



TENTATIVE TRACT MAP

An Informational Guide

DEPARTMENT OF PUBLIC WORKS AND PLANNING

Development Services Division

2220 Tulare Street, Suite A
Fresno, California 93721

(559) 600-4497

Toll Free: 1-800-742-1011

Fax: (559) 600-4200

WHAT IS A TENTATIVE TRACT MAP (TT)?

A Tentative Tract Map (TT) is one process used to subdivide real property into smaller lots.

Generally, a TT Map is used to create five or more lots. The subdivision design and necessary improvements related to roads, curb, gutter, sewer, water, and drainage are addressed during the processing of the application.

Typically, a Licensed Land Surveyor or Registered Civil Engineer will submit the application on behalf of the subdivider due to the complex nature of the mapping process. State and local laws require that a Licensed land Surveyor or Registered Civil Engineer prepare a Tentative Tract Map.

Approval of a TT requires a public hearing before the Planning Commission. Notice of the hearing is mailed to all surrounding property owners within 300 feet of the project site.

WHAT ARE THE SUBMITTAL REQUIREMENTS FOR A TT?

Prior to submitting a TT Application, the subdivider must obtain a Conference Checklist (Pre-Application Review) which is prepared by the Permit Assistance and Zoning Counter. This Checklist allows County staff to identify information specific to the property which may affect submittal and processing of the Application.

The application package for a TT includes the following:

- TT Application form and Filing Fees;
- Initial Study (IS) Application form and Filing Fees, if applicable (please review separate handout entitled Environmental Review);
- A current ownership deed with an accurate legal description of the subject parcel;
- Thirty-six copies of the Tentative Tract Map;
- Any special studies that may be required at the time of filing;
- The Pre-Application Review.

For the specific filing requirements, refer to the Fresno County Tentative Tract Map Application

Filing Requirements handout. Prior to submittal of the application package, the subdivider may request a “pre-development meeting” to discuss the proposal with staff from County Departments and other reviewing agencies.

WHAT IS THE PROCESS A TT GOES THROUGH?

Before a TT Application is accepted as complete, staff reviews the application packet and map to determine that all the required information is provided. The initial review takes approximately one week. After the applications are determined to be complete and accepted, the project is routed to County Departments and various other agencies for review. Following the comment period, staff conducts the IS and reviews the TT to determine if the Findings required to grant a TT can be made. These Findings are as follows:

1. That the proposed map and the design or improvement of the proposed subdivision are consistent with the General Plan and any applicable Specific Plans;
2. That the project site is physically suitable for the type and density of development proposed;
3. That the design of the proposed subdivision or the proposed improvements are not likely to cause substantial environmental damage or substantially and avoidably injure fish or wildlife or their habitat;
4. That the design of the subdivision or types of improvements are not likely to cause serious public health problems;
5. That the design of the subdivision or the type of improvements will not conflict with easements acquired by the public at large for access through or use of the property within the proposed subdivision.

After staff completes its analysis of the required Findings and the IS, a Subdivision Review Committee meeting is held to inform the subdivider of the recommendations and requirements regarding subdivision design and improvements. Subsequently, a notice announcing the hearing date before the Planning Commission is mailed to the property owner, applicant, and surrounding property owners. A Subdivision Review Committee Report is then prepared for the Planning Commission. The Report includes a summary of the analysis and a recommendation for approval or denial of the TT. The Report is made available to the Commission, the subdivider, and the public prior to the hearing. The Planning Commission hearing is held in the Board of Supervisors Chambers located on the Third Floor of the Hall of Records, 2281 Tulare Street, Fresno.

APPEAL PROCESS

After a decision is made on the TT Application, there is a 15-day appeal period during which the subdivider or any other affected party may appeal the determination of the Planning Commission to the Board to Supervisors. The Appeal form and Filing Fee must be submitted to the Clerk of the Board of Supervisors within the 15-day appeal period.

HOW LONG DOES THE TT PROCESS TAKE?

Generally, a TT Application will require at least 90 days to process. This time period is extended if additional information is required of the subdivider during the Initial Study/Tentative Tract Map review process. The subdivider will be notified within 30 days of the application receipt date if additional information or special studies are needed in order to continue processing the application. The processing time on a TT will vary depending on the size, complexity, and location of the proposed tract. The processing time will be substantially greater if an Environmental Impact Report (EIR) is required.

AFTER THE TT MAP IS APPROVED, WHAT NEXT?

The approval of a Tentative Tract Map does not include approval of, or fees associated with, Improvement Plans, Drainage Plans, or Grading Permits which will be required as part of the Final Map process. All Conditions of Approval must be satisfied prior to recording a Final Map.

County staff is available to answer any questions you may have regarding the Tentative Tract Map process. Please call (559) 600-4497 for assistance.

G:\4360Devs&PIn\PROJSEC\ADMIN\RESOURCES\WEB flyers\TT.doc