TENTATIVE PARCEL MAP APPLICATION
INSTRUCTIONS FOR FILING

Development Code Division IV (Ordinance #1545)

The above referenced application requires a public hearing before the Development Review Committee. The project applicant or their representative must be present at all public hearings to answer questions.

Applications shall be reviewed for compliance with the Application Submittal Requirements and may not be accepted for processing if incomplete. **All fees as listed on the adopted fee schedule must be received at the time of filing.**

**SUBMITTAL REQUIREMENTS**

1. One (1) copy of the completed Project Application form with **original signatures** and associated application fees.

2. Tentative Map Requirements: Seven (7) full size (minimum 18” x 26”) copies of the tentative map **folded to a size of no greater than 8” x 14” prior to acceptance.** Additionally, one (1) reduced copy of the tentative map (either 8 ½” x 11” or 11” x 17”) shall be submitted with the application. The tentative map must be drawn to scale and clearly indicate all dimensions and other pertinent information including the following:

   a) Name and address of owner of record, sub-divider and engineer/surveyor.

   b) Date of preparation

   c) **Current Assessor’s Parcel Number(s).**

   d) Property dimensions and acreage.

   e) A scale and north arrow.

   f) A location/vicinity map identifying the project site within an identifiable geographic area.

   g) The location and dimensions of all existing buildings and structures including location from property lines.

   h) Names, location, and the right-of-way or easement width of all existing and proposed interior and abutting streets.

   1) If access to the proposed subdivision is other than by an existing county road or state highway, the proposed access easement from an existing county road or state highway shall be shown on the tentative map along with appropriate recording information (book and page or document number). **Should no legal access exist to the property, the tentative map shall not be approved** until such time as a deeded, insurable, access easement(s) is (are) obtained to the property as may be required by the Yuba County Subdivision Ordinance Code.

   2) The physical characteristics and widths (i.e.: pavement, gravel, dirt, etc.) of the frontage roadway or access roadway to the property. **Show roadside drainage ditches, direction of flow and distance to nearest cross culvert (show diameter and type of culvert), drainage facilities or natural drainage course.**

   3) The location of all existing driveways and/or roads, on both sides of the frontage road, within 300 feet of any proposed access road into the subdivision.

   4) **Approximate radii of all curves and approximate grades of the existing frontage road or access road and any proposed interior access roads.**

   i) Approximate lay-out, dimensions and area of each proposed parcel and new access roads. Each parcel shall be separately identified by number or letter. Letters shall be used only for parcels being created for combined use of all future owners or for parcels modified by lot line adjustments.
j) Location and nature of all utilities including septic tanks, leach fields, and community sewage systems and potable water sources (i.e.: wells, storage tanks, etc.) in accordance with the requirements of the Yuba County Environmental Health Department.

k) Lines indicating the direction of the slope of the land and the approximate percent of grade, including all drainage features. Areas subject to inundation or overflow shall be so indicated. Contours shall be provided where the slope of the land is equal or greater than 10% on any portion of the subject site.

l) Proposed drainage for the subdivision from the new parcels and the interior access roads to approved drainage facilities or natural drainage way.

m) List of adjacent recorded subdivisions or known proposed subdivisions, lot-line adjustments, or any other application for entitlement, which may or will affect or be affected by the subject application.

Additional Submittal Requirements for projects outside the Valley Growth Boundary, pursuant to Yuba County Development Code Chapter 11.44.080 Rural Lot Design Guidelines, a Resource Inventory Map shall also be submitted. This map shall include the following and may consist of a single exhibit or a group of exhibits:

1) Steep slopes (those slopes equal to or greater than 25% grade).
2) All existing buildings and structures on the land.
3) Any known historic mining uses.
4) All encumbrances (easements, covenants, etc.)
5) Hydrologic characteristics (water courses, flow direction, storm drains, and areas subject to inundation.)
6) Land cover type/Biological Resource Map.
7) Cultural Resources as applicable per Chapter 11.44.080(B)7 of the Yuba County Development Code.

3. A grading plan or a description of the proposed grading if there is to be any significant grading other than smoothing out the undesirable minor irregularities.

4. Soil studies if applicable (consult the Yuba County Environmental Health Department). **Note: A public hearing cannot be scheduled for divisions relying on septic systems until soils analysis is performed demonstrating adequate soils exist for sewage disposal on the new parcels or a waiver is obtained.

5. Two copies of a Preliminary Title Report or Parcel Map Guarantee which has been issued in the name of the current owner within the last six (6) months.

6. Approved Facilities Park Plan or Will Serve Letter from OPUD for ALL TPM & TSTM projects located within Plumas Lake Specific Plan and/or North Arboga Study Area.

ENVIRONMENTAL REVIEW

All projects are subject to environmental review in accordance with the California Environmental Quality Act (CEQA). This environmental review is required in order to determine if the project will have an impact on the environment. You will be notified of the environmental determination and any fees associated with completing the environmental review once the initial review of your project has been completed.