



CITY OF DUBLIN

Community Development Department

Reversion to Acreage (RTA) PLANNING APPLICATION SUBMITTAL REQUIREMENTS

All applicants should consult with a City Planner to determine which of these submittal requirements will be applicable for the specific project you are submitting, as some of the requirements may not be necessary.

- Planning Application Form** including the address and signatures of Applicant(s) and Property Owner(s).
- Environmental Information Form** (Initial Study) including signatures of Applicant(s) and Property Owner(s).
- Processing Fee Agreement Form**
- Consent Form for Architectural Drawings** for any applications that include the submittal of architectural drawings by a design professional or the owner of the copyright.
- Written Statement** describe the project in detail, and give reasons why the application should be approved. Provide factual information supporting the following findings:
 1. Dedications or offers of dedication to be vacated or abandoned by the reversion to acreage are unnecessary for present or prospective public purposes
 2. None of the improvements required to be made have been made within two years from the date the final or parcel map was filed for record, or within the time allowed by agreement for completion of the improvements, whichever is the later; or
 3. No lots shown on the final or parcel map have been sold within five years from the date such map was filed for record
- Title Report** to document ownership, prepared within three months of application submittal.
- Recorded Map** a copy of the recorded map of subdivision to be revereted.
- Public Notice Materials**
 1. Reproduced copy of Alameda County Assessor's Parcel map showing the Project parcel(s) outlined in **RED** and a 300-foot radius in **BLUE** drawn from the perimeter of the parcel(s).
 2. An Excel spreadsheet showing all property owners and occupants within 300 feet of the project parcel. The spreadsheet should show the Assessor's Parcel Number, owners' name, situs address, and mailing address.
 3. Applicant is responsible for paying the cost of postage. Cost of postage is calculated: Number of postcards x Current Postage Rate.
- Proposed Map** A map which delineates dedications which will not be vacated and dedications which are a condition to reversion with closure calculations.
- Aerial Photo** legibly showing a direct overhead view of the proposed subdivision and 100 feet beyond its boundary showing the location of existing subdivision void of any improvements. The aerial photo shall not be more than one year old.
- Review by Interested Parties** documentation that public utilities or all other interested parties who received dedication on the final parcel map have indicated no issue with the reversion.
- Special Information** or information in such form and number as may be required by the Planning Division.

For assistance or questions regarding submittal requirements, please contact: **Planning Division Staff at (925) 833-6610 or planningpermits@dublin.ca.gov.**