

## **SUBDIVISION: Five or More Parcels**

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) require Tentative Subdivision Map approval.

The Tentative Subdivision Map and Application review procedure is designed to ensure that such things as street alignments, storm-water run-off and drainage, sanitary facilities, location and size of easements and rights-of-way, traffic impacts, access, grading, and numerous other features conform to City regulations and are arranged in the best possible manner to serve the public, minimize change to the environment, and provide usable parcels for building sites.

The Tentative Map is evaluated for its consistency with the General Plan and Zoning designation, compliance with the Subdivision Ordinance, the Subdivision Map Act, and its compatibility with surrounding development.

### **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. The applicant submits a completed application form and 15% of the total application fee, 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

The Mt. Shasta Subdivision Ordinance requires the following;

Map Requirements. The tentative map shall be prepared by or under the direction of a registered civil engineer or licensed land surveyor. The tentative map shall be clearly and legibly drawn and shall contain not less than the following:

- (A) A title which shall contain the subdivision name and type of subdivision.
- (B) Name and address of legal owner, subdivider and person preparing or directing the preparation of the map, including registration or license number.
- (C) Sufficient legal description to define the boundary of the proposed subdivision.
- (D) The names and numbers of adjacent subdivisions and names of owners of adjacent unplatted land.
- (E) Date, north arrow, scale, contour interval and source and date of existing contours.

- (F) A statement of present zoning and of existing and proposed uses of the property as well as any proposed zoning changes, whether immediate or future.
- (G) A vicinity map showing roads, adjoining subdivisions, towns, creeks, railroads and other data sufficient to locate the proposed subdivision and show its relation to the community.
- (H) Existing topography of the proposed site, including but not limited to:
  - (1) Existing contours at two-foot intervals if the existing ground slope is less than ten percent and at not less than five-foot intervals for existing ground slopes equal or greater than ten percent. Contour intervals shall not be spread more than one hundred fifty feet apart. Existing contours shall be represented by dashed lines or by screened lines.
  - (2) Type, circumference and dripline of existing trees with a trunk diameter of six inches or more. Any trees proposed to be removed shall be so indicated.
  - (3) The location and outline of existing structures identified by type. Structures to be removed shall be so marked.
  - (4) The approximate location of all areas of potential stormwater overflow; the location, width and direction of flow of each watercourse.
  - (5) The widths, location and identity of all existing easements.
  - (6) The location and size of existing sanitary sewers, fire hydrants, water mains and stormdrains. The approximate slope of existing sewers and stormdrains shall be indicated. The location of existing overhead utility lines on peripheral streets shall be indicated.
- (I) Proposed improvements to be shown shall include but not be limited to:
  - (1) The location, grade, centerline radius and arc length of curves, pavement, right-of-way width and name of all streets. Typical sections of all streets shall be shown. Proposed private streets shall be clearly indicated.
  - (2) The location and radius of all curb returns and cul-de-sacs.
  - (3) The location, width, and purpose of all easements.
  - (4) The angle of intersecting streets if such angle deviates from a right angle by more than four degrees.
  - (5) The approximate lot layout and the approximate dimensions of each lot and each building site. Engineering data shall show the approximate finished grading of each lot, the preliminary design

- (6) Proposed contours at two-foot intervals shall be shown if the existing ground slope is less than ten percent and not at less than five-foot intervals for existing ground slopes of ten percent or more. A separate grading plan may be submitted.
  - (7) Proposed recreation sites, trails and parks for private or public use.
  - (8) Proposed common areas and areas to be dedicated to public open space.
  - (9) The location and size of sanitary sewers, fire hydrants, water mains and stormdrains. Proposed slopes and approximate elevations of sanitary sewers and stormdrains shall be indicated. The proposed routing of stormwater runoff generated by a one-hundred-year flood shall also be indicated.
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- (J) The name or names of any geologist or soils engineer whose services were required in the preparation of the design of the tentative map.
  - (K) The size of each sheet shall be eighteen inches by twenty-six 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 not less than 1" = 100' or as may be necessary 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. When four or more sheets including the certificate sheet are used, a key sheet shall be included. All printing or lettering on the map shall be of one-eighth-inch minimum height and of such shape and weight as to be readily legible on prints and other reproductions made from the original drawings.
  - (L) If the subdivider plans to develop the site in units or phases, the proposed units or phases and their proposed sequence of construction shall be shown.
  - (M) The subdivider shall specify any deviation from city standards and the justification for such deviation.
  - (N) Upon the written request of the subdivider, the department may waive any of the above tentative map requirements if the City Engineer determines that the type of subdivision does not justify compliance

with these requirements, or if the department determines that other circumstances justify a waiver. The department may require other drawings, data, or information as deemed necessary by the department to accomplish the purposes of the Subdivision Map Act and this chapter.

Information and Technical Reports Required. The tentative map shall be accompanied by the following information and reports:

- (A) Street Names. A list of proposed street names for any unnamed street or alley for review by the city engineer.
- (B) Soils Report. A preliminary soils report prepared by a registered engineer. If the preliminary soils report indicates the presence of soil problems which, if not corrected, would lead to structural defects, the soils report accompanying the final map shall contain an investigation of each lot within the subdivision.
- (C) Title Report. A preliminary title report, less than 12 months old, showing the legal owners at the time of filing the tentative map.
- (D) Environmental Review. Information shall be submitted as required by the Planning Department to allow a determination on environmental review to be made in accordance with the California Environmental Quality Act (CEQA). The subdivider shall deposit and pay all fees as may be required for the preparation and processing of environmental review documents.
- (E) Preliminary Engineering Calculations. Information shall be submitted as required by the standard engineering specifications to demonstrate the adequacy of the design of the proposed improvements. Such information shall include design parameters and engineering calculations.
- (F) Phasing. If the subdivider plans to file multiple final maps on the tentative map, he shall submit a written notice to this effect to the City Planner.
- (G) Other Reports. Any other data or reports deemed necessary by the department.

**All applicants must also provide:**

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.
7. Mailing addresses on labels with the names and addresses of property owners within 300 feet of the project.

#### **Step 4.**

City staff will review the material to confirm all the required information is provided. You will be notified within 30 days after filing as to whether the application is complete or what additional information is required. The application must be signed by all property owners. Incomplete applications will not be processed.

#### **Step 5 – Notice to Other Agencies – CEQA preliminary investigation.**

Upon a determination that the application is complete, a copy of the Tentative Subdivision Map exhibit and all pertinent data is sent to various trustee public agencies, utilities providers, school districts, and other City departments for their comments. Information received will be used in the preparation of a Initial Study and project analysis.

#### **Step 6– Environmental Review**

All projects are subject to the provisions of the California Environmental Quality Act (CEQA). However, CEQA exempts certain types of projects from environmental review because they have little potential to create environmental

impacts. If your project is not exempt, an initial environmental study will be prepared. If issues are identified that require further study or analysis, the application will be considered incomplete until the necessary information has been obtained. Should potentially significant environmental issues be identified, California law requires the preparation of a negative declaration or environmental impact report (EIR). The applicant is responsible for all costs associated with the Environmental Studies. California law requires the City to contract with consultants preparing environmental documents, but the costs are the responsibility of the applicant. All parties must enter into an agreement prior to document preparation.

Once environmental review has been completed, your project can be scheduled for a public hearing.

**Step 7. Review by Planning Commission .**

All subdivisions require a Public Hearing. The Planning Commission meetings occur every third Tuesday of the month. If your project is four parcels or less, skip to Step 9.

**Step 8. Review of Planning Commission recommendation by City Council**

**Step 9 Improvement plans reviewed by Engineer**

**Step 10. Final Map Review by City Engineer.**

**Step 11 City Council reviews the final report from City Engineer, adopts any required CEQA documents as permissible, accepts or rejects offers of dedication, and Final Map is approved.**

Step 12. Recording the Map.

**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: \$50 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.***