

TENTATIVE MAP APPLICATION

PREPARED BY:

Planning Division
Community Development Department
City of Baldwin Park

April 20, 2025

SUBMITTAL REQUIREMENTS
TENTATIVE MAP APPLICATION

	DOCUMENTS	# OF COPIES
	Architectural Plans (Site plan, Floor Plan, Elevations)	One (1) PDF Copy
	Ownership Map (Drawn 300' from each property line)	One (1) PDF Copy
	Property Owner and Occupants List prepared on gummed labels	3 Physical Sets
	Notarized Affidavit of Accuracy of Property Owners List	One (1) PDF Copy
	Notarized Owners Affidavit	One (1) PDF Copy
	Preliminary Grading Plan	One (1) PDF Copy
	Title Report (within six months)	One (1) PDF Copy
	Completed & Signed Application Form	One (1) PDF Copy
	Environmental Filing Fee – Undated check made payable to the LA County Clerk (\$75.00)	
	Photos of existing site	One (1) PDF Copy
	Standard Urban Storm Water Mitigation Plan Evaluation Form	One (1) PDF Copy

CITY OF BALDWIN PARK
PLANNING DIVISION
14403 E. PACIFIC AVENUE
BALDWIN PARK, CA 91706
(626) 813-5261

TYPE OF APPLICATION

Tentative Tract Map
 Lot Line Adjustment

Tentative Parcel Map

APPLICATION INFORMATION

Name of Applicant(s) _____

Address _____

Phone No. _____ Email: _____

Owner(s) of Record _____

Owner's Address _____

*Engineer or Surveyor Name _____

Address _____

Phone No. _____

Registration No. _____

PROPERTY INFORMATION

Location _____

Assessor Parcel Number(s) _____

Existing Use of Property _____

Purposed Use of Property _____

Existing Number of Parcels: _____ Proposed Number of Parcels: _____

CERTIFICATION STATEMENT:

I/We understand that the application for a _____ shall be charged at a deposit of \$ _____ + FBHR of staff time + actual cost of City Attorney if applicable. Should my deposit be depleted at any time prior to the completion of the process, the process will be suspended until additional deposits, the amount of which shall be determined by the City Planner, are made. Failure to provide additional funds within ten (10) days after notification of depletion shall be cause for withdrawal of this application. I also understand that prior to the issuance of any future building permit(s) associated with this application, all fees must be collected and deposit accounts settled. Further I/we acknowledge the filing of this application and certify that all of the above information is true and accurate and that I/we have familiarized myself/ourselves with the relevant provisions of the Baldwin Park Zoning Code.

Signature

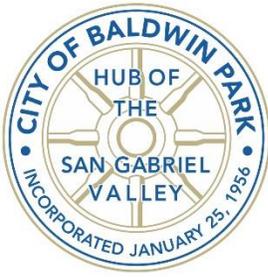
Date

Signature

Date

FOR CITY USE ONLY:

File No: _____ Fee: _____ Received by: _____ Date: _____



OWNER'S AFFIDAVIT

I/We, _____ the undersigned, hereby declare under the penalty of perjury that I/we am/are the owner/s of the property involved in this request and hereby authorize _____ (applicant's name) to file a _____ (Tentative Tract Map, Tentative Parcel Map, Lot line Adjustment) application on my property located at _____ in the City of Baldwin Park for _____ (type of activity).

Owner's Signature

Date

Owner's Name (Printed)

Owner's Address

On _____ before me _____, personally appeared _____ who 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 signatures on the instrument the person(s) or the entity upon behalf of which the person(s) acted, executed the instrument.

I certify under PENALTY OF PERJURY under that laws of the State of California that the foregoing is true and correct

Notary Public

AFFIDAVIT OF ACCURACY OF PROPERTY OWNER'S LIST

I/We, _____
(Print or type names in full)

Hereby certify that the above list contains the correct names and addresses of all owners of property within an area described in this petition and for a distance of 300 feet adjacent to this same area, and such names and addresses are taken from the last adopted Los Angeles County Assessor Tax Roll.

Applicant Signature

Date

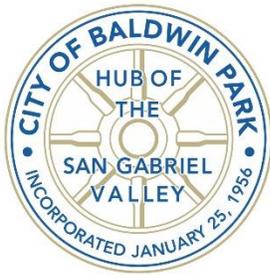
Applicant's Name (Printed)

Applicant's Address

On _____ before me _____, personally appeared _____ who 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 signatures on the instrument the person(s) or the entity upon behalf of which the person(s) acted, executed the instrument.

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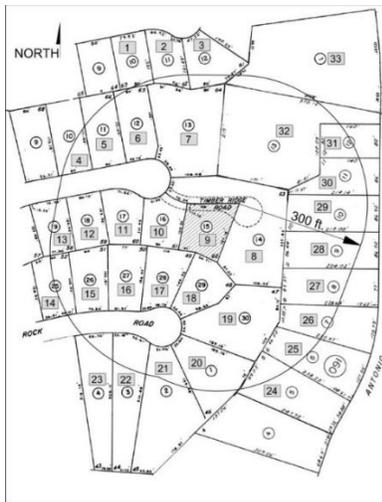
Notary Public



OWNERSHIP MAP/ PROPERTY OWNERS LIST

California state law requires that property owners within 300-feet of a proposed land use application (zone variance, conditional use permit, etc.) be notified about the application prior to the public hearing date. The City of Baldwin Park complies with this law by requiring that an Ownership Map and a Property Owners List be submitted with the formal application.

The Ownership Map



The **Ownership Map** may be a cop of the City Atlas Map, scale 1' = 20', and it may be obtained from the Planning Division. All properties within a 300-foot radius from the proposed project site property line boundaries must be included in the radius. To accurately draw the ownership map, draw a radius line of 300-feet (equivalent to 1 ½- inch on the Atlas Map) from all outside property lines. Please number the parcels on the **Ownership Map** to correspond with the numbers on the Property Owners List.

The **Property Owners List** includes all property owners' names and addresses within the 300-foot radius of the proposed project site included on the Ownership Map. Two (2) sets of gummed labels shall be submitted including a label for the applicant and the owner of the property being filed upon. Please number each label consecutively to accurately correspond to the numbered properties on the Ownership Map. The names and addresses of the property owners may be found at the Los Angeles County Assessor's office.

Assessor's Office

1190 Durfee Avenue
El Monte, CA 91733
(626)258-6001

Office Hours: Monday – Friday
8:00 a.m. – 5:00 p.m.

NOTE: SPECIAL HELP is available from the Planning Division if any doubts arise about any portion of this application. Planning staff will be happy to answer any questions you may have at (626) 813-5261.

Si necesitan traducción en español, favor de llamar al (626)813-5261.