed BMPs below, and indicate where they will be used on the "Project Construction BMP Exhibit" on the next page.

BMP Category	BMP Description¹	Proposed? (Y/N/NA)	Description of How This BMP Will Be Used at the Project, or, if Not Applicable, Explain Why
Perimeter Protection	Install BMPs around the perimeter of the work area to prevent dirt from leaving. Common BMPs used include fiber rolls, gravel bags, and silt fence.		
Erosion Control	Divert run-on from surrounding areas from running through disturbed areas, e.g., by using gravel bags or fiber rolls. Stabilize disturbed drainage pathways that run through the site where applicable.		
Inlet Protection	Install gravel bags or equivalent around onsite storm drains. ²		
Waste Management	Collect and properly store trash and other waste materials at least daily. Regularly and properly dispose of wastes.		
Concrete Waste Management	Direct concrete washout to a designated washout area. ³ Discharge to the ground is not allowed.		
Material Storage	Cover materials that could be transported by runoff from rain. Use secondary containment for liquids. Provide fiber roll or equivalent around perimeter of stockpiles, and cover (e.g., with plastic sheeting) before storms.		
Sediment Tracking	Sweep paved areas adjacent to work area as necessary, at least daily, to remove accumulated or tracked sediment. If vehicles will enter the work area, install a stabilized construction entrance.		
Discharge Prevention	Do not allow any water other than rain water to discharge from the site. Maintain appropriate materials to address spills that may occur. Use drip pans to catch leaks from vehicles and equipment.		

1. This table is a simplified description of required BMPs intended for smaller projects that are completed relatively quickly. The City reserves the right to require additional BMPs in accordance with the Municipal Code and Section 2.1 of Appendix B of the City's JRMP where necessary.
2. See CASQA BMP SE-10.
3. See CASQA BMP WM-8.
4. See CASQA BMP TC-1.

Legend/ Standard Symbols

—FR— Fiber roll

I

Inlet protection

WM

Waste storage area

SP

Stockpile

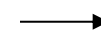
—GB— Gravel bag berm

CW

Concrete washout

E/E

Stabilized entrance/exit



Flow direction

—SF— Silt fence