MINOR SUBDIVISION MAP REVIEW PROCEDURES

(Four or Fewer Lots)

- 1. **Application -** Application submitted and reviewed to determine if application is complete.
- Environmental Determination The Planning, Engineering and Environmental Compliance Division files a California Environmental Quality Act (CEQA) determination after the application is complete.
- 3. **Minor Subdivision Committee Action** The Committee shall be convened and take action on the map.
- 4. **Referral to Planning Commission** The Minor Subdivision Committee may refer an application to the Planning Commission.

Attached Submittals:

Minor Subdivision Map - Application Checklist

Contacts:

Map Questions - City Engineer Tom Reeves (831) 646-3920
Zoning Questions - Principal Planner Kim Cole (831) 646-3759
Inclusionary Housing Questions - Administrative Analyst Sandra Reeder (831) 646-3995
Fire Department Questions - Deputy Fire Marshall David Reade (831) 646-3908
Building Questions - Chief of Permit & Inspection Services John Kuehl (831) 646-3890

	PROJECT:
	APPLICANT:
	DATE SUBMITTED:
	REQUIRED BASIC INFORMATION
	(Municipal Code Chapter 33, Articles 6, Sections 33-79 through 33-89.)
	Application not to be accepted unless the following is submitted:
SUBMITTED	11
YES NO N/A	
1	Filing of Subdivision Map (date)
2	Number of Copies: (10 minimum)
3	Reduced Copy (8 1/2" x 11")
	Form and Content of Small Subdivision Map
4	Map number as supplied by the Planning Office
5	Date, north point and scale
6	Scale between 1" = 100' and 1" = 40' / Appropriate Scale
7	Map fit onto one 24" x 36" page
8	Sufficient legal description to define boundaries or proposed division of land
9	Vicinity sketch
	Information required on the Small Subdivision Map
10	Record Owner, subdivider and civil engineer or surveyor (including registration number)
11	Approximate location and outline to scale of each structure on site. Include adjacent
	property structures if they impact design of subdivision. Each structure shall be identified.
12	Tree locations on site and within boundaries of proposed public right of ways
13	Location and width of all existing and proposed streets and highways within
14	and adjacent to site Width, purpose and approximate location of all existing and proposed easements or
14	ROWs, public and private, within and adjacent to the proposed subdivision
15	Approximate lot layout and approximate dimensions of each lot and of each building site
13	Each street shown by its street name or with temporary name until final name is selected
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	ADDITIONAL REQUIRED INFORMATION
	(To be determined on a project-by-project basis)
16	The existing topography of the land proposed to be divided using contour intervals of
	not more than 5 feet and of not more than 2 feet when the grade is less than 5%
17	Contours of adjacent land shall also be shown whenever the surface features of such
	land affect the design and/or improvement of the proposed division. The map shall
	contain a statement indicating the source of contours shown on the map.
18	The approximate location of all areas subject to inundation or storm water overflow and
	the location, width, and direction of flow of each watercourse
19	The location of all cut and fill slopes or a separate grading plan.
	The name or names of any geologist or soils engineer whose services were required
	in the preparation of the design of the map.

SUB (ES	MITT <u>NO</u>	ED <u>N/A</u>

A geologic soils report prepared by a civil engineer who is registered by the state, unless the Building Department shall determine that, due to the knowledge such department has as to the soil qualities of the soil of such subdivision or lot, no preliminary analysis is necessary. If the preliminary soils report indicates the presence of critically expansive soils or other soil problems which, if not corrected, would lead to structural defects, the person filing the tentative map shall submit a soils investigation of each lot in the subdivision, prepared by a civil engineer who is registered in this state, which shall recommend corrective action which is likely to prevent structural damage to each dwelling proposed to be constructed on the expansive soil. The Building Department shall approve the soils investigation if it determines that the recommended action is likely to prevent structural damage to each dwelling to be constructed and shall require that the approved recommended action be incorporated in the construction of each dwelling as a condition to the building permit.

If the Building Inspector finds that a written geological report is necessary to determine whether the property to be divided is subject to an existing or potential geological hazard, the person filing the map shall submit such a report. The report shall be prepared by a registered engineering geologist.

21

The Minor Subdivision Committee may waive any of the foregoing requirements whenever the Minor Subdivision Committee finds that the type of subdivision is such that compliance is unnecessary or that other circumstance justify the waiver. The Minor Subdivision Committee may require such drawings, data, or other information as are deemed necessary.