SHASTA COUNTY DEPARTMENT OF RESOURCE MANAGEMENT
PLANNING DIVISION
1855 Placer Street, Suite 103, Redding, California 96001 Phone (530) 225-5532 FAX (530) 245-6468

TENTATIVE MAP APPLICATION COMPLETENESS CHECKLIST

The following checklist is intended to identify all information which will be necessary to process your tentative map application. Please be advised that these are modified occasionally without notice. Failure to submit all information requested may prevent or delay processing of your application.

PART 1 - INFORMATION TYPE AND NUMBER OF COPIES:

[ ] 1. One (1) completed original "Master Application" form (attached) (printed or typed).

[ ] 2. Twenty five (25) blueline copies of the tentative map folded to a size equal to or less than 8½" x 11". (NOTE: Tentative maps are required to contain all information listed in Part 2).

[ ] 3. Twenty five (25) copies of the United States Geological Survey (USGS) topographic map identifying the location of the project site. (8½" x 11" photocopies are acceptable.)

[ ] 4. One (1) copy of the Assessor's parcel page showing the project site.

[ ] 5. Two (2) copies of a current (no older than one month) preliminary title report, including (a) reference to the easement(s) providing officially recorded access from the project site to a public road.

[ ] 6. One (1) copy of the current deed(s) to the property(s) proposed for division. If property owner is a partnership, corporation or holding company, submit current documents identifying the names and addresses of all partners or officers.

[ ] 7. Proof of the legal creation of the property(s) proposed division. (For Example: (1) Reference to the book and page of the recorded parcel or final map, or (2) a copy of the recorded deed(s) which legally created the property(s) proposed for division and all deeds since creation demonstrating that a separate legal status has been maintained.)

[ ] 8. Proof of officially recorded access to a public road, unless access is obtained directly off of a public road.

[ ] 9. One (1) of the following:

_____a. Soil tests results and groundwater information demonstrating compliance with applicable sewage disposal standards, or

___ b. A letter from an existing public entity indicating sewer service is available and can be provided, or

_____c. A letter proposing formation of a county service area to provide sewer service including sufficient information to demonstrate that the proposed method of sewage treatment and disposal is feasible.

[ ] 10. One (1) of the following:

___ a. Proof of a source of domestic water adequate in both quantity and quality, or

___ b. A letter from an existing service entity providing water service indicating water service is available and can be provided, or

___ c. A letter proposing formation of a county service area to provide water service including sufficient information to demonstrate that the proposed method of water supply is feasible.

[ ] 11 Completed "Grading Statement" (form attached).

[ ] 12 Ten (10) copies of a preliminary grading plan if on-site grading will be required for road and/or building pad improvement.

[ ] 13 Ten (10) copies of the completed "Environmental Information Form."

[ ] 14 Completed and notarized "Statement of Agency" (form attached), if you wish to authorize an agent to represent you in processing your application.

[ ] 15 For divisions involving final maps (not parcel maps), a preliminary soils report, as required by the Subdivision Map Act. (2 copies).

[ ] 16 If applicable, completed application(s) for General Plan Amendment, rezoning, variance, property line adjustment, and/or use permit necessary to allow approval of the tentative map application. (Consult with staff for applicability.)

[ ] 17. If applicable, a letter plus 4 copies indicating the reasons for any requested exceptions to adopted policies and/or development standards.

[ ] 18 Land Division Supplementary Information Sheet.

[ ] 19. Completed "Tentative Map Application Completeness Checklist" form, noting any items which are not applicable.

[ ] 20. Applicable Planning, Environmental Health, Fire Department, and Public Works application fees.

[ ] 21. Check for $75.00 **stapled to front of the application form only**, **payable to the Northeast Information Center, Chico State University** for archaeological clearance.

[ ] 22. One (1) signed "Authorization to Enter Private Property" form.

PART 2 - TENTATIVE MAP INFORMATION:

[ ] 1. The map shall be 18" x 26" in size, legible, and at a scale of not less than 1" = 400'. (Larger maps and/or smaller scales may be submitted if approved by the Planning Division Manager.) If more than one (1) sheet is required one (1) composite map shall be submitted along with the other required copies.

[ ] 2. Accurate location map with enough information to allow staff to locate access roads and the property in the field.

[ ] 3. Subdivision name, if any.

[ ] 4. North arrow, scale, township, section and range, assessor's parcel number, and date map was prepared.

[ ] 5. Name, address, zip code, and phone number of record owner(s) of the property to be divided.

[ ] 6. Name, address, zip code, and phone number of subdivider (if different than record owner).

[ ] 7. Name of record owner(s) of all contiguous property.

[ ] 8. Name, registration number (if applicable), business address, zip code and phone number of the qualified person who prepared the map.

[ ] 9. Approximate lot layout, dimensions, area, and number or letter of each proposed parcel.

[ ] 10. Total area within (a) roads and (b) easements for roads, improved surface drainages, canals or irrigation ditches, transmission lines, and exclusive easements.

[ ] 11. Total project size and density proposed.

[ ] 12. Sufficient elevations and topographic contours to illustrate the general slope and shape of the land. For projects located in residential General Plan designations:
(a) identify the location of all slopes of 30% or more grade; and
(b) provide a table indicating the area (acreage or square footage) for that portion of each lot of 30% or greater slope and the area less than a 30% slope.

[ ] 13. Preferred building envelope and proposed driveway locations as they relate to slopes and future septic system locations, to be located outside of required yard areas. (Applicable when the average cross slope of the site is 20% grade or greater.)

[ ] 14. Approximate location, width, depth, and direction of flow of all existing and proposed watercourses including seasonal streams or ponds and bodies of water.

[ ] 15. Approximate areas located within the "F-1" and/or "F-2" flood plain zones and areas which experience seasonal inundation along with ground habitable floor elevations for "F-2" areas.

[ ] 16. The outline of all existing buildings (including mobilehomes) located on the property and the distance from the buildings to the nearest existing and proposed streets and parcel boundaries. Map must identify the use of structure, i.e., residence, barn, etc.

[ ] 17. Location of all water lines, ditches, culverts, public utilities, and other underground facilities within each parcel.

[ ] 18. Approximate locations of existing wells, springs, sewage disposal systems, test wells, percolation holes and test pits, with sufficient flagged reference points for field check purposes.

[ ] 19. Delineate disposal areas for sewage disposal and indicate their approximate size, in acreage or square feet, for each lot and the name of the person who conducted the percolation test and the date of the testing.

[ ] 20. If wells are proposed as a source of water, show the proposed well location(s) on each parcel.

[ ] 21. Location and character of all existing and proposed public utility facilities on the property and on adjoining streets.

[ ] 22. Width and location of all existing road and utility easements, noting the official record book and page numbers.

[ ] 23. Road names for each existing road and letters (e.g. Road "A") for each unnamed road. Submit three (3) proposed road names for each unnamed road (propose on map or on separate sheet).

[ ] 24. Location, surface type and width, right-of-way width, approximate grade, and curve radii of all existing and proposed on and off-site roads to be used for access.

[ ] 25. Location and radii of all existing and proposed cul-de-sacs.

[ ] 26. Location of all existing and proposed encroachments to County roads.

[ ] 27. Preliminary roadway cut and fill slope catch points. Cuts and fills that do not exceed 5 feet need only be noted on the face of the map.

[ ] 28. For separation of existing facilities application, for facilities established prior to a use permit or an administrative permit, a code compliance inspection by the Building Division be submitted demonstrating the structures habitability under the State of California Health and Safety Code.

[ ] 29. When submitting revised maps, indicate in the lower right hand corner of the map the revision number, the date of the revised map and reason(s) for the revision. Submit ten (10) copies of the revised map.

Shasta County

DEPARTMENT OF RESOURCE MANAGEMENT
1855 Placer Street, Redding, CA 96001

Richard W. Simon, AICP
Director

PUBLIC INFORMATION/PROJECT ASSISTANCE

The Staff from the Shasta County Department of Resource Management is available to review and discuss questions relating to land use matters such as zoning, general plans, land divisions and use permits. The Department staff has copies of various County codes and regulations plus related maps which can be referred to. Furthermore, the staff is happy to assist individuals with filing applications and to provide help in the processing of permit requests.

When seeking information regarding a potential development, it is advisable to furnish a detailed description of what is intended, the timing of the particular use, and an assessor's parcel number(s) of the property on which the use will occur. Such information will help ensure a faster and more complete response from the Department than might otherwise result.

After review of a proposed project, it is sometimes necessary to inform applicants that a particular project being suggested, either because of its location or design, does not satisfy County development criteria and, therefore, cannot be recommended for approval. In these situations, the staff endeavors to work with applicants to suggest either alternative development sites or modifications in site development plans that would be consistent with County standards.

The Department Director and staff welcome suggestions that may add greater efficiency to our review and processing of proposed development projects. The Department's objective is to provide efficient and courteous service to all citizens and property owners seeking our assistance.

Shasta County Department of Resource Management
Planning Division

1855 Placer Street, Suite 103, Redding, CA 96001, Phone (530) 225-5532, FAX (530) 245-6468

TENTATIVE MAP APPLICATION INFORMATION

1. Any division of land in the unincorporated area of Shasta County for the purpose of sale, lease, financing or gift deed requires approval of a tentative map application.

2. Prior to filing an application, we encourage you to discuss your proposed project with the staff of the Planning Division. For additional information regarding land divisions, you may wish to review and/or purchase copies of the State Subdivision Map Act and the Subdivisions chapter of the Shasta County Code, both of which are available at the Planning Division counter.

3. Tentative map applications fall into three categories:

   a. FINAL MAP SUBDIVISIONS - A "final map" is required to be recorded when 5 or more lots are proposed to be created, and any lot is less than 40 acres in size.

   b. PARCEL MAPS - A "parcel map" is generally required to be recorded when four or fewer lots are proposed to be created. If the property to be subdivided has been surveyed, County policy is to require that a parcel map be recorded to divide the property.

   c. PARCEL MAP WAIVER - A "parcel map waiver" is a request to waive the requirement to record a parcel map in order to divide the property. The request may be granted when each lot is 40 acres or larger in size.

4. A tentative map is prepared by a registered civil engineer, a licensed surveyor, or a professional land use planner, and is submitted to the Planning Division along with the required items shown on the attached checklist and the appropriate fees. Those land division applications eligible for a parcel map waiver request may be prepared by the applicant.

5. The tentative map application is reviewed by County staff to determine if it is complete for processing (i.e. the information provided is adequate to continue processing). If the application is incomplete, the applicant is notified of the information needed, and no further action will be taken on the map until you supply that information. If the applicant does not submit the requested information within 30 days, the application may be deemed abandoned and no further processing will occur. Once the application is complete, it will take about 4 to 6 weeks to complete processing. The application will be scheduled for a public hearing at the earliest date possible.

6. The Planning Commission will hold a public hearing, and will decide whether to approve or deny the application. The Commission's decision may be appealed to the Board of Supervisors by any interested person within 10 calendar days of the decision.

7. The parcel map or final map is submitted to the Department of Public Works for checking.

8. When all conditions have been met, the parcel map or final map or "Notice of Approval of Waiver of Parcel Map" is filed with the County Recorder's Office.

9. Lots *may be offered* for sale, lease or financing prior to approval of the tentative map application. However, lots *may not be created* by sale, lease or financing until the parcel map, final map or a "Notice of Approval of Waiver of Parcel Map" is recorded.

10. All tentative map approvals *expire* 24 months after the first date of approval. Modification of an approved tentative map or conditions of approval by the Planning Commission or Board of Supervisors *does not* extend the 24 month time limit.

11. You may apply for an extension of time in writing (with fee) prior to the expiration date. If the extension is approved, the conditions of the map may be modified to meet current County standards.

Shasta County

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1855 Placer Street, Redding, CA 96001

Richard W. Simon, AICP
Director

PROJECT #_____

AUTHORIZATION TO ENTER PRIVATE PROPERTY

Government Code Section 65105 authorizes County Planning Division personnel, in the performance of their duties, to enter property and make examinations and surveys which do not interfere with use of the land by those persons lawfully entitled to the possession thereof. Often times responsible and trustee agencies must also be consulted and given the opportunity to review and comment on proposed projects, necessitating their entry onto the property in order to obtain all relevant information needed to process an application in a timely way.

If County and affected agency personnel are not able to enter the project site/property, significant delays in the processing of the project, particularly the environmental review of the project, could occur and the project applicant may be required to hire consultants to submit information necessary to prepare environmental documents addressing the project site.

I have read and understand the foregoing. I authorize the County and other affected personnel to enter the property located at:

_____for the limited purpose of examining the property with respect to the proposed project/land-use, upon making reasonable efforts to give me a 24-hour advance notice of intended entry.

_____
Property Owner/Agent Signature

_____
Contact Telephone Number

GRADING STATEMENT

(To be completed and submitted with application)

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1. I have/have not conducted any previous grading or land clearing associated with this project.

2. I do intend/do not intend to do any grading or land clearing in conjunction with this project.

3. I intend to conduct some grading and/or land clearing prior to receiving tentative map/use permit approval. Yes____ No____

4. I have applied for and received a Grading Permit for all grading and/or land clearing activities to be done or already completed in conjunction with this project. A copy of the approved Grading Permit is attached to this application. Yes___ No___

5. Grading activities, (either on-site and/or off-site) will be conducted in conjunction with this project but will not be done until tentative map/use permit approval is granted and/or until final improvement plans have been approved by Shasta County. Yes__ No__

6. All proposed grading activities to be done in conjunction with this project are described in and submitted with the attached Grading Permit. Yes__ No__

7. I agree to apply for a land clearing burning permit from Shasta County Air Quality Management District for any vegetation that has been or will be assembled in piles by heavy equipment. All material shall be free of dirt and stumps and shall only be burned on a permissive burn day.

   I am the applicant or authorized representative for this project and hereby declare under penalty of perjury that the above information supplied for this application is true and correct to the best of my knowledge.

APPLICANT'S/AGENT'S SIGNATURE _____

DATE_____

revised 12/2007

LAND DIVISION SUPPLEMENTARY INFORMATION SHEET

1. I/we have/have not own(ed) property contiguous to the proposed land division. (Provide Assessor's Parcel Number(s) of all contiguous property now owned or previously owned:_____ _____).

2. I/we have/have not made a previous land division(s) on contiguous property. (Provide tract or parcel map number(s) of previous land division(s): _____).

3. My/our previous land division on contiguous property combined with the proposed land division will/will not result in a total of more than _____ parcels.

4. My/our previous land division(s) on this or contiguous property complied/did not comply with the Subdivision Map Act and local land division ordinance requirements in effect at the time of said land division(s).

5. I/we understand that my/our failure to comply with the conditions of approval may result in a "Notice of Violation" being recorded on this property.

6. I/we hereby agree that every representation, drawing and statement submitted as part of this application may become a condition of approval.

7. This proposed land division is/is not a redivision of TR#_____/Parcel Map#_____.

8. Record vehicular access to the project site is provided by a public road(s) described as_____ _____.

9 Or by Official Record No(s)._____(See attached (copy(s))).

10. Legal creation of the project site is verified by Tract # _____/Parcel Map # _____, Official Record No(s) _____.

11. I/we declare under penalty of perjury that the foregoing is true and correct to the best of my/our knowledge.

12. Proposed parcels are to be used for residential/commercial/industrial/agricultural use only.

13. This is a request for a development permit.

14. I do/do not request a waiver of the parcel map requirement.

I HEREBY AUTHORIZE COUNTY PERSONNEL TO INSPECT THE PROPOSED PROJECT ONCE ADVISORY INSPECTION NOTICE HAS BEEN PROVIDED.

_____ _____

Property Owner Signature Date

Executed this _____ day of _____, 20__, at _____.

Supplementary Information.wpd

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ENVIRONMENTAL INFORMATION FORM

INITIAL STUDY PART I

(To be completed by the Applicant or Representative)

NOTE: Please answer all questions as accurately and completely as possible to avoid possible delays in processing.

I. PROJECT DESCRIPTION

1. Project Title:_____
2. Describe the proposed project in as much detail as is possible:_____

_____

_____

_____

II. ENVIRONMENTAL SETTING

(Use one copy of the tentative map or site plan to plot any necessary information)

1.Attach a copy of the appropriate United States Geological Survey (USGS) topographic map, and indicate the location of the proposed project. (The maps are available from sporting goods stores.)

2. Attach photographs of the site, if possible.

3. Describe the existing use(s) on the project site (including the type and number of any structures, roads, etc.):_____

_____

_____

_____

4. Describe the existing land use on adjacent properties. Also note any major natural or man-made features (i.e., highways, stream channels, etc.):

North:_____

East:_____

West:_____

South:_____

5. Describe the existing topography on-site (i.e., landforms, slopes, etc.). Any data on soils and geology would also be helpful:

_____

_____

_____

6. Describe existing drainage courses or eroded areas on or near the project site i.e., rivers, creeks, drainage ditches):

_____

_____

_____

7. Describe the existing vegetation on-site and the percentage of the site it covers:

_____

_____

_____

8. Describe the existing wildlife on-site:

_____

_____

_____

9. Are there any cemeteries, structures, or other items of historical or archaeological interest on the property? [ ] No [ ] Yes, specify:_____

_____

10. Describe any site alterations which would result from the proposed project specifically address the amount and locationof grading, cuts and fills, vegetation removal, alterations to drainage, removal of existing structures, etc.):

_____

_____

_____

11. Please <u>include</u> a copy of any studies (soils, geology, marketing, etc.) that you had prepared for this project or project site.

III. SERVICES

1. Indicate how the following services will be provided for your project and availability of service.

   a. Electricity: _____

   b. Natural Gas: _____

   c. Water Supply: _____

   d. Sewage Disposal: _____

   e. Solid Waste Disposal: _____

2. If an extension of service lines is necessary, indicate which service(s) and the distance of the extension(s):_____

   _____

IV. INDUSTRIAL, COMMERCIAL AND INSTITUTIONAL PROJECTS

1. Total number of employees and number of employees on the largest shift:

   _____

   _____

2. Types of equipment and/or machines to be used:

   _____

   _____

   _____

3. Number of on-site parking spaces proposed:_____

4. Types of materials, chemicals, and/or products to be processed, packaged, or stored:

   _____

   _____

   _____

5. Describe any hazardous substances to be used on the project site:

   _____

   _____

   _____

6. Estimate the type and amount of air emissions or odors:

_____

_____

_____

7. Will the project change the ambient noise levels for adjacent properties?

[ ] No [ ] Yes, specify:_____

_____

_____

CERTIFICATION: ***I certify that the information provided herein is true and correct to the best of my knowledge and belief.***

_____ _____

Signature of Applicant or Authorized Representative Date

STATEMENT OF AGENCY

I, the undersigned, am an owner of a record title interest in the property involved with this proposed project.

I hereby appoint _____ as my agent(s) for purposes of this project, as set forth below.

My agent(s) is/are hereby authorized and empowered to: (check as appropriate)

___ Represent me in all matters relating to the proposed project, except execution of certificates of ownership, offers of dedication, dedications, and agreements to construct improvements;

OR

___ Submit the application(s) and related information to the Planning Division;

___ Represent me before the Planning Commission or Board of Supervisors;

___ Consent to conditions imposed if and when the application(s) is/are approved;

___ Represent me before the Board of Supervisors in case of appeal.

I agree to be bound by all the representations, drawings and statements tendered by my agent(s) to the County of Shasta for purposes of this proposed project as if the same were made by me personally. I further agree to be bound by all the conditions imposed by the County of Shasta on the approval of this proposed project pursuant to State law and the Shasta County Ordinance Code.

I understand that I may revoke the authority granted by this statement at any time by written notice sent to: Department of Resource Management, Planning Division, 1855 Placer Street, Suite 103, Redding, CA 96001.

SIGNATURE OF OWNER(S):

_____ _____

_____ _____

CERTIFICATE OF ACKNOWLEDGMENT

A notary public or other officer completing this certificate verifies only the identity of the individual who signed the document to which this certificate is attached, and not the truthfulness, accuracy, or validity of that document.

State of California, County of Shasta

On _____ before me, _____, Notary Public, 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 signature(s) 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 the laws of the State of California that the foregoing paragraph is true and correct.

WITNESS my hand and official seal.

Signature _____
Signature of Notary Pubic

Place Notary Seal Above