



City of Red Bluff

Community Development Department
 555 Washington Street
 Red Bluff, CA 96080
 (530) 527-2605 ext. 3059

Application No. _____

APPLICATION FOR Tentative Map

Subdivision Map
 Parcel Map

Applicant Information

Applicant Name		Daytime Phone	
Street Address		Email	
City	State	Zip	
Property Owner		Daytime Phone	
Property Owner Address		Email	
City	State	Zip	
Engineer/Surveyor		Daytime Phone	
Address		Email	
City	State	Zip	

Project Information

Property Address/Location		Name of Subdivision (if applicable)	
Assessor's Parcel No(s)		Parcel Acreage	
No. of Proposed Lots	Proposed Average Lot Size	Proposed Density	
Existing Land Use			
Present Zoning		Present General Plan Designation	
Related Applications			

Required Signatures

I hereby certify that this application and all other documents submitted are true and correct to the best of my knowledge and belief. I also certify that I am the owner of the above property or have attached the owner's written consent to file this application.

Note: By signing the front of this application form, the applicant is indicating that the project is not included on any state or local list of hazardous waste sites compiled pursuant to California Government Code Section 65962.5, effective July 1, 1987.

Applicant's Signature	Date
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For Office Use Only

APPLICATION NO.	PROJECT NO.	DATE RECEIVED	DATE APPLICATION CERTIFIED COMPLETE
FEES RECEIVED/CHECK NO.		CEQA DETERMINATION	
		Exempt <input type="checkbox"/>	N.D. <input type="checkbox"/>
		M.N.D. <input type="checkbox"/>	EIR <input type="checkbox"/>
		DATE FILED	

INSTRUCTIONS FOR FILING APPLICATION FOR A TENTATIVE MAP

General Information:

The Subdivision Map Act (part of the California Government Code) regulates all land divisions in the State of California. This law requires each local agency to adopt a local ordinance that includes certain mandatory provisions of the Subdivision Map Act. The local ordinance regulating land division in the City of Red Bluff is Chapter 20 of the Red Bluff Municipal Code. Subdivision submittals shall also conform to the City's Land Division Standards and Improvement Standards.

If you propose to create four (4) or fewer parcels, a Parcel Map shall be required. Division of land into five (5) or more parcels requires a Final Map. Zoning and General Plan Land Use Designation information can be obtained by contacting the City Planner at (530) 527-2605 ext. 3059 or sfriend@cityofredbluff.com.

Subsequent to application submittal, a Technical Advisory Committee (TAC) meeting should be scheduled with City staff to review the application for completeness. If deemed complete, environmental review, Staff Report and Conditions of Approval shall be completed, reviewed and approved by the Red Bluff City Council.

The time frame to process a Tentative Final/Parcel Map is approximately eight to twelve weeks, depending on the level of environmental review required and the complexity of the project. Depending on the level of environmental review required, the time frame for processing your application could be longer.

According to State law, you have up to 24 months to record an approved Tentative Map; if the map is not recorded, the approval shall become void. However, sixty (60) days prior to the expiration date, you may submit a written request for an extension of time.

This list is intended to meet the requirements of Government Code Section 65940.

1. Application form must be properly filled out and signed by the land owner(s) of the property and the applicant(s). Either all property owners must sign (husband and wife) or a Power-of-Attorney must be submitted specifically authorizing a designated person to sign this application. If a corporation is the property owner, a signed Resolution from the corporation authorizing this application shall be submitted.

2. Environmental Information Form must be properly filled out and signed.

3. Filing Fees to be submitted by the applicant:

New Tentative Parcel Map:	\$1,356.00
Final Parcel Map:	\$192.00
Parcel Map Extension:	\$486.00
New Tentative Subdivision Map:	\$2,260.00 + \$34.00 per lot
Extension:	\$486.00
Final Subdivision Map:	\$356.00 + \$12.00 per lot

4. **Plan Review:**

For each subdivision, a plan review fee equal to the actual cost to the City of the plan review is required. The subdivider shall deposit with the City the estimated cost of the plan review as determined by the City Engineer before work is commenced. Upon completion of the review and determination of actual cost, any excess cost shall be paid by the subdivider or any excess deposit shall be refunded by the City.

5. **Field Inspection:**

For each subdivision, a field inspection fee equal to the actual cost to the City of the inspection is required. The subdivider shall deposit with the City the estimated cost of inspection, as determined by the City Engineer before work commences. Upon completion of work and determination of actual cost, any excess cost shall be paid by the subdivider or any excess deposit shall be refunded by the City.

6. **Environmental Review:**

Environmental Review fees shall be charged to the Applicant. These fees will be determined by the City based on level of CEQA review

NOTE: The amount of the appropriate deposit to be collected for CEQA review will be determined by the City Community Development Director, based on the scope of the specific project to be reviewed. If changes to the project are deemed by the City of Red Bluff to be substantial and result in redundant processing by City Staff, the Applicant agrees to pay those costs at the stated hourly rate.

7. One copy of the current County Assessor's Map with the property of the proposed land division delineated must be submitted with the application.
8. One reproducible copy of the Tentative Parcel Map or Tentative Final Map shall be submitted with the application.
9. Title Report and Deed(s). If the deed shows a corporation as the owner, a signed copy of a Resolution from the corporation authorizing this application shall be submitted.

Tentative Subdivision Map Requirements:

Tentative maps shall be eighteen by twenty-six inches (18" x 26") in size with one-inch clear border and to a scale of not less than one inch equals one hundred feet (1" = 100'), unless otherwise approved by the City Engineer. For a Tentative Subdivision Map, the City Planning Department will require twenty-three (23) copies and one copy of the map and all other relevant information on digital format (CD or DVD).

- A. The following information shall be shown on each tentative map, except for any such information which the technical Advisory Committee determines is not necessary for any particular tentative map:

<input checked="" type="checkbox"/>	A site location sketch indicating the location of the property to be divided in relation to the surrounding area or region
<input type="checkbox"/>	A tract number issued by the County Surveyor, date, north arrow, scale and sufficient description to define the location and boundaries of the proposed tract
<input type="checkbox"/>	Name and address of record owner of the property to be divided and statement of authorization to subdivide;
<input type="checkbox"/>	Name and address of the subdivider
<input type="checkbox"/>	Name, business address and number of the registered civil engineer or licensed surveyor, who prepared the map
<input type="checkbox"/>	The locations, names or other approved identification, widths, approximate grade and curve radii of all streets, highways and ways within the property and immediate vicinity
<input type="checkbox"/>	Contour lines having the following intervals: two feet for ground slopes between level and 5% and five feet for ground slopes exceeding 5% (Elevations shall be based upon sea level datum)
<input type="checkbox"/>	The location, character and identification of all existing and proposed public utility facilities on the property or on adjoining properties and on contiguous streets and approximate widths, locations and identifications of all existing or proposed easements
<input type="checkbox"/>	Approximate lot lay-out and approximate dimensions of each lot (Each lot shall be numbered and proposed setbacks shall be shown)
<input type="checkbox"/>	Preliminary grading plan designed to control erosion, sedimentation or damage to offsite property
<input type="checkbox"/>	The outline of any existing buildings, identification of those to remain in place and their locations in relation to existing or proposed streets

<input type="checkbox"/>	Approximate location and species of trees or groups of trees on the property and general identification of those to be removed
<input type="checkbox"/>	Approximate location of existing and proposed water control features, all areas which are subject to inundation or storm water overflow, the location, width and direction of flow of all watercourses, bodies of water and proposed public access to public waterway, river or stream as provided for in the Subdivision Map Act, as last amended
<input type="checkbox"/>	Approximate locations of existing wells, springs and sewage disposal systems and of test wells, percolation test holes and staked or flagged reference points for use by appropriate public agencies for field check purposes
<input type="checkbox"/>	The location, identification and description of known or found survey monuments on or adjacent to the sites
<input type="checkbox"/>	The names of owners of adjacent properties.

- B. The following statement shall either appear on the tentative map or shall be submitted in written form with the map, except for any items which the City Manager determines are not necessary to be filed with any particular tentative map:
- a) A statement from all parties having any record title interest in the real property proposed to be subdivided consenting to the proposed subdivision together with positive verifications of such interest. These statements shall be required without exception.
 - b) The existing use or uses of the property.
 - c) The proposed use of the property. If the property is proposed to be used for more than one purpose, the areas or lots proposed for each type of use shall be described in a statement and shown on the tentative map.
 - d) Descriptive information on the following, proposed:
 - Drainage channel changes and flood control measures.
 - Domestic water supply and sewage disposal systems.
 - Street and surface drainage, grading, fire protection and other improvements with descriptive drawings where appropriate.
 - Utility service for electrical, gas and communication systems, including the name, address, phone number of each serving utility company or agency.
- C. The following documents shall be submitted with each tentative map, except for any which the City Manager determines are not necessary to be filed with any particular tentative map:
- a) Preliminary Title Report for the real property proposed for subdivision.
 - b) Copy of any condition or any restrictive reservations or covenants existing or proposed.
 - c) Letter setting forth and describing the reasons for any requested exceptions to provisions of this ordinance and an application for any requested rezoning, use permit, or variance which may be necessary to permit proposed uses of land and structures.
- D. A preliminary soils report, prepared by a registered civil engineer and based upon adequate test borings, shall be submitted for each proposed subdivision, subject to the following provisions:
- The City Manager may waive the requirement for a preliminary soils report if he determines sufficient knowledge of soils in the proposed subdivision exists.
 - If the preliminary soils report indicates either the presence of critically expansive soils or other soils problems, which if not corrected would lead to structural defects, a soils investigation of each lot in the subdivision may be required by the City. Such soils investigation shall be done by a registered civil engineer, who shall recommend the corrective action which is likely to prevent structural damage to each structure proposed to be constructed in the area where such soils

problem exists.

- The Planning Commission may approve the subdivision or portion thereof where such soils problems exist if it determines that the recommended action is likely to prevent structural damage to each structure to be constructed, and as a condition to the issuance of any building permit may require that the approved recommended action be incorporated in the construction of each structure.
- E. Indication of adjacent recorded subdivisions and known subdivisions, lot lines, or any other development which will affect or be affected by this development.
- F. A signed declaration must be submitted as to any interest in any subdivision of which the proposed subdivision is or was a part; or which is contiguous to the proposed subdivision, including a statement setting forth dates and descriptions of the activity.
- G. According to Section 65943 of the California Government Code, your application will be reviewed within thirty (30) days of submission and you or your agent will receive written notice regarding the completeness of your application. The City staff may, in the course of processing the application, request the applicant to clarify, amplify, correct, or otherwise supplement the information required for the application. According to Section 65944(C), additional information may be requested in order to comply with Division 13 of the State of California Public Resources Code.
- H. Applicant should refer to the City of Red Bluff Land Division Standards for other project specific requirements.

Tentative Parcel Map Requirements:

Tentative maps shall be eighteen by twenty-six inches (18" x 26") in size with one-inch clear border and to a scale of not less than one inch equals one hundred feet (1" = 100'), unless otherwise approved by the City Engineer. For a Tentative Parcel Map, the City Planning Department will require six (6) copies and one copy of the map and all other relevant information on digital format (CD or DVD).

- A. A preliminary parcel map shall be prepared in the same manner as is specified above for Tentative Subdivision Maps (A) through (E), except that the Technical Advisory Committee may waive any of the provisions of the section which it finds are not appropriate or necessary.

Notice of Pending Amendments

Pursuant to California Government Code Section 65945 et seq., an Applicant can make a written request to receive notice of any pending amendments to the General Plan, Specific Plans, the land use regulations, ordinance affecting building permits, or to regulations pertaining to development permits, if the amendment is reasonably related to the Applicant's project.