Cerritos Permit Hub

City of Cerritos
Department of Community Development
18125 Bloomfield Avenue Cerritos, CA 90703
Phone: (562) 916-1201
Website: permits.cerritos.gov

TENTATIVE PARCEL MAP APPLICATION GUIDE

This application is for a Tentative Parcel Map for the division of property into four (4) or fewer parcels for the purpose of sale, lease, or financing. A Tentative Parcel Map shows the proposed subdivision design and existing conditions. A Final Map is recorded in accordance with the California Subdivision Map Act and City requirements.

How to Apply

1) Visit **permits.cerritos.gov** and set up a user account. Click “Log In” at top right corner. Select “Create a Profile”. Then, enter contact information, and create a password.

2) The following supplemental attachments are required to be uploaded online for your application to be deemed complete:

- ☐ Parcel Map/ Tentative Tract Map Application Requirements.
- ☐ Owner's Affidavit (Signed and Notarized).
- ☐ Certified Property Owner's List (Signed and Notarized).
- ☐ Thirty (30) copies of Tentative Map (Folded 8 ½ x 11).
  - ☐ Twenty-nine (29) unmarked copies.
  - ☐ One (1) copy appropriately colored.
- ☐ One (1) 8 ½ x 11 Mylar reduction of Tentative Map.
- ☐ Appendix H.
- ☐ Legal Description.
- ☐ Base Map- Six (6) Copies Total (Folded to 8 ½ x 11) with three (3) unmarked copies.
  - ☐ One (1) copy with existing subject site colored.
  - ☐ One (1) copy with each parcel within 500 feet numbered.
  - ☐ One (1) copy with existing land use of all parcels within 700 feet.
- ☐ Table I (Residential Tracts only).
- ☐ Gummed Labels (typed): (Property Owner's Listing).
- ☐ Names and addresses of all parcel owners within 500 feet, numbered corresponding to base map "8-C".
- ☐ Current Title Report.
- ☐ If the property is located in a homeowners’ association (HOA), an HOA Approval Form is required to be completed.

All attachments must be uploaded as PDF documents.

The City will accept either an official digital signature or a scanned copy of a wet signature. Digital signatures must be timestamped through a digital signature platform, such as the “Fill & Sign” tool of the free Adobe Reader, DocuSign, or any other digital signature.

3) Business License Requirement

City of Cerritos
Department of Community Development
18125 Bloomfield Avenue Cerritos, CA 90703
Phone: (562) 916-1201
Website: permits.cerritos.gov

☐ If applying as a contractor, please upload a copy of the Contractor State License Pocket Card. If you are applying as an agent on behalf of the owner or licensed contractor, you will need to also upload a notarized Letter of Authorization. A Letter of Authorization is only valid for one (1) year from the date of the authorized letter. Undated letters are not accepted. Notary stamps must be legible and valid. You are required to obtain a City Business License prior to permit issuance. You can apply for a City Business License at businesslicense.cerritos.gov. If you are applying as owner-builder, proof of property ownership is required to be submitted.

Should you have any questions, please do not hesitate to contact the Department of Community Development at (562) 916-1201.

City of Cerritos
Department of Community Development
18125 Bloomfield Avenue Cerritos, CA 90703
Phone: (562) 916-1201
Website: permits.cerritos.gov

City of Cerritos Process for Precise Plans, Conditional Use Permits, Parcel Maps, and Subdivision Maps

Applicants are requested to ensure that the items listed below are followed:

Before Submission

1. Applicants should make sure that they meet with members of the Department of Community Development prior to submittal of an application. The meeting will assist the applicant in saving time and determining the specifics dealing with the proposed application.

2. The next step is that the applicant meets with members of the Public Services Department to make sure that information associated with the engineering standards of the City of Cerritos is obtained. In addition, information dealing with drainage, water supply and sewer service can be obtained from this Department.

3. At the final stage, please make sure that all application forms are complete and all required data and other related items are in order.

4. Timing regarding the ultimate disposition of a project is very difficult to determine as it relates to environmental review and determination and presentation of plans to the Planning Commission and/or City Council. As a general rule, it takes from 6 to 9 weeks after the application is submitted that the project goes to the respective legislative bodies.

DEFINITIONS AND GENERAL INFORMATION

Parcel Map refers to the division of any property improved or unimproved or a portion thereof, which is divided for the purpose of sale, lease or financing, whether immediate or future, when any of the following conditions prevail:

1. The division of land contained four (4) or less parcels.

2. Any parcel or parcels divided into lots or parcels, each of a gross area of 20 acres or more, and each of which has an approved access to a maintained public street or highway.

3. Any parcel or parcels of land having approved access to a public street or highway which comprises part of a tract of land zoned for industrial or commercial development and which has the approval of the government body as to street alignments and widths.

4. Any parcel or parcels of land divided into lots or parcels, each of a gross area of forty (40) acres or more or each of which is a quarter-quarter section or larger, or such other amount, up to 60 acres, as may be specified by local ordinances.

Tentative Parcel Map refers to a map for the purpose of showing the design of a proposed subdivision and the existing conditions in and around it and need not be based upon an accurate or detailed final survey of the property.

Final Map refers to a map prepared in accordance with the State of California Subdivision Map Act and the Ordinances of the City of Cerritos, which map is designed to be placed on record in the Office of the County Recorder of the County of Los Angeles.

APPLICATION INSTRUCTIONS

General

1. The applicant should read Ordinance #182 of the City of Cerritos on "Subdivisions" and that Chapter of the Development Code which governs the zoning of the property to be subdivided.

2. The applicant must submit completed application forms with appropriate affidavits and thirty (30) copies of a Tentative Parcel Map containing all of the information required by Section B below and the Ordinances of the City of Cerritos.

    a. Two (2) copies of an 8 1/2 x 11 reduction of the Tentative Parcel Map.

3. The application form shall be filled out in full, typed or legibly printed, with the required affidavits signed and notarized.

4. The Tentative Parcel Map shall be submitted in final form to the City for review and shall be known as such until final approval by the City Council.

5. All requirements herein MUST BE SUBMITTED WITH THE APPLICATION AT THE TIME OF FILING in order for the application to be submitted.

6. If it is determined by the staff that the proposed Parcel Map will require an Environmental Impact Report, the applicant must submit six (6) copies of a draft of said report to be prepared in accordance with Resolution 74-9 of the City of Cerritos entitled, "Environmental Impact Report Guidelines." Subsequent to review and revision by staff, the applicant shall submit 40-60 copies of the reviewed draft Environmental Impact Report to the Department of Community Development.

Contents of Map

1. Parcel map number (to be obtained from the County Engineer prior to submittal).

2. Sufficient legal description of the land included on the map to define the boundaries of the Tentative Parcel Map.

3. Names, addresses and telephone numbers of the record owner, developer and licensed land surveyor or registered civil engineer, preparing map.

4. North point, scale, date and area of map.

5. The width and approximate locations of all existing or proposed easements or rights-of-way, whether for public or private roads, drainage, sewers or flood control purposes.

6. The actual street names of each existing highway or street shown on the tentative map.

7. The locations, widths and approximate grades of all highways, streets, alleys or ways within the adjacent to such tentative map.

8. The lettered designation for each proposed highway or street shown on the tentative map.

9. Approximate radius of all centerline curves, highways, streets, alleys or ways.

10. The parcel layout, the approximate dimensions of each parcel and number for each parcel.

11. The locations of all area subject to inundation of flood hazard and the locations, width and directions of flow of all water courses and floor control channels.

12. The contour of the land at intervals of not more than one foot if the general slope of the land is less than ten (10) percent.

13. The location and outline to scale of each building or structure above ground noting thereon whether or not such building or structure is to be removed from or remain in the development of the parcel.

14. The location of the existing wells, cesspools, sewers, culverts, drain pipe, underground structures or sand, gravel or other excavations within the parcel noting thereon whether or not they are to be abandoned, removed or used.

15. A general location map of the area to be subdivided showing its relation to existing main thoroughfares and the distance from the nearest public street center-line to the boundary of the proposed parcel map.

16. The location of all streets, existing or contained on adjacent approved tentative maps where such streets intersect the boundary of the parcel map.

17. A layout of adjoining unsubdivided property in sufficient detail to show the affect of proposed streets that may intersect such property.

18. The location of any previously filled areas within the parcel map.

19. Proposed direction flow and rate of grade of street drainage.

20. Statement of the present use and the proposed use or uses of the property.

21. Parcel Map numbers of adjoining subdivisions.

    a. Show existing lots indicating their lot numbers and use within 200 feet from the boundaries of the subject proposed parcel map.

    b. If the parcel map is bounded by streets, show all existing streets or driveways across these streets from the proposed parcel map.

22. The tentative map shall clearly indicate the proposal for handling of storm waters. In the event that such information cannot satisfactorily be shown on the tentative map, the map shall be accompanied by whatever supplemental maps or written reports are necessary to show the proposal.

23. The tentative map shall clearly show the method of sewage disposal. In the event this information cannot satisfactorily be shown on the tentative map, the map shall be accompanied by whatever supplemental maps or written reports are necessary to show the proposal.

Public Hearing Requirements

If an Environmental Impact Report is required to be submitted with the application, public hearings before the Planning Commission and City Council shall be scheduled on the matter. The applicant shall submit as a part of this application the following data required of public hearing items:

Base Map

Submit five (5) copies of a base map indicating the applicant's parcel and adjacent parcels within 700 feet of the exterior boundaries of the applicant's parcel as follows:

1. Three (3) unmarked copies of the Base Map.

2. On the fourth copy of the Base Map show existing land use of all parcels within 700 feet of the exterior boundaries of the applicant's parcel.

3. On the fifth copy of the Base Map each parcel within 500 feet of the exterior boundaries of the applicant's parcel shall be numbered to correspond to the information on a list of property owners to be submitted by the applicant as follows:

   Los Angeles County House Numbering Maps are acceptable to the City for use as the required Base Map and may be obtained at:

Los Angeles County
Department of Public Works - Survey Division
900 South Fremont, 3rd Floor
Alhambra, CA 91803
Monday through Thursday - Closed Friday
7:00 a.m. to 5:30 p.m.
Phone: (818) 458-5131

Property Owner's List

The applicant shall type a list of names and addresses of all parcel owners within 500 feet of the exterior boundary of the applicant's parcel onto gummed labels to be furnished by the City of Cerritos. Each parcel shown on the gummed label shall be numbered to correspond to information on the Base Map.

Procedures

Staff Review

All applications for tentative map approval must be filed at least forty-five (45) days prior to Planning Commission review. The application must contain or be accompanied by:

1. A complete and accurate legal description of the subject property;

2. A completed application form with associated notarized affidavits;

3. The appropriate filing fees; and

4. Six (6) copies of a draft Environmental Impact Report (if required).

Prior to the Planning Commission review of the tentative map, there shall be a meeting between the Development Review Committee and the applicant to discuss the elements of the tentative map and any problems it may pose. The Development Review Committee shall include representatives from Planning, Building, Engineering, Water and Public Safety. The results of this meeting as well as appropriate sections of State, County and City regulations shall be the basis for a staff report to be forwarded to the Planning Commission.

In order to allow time for the above procedure all applications must be filed no later than sixty (60) days prior to perceive a Planning Commission public hearing date.

Planning Commission Review

The Planning Commission reviews the Tentative Map and forwards its recommendation to the City Council. If an Environmental Impact Report had been required to be submitted with the application, the Environmental Impact Report shall be heard concurrently with the review of the Tentative Map at a Public Hearing before the Planning Commission. Public Hearing notices must be mailed and posted ten (10) days prior to the date of the Public Hearing.

City of Cerritos
Department of Community Development
18125 Bloomfield Avenue Cerritos, CA 90703
Phone: (562) 916-1201
Website: permits.cerritos.gov

City Council Review

The City Council reviews the Tentative Map (and holds a public hearing on the related Environmental Impact Report, if required) and may approve, conditionally approve, or disapprove the application. The action of the City Council in this regard is final.

If approved, the approval of the Tentative Map shall be for a period of twelve (12) months from the date of the City Council action.

Submission of a Final Map

Within twelve (12) months of the approval of a Tentative Map by the Council, the sub-divider may cause a final map to be prepared in accordance with a completed survey of the subject area and in substantial compliance with the approved Tentative Map, and in full compliance with the Subdivision Map Act and all ordinances of the City of Cerritos.

The final map shall contain all the information required of and be filed in accordance with the Chapter 17.20 of the Municipal Code.

Fees

The filing fee for a Tentative Map is fifty ($50.00) for the first lot plus ten dollars ($10.00) per lot for each additional lot to a maximum of five hundred dollars ($500.00). No refund of such filing fees shall be made for any tentative map withdrawn or abandoned.

OWNER'S AFFIDAVIT

1. The subject property is located at:

_____
Address City/State/Zip

Check one below:

☐ Residence ☐ Business Name: _____

2. Name of property owner(s) as it appears on the legally recorded deed:

_____
Please Print Clearly

3. Name of the person who is legally authorized to sign on behalf of the property owner, if different from No. 2 above:

_____
Please Print Clearly

4. I (we), _____, being duly sworn, depose and say:
Please Print Clearly

Check one below:

☐ I am (we are) the owner(s) of the subject property referenced above.

☐ This application is being filed by me with the full knowledge and consent of the owner(s) of the subject property referenced above.

I (we) further certify, under penalty of perjury, that this application has been prepared in compliance with the requirements printed in the application herein and that the foregoing statements and information presented herein are, in all respects, true and correct to the best of (my/our) knowledge and belief.

Signature: _____ Print Name: _____

Company Name: _____ Phone: ( ) _____

MAILING Address: _____

Cell Phone: ( ) _____ E-Mail Address _____

Signature: _____ Print Name: _____

Company Name: _____ Phone: ( ) _____

MAILING Address: _____

Cell Phone: ( ) _____ E-Mail Address _____

STATE OF CALIFORNIA)
) ss.
COUNTY OF LOS ANGELES)

Subscribed and sworn to (or affirmed) before me, _____, Notary Public,

on this _____ day of _____, 2005, by _____,

personally known to me or proved to me on the basis of satisfactory evidence to be person(s) who

appeared before me.

Signature: _____

CERTIFIED PROPERTY OWNER'S LIST
AFFIDAVIT
(To be executed by the person or persons preparing the noticing labels)

I, _____ being duly sworn, depose and say I am the owner of all or part of the property involved in this application, or am a duly appointed representative of such owner, and hereby certify that the attached list contains the names and addresses of all persons to whom all property is assessed as they appear on the latest available assessment roll of the County within the area described and for a distance of five hundred (500) feet from the exterior boundaries of property legally described as:

_____

_____

_____

_____

Date _____ Signature _____

Address _____

Phone_____

STATE OF CALIFORNIA)
COUNTY OF LOS ANGELES)

On _____, before me,_____ , personally appeared _____, personally known to me (or proved to me on the basis of satisfactory evidence) to be the person(s) whose name(s) is/are subscribed to the within instrument and acknowledged to me that he/she/they executed the same in his/her/their authorized capacity(ies), and that by his/her/their signature(s) on the instrument the person(s), or the entity upon behalf of which the person(s) acted, executed the instrument.

WITNESS my hand and official seal.

_____
Signature of Notary Public

ALL SIGNATURES MUST BE ACKNOWLEDGED BEFORE A NOTARY PUBLIC

City of Cerritos
Department of Community Development
18125 Bloomfield Avenue Cerritos, CA 90703
Phone: (562) 916-1201
Website: permits.cerritos.gov

ENVIRONMENTAL INFORMATION FORM (APPENDIX H)

Date Filed: _____

GENERAL INFORMATION

1. Name and address of developer or project sponsor:_____

   _____

2. Address of project: _____

   Assessor's Book, Page and Lot Number: _____

3. Name, address, and telephone number of person to be contacted concerning this project: _

   _____

4. Existing zoning district:_____

5. Proposed use of property (project for which this form is filed): _____

   _____

PROJECT DESCRIPTION

6. Property size:_____ acres, _____ square feet.

7. Proposed building square footage: _____

8. Number of floors and square footage of each floor: _____

   _____

9. Amount of off-street parking provided: _____ spaces.

10. Anticipated phasing of development: _____

    _____

11. If multifamily residential, include the number of units, schedule of unit sizes, range of sale prices or rents and type of household size expected: _____

City of Cerritos
Department of Community Development
18125 Bloomfield Avenue Cerritos, CA 90703
Phone: (562) 916-1201
Website: permits.cerritos.gov

_____

_____

_____

12. If commercial, include the type of use, whether neighborhood, city or regionally oriented, square footage of sales area and loading facilities: _____

_____

_____

13. If industrial, indicate type of use, estimated number of employees per shift and loading facilities: _____

_____

_____

14. If institutional, indicate the major function, estimated number of employees per shift, estimated occupancy, loading facilities and community benefits to be derived from the project:

_____

_____

_____

_____

_____

15. If the project involves a variance, conditional use or rezoning application, state this and indicate clearly why the application is required:_____

_____

_____

_____

Are the following items applicable to the project or its effects? Discuss below all items checked yes (attach additional sheets as necessary).

YES	NO		
☐	☐	16.	Change in existing property features or substantial alteration of ground contours.
☐	☐	17.	Change in scenic views or vistas from existing residential areas or public lands or roads.
☐	☐	18.	Change in scale or character of general areas surrounding project.
☐	☐	19.	Add significant amounts of solid waste or litter.
☐	☐	20.	Change in the level of dust, ash, smoke, fumes or odors in vicinity.
☐	☐	21.	Change in ocean, bay, lake, stream or ground water quality or quantity, or alteration of existing drainage patterns.
☐	☐	22.	Substantial change in existing noise or vibration levels in the vicinity.
☐	☐	23.	Property on filled land or on slope of 10 percent or more.
☐	☐	24.	Use or disposal of potentially hazardous materials, such as toxic substances, flammables or explosives.
☐	☐	25.	Substantial change in demand for municipal services (police, fire, water, sewage, etc).
☐	☐	26.	Substantially increase fossil fuel consumption (electricity, oil, natural gas, etc).
☐	☐	27.	Relationship to a larger project or series of projects.

Environmental Setting

28. Describe the property as it exists before the project, including information on topography, soil stability, plants and animals, and any cultural, historical or scenic aspects. Describe any existing structures on the property and the use of said structures. Attach photographs of the site.

29. Describe the surrounding properties, including information on plants and animals, and on any cultural, historical, or scenic aspects. Indicate the type of land use (residential, commercial, etc.), intensity of land use (one-family, apartment, houses, shops, department stores, etc.), and scale of development (height, frontage, set-back, rear yard, etc.). Attach photographs of the vicinity.

Certification:

I hereby certify that the statements furnished above and in the attached exhibits present the data and information required for this initial evaluation to the best of my ability, and that the facts, statements, and information presented are true and correct to the best of my knowledge and belief.

Date:_____ Signature: _____

For: _____ _____

Cerritos Permit Hub

City of Cerritos
Department of Community Development
18125 Bloomfield Avenue Cerritos, CA 90703
Phone: (562) 916-1201
Website: permits.cerritos.gov

HOA APPROVAL FORM

For all properties located within a homeowners' association (HOA), written HOA approval is required prior to obtaining plan approval and/or building permits from the City of Cerritos. This form must be completed and submitted together with the required planning/permit application for all exterior work. Although separate HOA approval letters and/or signature stamps may be submitted as supplemental information, a completed copy of this form is still required.

Property Information

This section must be completed by the applicant or an authorized representative of the applicant/contractor.

Property Owner Name(s): _____

Phone Number: _____

Property Address: _____

What type of exterior work is being performed? Check all that apply.

- ☐ Air Conditioning
- ☐ Exterior Painting
- ☐ Exterior remodel (change in materials or architectural style; no added square footage)
- ☐ Front yard or driveway improvements
- ☐ New/replacement residence
- ☐ Re-roof
- ☐ Room addition
- ☐ Solar energy system
- ☐ Windows
- ☐ Other: _____

Property Owner Signature: _____

Date: _____

The City will accept either an official digital signature or a scanned copy of a wet signature. Digital signatures must be timestamped through a digital signature platform, such as the "Fill & Sign" tool of the free Adobe Reader, DocuSign, or any other digital signature.

City of Cerritos
Department of Community Development
18125 Bloomfield Avenue Cerritos, CA 90703
Phone: (562) 916-1201
Website: permits.cerritos.gov

HOA Information & Approval

This section must be completed by an authorized HOA Representative.

HOA Name: _____

Check one: HOA approval...

☐ IS required for one or more of the items checked in the section above. Complete all items below.

What is the highest level of review and approval required by your HOA for the proposed work? Check one:

- ☐ Board of Directors
- ☐ Property Manager
- ☐ Architectural/Design Review Committee
- ☐ Other: _____

HOA approval noted above was granted on _____.

HOA conditions of approval were:

- ☐ Imposed on the project and are attached to this form.
- ☐ Not imposed on the project.

Said approval is for plans with the following date or revision number: _____.

Check one: If plan modifications are required by the City, then the plans...

- ☐ DO require further review and approval by the HOA (requires new HOA approval form).
- ☐ DO NOT require further review and approval by the HOA.

☐ IS NOT required for any of the items checked in the section above.

Authorized HOA Signature: _____

Printed Name: _____

Title: _____

Date: _____

The City will accept either an official digital signature or a scanned copy of a wet signature. Digital signatures must be timestamped through a digital signature platform, such as the "Fill & Sign" tool of the free Adobe Reader, DocuSign, or any other digital signature.