



RAW LAND (TRACT) SUBDIVISION APPLICATION

Burbank Municipal Code Chapter 27

Tentative Tract Map No. _____

1. Street Address (if any) _____ 2. Date _____

3. Existing Zoning _____ 4. Zip Code _____

4. Legal Description _____

5. Total Area _____ square feet _____ acres

6. _____ Number of residential lots

_____ Number of common open space lots

_____ Number of open space lots to be offered for dedication to the City

_____ Number of other lots to be offered for dedication to a public agency

_____ Total number of lots

Proposed Street Improvements:	Area (sf)	Right-of-Way Width (Ft)	Road-Way Width (Ft)	Length Along Centerline (Ft)
Cul-de-Sac Street				
Local Street				
Collector Street				
Secondary Street				

7. Date property was acquired _____.

8. Number of existing buildings to be removed _____. Type of existing buildings to be removed (single family, duplex, etc.) _____.

9. Average natural slope of property: _____ percent. Slope equals the contour interval (10-foot maximum) times the length of all contours times 0.00229 divided by the site area in acres.

10. Are there deed restrictions now in effect that regulate the number of houses or the use of the land? ____ Yes ____ No (If "Yes", attach copy of said restrictions.)

PLEASE PROVIDE THE FOLLOWING:

1. A General Application, environmental information form, radius map and labels (in accordance with City of Burbank requirements) must be completed and submitted with this and all other land use/development applications.

2. Submit eighteen (18) copies of a tentative tract map (see requirements on pages 3-4), drawn to scale and fully dimensioned.

CITY OF BURBANK
COMMUNITY DEVELOPMENT DEPARTMENT
Planning Division (818) 238-5250
275 E. Olive Avenue, Burbank, CA 91502
P.O. Box 6459, Burbank, CA 91510-6459

CDD

TENTATIVE REQUIREMENTS FOR A RAW LAND SUBDIVISION

1. Each tentative map shall have a minimum dimension of not less than 18 inches by 26 inches. The scale of the map shall be large enough to show clearly all details thereof, but in no case is to be smaller than 1 inch equals 100 feet.
2. The tentative map shall show the following:
 - a. The tract number as secured from the County Engineer displayed in numerals being a minimum height of 3/4 inch.

Note: IF THIS APPLICATION IS FOR A VESTING TENTATIVE MAP THEN THIS MAP MUST BE TITLED "**VESTING TENTATIVE MAP**" IN BOLD LETTERS BEING A MINIMUM HEIGHT OF 3/4 INCH LOCATED DIRECTLY ABOVE THE TENTATIVE TRACT NUMBER.

- b. The dimensions of the boundaries of the property to be subdivided and the relation of said boundaries to other recorded subdivisions or recognized property lines.
- c. Name and address of the subdivider.
- d. Name and address and registration number, certificate, or other acceptable evidence of professional certification of the tract engineer or surveyor.
- e. Location, size and character of all existing public utility facilities (water, power, gas, phone, sewage) within or adjacent to the proposed subdivision.
- f. The locations, existing names, right-of-way widths, roadway widths, grades, and curve radii of all existing streets and freeways and all proposed streets in or adjacent to the subdivision.
- g. The width and location of all existing and proposed easements, whether public or private, for streets, drainage, sewerage and public utilities, private purposes, etc.
- h. Lot layout, lot numbering, dimensions of each lot and area of each lot in the subdivision.
- i. Boundaries of areas subject to inundation, storm waste overflow, and the location, width and direction of flow of all water courses.
- j. Existing use or uses of property and to scale, outline of all existing buildings to remain or to be removed within the development.
- k. Statement of present use zone and proposed use or uses of property.
- l. Proposed public areas to be dedicated.
- m. Location and species of all trees or stands of trees over six (6) inches in diameter in or adjacent to the area proposed for subdivision.
- n. Reserve strips, wall or other devices for controlling access to adjacent property.
- o. A vicinity map showing all adjacent and abutting property and streets together with the zoning symbols thereon at a scale no smaller than one inch equal 1000 ft.
- p. Date, north arrow, and scale.

Staff Comments:

q. The location of any areas designated for parks, schools, open space, or other public use.

r. Where the subdivision covers an area having local relief greater than 20 feet, the tentative tract map shall show contours of the entire area (before project implementation and after project development) at an interval of 5 feet and the height, length and width of all cut and fill slopes shall be indicated.

**MATERIALS TO BE SUBMITTED AT THE TIME OF APPLICATION
FILING FOR A RAW LAND SUBDIVISION**

1. A statement that the applicant is the owner or is legally empowered to act for the owner of the property for which the application is filed, and showing the names of all persons, firms, or corporations whose consent is necessary to pass title to all streets and other easements shown on said map.
2. A statement of the characteristics of the improvements proposed for the streets in the proposed subdivision including, but not limited to, such items as street trees, lighting system, sidewalk, curb, gutter, paving, conduits, storm drains and sewers, and all public utilities, mains and services.
3. Two (2) copies of a soils, geologic and seismic investigation of the property proposed for subdivision prepared by a professional geologist registered by the State of California and experienced in the practice of engineering geology.
4. Two (2) copies of a hydrologic investigation of the property proposed for subdivision prepared by a civil engineer registered by the State of California and experienced in the science of hydrology and hydrological investigation. Said hydrologic investigation shall include the following:
 - a. Account for all run-off and debris from tributary areas. Consider each lot.
 - b. Compute run-off and debris amounts using Los Angeles County Flood Control District criteria.
 - c. Design lot and locate improvements so that debris is accommodated without damage to improvements and with access to street for clean up.
 - d. Provide for passage of bulked flow run-off to a safe point of discharge (channel, debris basin, etc.) without damage to improvements or slopes. Do not flatten natural stream gradient.
 - e. If run-off and debris amounts are too great to be handled on the surface as described above, provide a debris basin and an open concrete channel. Provide access to the basin for cleanout and provide a debris disposal area having 50 years capacity in the immediate vicinity (without truck haul on local streets).
 - f. Provide a planned emergency overflow route for flood and debris flows which exceed the design capacity of the debris basin.
5. Two (2) copies of plans for drainage and for handling storm water and debris, showing dimensions and grades of all storm water and debris control facilities.
6. Two (2) copies of plans showing the proposed street tree planting schedule and layout.

Staff Comments:

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7. Two (2) copies of a preliminary landscaping plan, prepared by a licensed landscape architect, and including the location of all oak and sycamore trees, all other existing trees with a trunk diameter over 10 inches, which trees will be retained and removed, the generalized type and extent of proposed landscaping including a description of the provisions for on-going maintenance and irrigation thereof.
8. Two (2) copies of at least two (2) cross sections showing the relationship between the natural terrain and the proposed cut and fill slopes.
9. Two (2) copies of a statistical table indicating gross and net project area, gross and net project density, street area, the lot area of each individual lot, the building pad area of each individual building pad, the total area of all lots, the average area of all lots, the total area of all building pads, the average area of all building pads, and the area of all natural open spaces whether within residential lots or within specific open space lots.
10. Two (2) copies of a schematic site development plan of all the property under ownership of the applicant. Said plan shall show the schematic design of future streets, lots and staging of construction and other information deemed necessary by the City Planner.
11. Nineteen (19) tentative tract maps.
12. One (1) copy of the tentative tract map colored as follows: cut areas - brown, fill areas - yellow, natural terrain - green, streets - gray, and building pad areas - white.
13. One (1) transparency of the tentative tract map. Two (2) 8½ x 11 inch reduced transparencies of the tentative tract map.
14. 8½ inch by 11 inch location maps at a scale of 1 in. = 200 ft. with the subdivision site cross-hatched, the tract number indicated, and a 1000-foot radius drawn from the project site's perimeter.
15. A minimum of two (2) photographs of the site.
16. Two (2) copies of a complete title report encompassing all property within the subdivision and including map exhibits identifying the property described therein. **Note:** All easements of record enumerated in the title report shall be shown on the tentative vesting tract map.
17. If there is any deviation from any of the design standards prescribed in Chapter 27 or Chapter 31 of the Burbank Municipal Code please provide a written statement addressing each of the four (4) findings required in section 27-8 of the Burbank Municipal Code.