



# SUBDIVISION PARCEL & TRACT MAP

## Submittal Requirements

**To submit for an application for a tentative or final parcel or tract map**, including subdivisions, lot line adjustments, and condominium development, email all submittal requirements as PDF documents as attachments or via file share link to [planning@albanyca.org](mailto:planning@albanyca.org). Failure to submit a complete application will result in your application not being accepted. Planning fees will be invoiced and sent to the property owner/applicant once the application has been accepted. The application will be deemed accepted once fees have been paid.

### ALL APPLICATIONS:

- Planning Application** – including:
  - Signed Terms and Conditions of Application (page 2 of application); and
  - Signed Online Posting Consent Form (page 2 of application) or
  - Massing Diagram and Site Plan are prepared for posting as defined in CA Govt. Code Section & CA Govt. Code 65013.5(f)(3)
- Parcel or Tentative Map** – prepared and stamped by a state-licensed engineer or surveyor, including:
  1. A title which shall contain the subdivision name and type of subdivision;
  2. Name and address of legal owner, subdivider and person preparing the map, including registration and license number;
  3. Sufficient legal description to define the boundary of the proposed subdivision;
  4. Date, north arrow, scale, contour interval, and source and date of existing contours;
  5. Contour lines or elevation points;
  6. The location of all structures and improvements on the site;
  7. The location, width and purpose of all existing and proposed easements for utilities, drainage and other public purposes, shown by dashed lines, within or adjacent to the subdivision;
  8. The location of storm sewer mains, channels, creeks or other drainage works, and the location and type of all existing sanitary sewers, water mains and other public utilities in or adjacent to the subdivision, including information on sizes, capacities, invert elevations and other data as prescribed by the City Engineer;
  9. Additional information, as applicable, as outlined in [Section 22-4.2](#) of the City's [Subdivision Ordinance](#).
- Closure Calculations** – Also called Engineering Calculations. The licensed civil engineer or surveyor who prepared the map will provide you with the calculations.
- Preliminary Title Report** – Must be prepared during the six months prior to Map approval.
- Geotechnical Report** – If new construction or grading is proposed in conjunction with map, a geotechnical report prepared by a State-licensed civil engineer or engineering geologist, is required. Submittal may be deferred to building permit submittal.

- Development Standards Information** – If a subdivision is proposed on a lot that has existing development, information on existing and proposed site development standards per lot is required. This includes setbacks, lot size, lot coverage, and floor area ratio calculations.
- Code Compliance Certification** – If a subdivision is proposed on a lot that changes the setbacks of an existing structure to less than four (4) feet or that further reduces the setback within four (4) feet of a property line, submit a letter from a code compliance specialist—California State licensed architect or licensed engineer (civil or structural)—that certifies the structures would meet current Building and Fire Code requirements with any newly created setbacks, and if not, what would be required to bring the structure(s) up to Code.

#### **CONDOMINIUM DEVELOPMENT APPLICATIONS only:**

- Covenants, Conditions, and Restrictions (CC&Rs)** – with Condominium Plan prepared by an attorney.

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- Fees** – Planning fees will be invoiced and sent to the property owner/applicant once the application has been reviewed by staff and deemed complete for purposes of submittal. The application is deemed submitted on the date fees are paid in full.

Current fees can be found on the City's master fee schedule:

<https://www.albanyca.gov/Departments/Finance/Master-Fee-Schedule>

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