



# Tentative Tract Map / FINAL TRACT MAP Requirements

## SUBDIVISION MAP PROCESSING

This section applies to the submittal and processing of Tentative Parcel Map and Tentative Tract Map applications, including Vesting Map applications. A Tentative and Final Tract Map is generally required for the following the division of residentially zoned land into five (5) or more parcels or condominium units (including condominium conversions).

## TENATIVE MAP

- A. **Application:** Tentative Map applications shall be submitted to the Community Development Department/Planning Division. Initial submittals for Tentative Map applications shall include all application forms, materials, and exhibits identified in the Department's "Precise Plan Application."
- B. **Fees:** Application fees are paid at the time of application submittal. Fees are based on the latest City and Orange County Fire Authority fee schedules in effect at the time of submittal.
- C. **Accompanying Data and Reports:** The Tentative Map application shall be accompanied by the following data and reports. The Community Development Department may also require additional materials, exhibits, data, or information as deemed necessary to accomplish the purposes of the Subdivision Map Act and the Subdivision Code.
  1. **Soils, Geology, and Seismicity Report** – A preliminary soils and geology report prepared in accordance with the Uniform Building Code shall be submitted. If the report indicates the presence of critically expansive soils, high groundwater, or other soil problems which, if not corrected, would lead to structural defects, the soils report accompanying the Final Map shall contain an investigation of each lot within the subdivision. A soils, geology, and seismicity report previously approved for the site may be used if it is less than one (1) year old. Previously prepared reports which are more than one (1) year old may be submitted with a statement of adequacy from a Registered Civil Engineer, subject to the approval of the Building Official.

2. **Preliminary Title Report** – One or more preliminary title reports covering all parcels affected by the proposed subdivision shall be provided. The report(s) shall be dated within thirty (30) days of the date that the application is submitted. If the processing time exceeds six (6) months, an updated title report shall be provided and shall be updated for every succeeding six-month processing time period. Grant deeds or property profiles in lieu of title reports will not be accepted.

## **Tentative Map From & Content**

The Tentative Map shall be prepared in a manner acceptable to the Community Development Department and shall be prepared by a registered civil engineer or licensed land surveyor. The Tentative Map shall be clearly and legibly drawn and shall contain the following information unless waived by the Community Development Director. The Community Development Department may also require additional materials, exhibits, data, or information as deemed necessary to accomplish the purposes of the Subdivision Map Act and City's Subdivision Code.

- A. **Map Size:** The minimum Tentative Map size shall be eighteen (18) inches by twenty-six (26) inches. The maximum Tentative Map size shall be thirty-six (36) inches by forty-eight (48) inches, unless a larger scale is necessary to include all of the map area on one sheet in accordance with the scale requirements in Subsection (B) below.
- B. **Map Scale:** The Tentative Map shall be drawn to an engineer's scale large enough to clearly show the details of the plan thereon. The minimum scale shall be one (1) inch equals fifty (50) feet.
- C. **Graphic and Linear Representation:** Proposed lines and features on the Tentative Map shall be represented as follows:
  1. Tract boundary: Heavy, double-width solid line;
  2. Proposed streets, lot lines, and City boundaries: Heavy solid line;
  3. Existing lot lines: Light solid line;
  4. Easements: Light dashed line and labeled as to intended use. Identify if existing or proposed, public or private, and remaining or to be quit claimed;
  5. Water lines, sewers, storm drains, etc.: Heavy dashed line and labeled as to intended use. Identify if existing or proposed and remaining or to be removed; and
  6. Existing contours: Light dash line with elevations denoted.

D. **Title Block:** A title block shall be provided and include the following information:

1. A tentative tract number;
2. Names, addresses, and telephone numbers of the property owner or owners of record and the person or firm that proposed the map;
3. Name, address, and telephone number of the registered civil engineer or licensed surveyor (with R.C.E. or L.S. number) who prepared the map; and,
4. Date of Tentative Map preparation.

E. **Descriptive Information:** The Tentative Map shall include a north arrow, scale, total number of numbered and lettered lots, gross site area, net site area, and contour interval. The gross and net density shall be identified (i.e. dwelling units per acre for residential projects, floor area ratio for commercial/industrial projects).

F. **Existing Conditions:** The following information shall be shown within the tentative map boundaries and within a minimum of 100 feet (30m) thereof:

1. Locations, names, grades, existing widths of all highways, streets, and roads, and if private designated as such;
2. Location, widths, and type of any sidewalks, curbs and gutter and driveways;
3. Widths and approximate locations of all existing Easements, Tentative Maps, easements, including rights of way, whether public or private, recorded or unrecorded;
4. Location and identification of any existing utilities and drainage facilities.
5. Identification of all buildings or structures as to land use (single-family dwelling, duplex, commercial building, barn, shed, etc);
6. Location of all existing buildings or structures with respect to proposed lot lines;
7. The approximate location of all isolated trees with an average trunk diameter of 4 inches or greater within the boundaries of the tract, and the outlines of groves or orchards;
8. Topography and contours at no more than 5 foot intervals within the total ownership boundaries. Contours shall extend beyond such boundaries a minimum of 100 feet. In addition any predominant ground slopes in the vicinity shall be shown or noted. Contours shall be based on City Bench Marks;

9. Widths and directions of flow for all watercourses;
10. Adjacent lands if owned, leased, or under option to purchase by the owner of the land proposed to be subdivided, or the subdivider. The exclusion of any land from the proposed subdivision shall not create strips or parcels incapable of development, as determined by the Community Development Director; and
11. Seismic fault lines.

G. **Proposed Development:** All proposed improvements shall be clearly identified by means of notes, symbols and/or typical sections including;

1. Locations, grades, and widths of any proposed highways, streets, or roads, and if to be private designated as such;
2. Proposed street or Easements, Tentative Maps, easement dedications;
3. Approved names for all streets within the boundaries of the tentative map;
4. Proposed sidewalks, pavement, curbs and gutter, retaining walls, street lights, and driveways;
5. Location, size, and direction of flow for all sewer facilities and whether public or private;
6. Proposed drainage facilities, direction of surface drainage; and structural best management practices;
7. Any existing structures to be removed or relocated and any proposed buildings;
8. Proposed grading using symbols and criteria per the Grading Ordinance and Standard Drawings of the City of La Palma;
9. Any trees to be removed; and
10. Location, purpose and size of proposed Easements, Tentative Maps, and whether public or private.

H. **Location and Boundary Delineation:** The following items shall be represented on the Tentative Map:

1. The Tentative Map boundary lines shall be measured to the centerline of any existing abutting local public street or any existing or proposed arterial highway. However, if any portion of the street or highway is not owned in fee by the subdivider, the owner of such street or highway shall be identified on the map, but approval for filing is not required from such owner. The Final

Map boundary lines shall be to the limits of fee ownership within such streets or highways which shall be deemed to be in conformance with the Tentative Map;

2. The vicinity map showing roads, adjoining subdivisions, towns, creeks, railroads, and other data sufficient to locate the proposed subdivision and show its relation to the community;
3. A legal description of the land to be subdivided;
4. A description of the Tentative Map boundary in sufficient detail to describe the approximate location of the boundary lines. This description may be shown on a separate sheet accompanying the Tentative Map; and,
5. The names and/or numbers of adjacent subdivisions and the names of owners of adjacent unplatted land.
6. Delineation of public vs. privately maintained areas.

I. **Supplemental Information:** The following items shall be represented on the Tentative Map:

1. The approximate lot layout and the approximate dimensions of each lot and each building site. Engineering data shall show the approximate finished grading of each lot, the preliminary design of all grading, the elevation of proposed building pads, the top and toe of cut and fill slopes to scale, the number of each lot, and the elevation of adjacent parcels;
2. A consecutively numbered lot number of each proposed building site with the highest number circled;
3. An alphabetical identification for each parcel not proposed as a building site and a summary table identifying each lettered lot with an explanation as to its intended use, ownership, and maintenance responsibility;
4. The width and approximate locations of all existing and proposed easements or rights-of-way, whether public or private, for roads, drainage, sewers, or flood control, slope maintenance, or recreation purposes;
5. The locations, widths, and approximate grade of all existing and proposed street and highway improvements including street intersections, medians, driveways and alleys, curbs and gutters, sidewalks, and pavement edges within the proposed tract. Said locations may be shown either in plan or by reference to a cross-section shown on the Tentative Map;

6. The locations and widths of all existing street and highway improvements, including street intersections, medians, driveways, alleys, curbs and gutters, sidewalks and edges of pavement within two hundred (200) feet of the boundaries of the proposed tract;
7. The locations of all areas subject to inundation or flood hazard and the locations, widths, and directions of flow of all watercourses and flood control channels;
8. The direction and percent of drainage flow of streets and alleys and the direction and percent of drainage flow along property boundary;
9. Existing topography and structures on the proposed site and within one hundred (100) feet of the proposed site, including but not limited to:
  - a. Existing contours at two (2) foot intervals if the existing ground slope is less than ten percent (10%) and at not less than five (5) foot intervals for existing ground slopes equal or greater than ten percent (10%). Contour intervals shall not be spread more than one hundred fifty (150) feet apart. Existing contours shall be represented by dashed lines or by screened lines;
  - b. Type, circumference, and dripline of existing trees with a trunk diameter of four (4) inches or more. Any trees proposed to be removed shall be so indicated;
  - c. The location and outline of existing structures identified by type. Structures to be removed shall be so marked; and
  - d. Existing lot lines.
10. The location of any excavations within the subdivision or within two hundred (200) feet of any portion of the subdivision, the location of any existing wells, cesspools, sewers, culverts, storm drains, and underground structures within the subdivision, and a statement noting whether or not such uses are to be abandoned, to be removed, or to remain;
11. Proposed contours at two (2) foot intervals shall be shown if the existing ground slope is less than ten percent (10%) and not at less than five (5) foot intervals for existing ground slopes of ten percent (10%) or more. A separate grading plan may be submitted;
12. A statement as to the intention of the subdivider in regard to slope planting and erosion control;

13. Use or uses proposed in the Tentative Map as specified by applicable or pending zoning district regulations. If for multiple family dwelling uses (including condominium and community apartment projects), the proposed number of units shall be stated;
14. Type and extent of existing street improvements adjacent to the subdivision and diagrams of existing street sections;
15. Type and extent of proposed street improvements and diagrams of typical street sections;
16. Approximate radius of all center line curves on highways, streets, alleys, and vehicular access ways;
17. Proposed method of sewage disposal and the name of the sewer agency and the capacity of the collector and the sewage treatment facility;
18. Name of proposed water supplier;
19. Type of other utilities which are proposed to serve the subdivision, including but not limited to gas, electricity, communications, and cable television, the name of the utility company or agency that will provide the service, and a notation as to whether the utilities will be aboveground or underground and notation as private or public;
20. The drainage area tributary to the subdivision and statements setting forth in detail, but not quantitatively, the manner in which storm runoff will enter the subdivision, the manner in which it will be carried through the subdivision, the manner in which disposal beyond the subdivision boundaries will be assured and, where applicable, with reference to any duly adopted Public Works Drainage Plan;
21. A statement certifying to one of the following and signed by the subdivider or authorized agent that:
  - a. The subdivider is the property owner of record; or,
  - b. The property owner of record consents to the filing of the Tentative Map.
22. The park location, dimensions, net area, and access if a park is to be provided or a statement setting forth, in detail, how the requirements of parkland dedication are to be accomplished;
23. The height, area, and configuration of man-made slopes shall be clearly shown. All slope areas shall be shown by type;

24. A copy of any restrictive covenants proposed shall be appended to the Tentative Map;
25. A "Revision Block" shall be placed on each revised Tentative Map and all changes shall be clearly indicated;
26. If the subdivider plans to develop the site in phases, the proposed phases and their proposed sequence of construction shall be shown;
27. The subdivider shall specify if multiple maps are to be filed; and
28. The subdivider shall specify any deviation from City standards and the justification for such deviation.

## Processing

- A. **Review for Completeness:** Upon receipt of a Tentative Map application, the Community Development Department/Planning Division will forward copies of the Tentative Map to the following City Departments and agencies:

- Community Development Building Division
- Public Works/Engineering
- Orange County Fire Authority
- Police
- Parks and Recreation
- Other departments and jurisdictions as deemed applicable

Within twenty-one (21) working days (not to exceed thirty (30) calendar days) following application submittal, the planner assigned to the project will forward written comments (letter of incompleteness) to the applicant. The letter of incompleteness will indicate whether the application can be deemed complete or identify items collected from the reviewing departments and agencies that must be corrected, submitted and/or revised before the application can be deemed complete. The letter will identify any additional copies of plans, exhibits, or materials that are necessary for the next step in the process. The letter will also identify several potential conditions of approval that will be incorporated into the final conditions of approval if the Tentative Map is approved.

Once all of the requested information is resubmitted and determined to be adequate, the application can be deemed complete and will be scheduled for public hearings.

Any outstanding items to make an application complete should be submitted to the Community Development Department within six (6) months of the date of notification. If the items are not submitted during this time period, the application, at the discretion of the Community Development Director, may be deemed withdrawn.

- B. **Outside Agency Review:** No later than five (5) days after deeming the application complete, the Community Development Department will forward copies of the Tentative Map application to the School District, public utility companies, and other affected agencies for review and comment. These agencies will be given fifteen (15) calendar days to submit comments consistent with State law.
- C. **Environmental Review:** Processing of environmental documents will be conducted in accordance with the California Environmental Quality Act (CEQA). Unless an Environmental Impact Report (EIR) is required, the preparation of the environmental documents and the commencement of the applicable public review period will generally coincide with the outside agency review period. If an EIR is required, overall processing and review times will be longer.

## Hearings

Tentative Map applications require a minimum of two (2) public hearings. The Planning Commission will conduct at least one (1) hearing and make a recommendation to the City Council to approve, approve with conditions, or deny the application. The City Council will conduct at least one (1) public hearing and take action to approve, approve with conditions, or deny the application. The decision of the City Council is final.

Staff reports and, in most cases, draft resolutions containing the staff recommended action and potential conditions of approval will be available to the property owner, applicant, and public at least seventy-two (72) hours prior to each of the scheduled hearing dates.

## Post Approval Requirements

- A. **County Filing Fee:** Within forty-eight (48) hours of project approval, the applicant shall deliver to the Community Development Department, a cashier's check payable to the Orange County Clerk in the amount specified in the approval resolution. This fee is required by the Orange County Clerk to allow the City to file the appropriate environmental documentation related to the project. Failure to allow the City to file the appropriate environmental determination could lengthen the statute of limitations under which an interested party could challenge the environmental determination.
- B. **Final Map Recordation:** Final Maps shall be submitted for review in compliance with the Tentative Map conditions of approval.

# Final Map

## **Applicability**

This section applies to the submittal of Final Tract Maps in accordance with the subdivision Code.

## **Timing**

Final Maps should be submitted at least ninety (90) days prior to the expiration date of the Tentative Map to allow for review, processing, and recording prior to the expiration of the Tentative Map.

If the Final Map has not been recorded at least thirty (30) days prior to the expiration of the Tentative Map, and the Tentative Map qualifies for a time extension in accordance with Section 66452.6 of the Subdivision Map Act, the applicant is advised to apply for an extension of time.

If a map is not recorded with the County Recorder prior to the expiration date of the Tentative Map, and no time extension is granted, the approval of the Tentative Map shall automatically become null and void. A new Tentative Map application and full payment of application fees shall be required for further consideration of the subdivision proposal.

## **Submittal Requirements**

- A. **Application:** Final Map submittals shall be made to the Community Development Department. No application form is required for a Final Map submittal. However, any materials submitted should be accompanied by an itemized transmittal form.
- B. **Fees:** Final Map application fees are paid to the Community Development Department at the time of application submittal. Fees are based on the latest fee schedule in effect at the time of submittal.
- C. **Accompanying Data and Reports:** The following items shall be provided and accepted as adequate prior to presenting the Final Map to the City Council for approval:
  - 1. A list of proposed street names for approval by the City.
  - 2. A draft copy of Conditions, Covenants, and Restrictions (CCRs) and related organizational documents.
  - 3. The City Engineer or City Attorney may require additional materials, exhibits, data, or information as deemed necessary to accomplish the purposes of the Subdivision Map Act and the City's Subdivision Code.

# FINAL MAP FORM & CONTENT

The Final Map shall be prepared in a manner acceptable to the City Engineer and shall be prepared by a registered civil engineer or licensed surveyor. The Final Map shall be clearly and legibly drawn, printed, or reproduced by a process guaranteeing a permanent record in black on polyester base film and shall contain the following information, unless waived by the City Engineer.

- A. **Map Size:** The size of each sheet shall be eighteen (18) inches by twenty-six (26) inches. A marginal line shall be drawn completely around each sheet, leaving an entirely blank margin of one (1) inch.
- B. **Map Scale and Number of Sheets:** The scale of the map shall be not less than 1" = 50' or as may be necessary to show all details clearly and with enough sheets to accomplish this end. The particular number of the sheet and the total number of sheets comprising the map shall be stated on each of the sheets, and its relation to each adjoining sheet shall be clearly shown. When four (4) or more sheets, including the certificate sheet are used, a key sheet shall be included.
- C. **Graphic and Linear Representation:** Proposed lines and features on the Final Map shall be represented as follows:
  - 1. **Boundary:** The boundary of the subdivision shall be designated by a heavy black line in such a manner as not to obliterate figures or other data; and
  - 2. All printing or lettering on the map shall be of one-eighth ( $\frac{1}{8}$ ) inch minimum height and of such shape and weight as to be readily legible on prints and other reproductions made from the original drawings.
- D. **Map Title:** Each sheet shall have a title showing the subdivision number and name and the location of the property being subdivided with reference to maps which have been previously recorded, or by reference to the plat of a United States Survey. The following words shall appear in the title, "City of La Palma, Orange County."
- E. **Descriptive Information:** There must appear on each map sheet the scale, the north point, and the basis of bearings based on Zone II of the California Coordinates, and the equation of the bearing to true north. The basis of bearings shall be approved by the City Engineer.
- F. **Location and Boundary Delineation:** The following items must be identified on the Final Map:
  - 1. Sufficient linear, angular, and radial data shall be shown to determine the bearings and lengths of monument lines, street centerlines, the boundary

lines of the subdivision, the boundary lines on every lot and parcel which is a part of the subdivision, and ties to existing monuments used to establish the boundary. Arc length, radius, and total central angle and radial bearings of all curves shall be shown. Ditto marks shall not be used in the dimensions and data shown on the map.

2. The location and description of all existing and proposed monuments shall be shown. Standard City monuments shall be set at or on the following locations:
  - a. The intersection of street centerlines;
  - b. Beginning and end of curves or intersection or tangents on centerlines; and
  - c. At other locations as may be required by the City Engineer.
3. The adjoining corners of all adjoining subdivisions shall be identified by subdivision number or name when not identified by official number, and reference to the book and page of the filed map showing such subdivision; and, if no subdivision is adjacent, then by the name of the owner and reference to the recorded deed by book and page number for the last record owner; and
4. City boundaries which cross or join the subdivision shall be clearly designated.

G. Supplemental Information – The following items shall be represented on the Final Map:

1. All certificates and acknowledgements shall be made as required by the Subdivision Map Act and shall appear only once on the cover sheet and second sheet if needed. Certificates, affidavits, and acknowledgments may be legibly stamped or printed upon the map with opaque ink. If ink is used on polyester base film, the ink surface shall be coated with a suitable substance to assure permanent legibility;
2. Lot numbers shall begin with the number one (1) in each subdivision and shall continue consecutively with no omissions or duplications except where contiguous lands, under the same ownership, are being subdivided in successive units, in which event lot numbers may begin with the next consecutive number following the last number in the preceding unit. Each lot shall be shown entirely on one (1) sheet of the Final Map;

3. The names of all existing streets, alleys, or highways adjoining the subdivision and proposed streets within the subdivision once approved by the Community Development Department; and,
4. Easements and dedications for roads or streets, paths, alleys, utilities, local transit facilities, storm water drainage, sanitary sewers, or other public use as may be required shall be dedicated to the public for acceptance by the City or other public agency, and the use shall be specified on the map.

All easements of record shall be shown on the map, together with the name of the grantee and sufficient recording data to identify the conveyance, e.g. recorder's serial number and date or book and page of official records. Easements not disclosed by the records in the office of the County Recorder and found by the surveyor or engineer to be existing shall be specifically designated on the map, identifying the apparent dominant tenements for which the easement was created.

The sidelines of all easements of record shall be shown by dashed lines on the Final Map with the widths, lengths, and bearings of record. The width and location of all easements shall be approved by the Public Works Director.

### **Processing**

- A. Final Map submittals shall be delivered in person to the Community Development Department. Upon receipt of a Final Map submittal, the Community Development Department will forward the application to the Public Works Department. The Public Works Department will then undertake formal review and processing of the request. Thereafter, the applicant will coordinate all City resubmittals directly with the Public Works staff.
- B. Final Maps are simultaneously reviewed by the City and the Orange County Public Facilities and Resources Department. The applicant is responsible for making separate submittals of Final Maps to the County for checking.
- C. The Public Works Department shall review Final Maps for completeness and substantial compliance with the applicable Tentative Maps. Within thirty (30) days of submittal, the applicant shall be notified as to whether the maps are acceptable or if corrections are required.
- D. The City Attorney and Community Development Department shall review the draft CC&Rs for adequacy in form, content, and consistency with project conditions of approval. In most cases, the applicant will be notified within thirty-five (35) business days as to whether the draft CC&Rs are acceptable or if revisions are required.

- E. Upon substantial completion of Final Map checking and public improvement plans, the Public Works Department will prepare the documentation for the bonds and agreements for the deferral of any improvements required, the City Council will not approve a Final Map until the subdivider either completes the required improvements or enters into an agreement with the City to guarantee the completion of such improvements.
- F. After all corrections to the Final Map have been made and deemed acceptable to the County and the City Engineer, all improvement agreements have been signed and bond amounts paid, the CC&Rs have been approved as to form and all applicable conditions of the Tentative Map have been satisfied, the Community Development Department will schedule the Final Map for the next available City Council agenda as a consent calendar item. Upon notification that the application is complete, the applicant shall provide the Community Development Department with one (1) set of 8½" x 11" KP-5 photographic reductions of each map sheet.
- G. Upon receiving evidence that the applicant has complied with the conditions of approval for recordation imposed upon the Tentative Map approval and all applicable provisions of the Subdivision Code and Subdivision Map Act, the City Council will approve the Final Map by adoption of a resolution prepared by the Community Development Department.

### **Post Approval Requirements**

- A. Upon City Council approval of the Final Map, the applicant shall comply with the Post Approval Procedures listed under the City's Subdivision Code.
- B. In addition to the full size plans, the approved version of all final development plans including, but not limited to, Final Maps, right-of-way maps, records of survey, public works improvements, private infrastructure improvements, final grading plans, and site plans shall also be submitted to the Public Works Department/Engineering Division in computer aided design and drafting (CADD) format. The acceptable formats shall be Integraph DGN or AutoCad DWG file format, but in no case less than DXF file format. The City of La Palma CADD conventions shall be followed in preparing plans in CADD, and these guidelines are available from the Engineering Division.

The CADD files shall be submitted to the City at the time the plans are approved, and updated CADD files reflecting "as built" conditions shall be submitted once all construction has been completed. The Subdivision Bonds will not be released until the required CADD files have been submitted to the City Engineer.

# **Miscellaneous Provisions**

## **CC&Rs**

Prior to approval of a Final Map, all organizational documents for the project including CC&Rs and any other deed restrictions shall be submitted to the Community Development Department and approved by the City Attorney. Costs for such review shall be borne by the subdivider. A copy of the final documents shall be submitted to the Community Development Department after recordation. Typical CC&R provisions include, but are not limited to, the following:

- A. The City shall be included as a party to the CC&Rs for enforcement purposes of those CC&R provisions in which the City has interest, as reflected in the following provisions. However, the City shall not be obligated to enforce the CC&Rs.
- B. The requirement that association bylaws be established.
- C. Provisions for effective establishment, operation, management, use, repair, and maintenance of all common areas and facilities including landscaped areas and lots, walls and fences, private roadways (i.e. walks, sidewalks, trails), and paseos.
- D. Membership in any Homeowners Association shall be inseparable from ownership in individual lots.
- E. Architectural controls shall be provided and may include, but not be limited to, provisions regulating exterior finishes, roof materials, fences and walls, accessory structures such as patios, sunshades, trellises, gazebos, awnings, room additions, exterior mechanical equipment, television and radio antennas, except satellite earth station antennas, may be permitted as provided by law.
- F. Maintenance standards shall be provided for applicable items listed in Section C above in CC&Rs. Examples of maintenance standards are shown below:
  - 1. All common area landscaping and private areas visible from any public way shall be properly maintained. All trees and shrubs shall be trimmed so they do not impede pedestrian traffic along the walkways. Trees shall be pruned so they do not intrude into neighboring properties and shall be maintained so they do not have droppings or create other nuisances to neighboring properties. All trees shall also be root pruned to eliminate exposed surface roots and damage to sidewalks, driveways, and structures.
  - 2. All private roadways, sidewalks, and paseos shall be maintained to ensure safe conditions for users. Significant pavement cracks, pavement distress, excessive slab settlement, abrupt vertical variations, and debris on travel ways should be removed or repaired promptly. Pedestrian access at the

main project entry shall remain open and accessible to the public at all times.

- G. The Association shall be required to file the names, addresses, and telephone numbers of at least one (1) member of the Association Board and, where applicable, a Manager of the project before January 1st of each year with the City of La Palma Community Development Department for the purpose of contacting the association in the case of emergency or in those cases where the City has an interest in CC&R violations.
- H. The Association shall be responsible for establishing and following procedures for providing entry gate access to the public utilities for maintenance of their facilities within the project area, subject to those agencies' approval.
- I. No amendment to alter, modify, terminate, or change the Homeowners Association's obligation to maintain the common areas and the project perimeter wall (include if the wall is located on private property) or other CC&R provisions in which the City has an interest, as noted above, or to alter, modify, terminate, or change the City's right to enforce maintenance of the common areas and maintenance of the project perimeter wall, shall be permitted without the prior written approval of the City of La Palma Community Development Department.

### **Reciprocal Access**

If a subdivision or lot line adjustment will create a situation requiring reciprocal access for vehicular, pedestrian, and/or other purposes and no other governing documents are proposed, a Covenant of Easement, or other type of deed restriction approved by the City Attorney shall be recorded to ensure that reciprocal access is maintained in perpetuity.

Covenants of Easement shall follow the form and content prescribed by the City Attorney. Prior to City Council approval of a Final Map or Lot Line Adjustment, a draft Covenant of Easement shall be submitted to the Planning Division for review and approval by the City Attorney. Costs for such review shall be borne by the subdivider. A copy of the final Covenant of Easement shall be submitted to the Community Development Department after recordation.

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