



City of El Cajon

Community Development Department  
Planning Division

**ADDITIONAL REQUIREMENTS FOR  
TENTATIVE MAPS AND LOT LINE ADJUSTMENTS**

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**Additional Requirements for Tentative Maps and Lot Line Adjustments**

1. Filing fee. See the fee schedule to identify relevant filing fee for the map request.
2. Provide a separate check in the amount of \$50 for the handling of CEQA documents (unless waived by Planning Division staff). Make the check payable to the "San Diego County Clerk." Please note that the County will reject a check dated 90 days or more before receipt of the check by their office. Depending upon the length of time necessary to process your project, a new check may be required.
3. A CEQA Environmental Information Form and associated filing fee (unless waived by Planning Division staff.)
4. A Grant Deed and two copies of a Preliminary Title Report dated within six months of application submittal date. The Preliminary Title Report shall have a copy of each easement referenced within the report. Staff may require an ALTA survey for complex projects or sites. Applicants for lot line adjustments need not provide a title report but must provide a grant deed for each property involved.
5. A preliminary soils report (unless deferred or waived in writing by the City Engineer prior to submitting the application.)
6. Two copies of a Conceptual Storm Water Mitigation Plan (unless waived by Storm Water Division staff).
7. A City of El Cajon Disclosure Statement (See Attached).
8. A written description providing specific details of the proposed map.
9. A list of proposed street names. The applicant shall submit at least three alternative street names for each proposed street.
10. A tentative parcel map drawing (21 copies) or a tentative subdivision map drawing (27 copies) prepared as follows:
  - \_\_\_A. Maximum sheet size shall be 18" x 26". Please fold maps so that the finished size is no larger than 8 1/2" x 11", and so that the title block shows.

- \_\_\_B. Map shall be drawn to a standard engineer's scale (minimum scale of 1" = 100')
  
- \_\_\_C. Map shall include all of the following information:
  - \_\_\_1) Name, address, and signature of property owner
  - \_\_\_2) Name, address, and signature of surveyor or engineer who prepared the map
  - \_\_\_3) Legal description sufficient to describe the proposed map boundaries
  - \_\_\_4) Name of proposed subdivision (for tentative subdivision maps only)
  - \_\_\_5) Assessor's parcel number(s)
  - \_\_\_6) North arrow, oriented to the top of the sheet
  - \_\_\_7) Scale (minimum scale of 1" = 100')
  - \_\_\_8) Date of preparation or revision
  - \_\_\_9) Vicinity map
  - \_\_\_10) Total acreage
  - \_\_\_11) Zoning designation(s)
  - \_\_\_12) Boundary lines of proposed map
  - \_\_\_13) Lot lines, dimensions, number, and net area of each proposed lot (acreage or square feet)
  - \_\_\_14) Lot lines, dimensions, number, and net area of each proposed lot (acreage or square feet)
  - \_\_\_15) Boundaries of proposed phases or units if phased development is proposed

- \_\_\_16) Grading plan showing contours at 2' intervals, proposed lot grading and pad elevations, and all cut and fill slopes. If no grading is proposed include a statement to that effect.
- \_\_\_17) Approximate earthwork volumes of proposed excavation and fill operations.
- \_\_\_18) Location, width, and grade of all proposed streets within the tentative map boundary
- \_\_\_19) Location, width, grade and name of existing adjacent streets
- \_\_\_20) Typical street sections in compliance with street improvement standards
- \_\_\_21) Location and width of all alleys
- \_\_\_22) Location and width of existing and proposed easements
- \_\_\_23) Location and width of all water courses or areas subject to inundation
- \_\_\_24) Proposed storm water improvements, and other means of drainage
- \_\_\_25) Location and size of proposed sanitary sewer facilities
- \_\_\_26) Location of proposed water supply
- \_\_\_27) Location of proposed utility services
- \_\_\_28) Existing structures to be retained, removed, or relocated
- \_\_\_29) Location, area, and type of all existing vegetation to remain in addition to any new landscape improvements.

11. Applicants for lot line adjustments shall provide eight copies of an adjustment plan with the following information:

- \_\_\_1) Name, address, phone number and signature of property owner(s)
- \_\_\_2) Name, address, and telephone number of the person preparing the plat

- \_\_\_3) Assessor's Parcel Number(s)
- \_\_\_4) North arrow and scale (minimum scale of 1" = 100')
- \_\_\_5) Vicinity map
- \_\_\_6) Existing and proposed property lines of each lot separately identified
- \_\_\_7) Distances and bearings of existing and proposed property lines
- \_\_\_8) Net area of each proposed lot in square feet
- \_\_\_9) Existing buildings and distances to property lines
- \_\_\_10) Location, width and name of all existing streets
- \_\_\_11) Location, width and type of all easements

#### **Procedures for Processing a Lot Line Adjustment**

Lot line adjustments (LLA) follow the Level 2 permit process. They are processed in accordance with the provisions of the Subdivision Map Act and Chapter 16.34 of the El Cajon Municipal Code. Applicants for lot line adjustments should refer to those documents, and the staff of both the Public Works Department and Planning Division, for information relating to the processing of lot line adjustments.

#### **Procedures for Processing a Tentative Parcel Map**

Minor subdivisions of land follow the Level 2 permit process. They require approval of a tentative parcel map (TPM) processed in accordance with the procedures listed in the Subdivision Map Act and Chapter 16.24 of the El Cajon Municipal Code. Applicants for tentative parcel maps should refer to those documents, and the staff of both the Public Works Department and Planning Division, for information relating to the processing of tentative parcel maps. Be advised that the City Engineer and the Director of Community Development may require that the TPM be forwarded to the Planning Commission and City Council for final action. In the event that a TPM is forwarded to the Planning Commission and City Council, it shall be processed as a Level 5 permit.

## **Procedures for Processing a Tentative Subdivision Map**

Prior to filing a tentative subdivision map (TSM), the applicant or the applicants authorized agent is strongly encouraged to meet with staff from the Community Develop Department and the Public Works Department regarding the preparation of the map. The procedures for processing a TSM are described in the Subdivision Map Act, and Title 16 of the El Cajon Municipal Code. Tentative subdivision maps are approved, conditionally approved, or denied by the City Council as a Level 5 process. Once a TSM is approved, a final subdivision map must be recorded within 2 years of the date that the TSM was approved or conditionally approved by the City Council, unless an extension of time is granted. Upon receipt of a written request and payment of the TSM extension fee, the City Council may approve, conditionally approve or deny a request for extension. No extension shall exceed one year from the preceding expiration date and no more than two such extensions may be granted without a public hearing. The City Council may grant a third one-year extension (for a total of 5 years from the date of original approval) only after a noticed public hearing.