



NEW CONDOMINIUM CONSTRUCTION SUBDIVISION APPLICATION

TITLE 16, CHAPTER 16.28
GLENDALE MUNICIPAL CODE

MSB Room 101 633 E. Broadway at Glendale Avenue (818) 548-3200

Tentative Tract No. _____ Existing Zoning _____ Date _____

Address _____ Zip Code _____

Legal Description _____

Total Lot(s) Area _____ Square Feet _____ Acres _____

Number of Lots _____ Number of Buildings Proposed _____

<u>Proposed Unit Type</u>	<u>Number of Units</u>	<u>Per Unit Floor Area in Square Feet</u>	<u>Per Unit Balcony/Patio Area in Square Feet</u>
Efficiency	_____	_____	_____
One-bedroom	_____	_____	_____
Two-bedroom	_____	_____	_____
Three-bedroom	_____	_____	_____
More than 3-bedroom	_____	_____	_____

Date property was acquired _____

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

Are there deed restrictions now in effect that regulate the number of dwelling units or the use of the land? ____ Yes ____ No

(If "Yes," attach copy of said restrictions)

Abutting Street Improvements: Roadway width _____ ft.; Right-of-way-width _____ ft.

On-street Parking: None permitted _____; One side only _____; Both sides _____

PROPERTY OWNER(S)

I am (We are) the owner(s) of the land shown on the accompanying map entitled Tentative Tract No. _____ and hereby consent to the subdivision of this land.

LEGALLY AUTHORIZED REPRESENTATIVE

Signature of Record Owner(s) of site

Name (Print) _____
Address _____
City _____ Zip Code _____
Telephone _____

Signature of Legal Representative

Name (Print) _____
Address _____
City _____ Zip Code _____
Telephone _____

SUBDIVIDER

I declare under penalty of perjury that the foregoing is true and correct. Executed on _____ at _____ California.

Signature of Subdivider

Name (Print) _____
Address _____
City _____ Zip Code _____
Telephone _____

REGISTERED ENGINEER OR LICENSED SURVEYOR

Name (Print) _____
Address _____
City _____ Zip Code _____
Telephone _____
Registration No. _____

Attach additional sheets as necessary for property owners' signatures, names and addresses, and verification that the legal representative is empowered to act on behalf of the property owner.

NOTICE TO THE SUBDIVIDER: YOU AND/OR YOUR REPRESENTATIVE ARE EXPECTED TO ATTEND ALL PUBLIC HEARINGS ON YOUR SUBDIVISION APPLICATION.

-----Do Not Write Below This Line -----

Filing Fee _____ Receipt No. _____ Received by _____ Date Received _____

EIF/EIR on file No. _____ Previous EIF/EAF/EIR Application No. _____

INSTRUCTIONS ATTACHED

TENTATIVE TRACT MAP REQUIREMENTS.

- A. Each tentative map shall have a minimum dimensions of not less than eighteen inches by twenty six 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 one inch equals one hundred feet.
- B. Tentative map shall show the following matters:
1. The tract number as secured from the county engineer;
 2. The approximate boundaries of the property subdivided and its relation to other recorded subdivisions or recognized property lines;
 3. Names and addresses of record owner and owners of property immediately abutting;
 4. Name and address of the subdivider;
 5. Name and address and registration number, certificate, or other acceptable evidence of professional certification;
 6. Location, size and character of all existing public utility facilities in the proposed subdivisions or adjacent thereto;
 7. The locations, existing or recommended names, and widths of all existing or proposed streets and freeways in or adjacent to the subdivision and their approximate grades;
 8. The approximate width and location of all existing and proposed easements, whether public or private, for streets, drainage, sewerage and public utilities;
 9. Approximate radius of each curve;
 10. Approximate lot layout and lot numbering, and approximate dimensions of each lot;
 11. Area of each lot in the tract and total area of the subdivision;
 12. Approximate boundaries of areas subject to inundation, stormwater overflow, and the location, width, and direction of flow of all water sources;
 13. Existing use or uses of property and to scale, outline of any existing buildings not to be moved in the development of the subdivision and their relation to existing or proposed streets and lot lines;
 14. Statement of present use zone and proposed use or uses of property;
 15. Proposed public areas to be dedicated;
 16. Location of all trees or stands or trees over eight inches in diameter in the area proposed for subdivision;
 17. Where the tentative map covers an area having a local relief of greater than twenty feet and slopes having a ratio steeper than five horizontal to one vertical, the Director of Planning may require a map showing proposed land use, contours of the entire area, and a proposed street and street grade, storm drain and sanitary sewer layout within the area. Such map shall not be deemed to be a tentative map, but as a guide for the tentative map under consideration and for future tentative maps in the area.
 18. Date, north arrow and scale.

THE FOLLOWING ITEMS SHALL BE SUBMITTED WITH THE TENTATIVE TRACT MAP:

- A. A statement of the general character of the improvements proposed for the streets in the proposed subdivision shall be filed with the tentative map. This statement of intent shall include such items as street trees, lighting system, sidewalk, curb, gutter, paving, conduits, storm drains and sewers, and all public utilities, mains and services;
- B. A statement of the proposed restrictions shall be furnished with the tentative map if the proposed subdivision includes private streets or common open space or is proposed to be a condominium or other joint or co-ownership type of development;
- C. 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 street and other easements shown on such map;
- D. A soil report shall be prepared and filed for every subdivision and shall mean a report prepared by a registered engineer specializing in soil mechanics and shall be based upon accepted engineering principals and adequate test borings as determined suitable by the city engineer. The soil report shall set forth sufficient engineering data to explain the proposed solution to any geological hazards that may be created by the proposed grading and any structural defects that may occur due to the presence of critically expansive soils or other soil problems. Where such soil problems are found to exist, the City Engineer may require a soils investigation of each lot in the subdivision. The soil report may be waived if the City Engineer determines that knowledge exists of the soil qualities of the subdivision;
- E. A plan for drainage and for handling storm water;

- F. A vicinity map showing all adjacent property and streets together with the zoning designations for such properties;
- G. A proposed street tree planting plan;
- H. A preliminary grading plan of sufficient detail to show the height, length and width of cut and fill slopes; adequate cross-sections to indicate the character of grading; street slopes; pad slopes; areas subject to protection by this code or the general plan; and a remedial plan to show how potential problem areas or slope failures could be corrected in areas proposed for cut slopes steeper than one and one-half horizontal to one vertical should the need arise. Said preliminary grading plan shall be an accurate representation of a project which is capable of being implemented without substantial change subsequent to tentative tract or tentative parcel map approval;
- I. A preliminary seismic study which shall include, but not be limited to the identification of seismic hazards, conclusions and recommendations regarding the effect of seismic conditions on the proposed development, opinions and recommendation covering the adequacy of the site to be developed in light of seismic conditions, and design criteria to mitigate any identified seismic hazards. This report shall be completed by a professional geologist registered with the state of California and experienced in the science of seismicity and seismic investigation;
- J. A preliminary hydrology report which shall estimate the quality of all runoff and debris from on-site sources and from off-site uphill watershed tributary to the project site, and which shall consider each lot or dwelling unit site in the proposed subdivision. Los Angeles County flood control district criteria shall be utilized to compute runoff and debris amounts. This report shall be completed by a registered civil engineer experienced in the science of hydrology and hydrologic investigation;
- K. A preliminary landscape plan which shall show the location of all existing trees with trunks over eight inches in diameter located on the site and within twenty feet of the site. The plan shall indicate which trees are to be retained or removed, and shall indicate the generalized type and extent of proposed landscaping, including a description of the provisions for ongoing maintenance and irrigation thereof. Such plan shall be prepared by a licensed landscape architect and shall be certified by tract geologist that the proposed landscaping is compatible with the proposed grading plan and with the soil conditions of the site;
- L. A "preliminary schematic plan" showing the architecture, location of building envelopes, and grading necessary for all proposed buildings within the proposed subdivision if the subdivision is located in the R1R or ROS zone;
- M. Three-dimensional scale models showing existing topography and proposed development; after review of the models, the director of planning may require a computer model of the project site prepared according to his/her specifications.
 1. Twenty (20) condominium construction subdivision applications (Page 1 only).
 2. Twenty (20) tentative tract maps (with one colored copy). Brown-Buildings; Gray-Hardscape; Green-Landscape.
 3. One (1) transparency of the tentative tract map.
 4. Reduced size copy of the Tentative Tract Map and any development plans.
 5. Forty (40) 8^{1/2}-inch by 11-inch location maps at a scale of 1" = 200' with the subdivision site cross-hatched, the tract number indicated, and a 300-foot radius drawn from the project site's perimeter. Municipal section sheets available in Room 204 of the Municipal Services Building are to be utilized for this purpose.
 6. Zoning Map: One (1) map indicating existing zoning within 500 ft. of the exterior boundaries of the subject property, prepared at 1"-100'. Zones shall be shown using the letter designations shown on the official City zoning maps and all zone boundaries shall be shown with a continuous border 1/8 inch wide.
 7. A Land Use Map at a scale of 1" = 100' which identifies the specific land uses within 300 feet of the proposed project site. Municipal section sheets available in Room 204 of the Municipal Services Building are to be utilized for this purpose. The tract number shall be displayed in numerals being a minimum height of 3/4-inch. Each lot shall be colored to indicate the usage of the parcel as follows: **Table ** (on page 6)**
 8. Fifteen (15) development plans of the project including location and sizes of structures, parking space layout, interior floor plans, and exterior elevations. Elevations shall indicate the type of texture of materials to be utilized. One (1) full set of development plans shall be fully colored in a representative fashion for display purposes. The tract number shall be displayed in numerals being a minimum height of 3/4 inch. Said plans shall include the following site and structural requirements displayed graphically and in plan specification notes where applicable:
 9. A minimum of three (3) 4" x 6" 35mm color photographs mounted on 8^{1/2}" x 11' paper.
 10. One (1) copy 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 tract map. The title report shall not be more than 30 days old from the date of application submittal.

Site Information

- A. Architectural Design. The evaluation of which may include the following:
 1. The general appearance of the proposed development shall contribute to orderly and harmonious development of the community as a whole.
 2. The design of all exterior surfaces of the building shall create an aesthetically pleasing project.

3. Consideration shall be given to the appearance of garages when viewed from outside the subdivision.
 4. Vehicular access ways shall be designed to eliminate an alley-like appearance.
- B. Environmental Preservation. The location and orientation of all buildings shall, whenever feasible and desirable in the opinion of the planning commission or city council where appropriate, be designed and arranged to preserve natural features by minimizing the disturbance to the physical environment. Natural features such as trees, waterways, historic landmarks or slopes shall be delineated in the development plan and considered when planning the location and orientation of buildings, open spaces, underground services, walks, paved areas, play areas, parking areas and finished grade elevations.
- C. Landscaping.
1. All setback areas fronting on or visible from an adjacent public street, and all recreation, leisure and open space areas shall be landscaped in an attractive manner and provided with a method for the maintenance thereof.
 2. Decorative design elements such as fountains, pools, benches, sculpture, planters, exterior recreational facilities, and similar elements may be permitted providing such elements are incorporated as a part of the landscaping plan, except where otherwise prohibited.
 3. Permanent and automatic irrigation facilities shall be provided in all planted landscape areas.
 4. Final landscape plans implementing the concept of the preliminary landscaping plans required by Section 16.28.020B shall be prepared and submitted to and approved by the Director of Planning prior to the recordation of the final map.
- D. Street Improvements.
1. The subdivider shall improve or post a cash bond with the city guaranteeing the installation of the improvements to the city standards of substandard or deficient street improvements fronting the property within the public right-of-way to the satisfaction of the city engineer in accordance with current policy. These improvements may include, but shall not be limited to, curbs, gutters, sidewalks, ramps, driveways, drainage devices, trees and tree wells and streetlights.
 2. The width of the public rights-of-way and roadway of the street(s) abutting the property shall conform to the minimum standard of the circulation element of the general plan as set forth in Appendix A, thereof.

Structural Requirements

- A. Laundry Areas. Where laundry areas, other than those located within individual dwelling units are provided, such areas should be located to minimize visual and noise intrusion both within and outside the project.
- B. Storage Space, Private.
1. Where the proposed units are to be constructed with other than an attached garage for each dwelling unit, a minimum of ninety cubic feet of lockable storage space shall be provided outside the dwelling unit for each such unit.
 2. Such storage space shall have a minimum horizontal surface area of twenty-four square feet of enclosed storage space.
- C. Utilities.
1. All plumbing fixtures within a unit shall be installed in a manner which will allow any individual plumbing fixtures, or all plumbing fixtures, or all plumbing fixtures not having individual shutoffs, within a single unit, to be shut off from the water supply without shutting off the water supply to plumbing fixtures in other units.
 2. Drip Pans, Clothes washers, dishwashers, hot water heaters and other appliances which the building section determines to be a potential source of water leakage or flooding shall be installed with built-in drip pans and appropriate drains (except in the case of concrete slab floors on grade).
 3. Utility Meters. With the exception of water supply and gas when supplied primarily to common areas fixtures and accessory features, such as fireplaces and barbecues, each utility that is controlled by and consumed within the individual unit shall be separately metered in such a way that the unit owner can be separately billed for its use. Utility meters shall be screened architecturally or with landscaping if located outside the buildings.
 4. Circuit Breakers. Each unit shall have its own circuit breaker panel for all electrical circuits and outlets which serve the unit. Such panel shall be accessible without leaving the unit, except for townhouse units.
 5. Sewer. A sanitary sewer fee, equal to the amount of a single-family residence times the number of units in the condominium, shall be paid prior to submittal of the final map.
- D. Vibrations. All permanent mechanical equipment, including fixed and built-in domestic appliances, which is determined by the building section to be a source of vibration or noise, shall be shockmounted, isolated from the floor and ceiling, or otherwise installed in a manner approved by the permit services administrator to lessen the transmission of vibrations and noise.

LANDSCAPING REQUIREMENTS

- A. Fifteen (15) preliminary landscaping plans of the project indicating types and sizes of landscaping materials and permanent irrigation facilities, prepared by a person licensed to prepare such plans by the State of California. The tract number shall be displayed in numerals being a minimum height of 3/4-inch. One (1) set of the plans shall be fully colored for display purposes. Said plans shall include the following requirements displayed graphically and in plan specification notes where applicable:
1. All setback areas fronting on or visible from an adjacent public street, and all recreation, leisure and open space areas shall be landscaped in an attractive manner and provided with a method for the maintenance thereof.
 2. Decorative design elements such as fountains, pools, benches, sculpture, planters, exterior recreational facilities, and similar elements may be permitted providing such elements are incorporated as a part of the landscaping plan, except where otherwise prohibited.
- B. Permanent and automatic irrigation facilities shall be provided in all planted landscaped areas.
- C. Final landscaping plans implementing the concept of the preliminary landscaping plans shall be prepared and submitted to and approved by the Planning Director prior to the recordation of the final tract map or issuance of a building permit. The following information is to be addressed or indicated on the final landscape and irrigation plans submitted for review and approval. The irrigation and landscape plans must be completed by a California licensed Landscape Architect, with his registration stamp evident on each page submitted. Irrigation and landscape plans should be submitted simultaneously.
- D. Plant material to conform to the American Standard for Nursery Stock. All planting areas to be properly amended and prepared. Staking or guying for trees where necessary should be indicated and detailed. Drainage systems should be indicated where necessary.
- E. A plant material legend should be provided, minimally indicated Botanical name, common name, variety, plant, size and quantity.
- F. Plant symbols should clearly indicate location and placement of plant. Ground cover plants should be indicated by oncenter spacing.
- G. Where street trees are required, minimum size is 15 gallon and should be typical to surrounding street trees and take in regard overhead utilities and planting width.
- H. Selection of plant material should reflect the needs of the site and exhibit coordination with windows, building heights, walks, overhead utilities, etc.
- I. Sufficient details for proper installation should be provided.
- J. The irrigation plan must indicate 100% coverage of the planted area.
- K. Legend Condition: An irrigation legend shall be provided on the plan detailing all materials used by trade and brand name. Specifications on sprinkler head performance, i.e., radius, g.p.m., designed operating pressure, shall be indicated.
- L. Where practical, shrub and turf areas are to be valved separately.
- M. The operation of the valves must be controlled by an automatic timing device, location is to be clearly indicated.
- N. Appropriate backflow prevention, by vacuum breaker, reduced pressure backflow device or atmospheric breaker, shall be provided as required by local code and clearly indicated.
- O. Point of connection, pipe size at point connection, static pressure, meter and meter size shall be clearly indicated.
- P. Control Valves shall be placed in vaults. Control wire size shall be noted.
- Q. Main pressure lines up to 1^{1/2}" shall be Schedule 40 PVC minimum. Main pressure lines in excess of 1^{1/2}", may be Class 315 or Class 200 PVC.
- R. Lateral lines up to 1^{1/2}" shall be Class 315 PVC minimum. Lateral lines in excess of 1^{1/2}" may be Class 200 PVC.
- S. All above-ground lines shall be galvanized iron pipe.
- T. Above-ground lines shall be securely staked.
- U. Pressure lines running under hardscape surfaces shall be installed in sleeves.
- V. The design shall attempt to keep sidewalks, driveways, patio areas, etc. free from irrigation spray.
- W. Pipe sizing shall be such to maintain a maximum flow of 5 feet per second in main lines, and 7 feet per second in lateral lines, while maintaining acceptable pressure losses. A sample pressure loss calculation on the longest lateral shall be provided.
- X. Sprinkler head placement and spacing shall provide adequate overlap to compensate for wind and pressure fluctuations.

C.C.R'S

The subdivider shall include 2 copies of those portions of the declaration and restrictions proposed to be recorded as required by state law together with any and all documents required and relating to the items regulated by this section and all proposals for condominium subdivisions made pursuant to the provisions of this section. Once the declaration is accepted in final form by the director of planning, none of the portions of the declaration relating to items regulated by this title shall be amended, modified or changed without first obtaining the written consent of the director of planning and all of which shall contain, at the end of each such provision, a statement to that effect.

- A. Assignment or Conveyance of Private Open Space. Air space of private open space areas shall be described and conveyed with each unit as either exclusive easements appurtenant thereto or as component elements of units thereof.
- B. Assignment or Conveyance of Private Storage Areas. Air space of private storage areas including but not limited to the private storage space required by Section 16.28.040B shall be described and conveyed with each unit as either exclusive easements appurtenant thereto or as component elements of units thereof.
- C. Assignment or Conveyance of Off-Street Parking Spaces. Two required off-street parking spaces shall be conveyed with each unit as either exclusive easements appurtenant thereto or as component elements of units thereof. All parking spaces shall be used solely by unit owners, members of their families, their guests or lessees of the owner's unit. A unit occupant within the condominium project may rent one space to another unit occupant or to the condominium association, provided that minimum of one space is retained for use in conjunction with the residential unit.

EXCEPTIONS TO CONDOMINIUM PROPOSALS.









A condominium proposal which does not comply with all of the standards and requirements of chapter 16.28 may be approved if upon application by the subdivider the planning commission finds that there are unusual circumstances regarding the development's location, site or configuration, that the condominium project is in substantial compliance with both the general standards and site and structural requirements, and that there are mitigating features incorporated in the project which tend to further the expressed intent and purpose of this chapter.

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Use PrismaColor No. Color

One house on one lot	915	Yellow
Two houses or a duplex on one lot	918	Orange
Three houses, a house and a duplex, or a triplex on one lot	943	Light Brown
Four or more dwelling units on a lot	946	Dark Brown
Commercial retail or services	929	Pink
Wholesaling	924	Red
Light industry	934	Lavender
Heavy industry	932	Purple
Public property	902	Royal Blue
Quasi-public property	920	Light Blue
Parks and recreation	913	Light Green-Yellow
Conservation	910	Light Green-Blue
Parking	967	Grey

Within each lot, each structure shall be identified with the following symbol and designations in black ink:

<u>Structure Type</u>	<u>Symbol</u>	<u>Additional Notations</u>
Single family dwelling		
Duplex		
Triplex		
Multi-family housing		Indicate number of units adjacent to symbol
Commercial or wholesale		Indicate use adjacent to symbol
Industry		Indicate use adjacent to symbol
School		
Church		
Building under construction	uc	Also indicate structural symbol