



CITY OF MOUNTAIN HOUSE

Community Development Department / Planning Division
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Tentative Subdivision and Parcel Map Submittal Requirements

GENERAL REQUIREMENTS:

- 1. A copy of the Uniform Development Application must be typed or printed and filled in completely.
 - a) If the applicant is not the property owner, the property owner shall designate the applicant as the authorized agent to act on his or her behalf and both shall sign this application.
- 2. Environmental Information Form, if required, as determined by the Planning Division per the California Environmental Quality Act. (some Parcel Maps do not require this form, please inquire).
- 3. Evidence of property ownership, e.g. deed, title insurance policy.
- 4. Maps:
 - a. A set of site plans (see Site Plan Requirements).
 - b. A set of floor plans and building elevations (see Elevation Requirements).
 - c. Size: 24" x 36".
 - d. All plans shall be folded to a size of approximately 8½" X 11".
 - e. Other plans may be required depending on the complexity of the project.
 - f. Email electronic copy of all the categories at mountainhouseplanning@sjgov.org
- 5. All applicable filing fees (see adopted fee schedule).
- 6. If the map proposes abandonment of right-of-way, a "Pro Forma" or a "Title Commitment" from a title company which indicates how fee title to the underlying property will vest after the right-of-way is abandoned.
- 7. **Prior to submitting an application for a tentative map to allow a condominium conversion for existing rental unit(s)**, the owner shall provide notice in accordance with the Subdivision Map Act. A copy of the required forms shall be submitted to the City with the signatures of all tenants / prospective tenants. Prior to noticing tenants or submitting an application, it is recommended that the applicant the contact City Planning Staff to ensure compliance with state requirements for tenant notification.

TENTATIVE SUBDIVISION MAP/PARCEL MAP REQUIREMENTS:

Maps shall be clearly and legibly reproduced and shall include the following information:

- 1. A key or location map on which shall be shown the general area including adjacent property, subdivisions and roads.
- 2. Legend including:
 - a. For Subdivision Maps only: The tract name.
 - b. Date, north point, scale and sufficient description to define location and boundaries of the proposed map.
 - c. Name, address, phone and fax number and of recorded owner or owners.
 - d. Name, address, phone and fax number and of the subdivider.

- e. Name, business address, phone and fax number and of the engineer who prepared the map. (Maps must be stamped and signed with a valid stamp.)
- f. Acreage of proposed tract to the nearest tenth (1/10th) of an acre.

Traffic requirements:

- 1. The locations, names, and widths of all existing and proposed roads, streets, highways, and rights-of-way in the proposed map, both public and private. All dedications shall be clearly identified and distinguished from existing rights of way. Public and private facilities shall be clearly distinguished.
- 2. Names, existing widths and centerlines of all adjoining and contiguous streets, width of adjacent streets from centerline to edge of property line, and distance of property to nearby street intersections (if property is located mid-block).
- 3. Location and character of all existing and proposed street improvements.

Utility requirements:

- 1. Locations and size of all pipelines and structures used in connection therewith.
- 2. Alignment and location of all backbone water facilities (i.e. pipes eight inches and larger, wells, wellhead treatment facilities, tanks, booster pump stations, ASR wells, connections to adjacent facilities, etc.).
- 3. Alignment and location of all backbone wastewater facilities (i.e. pipes ten inches and larger, lift stations, connections to adjacent facilities, etc.).
- 4. Alignment and location of all backbone storm drain facilities (i.e. pipes ten inches and larger, lift stations, detention basins, outfall facilities, basin service roads, connection to adjacent facilities, flood hazard areas, etc.), as applicable.
- 5. Plans must address any on-site stormwater treatment and how it is proposed to be handled. On-site treatment is required for any map of 10 or more lots.
- 6. Location, size, and character of all existing and proposed private and public utilities above and below ground.
- 7. The widths, location and purposes of all existing and proposed easements.

General Requirements:

- 1. Lot layout, lot and block numbers, and dimensions of each lot.
- 2. Identify land uses on surrounding properties.
- 3. **For Subdivision Maps:** Boundaries of any units within the subdivision if the subdivision is to be recorded in phases.
- 4. The outline of any existing buildings to remain in place and their locations (with pertinent dimensions) in relation to existing or proposed street and lot lines. Structures and trees to be removed.
- 5. Location, size and type of all existing trees on the property and proposed right-of-way may be required, as appropriate.
- 6. If any portion of the map is within the 100-year flood zone or any floodway, depict flood zone / floodway boundaries on map.
- 9. **Exception:** A statement must be submitted on or accompanying the map providing Justification and reasons for any exceptions to provisions of the City's subdivision regulations, zoning regulations, or Standard Specifications which are requested in conjunction with the proposed map. Exceptions may require additional processing procedures that may extend the processing time for the tentative map.

Environmental review is required for tentative subdivision maps. Unless there has been previous environmental review of the “project” or it is concurrently under environmental review in connection with a zoning application, an “Environmental Information Form” and the environmental processing fee must be submitted with the tentative map (see adopted fee schedule).

Normally, environmental review is not required for tentative parcel maps. However, it is required if any of the following conditions or circumstances exist:

- 1. The parcel map is to create more than four (4) parcels.
- 2. The parcel map will not conform to the General Plan or zoning regulations.
- 3. Variances or exceptions are required for approval.
- 4. All services and access to the proposed parcels to City standards are not available.
- 5. The parcel was involved in a division of a larger parcel within previous two (2) years.
- 6. The parcel has an average slope of greater than 20 percent.
- 7. The parcel is wholly or partially within a riparian corridor.

If environmental review is required, an “Environmental Information Form” must be submitted with the tentative map.

Submittal Requirements for Revised Maps (after City has accepted the application and deemed it complete): Submittals of revised Maps shall include the following:

- 1. All changes shall be designated by deltas or clouds on the revised map.
- 2. Notes describing all changes made to the map, keyed to the deltas or clouds.
- 3. The date that the revisions were made.

FOR YOUR INFORMATION: Staff may deem additional submittal information necessary to adequately analyze the project, complete environmental review for the project, or make recommendations to the Planning Commission, or City Council. Completion of the application does not presume approval nor staff support of the application. Such approval is discretionary with the Planning Commission, and/or City Council. The Planning Commission, or City Council may deny, modify, or conditionally approve the application.

All entitlement decisions of the Planning Commission are final unless appealed within fifteen (15) days of the date on which the decision is made. The appeal shall be in writing and filed with the City Clerk. The appeal must set forth the specific reasons for the appeal. All applicable fees must accompany appeals. Building permits, certificates of occupancy, or licenses will not be issued until the appeal period has elapsed. If the entitlement decision is appealed, building permits, certificates of occupancy, or licenses will not be issued until the final decision has been made on the appeal or the appeal is withdrawn.