



## PARCEL MAP/LAND DIVISION

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The Land Division process is for the subdivision of parcels which are exempt from filing a Tentative Map application under the provisions of the Subdivision Map Act. In requesting approval of a parcel map, the resulting lots must meet all area, width, and depth requirements for the zoning district and/or policy plan area in which the parcel is located.

Land Division applications are reviewed by the Community Development Director who must make the following findings in order to approve a request:

Land Division requests may be processed for a residential subdivision of four or fewer lots or, if any of the following situations apply to any commercially or industrially zoned parcel:

- The land before division contains less than five acres; each parcel created by the division abuts upon a publicly maintained street or highway and no dedications or improvements are required by the legislative body, or
  - Each parcel created by the division has a gross area of 20 acres or more and has an approved access to a maintained public street or highway, or
  - The land consists of a parcel or parcels of land having approved access to a public street or highway which comprises part of a tract of land zoned for industrial or commercial development, and which has the approval of the governing body as to street alignments and widths, or
  - Each parcel created by the division has a gross area of not less than 40 acres or is not less than a quarter of a quarter section.
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### SUBMITTAL REQUIREMENTS

The master application must be completed and all fees paid at the time the application is filed.

#### Filing Fee

- \$5,884.00** For an original application (Max of 4 parcels)
- \$1,483.00** Time Extension
- \$8,457.00** For a vesting tentative parcel map
- \$3,054.00** For a time extension of a previously approved vesting application, (no changes).
- \$487.00** Parcel Map Waiver - Lot Line Adjustment (does not include Development Engineering Fee)

#### Intake/Records Maintenance Fee

- \$63.00** Minor
- \$127.00** Major

- Environmental Assessment**

The Initial Study form must be completed. A filing fee is required for all applications except for those projects determined to be categorically exempt.

**Parcel Map**

Ten (10) \_\_\_\_\_ copies of a legible and accurately drawn plan at a minimum scale of 1" = 50' are required. A smaller scale may be used with approval by the City Engineer. The map must be prepared by a licensed civil engineer or licensed land surveyor. Plans shall delineate the following:

1. The name and address of the person who prepared the map and the date of preparation.
2. The north point and scale.
3. All property lines with dimensions.
4. Locations of all existing or proposed structures, with dimensions of all wall lines and distances to nearest property lines noted.
5. Existing frontage improvements (curbs, sidewalks, edge of paving, sewer and water mains and laterals, etc.).
6. Adjoining streets (names, location)
7. Existing or proposed driveways, parking, pedestrian walkways, and service areas (fully dimensioned).
8. Location, dimensions, and use of any outdoor activity areas.
9. Site landmarks (trees, pathways). Trees with a trunk diameter of 10" or greater measured at a height of two feet above ground level must be shown.
10. The existing and proposed right-of-way lines of City streets or roads within or abutting the land and the location and width of pavement including the roadway pavement, curbs, gutters, and sidewalks, both existing and proposed.
11. The locations of drainage provisions, water courses, and areas subject to flooding.
12. The location, with dimensions, and the use of any existing structures or improvements on the land or underground including wells, sewerage, etc.
13. Any existing or proposed easements which may influence the location of buildings.

**Reductions**

One 8.5"x11" paper form reduction is required for each sheet of plans submitted.

**Property Owner Notification List**

The standard 600' radius notification list is required. Refer to Mailing Notice Requirements in the master application for instruction on how to correctly prepare the mailing list and map.

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**DEVELOPMENT ENGINEERING SUBMITTAL REQUIREMENTS**

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**Grading Information**

Ten (10) \_\_\_\_\_ copies of Preliminary Grading Plan – Show existing and proposed grading for the project site. For projects with significant grade differences, include cross sections. Show Project Post-Best Management Practices of cleaning storm water before it goes into the public system. All existing trees with elevations and identified protection zones. Location and elevations of proposed retaining walls (including bottom of wall and top of wall).

**Utility Information**

Ten (10) \_\_\_\_\_ copies of Preliminary Utility Plan – Show (1) all service connections and connections to existing utilities and (2) all proposed layouts of future utilities.

**Supplemental Studies**

One (1) copy of supplemental studies (will be determined at pre-application/completeness review) – May include, but not limited to, a Preliminary Drainage Study, Preliminary Water System Analysis, Traffic Report, Preliminary Sewer System Analysis, or Soils Report.

**Topographic Boundary Survey**

Ten (10) \_\_\_\_\_ copies of Topography Boundary Survey (Topo Map) of entire site and outside areas as needed – Illustrate the project’s property boundaries, existing easements, along adjacent properties and street improvements, both sides of the street (including right-of-way) and 100 feet on either side of the project boundaries. This should include striping, driveways and curbs, and dimensions of street widths.

**Title Report**

One (1) copy of Title Report – Include up-to-date information on all easements on the subject property. Title reports can be obtained from any Escrow and/or Title Company.

**Redistribution of Water Rights (if applicable)**

Two maps are required. 1) A copy of the County Assessor’s map depicting the property with the number of water rights currently assigned to the parcel(s) shown thereon; and 2) a copy of the map showing the configuration of the parcels after the proposed split and redistribution of water rights.

**\* All plans above must be folded no larger than 9” x 12”.**