

CITY OF SCOTTS VALLEY
One Civic Center Drive
Scotts Valley, CA 95066
Planning Department (831) 440-5630

LD / MLD _____
Fee: _____
Rct #: _____
Date: _____
Rc'd: _____

TENTATIVE PARCEL MAP (1-4 lots)
TENTATIVE TRACT MAP (5+ lots)
APPLICATION

N **NOTE:** *Property Owner's signature is required*

Site Address and/or location: _____ APN: _____

Zoning: _____ General Plan: _____ Tax Area Code: _____

Number of lots proposed: _____ Average lot size: _____

Applicant Name: _____ Home phone: _____

Mailing Address: _____ Biz phone: _____

City, State, Zip: _____ FAX No. _____

Property
Owner Name: _____ Home phone: _____

Mailing Address: _____ Biz phone: _____

City, State, Zip: _____ FAX No. _____

Note: The staff report, agenda, minutes and all related follow-up documents will be mailed to the applicant and property owner(s) only.

Brief description of proposal: _____

Tract name: _____
Tract area: _____ acres containing _____ lots or _____ condominium units
Lot size (minimum to maximum): _____

City regulations require a written notice from the legal owner or owners of the land involved stating they hold title to the land and concur with or agree to the filing of the land subdivision. If the subdivider is not the legal owner of the land involved, written permission by the legal owner shall be submitted to the Community Development Director.

Subdivider's Engineer/Licensed Land Surveyor: _____

Professional license number: _____ Phone: _____

Address _____ FAX: _____

Proposed new street name(s): _____

Have the proposed street names been cleared by the County? YES NO

Fire District: _____
Elementary School District: _____
High School District: _____
Sanitation District: _____
Assessment District: _____
Water District or supply source: _____

Is subdivision located within a designated flood hazard area (FEMA)? YES NO

REQUIRED INFORMATION / ATTACHMENTS:

- ___ Copy of "Will Serve" letter from the Water District if a water meter will be required
- ___ Copy of Assessor's Parcel Map showing land involved.
- ___ 15 full size copies of *tentative parcel map** and other required information.
- ___ 3 copies of preliminary soils report.
- ___ 2 copies of a preliminary title report.

**The tentative map shall be clear and legible. The sheet size shall be no larger than 24" x 36". If necessary, use more than one sheet. The map shall be of such scale, preferably 1" = 100', as to show clearly all details. The map shall be prepared by a registered civil engineer or licensed land surveyor and shall contain the following information:*

Vicinity Map:

- ___ Include the location of the parcel with respect to adjacent parcels, streets and surrounding

areas.

___ Indicate the existing uses adjacent to and across the street from your parcel.

Vicinity Map (continued):

___ Sufficient description to define the location and boundaries of the proposed tract.

___ Existing use or uses of the property.

___ Proposed uses of the property and an outline of proposed restrictions.

___ Date, north point and scale ***on all pages***.

___ The tract name or other designation ***on all pages***.

Roadways:

___ Show all existing and proposed on and off-site improvements. Include the width of all right-of-ways. Indicate all existing improvements, including power and telephone poles, fire hydrants, roads, sidewalks and sewer. Give dimensions and setbacks to structures and property lines.

___ Show existing driveways within 200 feet of parcel boundaries.

___ Show all new streets and access ways. Show areas offered for dedication.

___ Show the location, proposed names, widths and approximate grades of all streets, highways and ways in the subdivision.

___ Show a typical cross section of all streets.

___ Show the locations and approximate widths of all easements for drainage, sewage, or public utilities.

___ Show radii of all curves.

Plot Plan:

___ Show the area of each proposed lot excluding all right-of-ways. Indicate location and width of easements, both public and private.

___ Note specific source and type of water supply (i.e., public utility, well, spring, etc.).

___ Note provisions for sewage disposal, drainage and flood control which are proposed.

___ Show all existing structures and setbacks to new and existing property lines and right-of-ways.

___ Show all proposed building pads and driveways on site.

___ Show topography for the entire site with one to twenty foot spacing depending on slope.

___ Locate the 100-Year Flood Plain, if applicable.

Site Features:

___ Show all existing vegetation, indicate vegetation to be removed.

___ Show approximate boundaries of areas subject to inundation or storm water overflow and of all areas covered by water and the location, width and direction of flow of all watercourses, living or dry.

___ Shade all areas of cut and fill and include a cross section.

___ Identify known soil or geologic hazard areas in the surrounding areas affecting the project.

___ Show average slope of each lot using Hillside Residential formula.

___ Indicate on the map the names and addresses of record owner and subdivider, name, address and license number of engineer or surveyor under whose direction the map was prepared.

Site Features (continued)

— Shade all slopes 30% or greater.

— In areas to be developed, contours shall be drawn to intervals as follows:

<u>Slope</u>	<u>Interval</u>
0.00% - 1.00%	1 foot
1.00% - 5.00%	5 feet
5.00% - 10.00%	10 feet
10.00% - and over	20 feet

In areas not to be developed, greater intervals may be permitted which shall be extended into adjacent property a sufficient distance to establish proper topographical relationships.

— Provide average slope for all proposed lots and calculations by which they were obtained using the following formula. Average Slope - the average slope (S) of the parcel being subdivided shall be determined by the following formula:

$$S = \frac{.00229 IL}{A}$$

Where: S = Average slope in percent, rounded to nearest whole percent
I = Contour interval in feet.
L = Combined length of contour lines in scale feet.
A = Gross area in acres of the total parcel being developed.

Other Requirements:

— If your project is near any interim or perennial streams, the **State Department of Fish and Game** may have permit requirements that would add to the processing time of your project. You may want to contact that agency and address any concerns they may have.

State Department of Fish and Game
ATTN: Environmental Services
P.O. Box 47
Yontville, CA 94599
(707) 944-5500

— If your project is near an aquatic environment, including wetlands that serve as habitat for interrelated and interacting communities and populations of plants and animals, the **Army Corps of Engineers** may have permit requirements that would add to the processing time of your project. You may want to contact that agency and address any concerns they may have.

Army Corps of Engineers
333 Market Street, 8th Floor
San Francisco, CA 94105-2197

— Please contact the **Scotts Valley School District** office to discuss the potential impact your project may have over and above the statutory fees required (831) 438-1820.

INFORMATION ON PROCESSING:

~Review and scheduling will proceed only after applications are determined to be complete.

~Additional information may be required as part of the Environmental Impact Assessment which will lengthen the review period.

~Once an application is determined to be complete and all environmental concerns have been addressed, the application will be placed on the next available Planning Commission agenda. Applications are scheduled on a first complete, first scheduled basis.

~The Planning Commission meets the second and fourth Thursday of each month. Once the application has been scheduled, the applicant and property owner will be sent a copy of the agenda and staff report prepared for the meeting. You or a project representative should attend the meeting and be prepared to answer any questions the Planning Commission may have.

~After the meeting, the applicant and property owner will be notified of the action of the Planning Commission by transmittal letter, copy of the minutes and any approving documents. There is a ten working day appeal period from the date the draft minutes are posted in which time no building permits can be issued. During that appeal, the decision of the Planning Commission can be appealed by anybody.

~SPECIAL NOTE: If you are also submitting an application for rezoning or other approvals, it will be necessary for the Planning Commission and City Council to hear both applications concurrently. Your signature on this form consents to an extension of the time limit permitted by State statute for acting and reporting on the Tentative Map, so as to coincide with the time limits for hearing and acting on all applications.

N NOTE: signature of the property owner is required. If property owner is unavailable to sign this application, an original letter of authorization from the property owner is required.

I certify that all of the information supplied in this application is true and that the plans are accurate to the best of my knowledge:

Signature of Property Owner

Date: _____

Date: _____

Signature of Property Owner(s)