



# SUBDIVISION APPLICATION

CITY OF CLAREMONT  
DEPARTMENT OF COMMUNITY DEVELOPMENT  
207 HARVARD AVENUE, P.O. BOX 880  
CLAREMONT, CA 91711-0880  
(909) 399-5470

### TYPE OF APPLICATION

- Tract Map
- Parcel Map
- Reversion to Acreage
- Parcel Map Waiver
- Lot Line Adjustment
- Certificate of Compliance
- Voluntary Mergers
- Other \_\_\_\_\_

### APPLICANT INFORMATION

Name of Applicant(s): \_\_\_\_\_  
 Address: \_\_\_\_\_ Email: \_\_\_\_\_  
 Phone Number: \_\_\_\_\_ Capacity: \_\_\_\_\_  
 Owner(s) of Record: \_\_\_\_\_ Phone Number: \_\_\_\_\_  
 Owner(s) Address: \_\_\_\_\_

### PROPERTY INFORMATION

Location: \_\_\_\_\_  
 Assessor Parcel Number(s): \_\_\_\_\_  
 Tract and Lot Number(s): \_\_\_\_\_  
 Existing General Plan Designation for each Parcel: \_\_\_\_\_  
 Existing Zoning for each Parcel: \_\_\_\_\_  
 Existing Land Use of each Parcel: \_\_\_\_\_  
 Purpose of Request: \_\_\_\_\_

### CERTIFICATION STATEMENT **\*\*MUST BE SIGNED BY PROPERTY OWNER AND NOTARIZED\*\***

I/we certify that I/we are presently the legal owner(s) of the above described property(ies). Further I/we acknowledge the filing of this application and certify that all the above information is true and accurate and that I/we have familiarized myself/ourselves with the relevant provisions of Claremont's codes. **(Note: A person acting as agent of the owner of record must attach a notarized letter of authorization from the legal owner.)**

\_\_\_\_\_  
Signature Date

\_\_\_\_\_  
Signature Date

Subscribed and sworn to me this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_

\_\_\_\_\_  
Signature of City Clerk or Notary Public (seal)

**COPYRIGHT MATERIALS RELEASE:** To the extent that your application submittals include plans or drawings prepared by a licensed, registered or certified professional, as defined pursuant to the California Health and Safety Code Section 19851 or Business and Professions Code Section 5536.25, such as a licensed engineer, architect or other design professional, the City must first obtain the signature release and permission of said professional prior to publication or reproduction of any such plans or drawings. Such drawings and plans may also be protected by copyright laws and/or California Government Code Section 65103.5. The City of Claremont hereby requests permission to reproduce, publish, and otherwise make publicly available plans and drawings submitted with your submittal for purposes of more effectively and efficiently facilitating the entitlement review process, including making plans and drawings available on the City's website for public review and providing paper and/or electronic reproductions to the City's Commissioners and Councilmembers, City staff and consultants, and members of the public. If you grant such permission, please provide below the signatures of all of those who have prepared plans and drawings submitted with this application.

\_\_\_\_\_  
Copyright Holder's Name

\_\_\_\_\_  
Signor's Name (Printed)

\_\_\_\_\_  
Email Address & Phone Number

\_\_\_\_\_  
Signature

### City Staff Use Only

File Number:	Fixed Fee:	Hourly Deposit:
Date:	Received By:	CEQA: _____ Exempt _____ Initial Study

SUBMITTAL REQUIREMENTS	NUMBER OF COPIES
<input type="checkbox"/> TENTATIVE MAP (maximum size of 24" x 36")	18 copies
<input type="checkbox"/> FINAL MAP (Reversion to Acreage, maximum size of 18" x 26")	10 copies
<input type="checkbox"/> SITE PLAN (prepared by RCE or LLS)	10 copies
<input type="checkbox"/> REDUCTION OF PLAN (8 1/2" x 11")	1 copy
<input type="checkbox"/> RADIUS MAP (the specific radius from property boundaries as determined by the Community Development Director; at a Scale of 1" = ___100', or ___300', or ___500', or ___1000')	1 copy
<input type="checkbox"/> PROPOSED AND EXISTING LEGAL DESCRIPTION (for all lots involved)	2 copies
<input type="checkbox"/> MAILING LIST (properties within the designated radius on 3 column Avery type label forms)	2 copies
<input type="checkbox"/> MAILING LIST (contiguous properties on 3 column Avery type label forms; for LLA, Mergers, CC)	2 copies
<input type="checkbox"/> JUSTIFICATION STATEMENT	1 copy
<input type="checkbox"/> CURRENT PRELIMINARY TITLE REPORT (for all properties involved)	1 copy
<input type="checkbox"/> CERTIFICATION STATEMENT (from each property owner involved authorizing application)	1 copy
<input type="checkbox"/> PROOF OF CURRENT TAXES (for each parcel involved)	1 copy
<input type="checkbox"/> CHAIN OF TITLE (Certificate of Compliance)	1 copy
<input type="checkbox"/> MERGER DECLARATION	1 copy
<input type="checkbox"/> WRITTEN VERIFICATION FROM LENDER THAT LIENS ARE NOT AFFECTED (LLA, Mergers, Revision to Acreage)	1 copy
<input type="checkbox"/> ENVIRONMENTAL INFORMATION FORM	1 copy
<input type="checkbox"/> PROOF OF FIRE DEVELOPMENT REVIEW REQUEST VIA EPIC-LA (through the County of Los Angeles Fire Department and for applicable projects)	1 copy
<input type="checkbox"/> ADDITIONAL SUBMITTAL DOCUMENTS <hr/> <hr/> <hr/> <hr/>	

## **SUBDIVISION APPLICATIONS JUSTIFICATION STATEMENTS**

Please specify the reasons for this request and how it will satisfy the criteria listed below. The relevant sections of the Claremont Municipal Code are identified and should be consulted when preparing the statement. The criteria stated are those that will be used by the City in evaluating the acceptability of the proposal.

### Lot Line Adjustment (Chapter 17.256)

Explain how the proposal:

1. Is consistent with the City of Claremont's General Plan, Municipal Code, and any applicable specific plan and Subdivision Map Act.
2. Will not adversely affect public health and safety.

### Certificate of Compliance (Chapter 17.259)

Explain how the proposal:

1. Is consistent with the zoning and General Plan requirements (including any dedications or public improvements) that were in effect at the time the lot was created.
2. Complies with the Subdivision Map Act and the Claremont Municipal Code.

### Voluntary Mergers (Chapter 17.250)

Explain how the proposal:

1. Would create lots that are more closely compatible with the applicable zone district regulations and any other planning policies relating to the subject property and lot configuration.
2. Will not deprive legal access to adjoining lots.
3. Is current in any property taxes associated with any of the affected lots.
4. Is under common ownership.

### Parcel Map Waivers (Chapter 17.261)

Explain how the proposal complies with requirements as to area, improvement and design, flood water drainage control, appropriate improved public roads, sanitary disposal facilities, water supply availability, environmental protection, and other requirements of Subdivision Map Act, the Claremont Municipal Code, and the General Plan.

### Reversion to Acreage (Chapter 17.253)

Explain how:

1. Dedications or offers of dedications to be vacated or abandoned by this reversion to acreage are unnecessary for present or prospective public purposes; **AND**
2. All owners of an interest in real property within the subdivision have consented to the reversion; **OR**
3. None of the improvements required to be made have been completed within two years from the date the abandoned final tract or final parcel map was recorded or within the time allowed by agreement for completion of the improvements whichever is the latter; **OR**
4. No lots shown on the final tract or final parcel map have been sold within five years from the date such map was recorded.

### Parcel/Tract Maps (Chapter 17.050)

Indicate how:

1. The subdivision's design and improvements are consistent with the city's General Plan.
2. The site is physically suitable for the proposed type and density of development.
3. The subdivision's design or improvements will not cause environmental damage, serious public health problems, or conflict with existing easements on the property.

# MERGER DECLARATION

I (we) hereby declare that the parcels are contiguous, are in the same tax rate area, are owned in the same name, and are current on all taxes.

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date