

## ***PARCEL MAP & TENTATIVE MAP APPLICATION CHECKLIST***

- \_\_\_\_\_ Completed parcel/tentative map application
- \_\_\_\_\_ Parcel/tentative map application fee
- \_\_\_\_\_ Applicant/owner's signature or letter of authorization
- \_\_\_\_\_ Completed onsite wastewater division land division review application
- \_\_\_\_\_ Completed fire flow clearance form
- \_\_\_\_\_ Completed drainage impact analysis [if applicable]
- \_\_\_\_\_ Copy of current (no older than 6 mos.) preliminary title report and all supporting documents and showing current property owner
- \_\_\_\_\_ Check for archaeological records search
- \_\_\_\_\_ If the project involves a site plan review, administrative permit, conditional use permit or rezoning application, so state and indicate the nature and purpose of the application
- \_\_\_\_\_ CD containing an electronic copy of map(s)
- \_\_\_\_\_ Submit maps (15 copies) designed in compliance with the following instructions:

Maps (no smaller than 18" x 26" and no larger than 24" x 36", folded to 8-1/2" x 11"), scaled such that lot dimensions, topography, and other required information is readily shown and can be easily understood. **Recommended map scale is 1" = 40', 50', 60' or 100"; or as accepted by Town Engineer.**

The map shall contain the following information:

- \_\_\_\_\_ For a tentative map: A title which shall contain the proposed subdivision name and type of subdivision. Also include sufficient bearings and distances to define the boundary of the proposed subdivision.
- \_\_\_\_\_ Name and address of legal owner, subdivider, and the person preparing the map, including registration number or license number if applicable.
- \_\_\_\_\_ Assessor's parcel number(s).
- \_\_\_\_\_ Date prepared, north arrow, map scale, 2' contour intervals, and date and source of existing contours.
- \_\_\_\_\_ Existing and proposed land use of resultant lots or parcels
- \_\_\_\_\_ A vicinity map sufficient to show the property's relation to the local community.
- \_\_\_\_\_ Existing topography and improvements of the site and within 100 feet from its boundary, including, but not limited to:

- \_\_\_\_\_ (1) Percents and directions of slope, including any grade breaks at the ten (10), twenty (20), and thirty (30) percent slopes shall be shown. Existing contours at two (2) foot intervals shall be shown where topography is critical to the design of proposed lots, drainage, etc.
- \_\_\_\_\_ (2) Type and diameter of existing trees which may be affected by the proposed development. Any trees proposed to be removed shall be so indicated.
- \_\_\_\_\_ (3) The approximate location and outline of existing structures, identified by type. Structures located onsite and offsite within 100 feet of site boundary. Structures to be removed shall so be marked.
- \_\_\_\_\_ (4) The location, width, and direction of flow of each watercourse and seasonal drainage flows.
- \_\_\_\_\_ (5) The location and width of pavement and access right-of-way, including grade, physical condition and name of existing streets or roads affecting the property.
- \_\_\_\_\_ (6) The location, size, and slope of existing storm drains and french drains.
- \_\_\_\_\_ (7) The location, width and identity of existing easements.

\_\_\_\_\_ Proposed water supply with enough information to enable the onsite division to determine that potable water is, or can be made available to all lots in the subdivision in adequate quantity.

\_\_\_\_\_ Proposed method of sewage disposal. Existing and proposed leach fields must be shown.

\_\_\_\_\_ Any proposed improvements shall be shown.

\_\_\_\_\_ The proposed lot layout, lot dimensions, as well as net and gross lot or parcel areas.

\_\_\_\_\_ Proposed easements or rights of way including names of proposed new streets.

\_\_\_\_\_ In case the property to be subdivided lies partly in unincorporated territory and partly within the Town limits, the following words shall be used: "Within and adjoining the County of Butte."

\_\_\_\_\_ Location of all fire hydrants located on and within 300 feet of the property.

## TOWN OF PARADISE

### APPLICATION FOR A PARCEL MAP OR A TENTATIVE MAP

### APPLICANT'S GUIDE TO PROCEDURES

#### INTRODUCTION:

A Parcel Map is required for a land division of four or fewer parcels. A land division of five or more lots requires a Tentative Map.

#### ESTIMATED PROCESSING TIME:

The total time for processing a parcel or tentative map is usually **EIGHT TO TEN WEEKS**, which includes staff review, comment, and a required public hearing. If the project is not exempt from the requirements of the California Environmental Quality Act, an additional several weeks may be required to conduct environmental review as part of processing the application. If an Environmental Impact Report (EIR) is required for the project, an additional six months to one year may be required to process the application.

#### ENVIRONMENTAL REVIEW FEES

If the proposed land division project is not exempt from the requirements of the California Environmental Quality Act (CEQA), the project applicant will be required to pay an **additional \$2,480.25 fee** assessed by and payable to the California Department of Fish and Game (DFG) and a \$50.00 recording fee assessed by and payable to the Butte County Clerk Recorder. If these additional fees are required, they must be paid by the applicant **PRIOR** to approval of the project. DFG and recording fees associated with a project for which an EIR is required are \$3,445.25 and \$50.00, respectively. Consult with town staff for additional information regarding DFG and recording fees.

#### APPLICATION REQUIREMENTS AND PROCEDURE:

In order to avoid any unnecessary delays, **THE FOLLOWING INFORMATION MUST BE SUBMITTED WITH ALL PARCEL OR TENTATIVE MAPS**. Applications will be deemed incomplete unless this information is provided in full.

1. Before submitting an application, the applicant or agent is requested to discuss with staff all questions about application requirements, Town procedures, consistency with the Paradise General Plan, the provision of improvements in conformance with development standards and the proposed design of the map.
2. Submit to the Community Development Department material evidence of an **APPROVED** Town of Paradise Onsite Wastewater Management Zone Land Division Review (obtained from the onsite sanitation division) of your proposed project.
3. Submit a completed Town of Paradise Parcel Map/Tentative Map application form, and payment of fee in effect at time of application, payable by cash, charge or check to Town of Paradise. If applicant is other than owner, owner's signature or a proof of agency must be supplied in writing in order to legally process the application.
4. Completed fire flow clearance form (contact fire department @ 872-6264)
5. Completed drainage impact analysis of the project and its effects upon the local drainage basin (refer to Planning Process Reforms).
6. Submit copy of current preliminary title report (no older than 6 mos.) and all supporting documents and showing current property owner.
7. All items on the application must be filled in as completely as possible. If an item is not applicable, please indicate by the term "N/A."
8. If the project involves a site plan review, administrative permit, conditional use permit or rezoning application, so state and indicate the nature and purpose of the application.

9. Submit maps with the following instructions:

Submit **SIXTEEN (16)** copies of maps (no smaller than 18" x 26" and no larger than 24" x 36", folded to 8-1/2" x 11"), with the application. The scale shall be such that lot dimensions, topography, and other required information is readily shown and understood. **Recommended scale is 1" = 20', 30' or 40'; or as accepted by Town Engineer.** Additional copies of maps shall be made available by the applicant to Town Departments upon request. Maps shall contain the following information:

- a. For a tentative map, a title which shall contain the proposed subdivision name and type of subdivision. Also include sufficient bearings and distances to define the boundary of the proposed subdivision.
- b. Name and address of legal owner, subdivider, and the person preparing the map, including registration number or license number if applicable. **All plans must be stamped and signed by a licensed Land Surveyor or Civil Engineer authorized to perform Land Surveying in California.**
- c. Assessor's parcel number(s).
- d. Date prepared, north arrow, scale, contours at two (2) foot intervals, and date and source of existing contours.
- e. Existing and proposed land use of resultant lots or parcels.
- f. A vicinity map sufficient to show the property's relation to the local community.
- g. Existing topography and improvements of the site and within 100 feet from its boundary, including, but not limited to:
  - (1) Percents and directions of slope, including any grade breaks at the ten (10), twenty (20), and thirty (30) percent slopes shall be shown. Existing contours at two (2) foot intervals shall be shown where topography is critical to the design of proposed lots, drainage, etc.
  - (2) Type and diameter of existing trees which may be affected by the proposed development. Any trees proposed to be removed shall be so indicated.
  - (3) The approximate location and outline of existing structures, identified by type. Structures located onsite and offsite within 50 feet of site boundary. Structures to be removed shall so be marked.
  - (4) The location, width and direction of flow of each watercourse and seasonal drainage flows.
  - (5) The location and width of pavement and access right-of-way, including width, grade, physical condition and name of existing streets or roads affecting the property.
  - (6) The location, size, and slope of existing storm drains and french drains.
  - (7) The location, width and identity of existing easements.
- h. Any proposed improvements shall be shown.
- i. The proposed **net** lot or parcel layout, as well as **gross** lot or parcel areas.
- j. Proposed easements or rights of way including names of proposed new streets.
- k. In case the property to be subdivided lies partly in unincorporated territory and partly within the Town limits, the following words shall be used: "Within and adjoining the County of Butte."

- l. Proposed water supply with enough information to enable the ONSITE SANITATION DIVISION to determine that potable water is, or can be made available to all lots in the subdivision in adequate quantity.
  - m. Proposed method of sewage disposal including soils/percolation data with enough detailed information to allow the ONSITE SANITATION DIVISION to analyze the proposed method. Existing and proposed leach fields must be shown.
  - n. Indicate the location and distance to the nearest fire hydrant and the size and location of water mains supplying the hydrant.
  - o. Written request for any exceptions pursuant to Title 16 (Subdivision Ordinance) of the Town of Paradise Municipal Code.
  - p. Indicate whether proposed project site is considered sensitive for ARCHEOLOGICAL RESOURCES (consult with town staff). If required, submit payment of fees for archaeological records search.
10. If applicable, include the following:
- a. A soils or engineering geology report may be required by the Town Engineer.
  - b. If access is by prescriptive right-of-way, attach document.
11. Submit an electronic copy of all sheets of the proposed parcel or tentative map on a compact disc (CD).

**THE APPLICATION SHALL BE CONSIDERED INCOMPLETE UNTIL ALL OF THE ABOVE INFORMATION IS SUBMITTED TO THE COMMUNITY DEVELOPMENT DEPARTMENT. NOTE: APPLICATION SHALL BE CONSIDERED VOID IF NOT SIGNED BY OWNER OR HIS LEGAL AGENT. THE TOWN MAY WAIVE ANY OF THE ABOVE REQUIREMENTS IF THE LOCATION OR NATURE OF THE SUBDIVISION DOES NOT NECESSITATE COMPLIANCE WITH THESE REQUIREMENTS. THE TOWN ENGINEER OR PLANNING DIRECTOR MAY REQUIRE ADDITIONAL INFORMATION AS DEEMED NECESSARY.**

Staff reviews the application for completeness. The staff shall contact applicant within 30 days of receipt of application and determine whether it is complete or incomplete. If the application is determined to be incomplete, the applicant will be provided with a list of additional information required to make the application complete.

Complete applications are reviewed by town departments and other public agencies. An environmental document and staff report is prepared and the project is scheduled for public hearing. At least ten (10) days prior to public hearing, mailed notice of a public hearing shall be sent to the applicant and to property owners within 300 feet of the affected area; and public hearing notice will be published in a newspaper of general circulation. The applicant or his/her representative must attend the public hearing.

**APPEAL OF THE PLANNING DIRECTOR OR PLANNING COMMISSION'S DECISION ON THE APPLICATION MUST BE MADE TO THE PLANNING COMMISSION OR THE TOWN COUNCIL WITHIN TEN (10) DAYS OF THE OFFICIAL DECISION DATE.**

**DEPARTMENTAL USE ONLY**

Receipt No. \_\_\_\_\_

Fee \_\_\_\_\_

Project No. \_\_\_\_\_

**TOWN OF PARADISE  
APPLICATION FOR PARCEL MAP/TENTATIVE MAP**

Applicant \_\_\_\_\_ Phone \_\_\_\_\_

Applicant's Mailing Address \_\_\_\_\_

Applicant's Interest in Property (Owner, Lessee\*, Other\*) \_\_\_\_\_

\*If applicant is not the owner, owner's signature or signed letter of authorization must accompany this application.

Applicant's email address \_\_\_\_\_ Fax \_\_\_\_\_

Owner's Name \_\_\_\_\_ Phone \_\_\_\_\_

Owner's Mailing Address \_\_\_\_\_

Engineer (Name, Address) \_\_\_\_\_

Engineer Phone \_\_\_\_\_ Fax \_\_\_\_\_ Email \_\_\_\_\_

Property Address \_\_\_\_\_ Parcel Size \_\_\_\_\_

AP Number(s) \_\_\_\_\_ Zoning \_\_\_\_\_

Existing Use \_\_\_\_\_ General Plan Designation \_\_\_\_\_

APPLICATION FOR (Check one): \_\_\_\_\_ Parcel Map \_\_\_\_\_ Tentative Map

Description of proposed land use of resultant parcels: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Parcel was created and recorded: Date \_\_\_\_\_ Page \_\_\_\_\_ Volume \_\_\_\_\_

No. & size of parcels or lots being created: \_\_\_\_\_

Improvements proposed: \_\_\_\_\_

\_\_\_\_\_

Tree planting or removal (approx. number): \_\_\_\_\_

Project associated with or to be a part of a larger project: \_\_\_\_\_

Distance to natural water course or storm drain: \_\_\_\_\_

Proposed method of sewage disposal \_\_\_\_\_ Proposed source of water \_\_\_\_\_

Do power and telephone lines exist to the boundary of the original parcel? \_\_\_\_\_

\_\_\_\_\_

Name and distance to nearest public maintained street: \_\_\_\_\_

If access is by a recorded private maintained street: \_\_\_\_\_

If access is recorded private road easement, give deed reference: \_\_\_\_\_

Land Division site located within "An Archeological Sensitive Area" (consult with town staff)? \_\_\_\_ Yes, \_\_\_\_ No  
**[NOTE: IF YES, PLEASE SUBMIT A CHECK WITH THIS APPLICATION IN THE AMOUNT OF \$150.00 MADE PAYABLE TO "NORTHEASTERN INFORMATION CENTER" FOR ARCHAEOLOGICAL RECORDS INVENTORY SEARCH.]**

Owner of this property now owns or previously owned land adjoining this property? \_\_\_\_ Yes \_\_\_\_ No

I hereby declare under penalty of perjury that the foregoing statements and the attached map(s) are true, accurate, complete, and correct to the best of my knowledge and belief.

Applicant's Signature \_\_\_\_\_ Date \_\_\_\_\_

Property Owner's Signature \_\_\_\_\_ Date \_\_\_\_\_

**FROM DATE APPLICATION IS DEEMED COMPLETE. PLEASE ALLOW AT LEAST 8-10 WEEKS FOR PROCESSING; LONGER FOR PROJECTS SUBJECT TO ENVIRONMENTAL REVIEW.**

**NOTE:** By signing this application form, the applicant is indicating that the project site is not included on any state or local list of hazardous waste sites compiled pursuant to California Government Code Section 65962.5, effective July 1, 1987

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Revised: 8/10