

TOWN OF LOS ALTOS HILLS

MEMORANDUM

DATE: August 7, 2014

TO: Planning Commissioners

FROM: Suzanne Avila, Interim Planning Director SA

RE: Stirling Tentative Map, 28030 Natoma Road, File #193-14-TM. Motion to accept the Stirling Tentative Map and accompanying data and information for filing per Los Altos Hills Municipal Code Section 9-1.505.

The Stirling Tentative Map was formally submitted to the Town on July 3, 2014. On July 17, 2014 it was determined that all of the required information was submitted and in conformance with the provisions of law and of the Subdivision Ordinance. Los Altos Municipal Code Section 9-1.505 requires that at the time the application is accepted for filing the Planning Commission shall make a motion to accept the tentative map and accompanying data and information for filing.

Town of Los Altos Hills Municipal Code Section 9-1.505 Time of filing for tentative maps. The time of delivery of an application for subdivision approval, the tentative map, and all supplemental data and information shall not be construed to be the time at which the same are delivered to the City Planner or his or her authorized representative for the purpose of filing as set forth in the Subdivision Map Act. The City Planner shall examine the application, tentative map, and supplemental data and information, and shall not present the same to the Planning Commission for filing until the City Planner determines all requirements for the filing of a tentative map are in full compliance with all the provisions of law and of this article, as to form and information required to be furnished therewith, or shown thereon, and all required fees for filing have been paid. At the same time as the City Planner notifies the subdivider in writing as set forth in Section 9-1.504, he or she shall agendize on the consent calendar of the next regular meeting of the Planning Commission a motion to accept the tentative map and accompanying data and information for filing. The fifty (50) day limitation as set forth in the Subdivision Map Act shall commence when the tentative map and related information are accepted by said motion of the Planning Commission.

ATTACHMENT:

1. Completed Filing Form for Acceptance.

ATTACHMENT 1

TOWN OF LOS ALTOS HILLS
REVIEW OF TENTATIVE MAP FOR ACCEPTANCE FOR FILING

This Section for City Use Only		CSR
INITIAL PLAN CHECK DATE:	7-3-14	7-17-14
FILING DATE:	_____	_____
END OF 50-DAY PERIOD:	_____	_____
SLOPE AND LUF CHECKED:	_____	_____
P.C. HEARING DATE:	_____	_____

DATE: _____
 TO: _____

FROM: Los Altos Hills Planning Department

SUBJECT: Los Altos Hills Planning Director Review of Tentative Map for Acceptance for Filing.

Items checked below are satisfactory. Any missing items are noted and must be completed prior to filing Tentative Map application.

I. SCALE OF TENTATIVE MAP

<u>AREA IN ACRES</u>		<u>SCALE OF MAPS</u>
From	To	
0.00	1.99	1" = 20'
2.00	9.99	1" = 40'
10.0	19.99	1" = 50'
20.0+	_____	1" = 100'

Scales for irregular or odd shaped parcels shall be as determined by the City Engineer.

II. FORM & CONTENT OF TENTATIVE MAP AND ACCOMPANYING DATA

Map size shall be 24" x 36" unless otherwise approved by the City Engineer and shall show:

- ✓ 1. The name of any existing recorded map applicable to the subdivision with one attached copy.
- ✓ 2. Proposed Subdivision tract name and number, if available, date of preparation of the map, north arrow, and scale, all located in the lower right hand corner of the map with sufficient description to define the location, boundaries of the proposed tract and contour intervals.
- ✓ 3. Assessor's Parcel Number(s).
- ✓ 4. The names, addresses, and telephone numbers of the recorded owner(s), subdivider and the Registered Civil Engineer or Licensed Land Surveyor who prepared the tentative map. The Registered Civil Engineer or Licensed Land Surveyor shall include their stamp, number and signature.
- ✓ 5. Gross and net acreage of the subdivision.
- ✓ 6. Properties adjoining the subject lot on all sides, even though separated by a public or private right-of-way, specifying the approximate area in acres, name(s) of the owner(s), assessor's parcel number(s), and all improvements and topographic features located within 500 feet of the proposed subdivision boundary.
- ✓ 7. Existing contours, at intervals of five (5) feet where the grades of any part of the subdivision exceed ten (10) percent. With grades less than ten (10) percent, the contour interval shall be two (2) feet or one (1) foot where necessary, to describe the area. Bench marks for contours shall be so noted.
- ✓ 8. A number for each lot, approximate dimensions of the lots, including frontage, depth, width, and gross and net areas of each lot to the nearest hundredth of an acre. Each lot shall have inscribed therein a circle, 160 feet in diameter which includes a building site, and shall have circumscribed around it a circle, 350 feet in diameter, which includes at least 1.0 acre of land contained within the lot.

- ✓ 9. Locations, names, widths, centerline radii, and centerline grades of all streets, roads, and driveways in the proposed subdivision with typical cross-sections showing proposed improvements. Centerline grades shall be shown by a profile, preferably referred to Town of Los Altos Hills' bench marks, or as established by the City Engineer. Cross-sections shall be presented as required by the City Engineer.
- ✓ 10. Location, names, and right-of-way width of all adjacent streets and roads, both public and private, including the type of pavement and the location in relation to the right-of-way lines.
- ✓ 11. Location, width, and character of all existing and proposed easements for drainage, water, sewage, public utilities, together with the location and approximate dimensions of any existing buildings and structures not proposed to be removed with the development of the subdivision.
- ✓ 12. Existing and proposed equestrian, pedestrian, and bicycle easements.
- ✓ 13. Existing and proposed ingress and egress easements.
- ✓ 14. Slope control easements.
- ✓ 15. Conservation easements over areas 25 feet from the top of creek banks, areas in excess of 30% slope, and areas of significant oak trees.
- ✓ 16. Public or common green area proposed, if any, together with an outline of the proposed restriction.
- ✓ 17. Location of existing native and ornamental trees larger than 20 inches in circumference as measured 4 feet above the ground and their driplines. Rows of trees may be shown by center lines. Clumps of trees may be shown by outline. See Section 9-1.506(22) of the Subdivision Ordinance for details.
- ✓ 18. Proposed tree planting, in gallon size, number and location.
- ✓ 19. The tentative map shall show how runoff of surface water from individual lots will be achieved and the ultimate disposal of all subdivision surface water.

- ✓ 20. Approximate location and direction of flow of all creeks, streams, and other water courses, showing type of existing banks and creek depths, with a separate sheet showing cross-sections of all such creeks, streams and water courses, as required by the City Engineer.
- ✓ 21. The approximate locations of areas subject to inundation or storm water flow, 100 year flood areas, and all areas that are now and/or will be covered by water.
- ✓ 22. Provisions for flood control, if any.
- ✓ 23. Approximate distance, size and location of the nearest existing sanitary sewer mainline, and sewage disposal as proposed by the subdivider.
- ✓ 24. Source of domestic water supply.
- ✓ 25. Existing wells, active or abandoned, and proposed disposition.
- ✓ 26. Fire protection system, hydrants and the like, as recommended by the Santa Clara County Central Fire Protection District.
- ✓ 27. Proposed street names. *NOT YET DECIDED*
- ✓ 28. Vicinity map that depicts the location of the property from the nearest arterial road. This vicinity map is for directorial aid. No scale is required.

III. TENTATIVE LOT DESIGN AND DEVELOPMENT PLAN

- 29. A Tentative Lot Design and Development Plan as required by Section 9-1.603 of the Subdivision Ordinance will also be required for application filing. Please refer to the Subdivision Ordinance for the specific information required on the Tentative Lot Design and Development Plan.

IV. ACCOMPANYING INFORMATION TO BE PROVIDED BY THE APPLICANT WITH THE TENTATIVE MAP

- ✓ 30. A preliminary geotechnical report.
- ✓ 31. Slope density calculations on the worksheets provided in the Subdivision Application packet.

- ✓ 32. A preliminary title report prepared within the previous six months.
- ✓ 33. A statement of the justification and reasons for any conditional exceptions to the provisions of this chapter which the subdivider requests.
- ✓ 34. A statement of the improvements proposed to be constructed or installed, approximate time when said improvements shall be installed, and the approximate date of their completion.
- ✓ 35. A report prepared by a licensed arborist analyzing the size, type, and condition of all trees with diameters of 12 inches or greater, and recommending measures to preserve or protect healthy trees.
- ✓ 36. Where the subdivider proposes to subdivide a portion of a larger parcel, the subdivider shall demonstrate how the proposed subdivision will relate to the future development of the remainder of the original parcel. Should a subdivider propose a subdivision which results in lots or parcels that are capable of further subdivision, the subdivider shall demonstrate the probable maximum subdivision within all parcels. The proposed street(s), locations, and the configuration(s) of lots shall be indicated on an 8 ½ x 11" clear transparency.
- ✓ 37. A coded slope classification map showing all lands which have less than 10% slope, all lands which have a slope between 10% and 20%, all lands which have a slope between 20% and 30%, all lands which have a slope between 30% and 40%, and all lands which have a slope in excess of 40%. In addition, a separate coded roadway and driveway classification map shall be required. Copies of both the slope classification map and roadway and driveway grading plan shall be submitted on 24" x 36" sheets plus a single 8 ½ x 11" clear transparency for each sheet.
- ✓ 38. A completed environmental assessment form, found in the Subdivision Application Packet.
- ✓ 39. An 8 ½ x 11" clear transparency of the Tentative Map, of the coded slope classification map, and of the Tentative Lot Design and Development Plan. These transparencies are due at least 2 weeks prior to the Planning Commission hearing. PDF

IV. NOTES TO THE APPLICANT

Road Design Standards are found in Article 7 of the Subdivision Ordinance (pages 957-963).

Prior to preparation of the Tentative Map, the subdivider and his/her engineer shall familiarize themselves with the subdivision design standards of the Town and shall schedule a site analysis meeting with the Planning Department and City Engineer.

Application processing time can be expected to be as follows, if all necessary information is submitted, and the proposal meets all of the requirements of the Town policies and ordinances:

<u>From</u>	<u>To</u>	<u>Time</u>
Application Filing	Planning Commission	16-24 weeks
Planning Commission	City Council	3-4 weeks after Planning Commission action

PLEASE NOTE THAT SUBDIVISIONS MAY REQUIRE MORE THAN ONE PLANNING COMMISSION AND/OR CITY COUNCIL HEARING.