



TENTATIVE MAP APPLICATION CHECKLIST

10/2018

The following checklist is intended to identify the standard information and items that are necessary in order for the Planning Division to process your Tentative Map application. Additional information may be required for certain types of projects. Please contact the Planning Division for details on your specific use.

The following items are required for a complete application:

1. Completed and Signed **Planning Permit Application** Form.
2. **Application and Environmental Review Fees** are required at the time the application is submitted to the Planning Division:
3. **Project Description** that summarizes the proposed use and activity, and the basis for any proposed exceptions to established development standards.
4. **Five (5) copies of the tentative map folded to a size equal to or less than 11" X 17" and a PDF.** Additional copies will be required following review by the City.

NOTE: Tentative maps are required to be prepared by, or under the direction of, a registered civil engineer or licensed land surveyor and must contain all information listed in **Part 2 – Minimum Requirements for Tentative Maps.**

5. One (1) 11" X 17" or smaller **reduction of the tentative map.**
6. One (1) copy of a **current preliminary title report** (no older than one month), including reference to the easement(s) providing officially recorded access from the project site to a public street.
7. One (1) copy of the **current deed(s) to the property(s)** proposed for division. If property owner is a partnership, corporation or holding company, submit current documents identifying the names and addresses of all partners or officers.
8. Five (5) copies of a **Preliminary Grading Plan** and one PDF containing all information listed in **Part 3 – Requirements for Preliminary Grading Plans.** Additional copies will be required following review by the City.
9. One (1) copy of the completed **Environmental Information Form** and studies/reports from the attached **Environmental Review Checklist.**
10. If applicable, completed application(s) for General Plan Amendment, Rezoning, Variance, Property Line Adjustment, and/or Use Permit necessary to allow approval of the tentative map application. (Consult with the Planning Division for applicability.)

CITY OF SHASTA LAKE DEVELOPMENT SERVICES DEPARTMENT – PLANNING DIVISION

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- 11. This completed ***Tentative Map Application Completeness Checklist*** for, noting any items which are not applicable.
- 12. **Authorization to Enter Private Property** form
- 13. **Property Owner's Authorization Letter** is required if the applicant is not the owner of the subject property.
- 14. **Agent's Authorization Letter / Statement of Agency Form** is required if the applicant authorizes someone else to act on their behalf in all or partial dealings with the application.
- 15. **OTHER:**

NOTE: **Additional information will be required for development within a hillside, ridgeline or skyline area pursuant to Shasta Lake Municipal Code Chapter 15.08**

PART 2: MINIMUM REQUIREMENTS FOR TENTATIVE MAPS:

General

1. The map shall be 18" X 26" in size, legible, and at a scale of not less than 1" = 400' with a 1" blank margin on all sides. If more than one (1) sheet is required, one (1) composite map shall be submitted along with the other required copies.
2. Accurate location map with enough information to allow staff to locate access roads and the property in the field.
3. Subdivision name, if any.
4. North arrow, scale, basis of bearings, and date map was prepared
5. Names, address, zip, and phone number of record owner(s) of the property to be divided.
6. Names, address, zip code, and phone number of subdivider (if different than record owner).
7. Name of record owner(s) of all contiguous property.
8. Name, registration number (if applicable), business address, zip code and phone number of the qualified person who prepared the map.
9. When submitting revised maps, indicate in the lower right hand corner of the map the revision number, the date of the revised map and reason(s) for the revision. Submit Five (5) copies of the revised map and a PDF.

Parcel/Project Information

10. General Plan and Zoning Designations
11. Total project size and gross and net densities proposed.
12. Gross and net acreages of the proposed subdivision to the nearest tenth of an acre.
13. Lot dimensions, lot numbers and pad elevations for each proposed parcel.
14. Total area within (a) roads and (b) easements for roads, improved surface drainages, canals or irrigation ditches, transmission lines, and exclusive easements.
15. Building envelope and proposed driveway locations as they relate to slopes. (Applicable when the average cross slope of the site is 20% grade or greater.)

Natural Features / Existing Conditions

16. Approximate location, width, depth, and direction of flow of all existing and proposed watercourses including seasonal streams or ponds and bodies of water.
17. Areas located within a flood hazard area as determined by the most recent Flood Insurance Rate Map adopted for the City of Shasta Lake. Include base flood elevations and the elevations of proposed structure(s) and pad(s).
18. The outline of all existing buildings (including mobile homes) located on the property and the distance from the buildings to the nearest existing and proposed streets and parcel boundaries. Map must identify the use of structure, i.e., residence, barn, etc.
19. Approximate locations of existing wells, springs, sewage disposal systems; test wells, percolation holes and test pits, with sufficient flagged reference points for field check purposes.
20. Location and type of all trees in excess of 10" diameter at breast height.
21. The boundaries of any units within the subdivision if the subdivision is to be recorded in phases.

Infrastructure

22. A water and sewer plan indicating the point of connection and a preliminary design of the pipe locations and sizes.
23. Location of all water lines, ditches, culverts, public utilities, and other underground facilities within each parcel.
24. If applicable, delineate disposal areas for sewage disposal and indicate their approximate size, in acreage or square feet, for each lot.
25. Location and character of all existing and proposed public utility facilities on the property and on adjoining streets
26. Width and location of all existing road and utility easements, noting the official record book and page numbers.
27. Road names for each existing road and letters (e.g. Road "A") for each unnamed road. Submit three (3) proposed road names for each unnamed road (propose on map or on separate sheet).
28. Location, surface type and width, right-of-way width, existing and proposed street grades, and curve radii of all existing and proposed on and off-site roads to be used for access.
29. Location and radii of all existing and proposed cul-de-sacs.

30. Location of all existing and proposed encroachments to city streets.
31. Location of nearest fire hydrant and distance to property line. (Fire hydrant required within 300' driving distance of nearest property line if parcel is less than 1 acre; within 750' if parcel is over 1 acre). Indicate proposed location of fire hydrant(s) if required.

PART 3: MINIMUM REQUIREMENTS FOR PRELIMINARY GRADING PLAN:

1. **Slope Analysis**, including the natural topographic features showing the following slope categories and the acreage/square footage for each slope category:

0-20 percent
20-30 percent
30 percent and over

An overlay of the slope analysis and the proposed development indicating the location of proposed pads, structures, streets, driveways, retaining walls, drainage features and facilities, and any other site improvements, and all proposed grading including cut and fill lines and maximum slope heights and gradients shall be required.

The slope analysis shall generally be prepared at a scale no smaller than one (1) inch equals two hundred (200) feet (1" = 200') utilizing contour intervals of no more than ten (10) feet. Exceptions may be granted by the Development Services Director or his/her designee based on the size and slope of the property.

Provide note on the map sheet that the elevation across the property is__ % slope.

2. Existing and proposed grades and the extent of cut and fill. Indicate slopes (2:1, 3:1, etc.)
3. Proposed drainage system, including location of proposed detention/retention facilities.
4. Existing and proposed topographic contours of the subject site. Existing contours shall be shown by broken lines at five (5) feet or smaller intervals, with future contours shown by a solid line. Contours shall be labeled with elevation.
5. Proposed building envelopes, including elevations.
6. Proposed retaining walls.
7. Proposed erosion control measures.
8. Location of all Waters of the United States and wetland areas as defined by the U.S. Army Corps of Engineers.
9. **Sectional Drawings.** Sectional drawings through the site showing major natural features and neighboring structures in relation to the proposed development shall be required. Indicate the fill from the original grade, extent of any excavation, hillside cuts, screening, existing and proposed grades, and effects on views of development from neighboring properties, public parks, and public rights-of-way.