

COUNTY OF NAPA
PLANNING, BUILDING, AND ENVIRONMENTAL SERVICES

**TENTATIVE PARCEL MAP AND TENTATIVE SUBDIVISION MAP
APPLICATION PACKET**

1. Land Division Application Completeness Checklist
2. a. Tentative Map Application
b. Land Division Water Supply/Waste Disposal Information Sheet
c. Geological Soils Report Deferral Form
d. Indemnification Agreement
3. Tentative Map Processing Procedures
4. Site Location Map Requirements
5. Tentative Map Content Requirements (Subdivision Ordinance Excerpts)
6. Adjoining Property Owners List Requirements
7. Sample Graphics

PRE-SUBMISSION REQUIREMENTS

Prior to the submission of your application materials, please call Planning Division Secretary at (707) 253-4417 to schedule a pre-submittal application review meeting (See Completeness Checklist). The purpose of the meeting is to review your application to make sure it is complete for submittal. According to state law, your application will receive a determination of completeness within thirty (30) days after submittal.

LAND DIVISION APPLICATION COMPLETENESS CHECKLIST

Pursuant to state law, a determination of completeness will be made within thirty (30) days of application submittal.

1. Completed signed land division application.
2. Completed land division water supply/waste disposal information sheet.
3. Site location map (on 7" by 5½" portion of 7.5 minute U.S. geological survey topographic map).
4. To-scale tentative map (6 copies-parcel map, 12 copies-subdivision) --sec. 17.08.020, 17.08.030 & 17.08.050(a).
5. 8½" by 11" blackline reduction of tentative map (if tentative map larger than 8½" by 11").
6. Preliminary storm drainage plan--sec. 17.08.030(15).
7. Public facilities installation/scheduling plan--sec. 17.08.040(2) & (3).
8. Contiguous ownership inclusion statement--sec. 17.08.040(6)
9. Title insurance co. certified list of all property owners within 1000 feet of the subject parcel specifying name, address, and parcel number --sec. 17.08.040(9).
10. Assessor's pages used in compiling adjoining property owners list.
11. Pre-submittal application review meeting with planning staff for general plan and zoning consistency determination. Fee deposit to be determined at the time of the pre-application meeting (date: _____)
12. Indemnification Agreement – (to be signed and submitted prior to approval)
13. Check made out to County of Napa, for: \$_____ (*fees to be determined at time of submittal*)
14. Preliminary soils report on entire property (4 copies) - section 17.08.040(8).
15. Detailed soils report on impacted lots and common facilities (4 copies) (if preliminary report shows that critically expansive soils or other soil problems exist) section 17.42.030.
16. Preliminary geological hazards report on entire property (4 copies) section 17.08.040(8).
17. Detailed geologic hazards report on impacted lots and common facilities (4 copies) (if preliminary report shows that slope stability, faulting or other geologic problems exist) section 17.42.030.
18. Deferral (until application for a development permit, lot line adjustment, or other permission) of requirement for preliminary geologic (#16) or soils reports (#14) (only acceptable if no potential land-division-related improvements could be located on geologically sensitive lands).
19. Alquist-Priolo fault hazard study (for any portion of property within Alquist-Priolo special studies zone) --section 17.08.040(4).
20. Preliminary biologic survey report on entire property (2 copies) (if property in environmentally-sensitive area as determined by the planning director)--sec. 17.08.040(12).

- 21. Preliminary Archaeological/Historical Survey Report on Entire Property (2 copies) (if property in culturally-sensitive area as determined by the Planning Director)--Sec.17.08.040(13).
- 22. Mobile Home Park Conversion Resident Impact Report-- Sec. 17.08.070.
- 23. Environmental Health Division Approved Soil Evaluation Report (if on-site septic systems planned) --Sec. 17.08.040(7) OR
- 24. Environmental Health Division Approved Percolation Test (if property further than 1500 feet from nearest public sewer and any proposed parcel smaller than 40 acres (non-prime agricultural soil areas) or 10 acres (prime soil areas) Sec. 17.08.040(7), 17.36.060(C).
- 25. Engineering Feasibility Report (if winery, if on-site pond system or engineered septic systems proposed, or if peak waste flows exceed 1500 gallons/day) -- Sec. 17.08.040(7).
- 26. Water Availability Letter from a Qualified Well Driller or Geologist (if "buyer Beware Statement" for water not to appear on final map)--Sec. 17.14.230.
- 27. Water/Sewer Service Availability/Treatment Capacity Non-exceedance Letter(s) (if water company, water district, or sewage disposal agency to be used)--Sec. 17.08.040(7).
- 28. Building Conversion Notices (if conversion to condominiums, community apartments, or stock cooperatives involved) Sec. 17.08.040(5).
- 29. Additional Information that may be required by the Director-- Sec 17.08.040(14)
 - Traffic Study
 - Phase 1 Water Supply Study
 - _____
 - _____



COUNTY OF NAPA
PLANNING, BUILDING, AND ENVIRONMENTAL SERVICES
 1195 Third Street, Suite 210 Napa, California 94559 (707) 253-4417

APPLICATION FOR TENTATIVE PARCEL OR TENTATIVE SUBDIVISION MAP

A Tradition of Stewardship
 A Commitment to Service

FOR OFFICE USE ONLY

ZONING DISTRICT: _____ Date Submitted: _____

TYPE OF APPLICATION: _____ Date Published: _____

REQUEST: _____ Date Complete: _____

(Please type or print legibly)

PROJECT NAME: _____

Assessor's Parcel #: _____ Existing Parcel Size: _____

Site Address/Location: _____
No. Street City State Zip

Property Owner's Name: _____

Mailing Address: _____
No. Street City State Zip

Telephone #: (____) _____ - _____ Fax #: (____) _____ - _____ E-Mail: _____

Applicant's Name: _____

Mailing Address: _____
No. Street City State Zip

Telephone #: (____) _____ - _____ Fax #: (____) _____ - _____ E-Mail: _____

Status of Applicant's Interest in Property: _____

Representative Name: _____

Mailing Address: _____
No. Street City State Zip

Telephone # (____) _____ Fax #: (____) _____ E-Mail: _____

Purpose for Division: _____

Vesting Map? YES NO

I certify that all above statements are correct and that the information contained on the accompanying Parcel/Subdivision Map is accurate. I hereby authorize such investigations, including access to County Assessor's Records, as are deemed necessary by the County Planning Division for preparation of reports related to this application, including the right of access to the property involved.

_____ Signature of Property Owner	_____ Date	_____ Signature of Applicant	_____ Date
_____ Print Name		_____ Print Name	

TO BE COMPLETED BY PLANNING, BUILDING AND ENVIRONMENTAL SERVICES

*Application Fee Deposit: \$ _____ Receipt No.: _____ Received by: _____ Date: _____

**Total Fees will be based on actual time and materials*

WATER SUPPLY/WASTE DISPOSAL INFORMATION

I.	PROPOSED WATER SUPPLY	<u>Domestic</u>	<u>Emergency</u>
	A. Source of Water (e.g. spring, well, mutual water company, city, district, etc):	_____	_____
	B. Name of Water Supplier (if water company, city, district: Annexation needed?	_____ <input type="checkbox"/> Yes <input type="checkbox"/> No	_____ <input type="checkbox"/> Yes <input type="checkbox"/> No
	C. Water Availability (in gallons/minute):	_____	_____
	D. Capacity of Water Storage System (in gallons):	_____	_____
	E. Nature of Storage Facility (e.g., tank, reservoir, swimming pool, etc):	_____	_____
II	PROPOSED LIQUID WASTE DISPOSAL	<u>Domestic</u> (sewage)	<u>Other</u> (please specify)
	A. Disposal Method (e.g., on-site septic system, on-site ponds, community system, district, etc.):	_____	_____
	B. Name of Disposal Agency (if sewage district, city, community system): Annexation needed?	_____ <input type="checkbox"/> Yes <input type="checkbox"/> No	_____ <input type="checkbox"/> Yes <input type="checkbox"/> No

PARCEL MAP APPLICATION SUPPLEMENT

DEFERRAL OF REQUIREMENT FOR PRELIMINARY GEOLOGIC/SOILS REPORT

Applicant: _____

Proposal: _____

This acknowledges that a portion of the property proposed for division in this application is identified on the Napa County Environmental Sensitivity Maps as subject to soil and/or geologic instability.

No structures, roads or driveways, septic systems or other construction will be located in the areas of potential instability. The property owner expressly agrees that a statement will be recorded with the Final Map as follows:

NOTICE: The property divided herein is subject to soil and/or geologic instability in an “environmentally sensitive area” not disturbed as part of the land division. Prior to obtaining a permit for any structure or prior to constructing any road, driveway or septic system on any parcel created by this division, the owner must obtain a geologic/soil hazard report prepared by a qualified registered engineering geologist. Such report must be submitted to Planning, Building, and Environmental Services for review prior to application for building or grading permits.

Signature (property owner)

Date

INDEMNIFICATION AGREEMENT

Pursuant to Chapter 1.30 of the Napa County Code, as part of the application for a discretionary land use project approval for the project identified below, Applicant agrees to defend, indemnify, release and hold harmless Napa County, its agents, officers, attorneys, employees, departments, boards and commissions (hereafter collectively "County") from any claim, action or proceeding (hereafter collectively "proceeding") brought against County, the purpose of which is to attack, set aside, void or annul the discretionary project approval of the County, or an action relating to this project required by any such proceeding to be taken to comply with the California Environmental Quality Act by County, or both. This indemnification shall include, but not be limited to damages awarded against the County, if any, and cost of suit, attorneys' fees, and other liabilities and expenses incurred in connection with such proceeding that relate to this discretionary approval or an action related to this project taken to comply with CEQA whether incurred by the Applicant, the County, and/or the parties initiating or bringing such proceeding. Applicant further agrees to indemnify the County for all of County's costs, attorneys' fees, and damages, which the County incurs in enforcing this indemnification agreement.

Applicant further agrees, as a condition of project approval, to defend, indemnify and hold harmless the County for all costs incurred in additional investigation of or study of, or for supplementing, redrafting, revising, or amending any document (such as an EIR, negative declaration, specific plan, or general plan amendment) if made necessary by said proceeding and if the Applicant desires to pursue securing approvals which are conditioned on the approval of such documents.

In the event any such proceeding is brought, County shall promptly notify the Applicant of the proceeding, and County shall cooperate fully in the defense. If County fails to promptly notify the Applicant of the proceeding, or if County fails to cooperate fully in the defense, the Applicant shall not thereafter be responsible to defend, indemnify, or hold harmless the County. The County shall retain the right to participate in the defense of the proceeding if it bears its own attorneys' fees and costs, and defends the action in good faith. The Applicant shall not be required to pay or perform any settlement unless the settlement is approved by the Applicant.

Applicant

Property Owner (if other than Applicant)

Date

Project Identification

TENTATIVE MAP PROCESSING PROCEDURES

FILING FOR A TENTATIVE PARCEL/SUBDIVISION MAP (Lot Split)

Divisions of property are processed under the County's subdivision procedures. All parcels shown on a Tentative Map must meet the requirements of the Napa County Subdivision Ordinance. A Tentative Map is also subject to **Environmental** as specified in the County's adopted guidelines.

NOTE: A Tentative Map application is not complete unless the property is zoned so as to potentially allow the parcel sizes, setbacks and configurations applied for. A Zone Change may be applied for at the same time as, or may be processed concurrently with the Tentative Map application, but the Tentative Map application will not be deemed complete for processing under the State Permit Streamlining Act until the proper zoning is in effect.

A TENTATIVE MAP, prior to a hearing on a proposed tentative map, the application is referred to various state and local agencies for review and comment. The Engineering Division will review the proposed application for compliance with the County Subdivision Ordinance and will recommend improvements to adjacent streets, drainage ways, etc, to conform to County Standards. The role of Environmental Health is to ensure that an adequate means of sanitation disposal can be provided to each lot, and that an adequate water supply is or can be made available to serve each lot. In those cases where it is proposed that water be supplied by a municipality or special district, a statement of such water availability from said municipality or special district shall be required.

A TENTATIVE MAP must be approved by the Napa County Planning Commission. After approval by the Commission, a Parcel/Subdivision Map must be prepared by a Licensed Land Surveyor or Civil Engineer, based upon actual field survey of the property. The Commission, in some cases, may waive the survey requirements.

Approval of Divisions of property may be subject to conditions of approval; i.e. dedication of additional road right-of-way along existing County roads, dedication of road right-of-way for new roadways, improvement of existing County roadways and improvement of new roadways. Road improvements are generally based upon parcel size and frontage, topography and similar factor in accordance with the officially adopted County of Napa road standards.

A PARCEL OR SUBDIVISION MAP shall not be recorded until such time as conditions of approval, if any, have been met or satisfactory arrangements made which will ensure their completion to the satisfaction of the County.

A PARCEL OR SUBDIVISION MAP must be recorded within 24 months from the date of the approval of the Tentative Map by the Commission. In the event a parcel/subdivision map has not been recorded or an extension of time has not been approved by the County, the approval of the Tentative Map shall expire.

A TENTATIVE MAP should be prepared in accordance with the attached requirements. Prior to submittal to Planning, Building, and Environmental Services for processing, the applicant must schedule a pre-application meeting with a representative of the Department to determine whether or not the proposed division meets the minimum standards and requirements of the County of Napa.

A deposit of \$ _____ (*Application Fee Deposit to be determined at Pre-Application meeting*) shall be paid to the Department upon submission of any Tentative Map for review, processing and action.

FOR FURTHER INFORMATION AND TO SCHEDULE A PRE-APPLICATION MEETING CONTACT:

**Napa County Planning, Building, and Environmental Services
1195 Third Street Suite 210 Napa, California 94559
Phone (707) 253-4417**

SITE LOCATION MAP REQUIREMENTS

One (1) copy of a site location map. Said map shall consist of a 7: by 5 ½” portion of the 7.5 minute U.S. Geological Survey Topographic map that covers the project vicinity or an accurate reproducible copy thereof. This map section shall be pasted or taped (not stapled) in the space provided on the site location map blank contained in this application packet. The following information shall be accurately plotted thereon:

- a) The location of the boundary lines of all existing parcels involved and any new parcels to be formed.
- b) The location of all existing improvements to be used including but not limited to existing access roads.
- c) The location of all new improvements proposed including but not limited to buildings and access roads/driveways. For the purpose of this section proposed building sites on parcel/subdivision maps along with all the associated improvements necessary to put a home at the location selected shall be considered as “new improvements”.

The location of all boundary lines and improvements plotted must be accurate to within 50 feet (i.e., 1/20th of an inch)

The symbols to be used in preparing this location map are specified in the legend on the site location map blank provided.

Title 17 SUBDIVISIONS

Chapter 17.08 CONTENTS OF TENTATIVE, FINAL AND PARCEL MAPS

17.08.010 Tentative map--Form and preparation.

A tentative map for a subdivision for which a parcel or final map is required shall be clearly and legibly drawn on tracing cloth, polyester film, vellum of good quality, or such other materials as are acceptable to the director of planning. The sheet size shall be no larger than twenty-four by thirty-six inches and not less than eight and one-half by eleven inches. If necessary, more than one sheet shall be required. The map shall be of such scale, preferably one inch equals one hundred feet, as to show clearly all details thereof and be reproducible. (Ord. 854 § 2 (part), 1987: prior code § 11608)

17.08.020 Tentative map--Number of copies.

A. If a land division requires the filing of a final map, twelve copies of the tentative map are required, one of which shall be the original tracing or an acceptable reproducible copy thereof.

B. If a land division requires the filing of a parcel map, six copies of the tentative map are required, of which one shall be the original tracing or an acceptable reproducible copy thereof. (Ord. 854 § 2 (part), 1987: prior code § 11608.1)

17.08.030 Tentative map--Content when parcel map required.

A tentative map for which a parcel map is required shall be prepared by a registered civil engineer or licensed land surveyor, and shall contain all of the following information:

1. The parcel map number and title of the map. If the rights of a vesting tentative map are desired, the words "Vesting Tentative Map" shall be printed conspicuously on the face of the map;
2. Names and addresses of the record owner(s) and land divider;
3. Name, address, telephone, and license number of the engineer or surveyor under whose direction the map was prepared;
4. The boundary lines of the original parcel. The estimated acreage and overall dimensions of all lots, north point, scale and date shall be indicated, as well as a parcel number or letter designation which shall be placed on each proposed new parcel;
5. Proposed lot lines and approximate dimensions. Adjoining property within three hundred feet of the proposed subdivision shall be shown, correlated with proposed lot lines. The existing use of the adjoining property required to be depicted shall be described;
6. Map, book and page numbers of adjoining subdivisions;
7. Existing general plan and zoning designations. Whenever a subdivider files a vesting tentative map for a subdivision whose intended development is inconsistent with the zoning ordinance in existence at that time, that inconsistency shall be noted on the map;
8. Names, locations, rights-of-way and present widths of adjacent or abutting streets, highways, alleys, railroads and rights-of-way. All streets shall be designated as public or private streets;
9. All septic systems, wastewater ponds, sprayfields, sewer lines, wells, springs, storage tanks and pipelines which exist on each of the proposed parcels; water and sewer easements shall be indicated;

10. The distance from existing structures to the boundary lines of the proposed parcels on which the structures are located;
11. The locations, proposed names, and widths of rights-of-way for proposed streets, highways, alleys and easements; the estimated grades of proposed streets; the estimated street centerline radii of curves;
12. Which existing and proposed streets, alleys and rights-of-way are intended to provide legal access to the property. All private streets shall be so noted on the tentative map;
13. Typical cross-sections of all streets;
14. The boundaries of areas subject to inundation or stormwater overflow; approximate boundaries of all natural or artificial areas covered by water and the location, width and direction of flow of all watercourses, living or dry;
15. Watercourses, channels, existing culverts and drain pipes, including existing and proposed facilities for drainage and control of stormwater;
16. Existing use or uses of the property, including all existing structures both above and below ground. All existing structures shall be designated by a distinctive symbol which shall be identified in a legend that shall appear on each page of the tentative map;
17. Proposed use or uses of the property, including at least one future building site on each lot and any additional proposed structures both above and below ground;
18. Names of utility purveyors and the locations of all existing easements for drainage, sewage or public utilities;
19. Public, common and open space areas proposed, if any;
20. In areas to be developed, contours shall be drawn to intervals as follows:

Slope Interval

0.00 – 1.00%	1 foot
1.00 -- 15.00%	5 feet
15.00 -- 30.00%	10 feet
30.00% and over	20 feet

Notwithstanding the above, contours of parcels of forty acres in size or larger with slopes of less than thirty percent may be in intervals of forty feet. In areas not to be developed, greater intervals than those identified above may be permitted, which shall be extended into adjacent property a sufficient distance to establish proper topographical relationships. Copies of U.S.G.S maps are acceptable only if the applicable contour intervals appear on the map and its use is approved by the director of planning.

17.08.040 Tentative map--Reports and statements required.

Reports and written statements regarding all of the following matters shall accompany the tentative map:

1. Proposed method of control of stormwater and, if required by the director of planning, the approximate grade and dimensions of the proposed facilities;
2. A detailed statement of the improvements and public utilities, including water supply and sewage disposal, proposed to be made or installed, and of the time at which such improvements are proposed to be completed;
3. Provisions, if any, for park, recreation, fire protection, schools, or other public areas;

4. The location of any known soil or geologic hazard areas. If the land division lies within a special studies zone shown on the map prepared by the State Geologist pursuant to the Alquist-Priolo Geologic Hazard Zone Act, a geologic report or waiver thereof shall be provided;
5. Documentation that the notices required by Sections 66452.8, 66452.9 and 66452.51 of the Government Code have been given if required by the Map Act (these sections relate to conversions of buildings to condominiums, community apartments or stock cooperatives);
6. A statement that the tentative map includes the entire contiguous ownership of the land divider;
7. When the proposed method of sewage disposal is by a public sewer system, a letter from the proposed sewer entity stating that excess sewer capacity is currently available sufficient to provide connections to each proposed lot shall be submitted. Where sanitary sewers are not available, a soil evaluation report and, if the subdivision is in an area where there are potential geological hazards, a geological report, acceptable to the health officer, shall be submitted. All such reports must indicate that the individual sewage disposal system for each proposed lot will function properly. The soil evaluation report must contain soil percolation rates and other soils test data as may be required by the health officer;
8. Four copies of any preliminary soils or geologic report required by Section 17.42.020;
9. A preliminary title report containing a list of the names and addresses of the owners of real property located within three hundred feet of the exterior boundaries of the property to be considered, as shown on the last equalized assessment roll, and any update issued by the county assessor;
10. A waiver of the time limits within which the tentative map must be approved, conditionally approved or disapproved, if such a waiver is required by [Section 17.14.050](#)
11. If any portion of any of the parcels proposed to be divided is included within the urban reserve combination zoning district, documentation must be provided that an informational copy of the same application has been filed with the applicable city, and that the city has determined that, were the parcels within the city, the application to divide the parcels would be considered complete;
12. A report on the significant flora, fauna and other natural resources found on the property;
13. A report regarding any archaeological and paleontological resources found on the property;
14. Such additional information as may be required by the director of planning.

17.08.050 Tentative map--Content when final map required.

A tentative map for which a final map is required shall be prepared by a registered civil engineer or to the extent permitted by law a licensed land surveyor and in addition to the informational requirements of Sections [17.08.030](#) and [17.08.040](#) shall include the following:

- A. Site Grading Requirements.
 1. Whenever any area of the proposed subdivision has a gradient of ten percent or more, as measured between natural contours, the following information shall be shown on, or accompany, the tentative map:
 - a. The proposed cuts and fills in the subdivision,
 - b. The elevations of all individual building pads in the subdivision,

- c. The elevations at the perimeter of the subdivision,
- d. The relationship to adjoining land and development;
- B. Ownership information regarding property which is adjacent or contiguous to the land to be subdivided;
- C. Whether multiple final maps will be filed and the number of such multiple final maps to be filed, if known.

17.08.060 Tentative map--Waiver of certain information.

- A. The information required by any portion of [Section 17.08.030](#) or subsection (12) or (13) of [Section 17.08.040](#) may be waived by the planning director if the director determines during the course of a pre-application meeting with the applicant that the information is already available to the department, or that due to the nature or location of the subdivision certain information is not required.
- B. Waivers granted pursuant to subsection (A) of this section shall be reduced to writing and a copy included with the tentative map filing.

17.08.070 Mobilehome park conversion--Report required.

At the time of filing a tentative map for which a final or parcel map is required involving a proposed subdivision to be created from the conversion of a mobilehome park to another use, the subdivider shall file a report on the impact of the conversion upon the displaced residents of the mobilehome park to be converted. In determining the impact of the conversion on displaced mobilehome park residents, the report shall address the availability of adequate replacement space in mobilehome parks located within a reasonable distance of the mobilehome park proposed to be subdivided.

17.08.080 Vesting tentative maps.

In addition to the information required by Sections [17.08.030](#) through [17.08.070](#) of this chapter, the following additional information shall be required in the case of a vesting tentative map:

- A. A detailed topographic map of the area, showing elevation contour lines, wells, streams, large trees, orchards, other vegetation, landscaping, drainage ways (existing and proposed) at a contour interval suitable for the site. U.S.G.S. topographic maps will not be acceptable;
- B. All existing and proposed structures, with their dimensions and setbacks from the property lines, including but not limited to, fences, walls, decks and signs. Architectural drawings of proposed structures are sufficient. Photographs shall be included of all structures to be removed;
- C. All existing and proposed infrastructure, including roads, rights-of-way, curbs, curbcuts, sidewalks, driveways, parking, loading areas, sewer or septic, water and drainage facilities;
- D. Detailed grading plans which shall provide for erosion control and drainage. Any such plans shall be on a minimum eighteen by twenty-four-inch sheet, drawn to scale and showing topography, dimensions of cuts and fills, and cubic feet of earth to be moved. Any grading plans must be engineered, meet all county standards and be approved by the director of planning and the chief building official of the building division of the planning department prior to submittal of the application;

- E. Detailed plans for providing sewer and water to the subdivision must be provided if water and sewer is required by Sections [17.36.050](#) and [17.36.060](#) of this title. Such plans must be approved by the health officer prior to submittal of the application;
- F. Detailed landscaping plans for the entire project must be submitted, showing areas to be landscaped and proposed species and sizes. The method of irrigation shall be indicated. The plans must be approved by the director of planning prior to submittal of the application;
- G. The following additional maps or reports shall be submitted at the time of filing:
1. If the environmental sensitivity maps on file with the planning department indicate any portion of the subdivision is subject to slippage, landslides or other geologic hazards, a geologic report is required which identifies all potential geologic hazards which may occur on the property and evaluates the impact of such hazards on the subdivision,
 2. If the environmental sensitivity maps on file with the planning department indicate any portion of the subdivision is within an archaeological sensitive area an archaeological report is required, based on a surface reconnaissance which evaluates the presence of prehistoric cultural artifacts on the property. Similarly, if the maps indicate the presence of significant flora, fauna or other natural resources, a report regarding such resources and the effect the proposed development will have on same shall be required,
 3. If the parcel(s) proposed to be subdivided are designated as open space on the county general plan, the following shall be required:
 - a. A map showing all critical fire hazard areas in relation to the proposed subdivision,
 - b. A hydrologic report which, based upon on-site soils and bedrock conditions, determines whether the property is or is not within a primary groundwater recharge area,
 4. A flood control study, if required by the director of planning,
 5. Any other information required by the director of planning.

ADJOINING PROPERTY OWNER LIST REQUIREMENTS

All applications shall include a list of the current owners of all the properties whose outer perimeters are within **1000 feet** of the property boundary of the project site. The list shall include the property owner's names, their addresses and the assessor's parcel numbers of the property owned.

Preparation, verification and submission of this list of property owners is the responsibility of the applicant. Lists of the property owners appearing on County tax rolls in the form required are available from all local title insurance companies. Each such list must be certified by a title insurance company as reflecting the most recent County tax roll information.

INSTRUCTIONS TO TITLE COMPANY

Please prepare the property owners' list as follows:

1. Type the property owners' names, parcel numbers and mailing addresses on an 8½" by 11" sheet of Avery #5160 Laser Labels so that this information can be readily used in mailing by the Conservation, Development and Planning Department.
2. Submit a full page copy of the assessors' parcel book page(s) and a copy of the latest equalized assessment roll used to compile the property owners' list. Please indicate the location of all parcels listed, by check mark or colored parcel number circled on the pages.

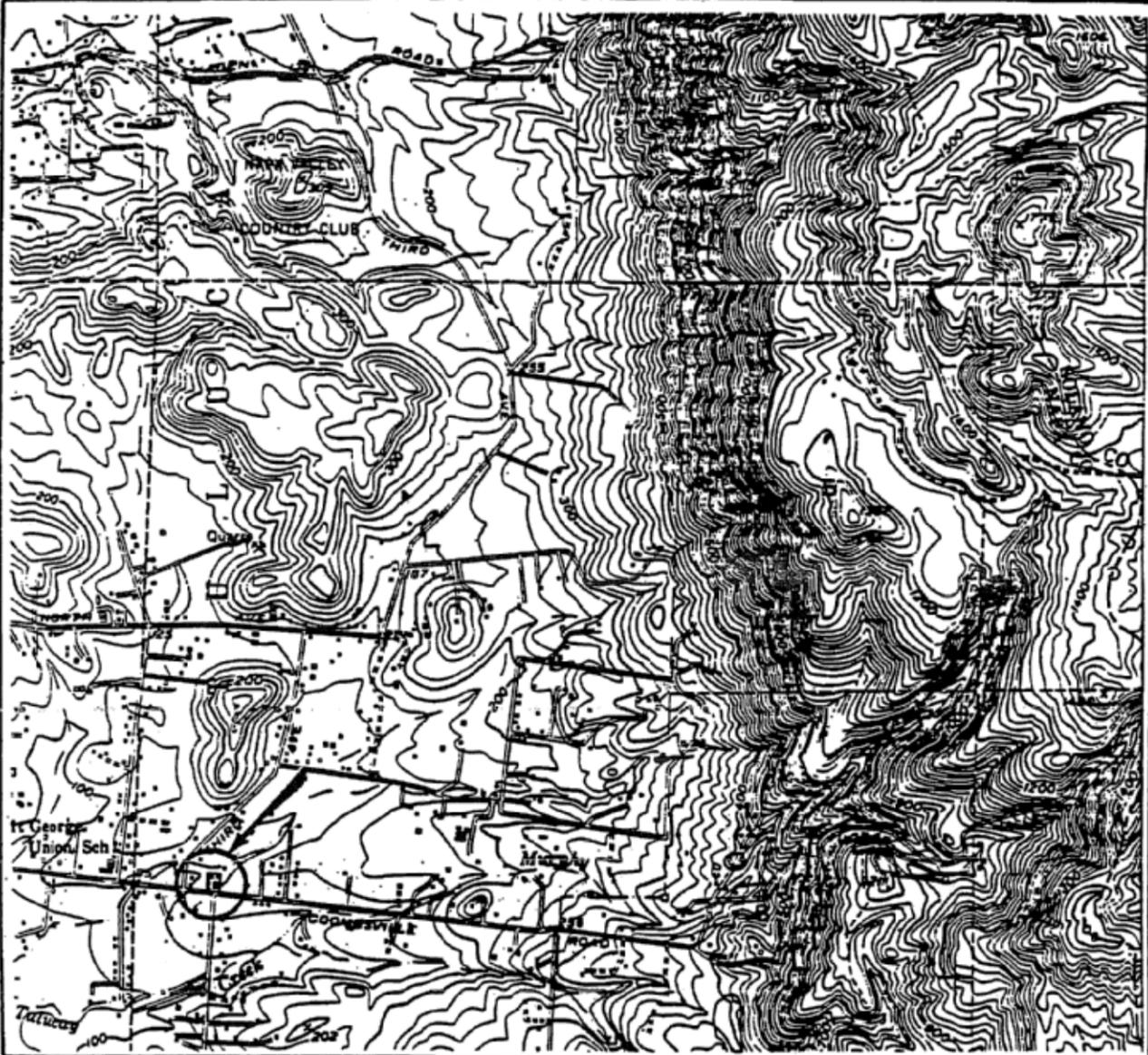
If you should have any questions, please contact the Planning, Building, and Environmental Services Department at 707/253-4417.

U.S. GEOLOGICAL SURVEY (USGS) TOPOGRAPHICAL SITE LOCATION MAP
(EXAMPLE MAP)

QUADRANGLE TITLE: MT GEORGE

FILE NO. _____

(FOR OFFICIAL
USE)



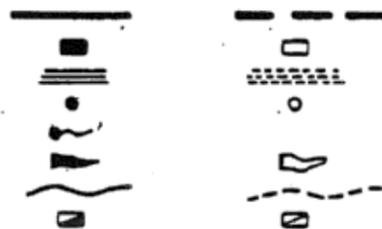
LEGEND

The following information shall be shown on topographic map:

- Parcel Boundary ————
- Structure ————
- Septic System ————
- Well ————
- Spring ————
- Reservoir ————
- Road ————
- Parking Lot or Outdoor Storage Area ————

Existing

Proposed



EXAMPLE: COMMERCIAL / INDUSTRIAL PLOT PLAN - SMITH

ASSESSOR PARCEL No. _____

FILE No. _____ DATE OF DRAWING: _____

