



Guide to Applying for a **TENTATIVE SUBDIVISION AND TENTATIVE PARCEL MAP**

The Subdivision Map Act of the State of California governs the subdivision of land for the purpose of sale, leasing or financing. Under this law, local government has both the duty and the authority to see that public objectives are met during the subdivision process. A Tentative Parcel Map is filed for the division into four or fewer residential lots or non-residential subdivisions. A Tentative Subdivision Map is required for division into five or more residential lots.

Once an application for a tentative map has been accepted as complete, the City shall approve, conditionally approve or deny the application within 50 days of certification of the environmental impact report, adoption of a negative declaration or an exemption determination. The environmental review must be completed within 105 days if the project requires a negative declaration or within one year if the project requires an environmental impact report. The City may grant a one-time 90-day extension for the completion of the environmental review pursuant to mutual consent of the parties.

The cost of processing your tentative map is charged according to the hours spent by staff in checking plans, writing a staff report, preparing an environmental analysis, notifying the public and attending the public hearing. You will also be billed for project related costs such as public notice advertising, postage and City Attorney fees if these are required for your project. Total cost *may vary widely* according to the size of the project and the complexity of the issues. You must submit an *initial deposit* to which project costs are charged. At the close of your case, any remaining funds will be returned to you. To expedite processing, a planning consultant may process your application.

Please use this information sheet as a checklist to assemble the materials required for your tentative map, and bring it with you when you submit your application. If you have any questions about the items requested or if you wish to obtain information on processing schedules, please call the Planning Division at (707) 647-4335.

The preparation of a Tentative Map shall include the following information, at a minimum:

TYPE OF SUBMITTAL REQUIRED	
1. Entitlement Application Form	Ensure the form is signed by the applicant and the property owner(s). An Indemnification Agreement is attached to the application form and must also be signed by the property owner.
2. Letter of Justification	This letter should be addressed to the City. It should describe the project in your own words, explain how it would benefit the community and include the following points: a. A statement of how the proposed tentative map meets the following findings for approval of a map as required by Chapter 18 of the City's Municipal Code
3. Deposit Check payable to the City of American Canyon	Tentative Parcel map A deposit of \$1,225 is required Tentative subdivision map A deposit of \$3,000 is required
4. Preliminary Title Report	(2 copies) to document ownership, prepared within three months of application submittal.

<p>5. Reference Documents (2 copies) all documents called out in the preliminary title report and on the map.</p>
<p>6. Soils Report (2 copies) Prepared by a registered geotechnical engineer</p>
<p>7. Hydrology and Hydraulic Study (2 copies) Study shall be prepared in accordance with City Standards.</p>
<p>8. Traffic Study (2 copies) specific to the site of proposed project: traffic generation rates, peak hour counts, trip distribution and similar information. Traffic Study shall be prepared in accordance with the Revised Draft Traffic Impact Study Guidelines dated Feb 1, 2007. <i>(Applicants must submit a study or if a study is not warranted a letter from a traffic engineer stating the project does not need a study based on the thresholds established in the City guidelines)</i></p>
<p>8. Water Demand Calculations (1 copy) – submit completed “will-serve” questionnaire that is accompanied by calculations quantifying the projects water demands in gallons per day.</p>
<p>9. Sewer Generation Calculations (1 copy) - submit calculations quantifying the projects sewer generation rate in gallons per day.</p>
<p>10. Storm Water Management Plan (2 copies) – submit a narrative which describes both construction and post construction best management practices to be used in the design and construction of the project (reference C³ and/or Napa County requirements)</p>
<p>11. Utility letters requesting service – submit copies of letters sent by applicant to utility companies requesting service to the project (AT&T, PG&E, Comcast)</p>
<p>12. Map (Refer to Subdivision Ordinance) (8 copies) The plans <u>must</u> be prepared and signed by a licensed civil engineer or surveyor. The plans <u>must</u> graphically and understandably describe the proposal. The plans <u>must</u> show the following:</p> <ol style="list-style-type: none"> a. Vicinity map showing the site in relation to nearest cross streets. b. Name, address of record owner and subdivider c. Name, address and license number of LLS or PE preparing map d. Date, North arrow and Scale, (min. scale 1” = 100’ for parcels >20 acre; 1” = 50’ for <20 acres; min. map size = 18”x26”) e. Name of proposed subdivision and all adjacent subdivisions f. Location of, names and width of adjacent streets, highways, easements etc. g. Width, location and purpose of existing and proposed easements and adjacent easements adjoining such land h. Boundary data i. Phase boundaries, if any j. All lots and condominium air spaces numbered consecutively by block throughout the entire development, approximate dimension of all lots; approximate lot areas should be shown for lots not rectangular in shape. k. Location and outline of existing buildings or structures including underground utilities within the subdivision. l. Location of existing: <ul style="list-style-type: none"> - trees - fences - ditches - wells - pumps - culverts - drain pipes - underground structures - utility lines - excavation within 200’ of site - septic systems m. Proposed public areas to be dedicated to the City n. Building Setback lines

13. Preliminary Grading/Drainage Plan showing:

- a. Existing topography (contours - dashed line)
- b. Proposed or finish grade (contours - solid line)
- c. Cross section of all cuts and fills before and after grading
- d. Boundaries of all cut and fill areas
- e. Table summarizing cut & fill quantities
- f. Direction and path of drainage on, through and off the site (indicate any proposed and existing drainage facilities)
- g. Retaining walls with critical spot elevations
- h. Pad elevations for appurtenances (i.e., transformer, generator, etc.)
- i. Spot elevations at 50' intervals along the project boundary.
- j. Spot elevations at 50' intervals at street centerline and top of curb of abutting streets
- k. Elevations at street intersections
- l. Finish Floor elevations
- m. Approximate locations of areas subject to inundation by storm water overflow, and the location, width and direction of flow of all water courses existing and proposed.

14. Preliminary Street Plans showing:

- a. Width, grade and name of all streets, highways, and other rights-of-way proposed within the subdivision
- b. Street cross-sections and details
- c. Name, right-of-way width, and pavement width of abutting streets
- d. Survey data, including curve radii

15. Preliminary Utility Plan showing:

- a. Existing and proposed water system, onsite and offsite - location, size, valves, fire hydrants , services and point of connection
- b. Existing and proposed reclaimed water system, onsite and offsite – location, size, valves, services and point of connection.
- c. Existing and proposed sanitary sewer system, onsite and offsite – location, size, manholes, cleanouts, services and point of connection.
- d. Existing and proposed storm drain system, onsite and offsite (with invert elevations) – location, size, catch basins, drop inlets, detention basins, outlet structures and point of connection to public storm drain system.
- e. Critical crossings calculated for clearance (encasement if required)
- f. Approximate streetlight pole locations
- g. Joint trench location
- h. Dry utility location (electrical, gas, telephone, cable)

16. Public Notice Materials 2 sets of mailing labels for all of the following:

- a. Each property owner within 300 feet of the proposed subdivision
- b. Each local agency expected to provide water, sewage, schools, mosquito abatement district, or other essential facilities or services to the project
- c. The property owner or owners duly authorized agent
- d. The project applicant.

16. Special Information or information in such form and number as may be required by the Community Development Department.

- a. Water Conservation Plan – Applicants are required to provide water conservation measures to offset their water demand. Submit a narrative describing the types of water conservation measures to be used in the project. If the applicant cannot offset their water demand through conservation measures the applicant may pay an in-lieu per-unit fee to the City’s Water Conservation program.
- b. Fault Study/Geological Report
- c. Statement of existing zoning and existing and proposed use or uses.
- d. Justification and reasons for any exceptions to provisions of this Title.

The Planning Commission or Director of Community Development may require additional information to help illustrate your proposal. You will be noticed within 30 days of the date you submit your application if any additional materials will be necessary to complete this application.