

1- GENERAL **Final Version**

1-100 INTRODUCTION

The purpose of this manual is to provide engineers and developers a guide to land development processing in the City of Chula Vista. This manual covers land development processing beginning with the filing of a tentative map through approval and recordation of final maps. This manual does not address General Development Plans (GDP), Specific Development Services Area (SPA) plans, Public Facility Financing Plans (PFFP), Environmental Impact Reports (EIR) or Initial Studies (IS). This manual also does not address the Design Review process in detail. This manual is structured under the assumption that the above plans and reports have been processed and approved prior to submittal of a tentative map.

This manual contains general guidelines for typical subdivision processing. It is not intended that every portion of this manual address or apply to every situation. However, compliance with this manual and the controlling documents thereof is required. Proposed deviations from this manual, or controlling documents, must be approved by the City Engineer. In all cases, the City Engineer may modify requirements set forth herein as deemed necessary.

The Development Services Department's Mission Statement:

"We are an innovative team, empowered to provide efficient and reliable development services, inclusive of and valued by our community, resulting in a prosperous, safe and balanced Chula Vista"

Development Services Department Customer Bill of Rights

In working with you and on behalf of the citizens we represent, we strive for an atmosphere of mutual respect, courtesy, professionalism and accountability. We pledge to honor your rights as a customer.

You have the right to . . .

Be assisted by knowledgeable, cooperative and courteous staff.

Be listened to and communicated with honestly.

Be considered as an individual with unique services needs.

Receive a timely response when you have made a request in person or by phone.

Know the names of Development Service staff who are serving you.

Have us explore alternatives and find creative solutions with you.

Receive an explanation of our requirements, regulations, and costs.

Be directed to other persons and sources of information, when we are unable to assist you.

Express your concerns confidentially.

Speak to a supervisor.

1-200 MANUAL ORGANIZATION

This manual is divided into five chapters: 1- General; 2- Subdivision Maps; 3- Design Criteria; 4- Construction Plans; 5- Appendices.

Chapter 1 provides definitions to terms as used in this manual, briefly describes the documents that control land development processing, and provides a general overview of submittal requirements and processing flow charts.

Chapter 2 provides specific guidelines for processing tentative and final maps for major subdivisions (Section 2-100) and minor subdivisions (2-200). Each subsection of this chapter includes a flow chart, sample map cover sheet and checklist. Section 2-300 of this chapter details the City's surveying requirements including procedure of survey guidelines, monumentation requirements, and monument verification. Section 2-400 covers adjustment and consolidation plats and Section 2-500 covers certificates of compliance. Formats for typical jurats, certificates, bonds, and agreements are included in Section 2-600.

Chapter 3 addresses general design criteria and covers lot design and layout (Section 3-100), drainage requirements and storm drain design (Section 3-200), sewer requirements and sewer system design (Section 3-300), and street and road design and construction criteria (Section 3-400).

Chapter 4 provides specific guidelines for processing construction plans including improvement plans (Section 4-100), grading plans (Section 4-200), an overview of landscape and irrigation plan requirements (Section 4-300), plans for construction permits (Section 4-400) and revisions, construction changes and as-builts (Section 4-500). Each section covers form, content and processing for each type of plan. Sections 4-100 and 4-200 also contain flow charts, sample title sheets, checklists and typical notes for improvement and grading plans, respectively.

Chapter 5 includes a summarized list of initial plan check deposits and fees (Section 5-101 & 5-102), a list of other typical fees due at final map approval or building permit issuance (Section 5-103), a summary of blueline and mylar submittal requirements and requirements for first submittals (Sections 5-201 & 5-202) and a list of names and titles of government officials responsible for signing various maps and documents (Section 5-300). It is expected that one or more of these sections will be modified regularly by City Council action. Users of this manual should verify that they have the current copy of each appendix.

1-300 DEFINITIONS

The definitions listed in this section are in addition to those listed in the Subdivision MaAct and Chula Vista Municipal Code. The definitions contained in the Map Act and the Code are incorporated herein by reference.

1-301 Adjustment Plat - Drawing plats used to adjust, modify or eliminate lot lines and boundaries of legal lots that have been created by a recorded subdivision map or by a grant deed recorded prior to March 4, 1972. Adjustment plats are not recorded maps. The changes reflected by an adjustment plat are reflected in new grant deeds for the affected properties. The changes reflected by an adjustment plat are not considered legal changes until the new grant deeds are recorded.

1-302 Certificate of Compliance - A document that certifies the City's determination that parcels of property comply with the provisions of the Map Act and the local subdivision ordinance. A certificate of compliance is issued by the City Engineer and is recorded. A Conditional Certificate of Compliance may contain conditions relating to zoning and building ordinances or as specified in the Map Act.

1-303 Construction Permit - A permit to construct public improvements. The Subdivision Improvement Agreement acts as the construction permit for public improvement construction after a final map has been approved. When related to a final map,

construction permits are usually issued to construct public improvements prior to approval of the final map. Construction permits are required to construct public improvements associated with parcel maps.

- 1-304 Final Map** - Delineates the boundary of the subdivision by bearings and distances; indicates the procedure of survey; and establishes the boundary for each lot within the subdivision. For purposes of this manual, "final map" refers to final maps for major subdivisions and "parcel map" refers to final maps for minor subdivisions.
- 1-305 Legal Lot** - A parcel established or set forth by one of the following means:
- (1) A deed that was recorded prior to March 4, 1972 and that describes the property;
 - (2) A subdivision map prepared and recorded pursuant to the Subdivision Map Act;
 - (3) Either of the above means combined with a City approved boundary adjustment plat for which the deeds are recorded.
 - (4) NOTE: An Assessor's Parcel Number (APN) does not necessarily mean a parcel is a legal parcel.
- 1-306 Major Subdivisions** - Divisions of land creating five or more lots or proposed condominium projects consisting of five or more units.
- 1-307 Master Fee Schedule** - Indicates the fees for all services, administrative acts and other legally required fees. The Master Fee Schedule is adopted by City Council resolution may be amended by City Council Action (Ordinance 2547).
- 1-308 Minor Subdivisions** - Divisions of land creating four or fewer lots or proposed condominium project consisting of four or fewer units. Also may include boundary adjustments and lot consolidations.
- 1-309 Parcel Map Agreement** - An agreement between the developer or subdivider and the City wherein the developer agrees to satisfy all conditions of tentative parcel map approval that: 1) require an agreement; 2) cannot be satisfied prior to final map approval; and 3) the City has agreed to defer until a future date. Parcel map agreements run with the ownership of the real property covered by the parcel map.
- 1-310 Preliminary Plat** - An informal sketch submitted to the Development Services Department for their advice regarding City requirements, constraints on development, recommendations for development and for the most expedient and efficient method of processing the subsequent map.
- 1-311 Subdivision Improvement Agreement (SIA)** - An agreement between the developer or subdivider and the City wherein the developer agrees to construct all public improvements required as conditions of tentative map approval subsequent to approval of the final map within a specified time period (2 years or not greater than 3 years). An SIA is used when the required public improvements have not

been installed prior to approval of the final map. SIA's run with the ownership of the real property covered by the final map.

1-312 Supplemental Subdivision Improvement Agreement (SSIA) - An agreement between the developer or subdivider and the City wherein the developer agrees to satisfy all conditions of tentative map approval that: 1) require an agreement; 2) cannot be satisfied prior to final map approval; and 3) the City has agreed to defer until a future date. SSIA's run with the ownership of the real property covered by the final map.

1-313 Tentative Map - An official submittal depicting the overall development proposed for a major or minor subdivision. Upon approval by the City, the tentative subdivision map constitutes an agreement between the developer and the City. For purposes of this manual, "tentative map" refers to tentative maps for major subdivisions and "tentative parcel map" refers to tentative maps for minor subdivisions.

1-400 CONTROLLING DOCUMENTS

1-401 The current State of California Subdivision Map Act (Map Act) shall govern divisions of land above all other documents and ordinances relative to the subdivision of land.

1-402 The City of Chula Vista Subdivision Ordinance (Title 18 of the Chula Vista Municipal Code) provides further regulation, pursuant to the City's policy power, of subdivision and land use within the City of Chula Vista for those areas that are not specifically preempted by state law.

1-403 The City of Chula Vista Grading ordinance (Title 15.04 of the Chula Vista Municipal Code), and this manual shall govern grading and grading plan preparation.

1-404 The The National Pollutant Discharge Elimination System (NPDES) Municipal Permit, Order No. R9-2007-0001 (Municipal Permit), the City of Chula Vista Standard Urban Storm Water Mitigation Plan (SUSMP), the Chula Vista Municipal Code Chapter 14.20, and the City of Chula Vista Development Storm Water Manual (latest edition) and this manual shall govern stormwater quality and urban runoff from the project site to public storm drainage systems during and after construction.

1-405 The Standard Specification for Public Works Construction "Green Book", the Regional Supplement Amendments (to the Greenbook), and the City of Chula Vista Standard Special Provisions (to the Greenbook), as currently adopted by the City of Chula Vista City Council.

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1-500 DIGITAL SUBMITTALS

All maps and associated grading/improvement plans shall be submitted in digital format. Chula Vista and other agencies have been working to establish a "regional standard" for digital submittals. Until that time, it may be necessary for some firms to translate or segregate their data and delete and combine their layers to conform to the city's standard prior to submittal. Digital submittals shall be submitted after the City has requested mylar submittal and shall conform to the following:

1-501 Format

- 1-501.1 ESRI's shapefile or geodatabase (ArcGIS version 9.0 or above)**
- 1-501.2 AutoCAD (DWG) or;**
- 1-501.3 Digital exchange Format (DXF)**

1-502 Web Based Submittal

1-502.1 All projects shall be submitted in a digital format, either AutoCAD DWG or DXF (AutoCAD version 2000 or above), ESRI GIS shapefile, file, or personal geodatabase (ArcGIS version 9.0 or above). The files should be transmitted directly to the GIS section using the city's digital submittal file upload website at <http://www.chulavistaca.gov/goto/GIS>

1-502.2 Miscellaneous

- (1) Each submittal shall be labeled with the project name, project number and company name and phone number.
- (2) All drawings shall be tied to the California Coordinate System CCS 83, Zone 6, epoch, 1991.35 or other ties as authorized by the City Engineer.
- (3) All blocks used in any drawing shall be provided. Reference drawings shall be merged.
- (4) All files shall be uncompressed or provide the necessary software to uncompress the data.
- (5) Lines should be POLYLINE (2-D), not POLYLINEZ (3-D). No callouts, page boundaries, or map primitives of any kind are required. Please turn off any extensions outside of the usual cad software.
- (6) All projects (except single family detached residential) will be required to submit a digital plan of building footprint, POC, illuminated directory location, emergency access locations, fire lanes, and similar information to the satisfaction of the Fire Marshall prior to the sooner of either: final map approval (if concurrently processed) or building permit issuance.

1-503 Layering - "Layer Groups" shall contain separate layers named as shown in the "Individual Layer" column of the tables in Section 1-505.

1-504 Grading, Improvement and Subdivision Map Digital Submittal

- 1-504.1** A drawing file containing the project in its entirety and containing the layers of the attached table.

1-505 DIGITAL SUBMITTAL GUIDELINES

The intent of the digital submittal is to secure a copy of the "model" plan and not individual construction sheets.

Digital files submitted shall be based on accurate coordinate geometry calculations and the California Coordinate System, CCS 83, Zone 6 epoch 1991.35. The digital file submitted shall combine all individual plan sheets for the proposed subdivision into a single ".dwg" or ".dxf" formatted drawing, and shall illustrate all improvements within the project area. Basic descriptive information may be included in the associated layer, or added as a separate layer. Submit the digital files in accordance with City Guidelines for digital Submittal as approved by the City Engineer.

IMPROVEMENT PLANS

| INDIVIDUAL LAYER | DESCRIPTION |
|------------------|--|
| S ACCESS | Sewer Access covers (size, type) |
| CURB | Curbs, berms, and sidewalk |
| FINGRADE | Finished grade contours and elevation |
| MEDIAN | Medians |
| SW | Sidewalks |
| HYDRANTS | Fire hydrants |
| UTILITIES | Public Utilities (water, gas, elect., cable) |
| RAMP | Pedestrian Ramp locations |
| EXEASE | Existing easements |
| FUTEASE | Proposed easements |
| STLIGHT | Street Lights |
| EXSEWER | Existing sewer lines |
| FUTSEWER | Future sewer lines |
| EXSTORM | Existing storm drain lines |
| STORM DRAIN | Proposed storm drain lines |
| INLETS | Storm drain inlets |
| OUTLETS | Storm drain outlets |

GRADING PLANS

| INDIVIDUAL LAYER | DESCRIPTION |
|------------------|--|
| EXGRADE | Existing grade contours and elevations |
| FINGRADE | Finished grade contours and elevations |
| FLOW | Swales, direction of flow |
| SPOTELEV | Spot elevation markers and elevations |
| FTPRINT | Building footprints (if known) |
| STORM DRAIN | Culvert and storm drain outlets/inlets |
| DETENTION | Detention/desilting facilities |
| INLETS | Storm drain inlets |
| OUTLETS | Storm drain outlets |
| BMP | Any Best Management Practise Water Quality Device required by the Water Quality Technical Report |
| Pad | Pad elevation |

LANDSCAPE/IRRIGATION PLANS

| LAYER NAME | DESCRIPTION |
|-------------|--------------------------|
| IRRHEAD | Sprinkler head locations |
| IRRPIPE | Irrigation piping |
| LANDSCTREE | Tree locations |
| LANDSCSHRUB | Shrub locations |

FINAL MAPS AND PARCEL MAPS

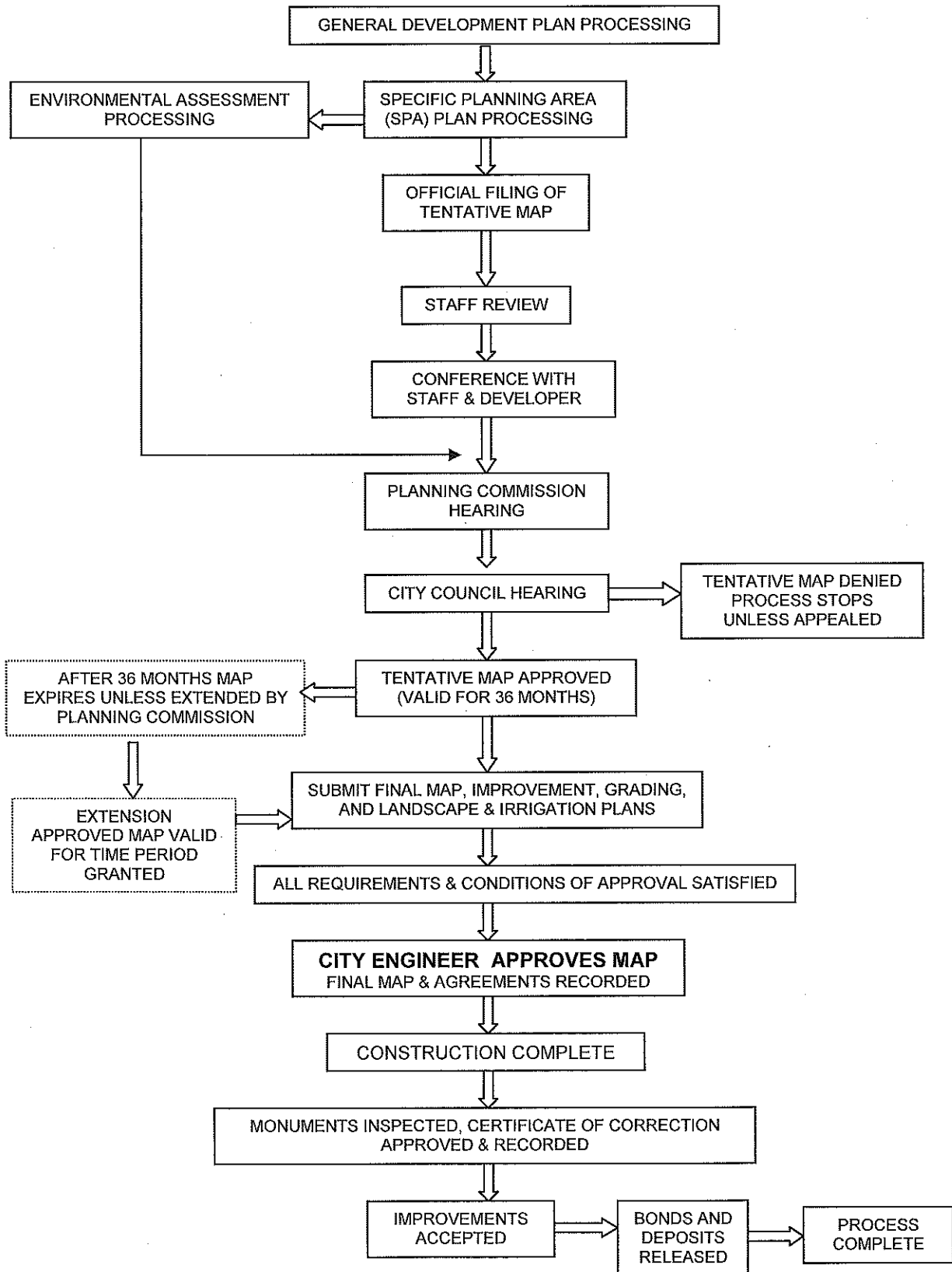
Digital files submitted shall be based on accurate coordinate geometry calculations and the California Coordinate System, CCS 83, Zone 6, epoch 1991.35. The digital file submitted shall combine all individual plan sheets for the proposed subdivision into a single CADD formatted drawing. This drawing shall contain the following individual layers.

- (1) SUBDIVISION BOUNDARY (polylines)
- (2) LOT/PARCEL LINES (polylines)
- (3) LOT NUMBERS (annotation)
- (4) STREET CENTERLINES (polylines)
- (5) STREET NAMES (annotation)
- (6) EASEMENTS (polylines)
- (7) FTPRINT¹ (polylines)

Multiple files submitted, as part of a single subdivision, will not be accepted. In addition, a lot area tabulation of each lot (including open space lots, and private streets, etc) will be required in an Excel spreadsheet format and submitted for all final maps, parcel maps, and lot line adjustments. The spreadsheet will show the lot number or letter, the units in acres if the lot size is over half an acre, and square feet and acres if the lot is under half an acre. (example: 7,000 sf, 0.160ac) for each lot. The acreage shall be shown to at least three decimal places. Open space lots shall be identified either as private or public.

¹ Required for non-residential projects and Multi-Family Residential

1-601 MAJOR SUBDIVISION MAP FLOW CHART



1-602 MINOR SUBDIVISION (PARCEL) MAP FLOW CHART

