



6000 Heritage Trail, Clayton, CA 94517
 Phone No. 925.673.7300 Fax No. 925.672.4917
www.ci.clayton.ca.us

Tentative Parcel Map Application

As Provided in the Clayton Municipal Code Title 16, Chapter 16.20.040

Below: Office Use Only

File No: _____ Deposit: _____

Received By: _____

Date: _____ Receipt No: _____

Please clarify any questions with the Planning Staff prior to completing this form. Please print or type legibly. Attach additional sheets if necessary. Incomplete applications will not be accepted.

1. Design Team Contact Information:

Applicant:

Name: _____ Company Name: _____
 Email: _____ Direct Phone No: _____
 Address: _____

Property Owner:

Name: _____ Company Name: _____
 Email: _____ Direct Phone No: _____
 Address: _____

Civil Engineer/Licensed Land Surveyor:

Name: _____ Company Name: _____
 Email: _____ Direct Phone No: _____
 Address: _____

2. Project Information:

Title (assigned by staff): _____
 Subdivision Number (assigned by staff): _____
 Type of Subdivision (if applicable) : _____
 Name of Subdivision (if applicable): _____

Instructions

Tentative Parcel Maps are for minor subdivisions of four parcels or less

16.20.043 Draft Parcel Map.

Any person making a division of land for which a parcel map is required may, in accordance with the provisions of this Title, file with the City (a number of prints as determined by the Community Development Director) a draft parcel map, together with any deposits toward plan checking and review fees as may be required. The draft parcel map shall be reviewed by the City staff for compliance to all applicable City Ordinances and the Map Act. Upon completion of the review, one print will be returned to the owner along with comments for submitting the tentative parcel map. (Ord. 325, 1996; Ord. 199, 1980)

16.20.044 Re-submittal.

The subdivider shall then submit the revised map (Tentative Parcel Map), reports, and data to the City pursuant to Section 16.20.022. After Staff review and Advisory Agency consideration, one set shall be returned to the subdivider marked "Approved as Submitted," "Approved with Conditions as Noted," or "Denied, Revise and Resubmit". (Ord. 325, 1996; Ord. 199, 1980)

16.20.045 Survey required.

An accurate and complete survey of the land to be subdivided shall be made by a registered civil engineer or licensed land surveyor. All monuments, property lines, center lines of streets, alleys, and easements adjoining or within the subdivision shall be tied into the survey. The allowable error of closure on any portion of the parcel map shall not exceed 1/10,000 for field closures and 1/20,000 for calculated closures. However, if sufficient survey information exists of filed maps to locate and retrace the exterior boundary lines of the parcel map and the location of at least one of these boundary lines can be established from an existing monumental line, these data may be used for compilation in lieu of a field survey. (Ord. 325, 1996; Ord. 199, 1980)

3. Submittal Requirements:

The number of copies of each of the items below, which constitutes a complete Application Submittal Packet, will be determined by the Community Development Director. If not specified, assume only one copy is needed. If applicable, all plans and analyses shall be at scale 1"=20' for site planning and 1/8"=1' or greater for elevations and floor plans. Please submit the following information in the order in which it is outlined below. Additional items may be required by Community Development Director.

Community Development General Application

Tentative Parcel Map Application

Environmental Review Application

Impervious Area Worksheet

Processing Deposit \$ _____ (Make check payable to the City of Clayton)

Title Report or copy of a Preliminary Title Report prepared for the current owner

Soils and/or engineering geology report, if applicable

Legal description for each subject parcel(s)

Current zoning map showing existing and proposed zoning classification(s), as applicable, for the subject parcel(s) and its surrounding land uses

General Plan map showing existing and proposed general plan designation(s), as applicable, for the subject parcel(s) and its surrounding land uses

Photographs/Graphics showing the relationship of the subject parcel(s) identified to the surrounding properties. Include aerials such as Google Earth maps, and perspective photographs.

Tentative Parcel Map:

Any of the foregoing requirements may be waived upon finding that the location or nature of the proposed minor subdivision is such that it does not necessitate compliance with these requirements; or may require additional information as deemed necessary. (Ord. 325, 1996; Ord. 199, 1980)

1. Name and address of legal owner, subdivider, and the person preparing the map (Including registration No.)

2. Assessor's parcel number

3. Date prepared, north arrow, scale and contour interval

4. Existing and proposed land use

5. Title

6. A vicinity map, sufficient to show the relation to the local community

7. Any improvements proposed by the owner shall be shown

8. If the site is to be graded, proposed contours shall be shown or an approved grading plan submitted

9. The proposed lot layout and lot areas

10. Proposed easements or rights-of-way

11. The source and date of existing contours

12. Existing topography of the site and at least 100 feet from its boundary including but not limited to:

12a. Existing contours at two foot intervals if the existing ground slope is less than 10 percent and five foot intervals for existing ground slopes greater than or equal to 10 percent. Existing contours shall be represented by screened or dashed lines

12b. The approximate location and outline of existing structures identified by type. Structures to be removed shall be so marked

12c. The location, width, and direction of flow of each water course

12d. The location, pavement, and right-of-way width, grade, and name of existing streets or highways.

12e. Location and type of street improvements

12f. The location, size, and slope of existing storm drains

12g. The location, width, and identity of existing easements

Letter of Explanation:

1. Existing use of the property.

2. A description of the proposed subdivision, including the number of lots, their average and minimum size, and the nature of the development.

3. Source of water supply.

4. The method of sewage disposal proposed.

5. Each item for which a variance is requested and the specific reasons for the request.

6. Explain how the proposed Tentative Parcel Map will effect, either positively and/or negatively, Clayton residents, including the adjacent property owners.

7. Explain how the Tentative Parcel Map accommodates, encourages, and promotes innovatively designed developments involving residential and/or non-residential land uses, which form an attractive and harmonious unit of the community.

Mailing Envelopes and addresses: Include:

1. List of names and addresses of all legal owners of property within a 300' radius of the subject parcel(s).

2. Envelopes: prepare a complete set of addressed and stamped legal size envelopes for all listed property owners. Do not place return address on envelopes.

3. Ownership Map: County Assessors map showing subject parcel(s) highlighted or outlined and a boundary line indicating all properties located within a 300' radius of the subject parcel(s). (Will be provided by City Staff if applicant is not using a Title Company.)

4. Important Implementing Information from the City of Clayton Municipal Code:

16.20.040 Parcel Map: Form and Content.

The form and content, submittal and approval of tentative parcel maps shall conform to the provisions of this Section and Chapter 16.10, this Title. The tentative parcel map shall be prepared by a registered civil engineer or licensed land surveyor. (Ord. 325, 1996; Ord.199, 1980)

16.20.041 Form.

The parcel map shall be prepared by or under the direction of a registered civil engineer or licensed land surveyor and shall show the location of streets and property lines bounding the property and shall in addition to other requirements conform to all of the following provisions:

- A.** It shall be legibly drawn, printed or reproduced by a process guaranteeing a permanent record in black on tracing cloth or polyester base film. Certificates may be legible stamped or printed upon the map with opaque ink. If ink is used on polyester base film, the ink surface shall be coated with a suitable substance to assure permanent legibility.
- B.** The size of each sheet shall be 18 x 26 inches. A marginal line shall be drawn completely around each sheet, leaving an entirely blank margin of one inch. The scale of the map shall be large enough to show all details clearly and enough sheets shall be used to accomplish this end. The particular number of the sheet and the total number of sheets comprising the map shall be stated on each of the sheets, and its relation to each adjoining sheet shall be clearly shown.
- C.** Each parcel shall be numbered or otherwise designated.
- D.** The exterior boundary of the land included within the subdivision shall be indicated by distinctive symbols and clearly so designated.
- E.** The map shall show the location of each parcel and its relation to surrounding surveys. The location of any remainder of the original parcel shall be indicated, but need not be indicated as a matter of survey but only by deed reference to the existing record boundaries of such remainder if such remainder has a gross area of five acres or more.
- F.** Subject to the provisions of Section 66436, a certificate, signed and acknowledged by all parties having any record title interest in the real property subdivided, consenting to the preparation and recordation of the parcel map is required, except that less inclusive requirements may be provided by local Ordinance. However, with respect to a division of land into four or fewer parcels, where dedications or offers of dedications are not required, the certificate shall be signed and acknowledged by the subdivider only; provided, however, where a subdivider does not have a record title ownership interest in the property to be divided, the subdivider shall provide satisfactory evidence that the persons with record title ownership have consented to the proposed division. For purposes of this paragraph, "record title ownership" shall mean fee title of record unless a leasehold interest is to be divided, in which case "record title ownership" shall mean ownership of record of such leasehold interest; "record title ownership" does not include ownership of mineral rights or other subsurface interests which have been severed from ownership of the surface. (Ord. 325, 1996; Ord. 199, 1980)

16.20.046 Approval by City.

Upon receipt of an approved print, the subdivider shall submit the original tracing of the revised map, prepared in accordance with the Map Act and this Title, corrected to its final form, and signed by all parties required by the Map Act and this Title to execute the certificates on the map to the City. The City staff will review for error and if correct, execute the Clerk's and City Engineer's Certificate. Upon completion of any required public improvement agreements, submission of required surety and insurance improvement agreements, submission of required surety and insurance documents, fees and satisfaction of any other conditions, the City documents, fees and satisfaction of any other conditions, the City Clerk will file the map with the County Recorder for recordation. (Ord. 325, 1996; Ord. 199, 1980)

16.20.047 Waiver of Parcel Map Requirements.

In addition to the exceptions in Government Code Section 66412, requirements for the parcel map may be waived for the following:

- A.** A division of property resulting from the conveyance of land, or interest therein, to or from a governmental agency, public entity or public utility for a public purpose, such as school sites, public buildings sites, or rights-of-way for streets, sewers, utilities, drainage, etc., or
- B.** The Planning Commission (Advisory Agency) may waive the parcel map requirement including for those land divisions described in Section 16.06.020 of this Title 16, upon making a finding that the proposed division of land complies with the requirements as to area, improvement and design, flood water drainage controls, appropriate improved public roads, sanitary disposal facilities, water supply availability, environmental protection, and other requirements of this chapter, local Ordinance, and the Map Act. The parcel map requirements shall not be waived unless a tentative parcel map has been approved. Upon waiving the parcel map requirement, the City Clerk shall file with the County Recorder a "Certificate of Compliance" for the land to be divided. (Ord. 325, 1996; Ord. 199, 1980)

16.20.048 Parcel Map - Improvement Plans.

A. When improvements are required by the Planning Commission for existing public street or drainage, improvement plans shall be submitted for the City Engineer to review and make recommendations. Improvement plans, standards and inspection fees shall conform to the requirements of this Title unless a specific exception is granted by the Planning Commission. Before a lot is sold, a parcel map filed, or a building permit issued, the improvements will either be completed or an agreement executed with the City to complete the improvements within one (1) year. Agreement will be secured by a bond in the amount of the estimated costs of improvement.

B. The requirements and standards specified in this division shall apply to all improvements.

C. Time limit for improvements. Required improvements shall be constructed within one (1) year of approval of the minor subdivision map. An additional period of one (1) year may be granted by the Planning Commission where extenuating circumstances exist that prevent the completion of the improvements. If the improvements are not completed within the time allowed, the City Council may direct that the money be used from the cash deposit or enforcement of the surety bond to accomplish the completion of the improvements in accordance with the improvement plan on file. (Ord. 325, 1996; Ord. 199, 1980)

16.20.049 Chart of Actions on Parcel Map.

SEQUENCE:

- A.** Minor subdivlder. Prepares and submits draft parcel map (3 copies) to City.
- B.** City Staff. Reviews draft and returns to subdivider with comments on which to base tentative map.
- C.** Minor subdivider. Prepares tentative map and submits to City for Approval review.
- D.** City Staff. Reviews tentative map and provides comments and map to the Advisory Agency for consideration.
- E.** Advisory Agency (Planning Commission). Reviews for compliance with all stipulated laws, ordinances and conditions. Approves, approves conditionally, or disapproves and returns to City Staff.
- F.** City Staff. Advises subdivider and Interested agencies and persons of the Planning Commission's decision.
- G.** Minor Subdivider. If not satisfied with the decision, may initiate appeal proceeding to the City Council. If appeal is not elected, submits the reproducible plan with related certificates, improvement plans, supporting documents reports, bonds, outstanding fees, evidence of adequate insurance, and liability relief to the City.
- H.** City Staff. Reviews the approved plan and related documents for correctness and completeness. Executes Clerk's and Engineer's Certificate. When all conditions are satisfied, transmits the approved map to the County Board of Supervisors for recordation by the County Recorder. (Ord. 325, 1996; Ord. 199, 1980)

5. Certification:

General Certification:

I (We):

- consent to the submission of this application.
- understand that an incomplete application may be denied.
- hereby declare under penalty of perjury under the laws of the State of California that the information in this application and its attachments is true, complete and correct.
- certify that I (We) have read and understand Title 16, Chapter 16.20.040 found in Part 4 of this application and in the City of Clayton's Municipal Code.

Form Specific Certification:

I (We):

- understand that all permits and/or reviews are subject to regulations set forth in the Clayton Municipal Code, and the conditions of approvals as set by the Planning Commission during the public hearing and/or City Council appeal.

Applicant's Signature: _____

Date: _____

Property Owner's Signature: _____

Date: _____