

Subdivisions



Subdivisions are defined as the division of any improved or unimproved land for the purpose of sale, lease or financing including the conversion of a structure to condominiums. The State Subdivision Map Act provides general regulations and procedures that local governments must follow in the regulation of a subdivision.

Subdivision regulations and review procedures vary between subdivisions which divide property into four or fewer lots described as a **Minor Subdivision** and subdivisions of five or more lots described as a **Major Subdivision**. The City of Walnut Creek requires a **Tentative Map** for both Minor and Major Subdivisions. This process is defined in detail within the [Municipal Code Title 10, Chapter 1](#).

SUBDIVIDING PROPERTY IS A TWO-STEP PROCESS

Step 1 is the **Tentative Map** process which is discretionary and designed to ensure:

- consistency of the subdivision with the General Plan and Zoning
- compatibility with site and existing public improvements
- specific features conform to City regulations and policies and are arranged in the best possible manner

Special attention is focused on **preservation** of:

- valuable natural topographic features
- existing trees
- integration of the development to existing terrain
- the pattern of existing development

Typical Review time by the City is 4-6 weeks per submittal

If *Environmental Review is Required*:

- Negative Declaration: 6+ weeks (additional)
- Environmental Impact Report: 16+ weeks (additional)

Tentative maps typically go through at least 3 reviews or submittals to the City

Step 2 is the **Parcel/Final Map** process. This process is designed to ensure that the map meets the requirements of the California Subdivision Map Act and the Walnut Creek Municipal Code

Typical review time by the City is 4 weeks per submittal

Parcel/final maps and improvement plans typically go through at least 3 reviews or submittals to the City

A Tentative Map is prepared by the applicant's Civil Engineer/licensed land surveyors for both Minor and Major Subdivisions. Minor Subdivisions are approved by the Zoning Administrator and the Major Subdivisions are approved by Planning Commission

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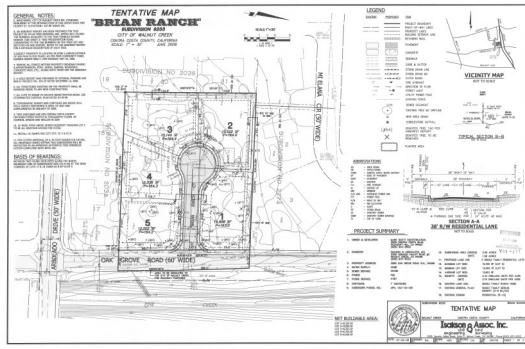
Step 1: Tentative Map

The **Tentative Map** is best prepared in accordance with/following the Community and Economic Development Department guidelines by a registered civil engineer or licensed land surveyor. Submit the Tentative Map on 24" x 36" sheets with clear and legible drawings. In accordance with [Municipal Code Title 10-1.402](#), Tentative Maps must contain the following:

- Title containing the subdivision number, subdivision name and type of subdivision
 - Name and address of legal owner, subdivider, person preparing the map, and any geologist or soils engineer whose services are required, including registration or license number
 - Sufficient legal description to clearly define the boundary of the proposed subdivision and all easements of record
 - Date, north arrow, scale, contour interval, and source and date of existing contours
 - Existing and proposed land uses and zoning districts
 - Vicinity map showing streets, highways, adjacent jurisdictions, adjoining subdivisions, and other data sufficient to locate the proposed subdivision and show its relation to the community
 - Survey of the proposed site and at least one hundred (100) feet beyond its boundary, including but not limited to:
 - Existing contours at 2 foot intervals, if the existing ground slope is less than 10 percent and not less than 5 foot intervals for existing ground slopes greater than or equal to 10 percent. Contour intervals shall not be spread more than 150 feet apart. Existing contours shall be represented by dashed lines or by screened lines
 - Type, circumference and dripline of existing trees as defined by Chapter 8 of Title 3 (Preservation of Trees on Private Property) of the Walnut Creek Municipal Code. Any trees proposed to be removed shall be so indicated
 - Approximate location and outline of existing structures identified by type. Structures to be removed should be marked
 - Approximate location of all areas subject to inundation or stormwater overflow and the location, width and direction of flow of each watercourse
 - Flood Zone Determination based on most recent FIRM maps – M.C. 9-12.03
 - Location, pavement and right-of-way width, grade and name of existing streets or highways
 - Widths, location and identity of all existing easements
 - Location and size of existing sanitary sewers, fire hydrants, water mains and storm drains and the location of fire hydrants
 - Approximate slope of existing sewers and storm drains are clearly indicated. Location of existing overhead utility lines on peripheral streets, fire hydrants and street lights
 - The approximate location of the 60, 65 and 70 CNEL (community noise equivalent level) contours, if any
- Proposed improvements to be shown shall include, but not be limited to:
- The location, grade, centerline radius and arc length of curves, pavement, right-of-way width, and name of all streets. Typical sections of all streets shall be shown. Proposed private streets shall be so indicated
 - The location and radius of all curb returns and cul-de-sacs
 - The location, width and purpose of all easements
 - The angle of intersecting streets if such angle deviates from a right angle by more than four degrees
 - The approximate lot layout and the approximate dimensions of each lot and of each building site. Engineering data shall show the approximate finished grading of each lot, the preliminary design of all grading, the elevation of proposed building pads, the top and toe of cut-and-fill slopes to scale, and the number of each lot
 - Proposed contours at 2-foot intervals shall be shown if the existing ground slope is less than 10 percent, and not at less than 5-foot intervals for existing ground slopes of 10 percent or more. A separate grading plan may be submitted
 - Proposed recreation sites, trails and parks for private or public use
 - Proposed common areas and areas to be dedicated to public open space
 - The location and size of sanitary sewers, water mains and storm drains and the location of fire hydrants. Proposed slopes and approximate elevations of sanitary sewers and storm drains shall be indicated
 - Proposed stormwater management treatment facilities shown on a Stormwater Control Exhibit ([Municipal Code Section 9-16.105](#))

Step 1: Tentative Map cont.

Accompanying Data and Reports:



- Preliminary Title Report showing the legal owners at the time of filing the tentative map
- Street Names - A list of potential street names for any unnamed street or alley
- Preliminary Soils Report - may be waived if the City Engineer determines that, due to knowledge of the soil qualities in the subdivision, no preliminary analysis is necessary
- Engineering Geology and/or Seismic Safety Report - If the subdivision lies within a "medium-risk" or "high-risk" geologic hazard area, as shown on maps on file in the Community and Economic Development Department
- Environmental Assessment, if required
- Arborist's Report in accordance with Municipal Code Title 3, Chapter 8
- Vesting Tentative Maps. If applicable, submit any information required under §10-1.1206.2
- Outside Agency Review, as appropriate: Fire, PG&E, EBMUD, Fish & Wildlife, Army Corps, etc.
- Stormwater Control Plan Exhibit

Use this checklist to:

1. Complete an application for a Tentative Map including plans and supporting documents and submit to the Planning Division
 2. Payment of Application Fee Deposit. A work order account is set up to pay for staff time and materials. Tentative Map review is completed and charged on an hourly basis
 3. Tentative Map is reviewed by Planning, Transportation and Engineering staff and a "Certificate of Application Status" is mailed to the applicant stating whether the application is complete. If not complete, additional information is requested. Comments are requested from adjacent jurisdictions and utility companies
 4. If an environmental assessment is required, the planning staff prepares the assessment and determines if a Negative Declaration, Mitigated Negative Declaration, or Environmental Impact Report should be prepared
 5. If a Negative Declaration is prepared, there is a 21-day public review period
 6. If required, an Environmental Impact Report Preparation Notice is filed and the Report prepared
 7. For Minor Subdivisions, a public hearing is held by the Zoning Administrator and the subdivision is approved or denied
 8. For Major Subdivisions, the Design Review Commission reviews the subdivision for site layout and tree removal and advises the Planning Commission. The Planning Commission then approves or denies the subdivision
- Tentative Map approval may include the following conditions:
- Frontage improvements on existing public streets: sidewalk, curb, gutter and conform paving to the existing paving. If existing street section is inadequate, the pavement section is replaced to the centerline of the street
 - Drainage facilities for site and street drainage: catch basins and underground pipe capable of carrying a 10-year frequency storm.
 - Street lighting improvements
 - In-lieu of parkland dedication fee of 0.005 to 0.02 acres per parcel charged at fair market value of the land as determined by the City staff
 - Undergrounding of overhead utility lines on peripheral streets. All utilities within the subdivision are to be underground
 - Drainage District fee paid to the County, if the subdivision is in a Drainage District

Vesting Tentative Maps

All **Vesting Tentative Map** submittals must be accurate and complete, and must satisfy all requirements of the Community and Economic Development and Public Works Departments. A Vesting Tentative Map shall be filled in the same form and have the same contents, accompanying data and reports and shall be processed in the same manner as described in Tentative Maps (see page 2) with the following exceptions:

1. At the time a Vesting Tentative Map is filed, it shall have printed conspicuously on its face the words: “Vesting Tentative Map”
2. At the time a Vesting Tentative Map is filed, a subdivider shall also supply the following information:
 - A statement that **Design Review approval** has been granted, or a complete application for **Design Review approval** and plans have been filed which will be concurrently processed with the vesting tentative map for all buildings to be constructed on lots within the boundary of the vesting tentative map
 - A statement that the vesting tentative map is consistent with the current zoning of the land, or that an application has been filed for rezoning or pre-zoning of the land which will be processed concurrently with the vesting tentative map.
 - **Utility plans** indicating the location of all public utilities and **facilities including, but not limited to, facilities for water, sewer, electric, gas, cable TV and street lighting to be installed to serve the subdivision** and any facilities which currently exist within the boundary of the subdivision
 - The height, size, location, **architectural plans** and use of all buildings to be constructed within the subdivision
 - Proposed **grading plans based on actual field surveys**
 - Landscaping plans
 - Any other studies required because of the peculiarities of the subdivision



Step 2: Final / Parcel Map Processing Procedure

1. Engineer submits two prints and plan check deposit
2. Engineer submits two sets of computer closures on 8-1/2 x 11" sheets bound and indexed. Closures require boundary, lots, street right-of-ways, monument lines and easements, including curve data. Closures must be less than 1 in 20,000 margin of error
3. Engineer submits title report prepared within the last three months
4. City engineering staff marks prints Check Set 1 Office and Applicant copy
5. City engineering staff and the Acting City Surveyor checks maps according to the check list on Page 6. All comments are marked in red on application and sent to Engineer
6. Engineer revises map and submits two prints
7. Map is submitted to the City engineering staff and returned to the Engineer until all corrections have been made
8. Senior Civil Engineer and City Engineer review the map
9. Map is approved by City Engineer if further corrections are not required
10. Improvement Plans are approved (see Page 6 for processing procedure)
11. Subdivision Improvement agreement for street and site improvements prepared by Engineering which includes, if applicable:
 - Inspection fee—8% of the estimated cost of improvements
 - Fee in-lieu of parkland dedication
 - Fee in-lieu of undergrounding overhead utilities, if applicable
 - Drainage District fee
 - Deficiency Deposit of \$3,000—\$5,000
 - Improvement Security
 - 1) Faithful Performance equal to the estimated cost of construction of improvements. May be cash bond, instrument of credit or certificate of deposit
 - 2) Labor and Materials equal to half the estimated cost of improvements. May be the same for Faithful Performance
12. Subdivision Improvement agreement signed and notarized by the applicant and submitted with all surety, bonds and fees. Submitted two weeks before City Council meeting for Major Subdivisions
13. Map is submitted for final signatures



14. Final Maps must be approved by the City Council prior to signature by the City Clerk, City Engineer, and Secretary of Planning Commission
15. Parcel Maps are approved by the City Engineer and Zoning Administrator
16. City Engineer/City Clerk records Subdivision Improvement Agreement and sends a copy to the applicant
17. City makes blackline copy for records
18. Map is given to an authorized agent for recording with letter of authorization to County Recorder
19. Final Parcel map is recorded in the Contra Costa County Recorder's Office.
20. One clear blackline print and one sepia copy of the recorded map are submitted to the engineering staff
21. Upon completion of improvements and final inspection, the City Engineer/City Clerk accepts the public improvements and applicant is notified.
22. Faithful Performance security may be reduced to a minimum of 10% of original amount and held for a one-year warranty period following acceptance of improvements
23. Labor and Material surety is held for six months after acceptance.
24. Prior to the expiration of the one-year warranty period, improvements are inspected for defective conditions after corrections, if necessary, all surety is released

Final / Parcel Map Checklist

- Map consistent with approved tentative map
- Map drawn on permanent materials—polyester-based film or tracing cloth
- Size of map—18"x26" with 1" border
- Lettering size 1/8" minimum
- Consecutive numbering of sheets
- Index sheet with easements
- Vicinity map
- Scale
- North arrow with scale
- Basis of bearing based on the California Coordinate System—Zone III
- Consecutive parcel lettering, A to D
- Parcel size, both gross and net areas (sq. ft. or acres)
- Minor Subdivision number and legal description of location
- Name and location of Engineer
- Closures—boundary, parcel, street, monument and easements
- Heavy black boundary line
- Curve data and radial bearings
- Map and recording information, owner and deed references shown on all adjoin properties
- Survey ties to adjoining properties and streets shown
- Boundary monuments—existing or to be set
- Street monuments—existing or to be set
- Statement sheet—owner, trustee, engineer, City Engineer, Zoning Administrator, County Recorder and Contra Costa County Board of Supervisors

Subdivision Improvement Plan Processing Procedures

1. The applicant's engineer submits three sets of plans, engineer's estimate, soils and hydrology report, and any supporting data
2. The plans are reviewed by City engineering, planning, and transportation staff
3. All comments are transferred to the engineer's check set and returned to the applicant's engineer
4. The applicant's engineer revises the plans and submits three sets of prints to engineering staff.
5. City engineering staff back-checks the revisions. Additional comments, if any, are transferred to the check set and returned
6. The engineer submits the originals for signature
7. The originals are signed by the City Engineer. One set of prints is retained by the City until completion of project
8. A pre-construction conference is held with the contractor's construction supervisor, major subcontractors, developer and the engineering, inspection and planning staff. The transportation staff shall also attend projects involving parking and traffic issues
9. If changes are necessary due to field conditions, the engineering, planning and inspection staff reviews and notifies the engineer if approved or disapproved
10. If approved, the engineer submits the original drawing and staff initials the revision block
11. The applicant's engineer submits three (3) sets of revised prints to the City
12. When the project is complete, the engineer submits one set of clear blackline prints of as-built plans

Refer to the Site Development Brochure as the subdivision improvement plans are handled under Site Development Permits.

Utilities

Utilities	Contact Phone number	Website
Cablecom	(530) 622-7762	http://www.cablecomllc.us/
Central Contra Costa Sanitary District	(925) 228-9500	http://www.centrsan.org/
Contra Costa Fire Protection District	(925) 941-3300	http://www.cccfpd.org/
Central Contra Costa Transit Authority	(925) 256-4700	http://www.ccta.net/
Contra Costa Water District	(925) 688-8000	https://www.ccwater.com/
East Bay Municipal Utility District	(866) 403-2683	http://www.ebmud.com/
AT&T	(800) 331-0500	https://engage.att.com/california/
Pacific Gas & Electric Company	(877) 743-7782	https://www.pge.com/
SPRINT	(844) 382-3312	https://business.sprint.com/solutions/
Wave Broadband	(855) 971-1250	https://residential.wavebroadband.com/
Verizon Business	(925) 951-2600	https://business.verizon.com/

Subdivision Fees *

All fees except the Traffic Mitigation Fee are due at the time the Subdivision Improvement Agreement is recorded and the Parcel/Final Map is filed with the County Recorder. The Traffic Mitigation Fee (for each Lot) is due at the time the Building Permit is issued.

***(subject to change per the current City Council approved Fee Schedule)**

Tentative Map and Parcel/Final Map Processing	An initial Deposit is required. City staff time is billed at \$185 hour.* Out-sourced survey and structural plan checking fees will be forwarded to developer
In-Lieu of Undergrounding Utilities Fee	\$150.00 per lineal foot of project frontage. (only applicable in the Core Downtown Area)
Drainage District Fee (varies by district)	\$215—\$2,460 per lot or \$900—\$18,500 per acre. (Contact County Flood Control for estimate)
Parkland Dedication In-Lieu Fee*	\$4,000-\$16,000 per dwelling unit
Inclusionary Housing Ordinance	10% set aside and/or In-lieu fee
Base Map Revision Fee	\$51 per lot
Traffic Mitigation Fee	\$1555 — \$2,668 per dwelling unit
Inspection Fee	8% of the frontage/site improvement costs
Faithful Performance Bond	Amount equal to 100%of frontage/site improvement costs
Labor and Material Bond	Amount equal to 50% of frontage/site improvement costs
Deficiency Deposit (refundable)	\$3,000 for minor subdivision, \$5,000 for major subdivision, or an additional amount determined by the City Engineer