

CITY OF MT. SHASTA
PLANNING DEPARTMENT
305 No. MT. SHASTA BLVD.
MT. SHASTA, CALIFORNIA 96067
(530) 926-7510 Telephone (503) 926-0339 FAX

GUIDELINES FOR A PARCEL MAP

(Four Parcels or Less)

PURPOSE

The State Subdivision Map Act authorizes local governmental agencies to regulate and control the design and development of subdivisions. A subdivision is defined as the division of any improved or unimproved land for the purpose of sale, lease, or financing. A subdivision also includes the conversion of a structure to condominiums. Subdivision regulations and review procedures for a division of property into five or more lots (generally referred to as a subdivision) requires tentative subdivision map approval; four lots or less require tentative parcel map approval. This guideline covers the procedures for parcel maps (subdivisions of four parcels or less).

The parcel map review process is designed to ensure that such things as street alignments, drainage and sanitary facilities, location and size of easements and rights-of-way, trees, traffic access, grading, and numerous other features conform to City regulations and are arranged in the best possible manner to serve the public, minimize adverse impacts to the environment, and provide a usable parcel.

The parcel map is evaluated for its consistency with the General Plan and zoning designation and the compatibility of the parcel map and public improvements with surrounding development. Special attention is focused on the preservation of natural topographic features of value and the integration of the development to existing terrain and land forms.

Please review the Subdivision Ordinance prior to submitting any material to staff for review.

PROCESS

Step 1- Applicant reviews all related Ordinances and development policy

It is important for any applicant to review the Subdivision and Zoning Ordinances and the City of Mt. Shasta General Plan prior to beginning the interactions with City Staff. This review allows the applicant to get familiar with allowed uses of specific properties, process information and design criteria for subdivisions and improvements and general application requirements.

Step 2. – Pre-application Discussion with Staff

Pursuant to Mt. Shasta Municipal Code Chapter 16.10, a “pre-application meeting” is required.

a conceptual site plan or diagram and map and detailed project description to planning staff. In addition applicant is encouraged to submit any questions regarding technical and regulatory requirements, or any other relevant issues identified by the applicant. This will allow staff to research and provide appropriate information to the applicant on issues such as conformity with the General Plan and Zoning Ordinance; basic engineering requirements; possible environmental concerns; and the need for any special studies, such as a traffic or hydrological analysis and so on. Usually, this first step is the most important step and helps a project move faster through the process.

Please see "Pre-application" handout for additional information.

Step 3– Filing of Application

Application Submittal Requirements: The basic application requirements are codified in the subdivision Ordinance. Please review Title 17 of the Municipal Code for other requirements, but below are the essential application requirements

Application requirements:

1. Application form completed and signed by the applicant and all property owners.
2. Preliminary title report (current within 12 months) for all properties involved.
4. Application fee
5. Supplemental information, if known, such as biological, noise, or traffic studies. Many times the need for these studies is not known until staff reviews the submitted project, and they are required as part of a CEQA document if required.
6. A reproducible Tentative Subdivision Map must be provided with 15 copies of the map **folded to a size of 8½ inches by 11 inches. Rolled Maps will not be accepted.** The map must be drawn no larger than 24 inches by 36 inches. ,Also, submit a reduced copy that can be reproduced on a copy machine also needs to be submitted (11 x 17 is preferred). The Tentative Map or Tentative Parcel Map must be consistent with, and contain, all items as required by the provisions of the Subdivision Map Act and the City of Mt. Shasta Subdivision Ordinance.

Tentative Parcel Maps shall be submitted as follows.

- (A) Tentative Parcel Maps shall be prepared by, or under the direction of, a registered civil engineer or licensed land surveyor, but need not be based on a survey, and shall contain the following information:

- (1) The subdivision name or number, date, north point, scale and sufficient description to define the location and boundaries of the proposed subdivision;
- (2) Name and address of record owner or owners of the subdivision;
- (3) Name and address of the sub-divider;
- (4) Name, business address and number of the registered engineer, or licensed surveyor, who prepared, or directed the preparation of, the map of the subdivision,
- (5) Elevations or contours at intervals of five (5) feet to determine slope of the land and the high and low points thereof;
- (6) The locations, names, widths and approximate grades of all roads, streets, highways and ways, if any, in the proposed subdivision and along the boundaries thereof;
- (7) The location and character of all existing or proposed public utility facilities in the subdivision or on the adjoining and contiguous highways, streets and ways;
- (8) The approximate widths, location and purpose of all existing or proposed easements contiguous to the proposed subdivision;
- (9) Approximate lot lay out and approximate dimensions of each lot and each to be numbered or lettered;
- (10) The outline of any existing buildings to remain in place and their locations in relation to existing or proposed street and lot lines;
- (11) Approximate location of all areas subject to inundation or storm water overflow and the location, width and direction of flow of all watercourses;
- (12) When a public street is proposed as part of the subdivision, show typical street sections and detail.

Parcel Map projects vary and any project may include:

1. Extension/Installation of water mains to the lot line of each parcel being created
2. Extension/installation of sewer mains to the lot line of each parcel
3. Construction of curb, gutter, and sidewalk full street frontage.
4. Installation of storm drains
5. Installation of fire hydrants
6. Installation of street lights
7. Parcels must have access to a public right of way.
8. All subdivisions pay park dedication fees or donate land if over 50 parcels.
9. All must file a tentative map per Title 17 of the Municipal Code

Step 4. Environmental Review

All maps are subject to the requirements of the California Environmental Quality Act (CEQA). If the map is not determined exempt, staff will prepare an initial study for the project, which requires a minimum review period of 30 days once completed and submitted to the State Clearinghouse and other agencies. During that review, environmental issues will be considered that may require the preparation of a negative declaration or an environmental impact report (EIR). If any issues are identified that require further study or analysis, the map will be declared incomplete until such time as the necessary information has been obtained. Once environmental review has been completed and conditions of approval or a

recommendation for denial have been determined, the project will be scheduled for a public hearing.

Step 5. Planning Commission Review

Planning Commission meetings are held on the 3rd Tuesday of each month. It is advisable that applicants attend the Planning Commission meeting.

Completed maps are typically scheduled for a public hearing before the Planning Commission. Notification of the hearing is given to adjacent property owners within a minimum of 300 feet from the exterior project boundaries or beyond that distance, if necessary. When the Planning Commission conducts the public hearing, testimony from staff and the general public is heard. The planning Commission may approve the map with added conditions to be met prior to recording, or at times prior to getting any other approvals such as a building permit. The technical changes are reviewed by the City Engineer. Actions of the Planning Commission may be appealed to the City Council. You and the general public have ten days following the hearing date to file an appeal. A fee is required for an appeal. If no appeal is received within the ten days, the map will be considered in effect. Once in effect, the map must be recorded within three years of the approval date or the map will expire.

Step 6. Filing of the Final Map

The final parcel map is a legal document based on the approved parcel map. After the approval by the Planning Commission, you should submit a Mylar final map prepared by an engineer or licensed surveyor to the Public Works Department for plan check. This should be done as soon as possible and well in advance of the 24 month deadline for recording. After an administrative review by staff and the City Engineer, the parcel map is submitted to the County Recorder's Office for final processing. If a parcel map is not recorded within the 24 months or an extension is not approved, the tentative map shall become null and void.

ESTIMATED TIME OF PROCESS

The actual time for the processing of a parcel map will vary depending on the complexity and magnitude of the proposal, but generally requests processed by the Planning Commission require 3 to 6 months, **including appeal periods**. The actual decision by the Commission may take one to two meetings, but the final parcel map cannot be processed for recording until after the ten day appeal period. Without a **complete and accurate** application, the above timelines is impossible.

NOTICE TO ALL APPLICANTS

1. Payment of all Park District In-lieu Fees pursuant to Section 17.42 of the Municipal Code shall be paid prior to recording the Final Map.

2. Pursuant to California Fish and Game Code Section 711.4, the City of Mt. Shasta is required to collect the following filing fees for the Siskiyou County Clerk of the Board, on behalf of the California Department of Fish and Game, for the following projects:
 1. Any project for which a Negative Declaration or Mitigated Negative Declaration is prepared pursuant to the California Environmental Quality Act but having no or "de minimis" effect on fish and wildlife: County documentary handling fee for Department of Fish and Game Certificate of Fee Exemption [Fish and Game Code Section 711(c)(d)(1)(2) & (e)].
 2. Any project for which a Negative Declaration or Mitigated Negative Declaration is prepared pursuant to the California Environmental Quality Act and having some effect on fish and wildlife: [Fish and Game Code Section 711.4(d)(3)], plus a County documentary handling fee.
 3. Any project for which an Environmental Impact Report is prepared pursuant to the California Environmental Quality Act and having some effect on fish and wildlife: [Fish and Game Code Section 711.4(d)(4)], plus a County documentary handling fee. Upon an environmental determination concerning your project/ application by the City of Mt. Shasta, a check made payable to the Siskiyou County Clerk in the appropriate amount will be required of you before processing of your application can be completed.

PLEASE NOTE: A PROJECT APPROVED PURSUANT TO THE CALIFORNIA ENVIRONMENTAL QUALITY ACT AS DESCRIBED ABOVE IS NOT OPERATIVE, VESTED, OR FINAL UNTIL THE FILING FEES REQUIRED UNDER SECTION 711.4 OF THE FISH AND GAME CODE ARE PAID. THE CITY OF REDDING DOES NOT RECEIVE ANY PART OF THESE FEES.

**CITY OF MT. SHASTA
PLANNING DEPARTMENT
305 NORTH MT. SHASTA BOULEVARD
MT. SHASTA, CALIFORNIA 96067
(530) 926-7510 TELEPHONE *** (530) 926-0339 FAX**

APPLICANT SIGNATURE REQUIREMENT

I have read and understand the application guidelines and submittal requirements.

Signature

Printed Name

Date