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# TENTATIVE MAP (TM) TENTATIVE PARCEL MAP (TPM) PROCESS OVERVIEW AND APPLICATION

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PLANNING & BUILDING DEPARTMENT  
10601 Magnolia Avenue  
Santee, CA 92071  
(619) 258-4100, Ext 167

## **Application**

Prior to applying for a TM/TPM, the applicant may want to consider completing an Initial Consultation (IC). Projects which require a public hearing before the City Council, benefit from the processing of an IC. The IC process is intended to identify the general regulatory constraints of a property and provide a cursory review of a conceptual project to identify issues which may impact the design of the project prior to formal project submittal. If the applicant would like to submit for an IC first, they should contact the Planning Staff for more information.

If an IC was completed, the applicant can redesign the project to incorporate any changes that may have been requested or required by City staff during the IC meeting.

The applicant must submit the completed TM/TPM application packet digitally through the Permitting & Licensing Portal ([SanteePortal.org](https://SanteePortal.org)). The Project Planner will set up an invoice for the TM/TPM for which the applicant will receive a notification that an invoice for the application is ready for payment. Once the invoice is paid, the Project Planner will route the plans for a 30-day review and completeness check. If any items are deemed missing in the checklist below, the application will be determined as Incomplete and must be resubmitted. Any resubmittal for an application found Incomplete will begin a new 30-day review period.

## **Environmental Review**

The project will be reviewed for compliance with the [California Environmental Quality Act](#) (CEQA). After the application is digitally submitted, the plans and associated project documentation will be sent by the City to the appropriate public agencies and City departments involved in the project for their review and comment. Once the proposed project has been reviewed and deemed complete pursuant to Government Code 65943, the City will determine whether a proposed action is subject to CEQA. If deemed subject to CEQA, the project may qualify for an exemption, or an Initial Study must be prepared to determine whether the project may have a significant effect on the environment.

Articles 18 and 19 of the State CEQA Guidelines identify projects that are statutorily and categorically exempt from the requirements of CEQA. Section 15300.2 of the State CEQA Guidelines sets forth a number of exceptions to categorical exemptions. Prior to the use of any categorical exemption, the exceptions must be reviewed along with the proposed project/activity/use and any relevant research, site visit information or documentation. If an exception is determined applicable to the project, a categorical exemption may not be used. All exemptions require substantial evidence that the project qualifies for an exemption and none of the exceptions apply. Exemptions are retained in the record and are posted on the State Office of Planning and Research website (CEQAnet) within 5 days of project approval but do not get circulated for a public review and comment period.

If City staff determines that the project does not qualify for an exemption and no significant environmental impacts are anticipated, staff will direct the applicant to retain a qualified environmental consultant to prepare a Negative Declaration (ND) or Mitigated Negative Declaration (MND). If City staff determines that the project will have a significant environmental impact, staff will direct the

applicant to retain a consultant to prepare an Environmental Impact Report (EIR). NDs, MNDs and EIRs are circulated for public review and comment.

All environmental documents and technical studies for submitted projects shall be prepared by qualified consultants hired by the applicant.

### **City Council Hearing**

Once the project is deemed complete, all issues addressed, and any environmental public review process has been completed, the Project Planner will schedule the project for a hearing before the City Council. The City Council will consider the recommendation of the Planning & Building Department and will, at a public hearing 1) consider the CEQA determination and 2) either approve the project as submitted, approve with modification(s), deny the project or continue the item.

### **Post Entitlement**

If the map is approved, the applicant shall:

1. Pay a document filing fee to the County Clerk and the California Department of Fish and Wildlife fee based on their level of CEQA review (State Law - AB3158). Contact the California Department of Fish and Wildlife for current fees ([www.wildlife.ca.gov](http://www.wildlife.ca.gov)).
2. Schedule a *Post-Entitlement meeting* with the Project Planner. The goal of the meeting is to ensure that all parties understand the conditions of approval, the expected project timeline, and the follow-on permitting process.
3. Contact Santee Elementary School District at (619) 258-2320 and Grossmont Union High School District at (619) 644-8000 for their requirements and fees.

### **Final Map**

Subsequent to City Council approval of the TM or TPM, the applicant prepares improvement plans which indicate detailed grading, utilities, and infrastructure plans for the project. The applicant typically has 36 months after City Council approval to record the final map. An extension of time may be granted by the City Council at a public hearing if an application and fees are received prior to expiration of the TM or TPM.

### **SUBMITTAL CHECKLIST**

The TM/TPM submittal must comply with all items listed under the Master Planning Submittal Checklist. This checklist is located on the City's website at <https://www.cityofsanteeca.gov/documents/planning-building/applications-handouts/master-submittal-checklist-2025.pdf>

1. \_\_\_\_ **All requirements listed on the Master Submittal Checklist linked above**
2. \_\_\_\_ Planning Application – this application completed and signed
3. \_\_\_\_ Applicant's Statement of Justification Form – attached
4. **Fees**
  - a. \_\_\_\_ TM or TPM Application Deposit (notify Project Planner of submittal to receive invoice)
  - b. \_\_\_\_ Environmental Fee (charged once determination is made)

Note: A Development Review Permit application must accompany each TM or TPM application.



**City of Santee**  
**Planning & Building Dept.**  
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**PLANNING APPLICATION**  
(Select all that apply)

<input type="checkbox"/> General Plan Amendment	<input type="checkbox"/> Tentative Map	<input type="checkbox"/> Conditional Use Permit	<input type="checkbox"/> Major Revision
<input type="checkbox"/> Zoning Ordinance Amendment	<input type="checkbox"/> Tentative Parcel Map	<input type="checkbox"/> Conditional Use Permit (Minor)	<input type="checkbox"/> Minor Revision
<input type="checkbox"/> Specific Plan Amendment	<input type="checkbox"/> SB-9 Urban Lot Split	<input type="checkbox"/> Temporary Use Permit	<input type="checkbox"/> Substantial Conformance
<input type="checkbox"/> Rezone	<input type="checkbox"/> Planned Development	<input type="checkbox"/> Antenna Permit	<input type="checkbox"/> Time Extension
<input type="checkbox"/> Variance	<input type="checkbox"/> Density Bonus	<input type="checkbox"/> Comprehensive Sign Program	<input type="checkbox"/> SB330 Pre-Application
<input type="checkbox"/> Minor Exception	<input type="checkbox"/> Development Review	<input type="checkbox"/> Initial Consultation	<input type="checkbox"/> Other:

**Site Location:** \_\_\_\_\_ **Assessor Parcel Number(s):** \_\_\_\_\_

**Have you had an Initial Consultation (IC)?** ☐ Yes ☐ No **If Yes:**

**Planner's Name:** \_\_\_\_\_ **and IC Case Number** \_\_\_\_\_

**Are there any prior related project cases associated with the site?** ☐ Yes ☐ No. **If Yes:**

**List Case Number(s):** \_\_\_\_\_

<b>1. Applicant</b>  Name: _____  Address: _____ _____  Phone: _____  Email: _____  Signature: _____  Print Name: _____	<b>2. Property Owner</b>  Name: _____  Address: _____ _____  Phone: _____  Email: _____  Signature: _____ (Authorizing Applicant to Submit Application)  Print Name: _____
<b>3. Applicant's Representative</b>  Name: _____  Address: _____ _____  Phone: _____  Email: _____  Signature: _____  Print name: _____	<b>4. Engineer</b>  Name: _____  Address: _____ _____  Phone: _____  Email: _____  Signature: _____  Print name: _____

5. Parcel Size (Acres): \_\_\_\_\_

6. Size of Building(s) in sq.ft.: \_\_\_\_\_

7. Existing Land Use: \_\_\_\_\_

8. General Plan Land Use Designation: \_\_\_\_\_ 9. Zone Designation: \_\_\_\_\_

**10. For Residential Projects:**

A. Number of Units Proposed \_\_\_\_\_ units

B. Number of Lots Proposed \_\_\_\_\_ lots

C. Project Density Proposed \_\_\_\_\_ du/acre

**11. DESCRIPTION OF PROPOSED USE**

Describe below, or on an attached sheet if more space is required, the proposed use, its operation, the nature and type of buildings, structures and other facilities to be used and the types of services to be provided.

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I, the undersigned, under penalty of perjury, claim the information contained within this application is correct to the best of my knowledge.

Signed: \_\_\_\_\_  
Owner or Applicant

Print Name & Date: \_\_\_\_\_



City of Santee  
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# TENTATIVE MAP / TENTATIVE PARCEL MAP SUPPLEMENTAL FORM

## APPLICANT'S STATEMENTS OF JUSTIFICATION

Before approving a Tentative Map or Tentative Parcel Map, the approval authority shall make certain findings. **Explain below how your project meets the following findings:**

1. The subdivision of land meets the findings of the State of California Subdivision Map Act:

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2. The subdivision of land meets the following findings of Santee Municipal Code Section 12.06.050:

- a. That the map is consistent with the City's General Plan and any relevant specific plan(s);

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- b. Whether the site is identified as a Residential Inventory site in the current Housing Element of the City's General Plan and whether the density of the proposed development is consistent with the projections of the Residential Inventory;

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c. That the design or improvement of the proposed subdivision is consistent with the City's General Plan;

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d. That the site is physically suitable for the proposed type of development;

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e. That the site is physically suitable for the proposed density of development;

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f. That the design of the subdivision or the proposed improvements are not likely to cause substantial environmental damage, or substantially and avoidably injure fish or wildlife or their habitat;

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g. That the design of the subdivision or type of improvements are not likely to cause serious public health problems;

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h. 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, property within the proposed subdivision or that alternate easements for access or for use will be provided, and that these will be substantially equivalent to ones previously acquired by the public;

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i. That the design of a subdivision provides, to the extent feasible, for future passive or natural heating or cooling opportunities in the subdivision

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