



TENTATIVE PARCEL MAP APPLICATION GUIDE

SISKIYOU COUNTY PLANNING DIVISION
806 South Main Street, Yreka CA 96097
Phone: (530) 841-2100 / Fax: (530) 841-4076

TENTATIVE PARCEL MAP APPLICATION REQUIREMENTS

IMPORTANT NOTICE:

This application and tentative map submittal must be prepared by either a California Registered Civil Engineer or a California Licensed Land Surveyor.

While some preliminary survey work may be necessary in order to prepare your application or locate relevant information, the final survey of the property need not be undertaken until such time as the approval by the Planning Commission has been granted.

Before starting the subdivision design, it is recommended that as a first step the subdivider contact the planning department to set up a pre-application conference. The subdivider should provide a sketch of the proposed design showing the general layout of the lots, streets, major drainage ways, and other features for State and local agency to make an accurate assessment of the proposed subdivision.

In order to assure the most rapid processing of your application, we ask for your cooperation in the following items:

1. **Application Form.** The application form shall be properly filled out and signed by the applicants and all property owners. All property owners shall sign or a power-of-attorney shall be submitted specifically authorizing a designated person to sign the application. If the property owner is a corporation, a Resolution from the corporation authorizing this application shall be submitted. The Resolution shall indicate an individual or individuals who are authorized to sign the application on behalf of the corporation. In order to be processed, your application must be complete.

All information required in the attached application form must be TYPED or PRINTED NEATLY in black ink. The form is available on our website www.co.siskiyou.ca.us/PHS/planning/planning.aspx and can be filled out and printed for submission.

Please note that our planners have been instructed not to accept incomplete applications. If you are unable to provide requested information, please talk to one of our planners to determine a proper course of action.

2. **Project Narrative.** The universal application provides space to provide this information but if necessary, additional pages can be attach for the applicant to describe the proposed project in detail.

3. **Environmental Information Form.** The Environmental Information Form must be properly filled out and signed.
4. **Water and Sewer Clearance Form.** All applications submitted to the Planning Department must include a signed verification statement from the Environmental Health Department that sewer capabilities and the water supply for the proposed project have been fully evaluated and sufficient to meet State and local requirements. Please note that a separate fee will be assessed by the Environmental Health Department upon submittal of the Water and Sewer Clearance Form. To determine the applicable fee, please contact the Environmental Health Department.
5. **Preliminary Title Report and Grant Deeds.** The Preliminary Title Report will need to have been issued within 90 days of the application submittal.
6. **Development Plans.** If applicable, one set of building plans shall be required at the time of application submittal. The plans shall show elevations to scale which show all sides of any proposed building or structure. The plans shall also include a detailed scale drawing of the floor plan for each proposed building or structure. The floor plan shall show uses within each proposed building or structure.
7. **Lot Flagging.** A distinct flag may be required to be placed on each corner of the property if the boundaries of the property cannot be readily identifiable, and structures from adjacent properties are in close proximity to the proposed use.
8. **Williamson Act Contract(s).** Copies of recorded Williamson Act Contracts for properties involved in a boundary line adjustment shall be submitted with the application. If the boundaries of the contracted area will be modified by the boundary line adjustment, an application to establish a new contract will be required.
9. **Site Photos (Digital Photos Preferred).** Photos should include features that give an accurate portrayal of the project sites topography, vegetation, drainages, existing structures and improvements.
10. **Additional Information.** As the applicant, you may be asked to provide more detailed information on the project as part of the application requirements, including, but not limited to, such items as soils reports, drainage plans, geologic reports, archaeological reports, biological studies, noise studies, traffic and circulation studies, etc. You are responsible for providing sufficient information to the county to allow proper review of your application.

Acceptance of your application by the Planning Department does not guarantee your application will be approved by the Board of Supervisors and/or the Planning Commission. Nothing stated to any person by any employee in County government can be construed in any way as speaking for the Board of Supervisors or the Planning Commission with regard to your application.

TENATIVE PARCEL MAP SUBMITTAL REQUIREMENTS:

- Size and scale.** The size of the map sheet shall be at the discretion of the engineer or surveyor but shall not exceed twenty-four (24") inches by thirty-six (36") inches. The map shall be drawn to scale, and a bar scale shall be shown.
- Legibility.** All printing, lettering, and numbering on the map shall be of such size, shape, and weight as to be readily legible on prints and other reproductions made from the original drawings.
- Location.** The Assessor's parcel numbers and the general location, including the section, township, and range.
- Proponents.** The name and address of the fee title owner and the subdivider.
- Date and north arrow.** The date the map was prepared, the date of any map revisions, and a north arrow.
- Vicinity map.** A vicinity map showing the location of the subdivision in relation to the surrounding area.
- Boundary.** Sufficient information to define the boundary of the proposed subdivision, including approximate dimensions.
- Easements.** The location, dimensions, identity, and purpose of all easements, existing and proposed.
- Access.** The existing and proposed access from a public road to all lots, including any remainder parcel, shall be delineated, including right-of-way widths and approximate grades. Where access is by an existing easement, the deed reference shall be shown.
- Adjoining properties.** The identity or name of all adjoining subdivisions and adjoining record owners.
- County and city boundaries.** County and city boundaries which cross or adjoin the subdivision.
- Tax rate area boundaries.** All school district and special district boundaries which cross the subdivision.
- Land use.** The existing and proposed land uses.
- Noise level.** The approximate locations of the sixty (60), sixty-five (65), and seventy (70) Community Noise Equivalent Level contours, if any.

Existing Topography. The existing topography of the proposed subdivision, including, but not limited to:

- The slope of the land in sufficient detail to provide an accurate representation of the terrain, including the approximate location of significant changes in the slope.

- The approximate location and identity of all significant features of topography, including, but not limited to, hills, ridges, bluffs, canyons, gullies, drainage routes, slide areas, and unstable areas.
- For those areas of the proposed subdivision which are within or in the near vicinity of a flood hazard area, contours shall be shown in compliance with subsection (1) of subsection (d) of Section 10-4.401.2 of Article 4 of this chapter.
- The approximate location, outline, and use of existing structures. Structures to be removed shall be marked.
- The approximate location of existing wells.
- The approximate location of all areas subject to inundation or stormwater overflow and the location, dimensions, and direction of flow of all watercourses.
- The location, name, right-of-way width, pavement or traveled way width, and grade of all existing roads, streets, and highways.

Proposed Improvements. The proposed improvements to be shown shall include, but not be limited to:

- The approximate layout, dimensions, and area of each lot.
- Each lot shall be identified by number or letter and any designated remainder.
- The location, name, grade, length, radius of curves and cul-de-sacs, right-of-way width, and typical section of all roads and streets.
- The location of any common areas, open space, and trails.
- Grading.** Sufficient data to determine that any proposed or required grading for building sites and cut-fill slopes can be constructed in accordance with the County Land Development Manual. Data shall be sufficient to locate sewage systems when applicable.
- Drainage.** The location, size, type, and slope of all existing and proposed storm drains and drainage structures.
- Water and sewage.** The proposed source of potable water and method of sewage disposal; the location of existing septic systems; the location, size, and type of proposed and existing sanitary sewers and water mains; and the approximate slope of proposed and existing sanitary sewers.
- Dedications.** All roads and areas to be offered for public dedication shall be clearly delineated and identified. Roads intended for the private use of the subdivision shall be labeled as "private road".

Modifications or Waivers of Requirements. The Planning Department, with the concurrence of the Departments of Public Works and County Health, may recommend to the Planning Commission that certain requirements identified herein be modified or waived when there are unique circumstances of the application that justify the change.

Frequently Asked Questions:

WHAT IS THE PURPOSE OF SUBDIVISION REGULATIONS?

The subdivision review process insures that new development area will conform to the County of Siskiyou and State of California regulations and policies for the division of land. These regulations and policies are necessary to insure that new development takes place in an orderly manner, that open space is conserved and protected, and that adequate traffic circulation, utilities, and other services are provided throughout the County.

WHAT IS REQUIRED TO SUBDIVIDE MY LAND?

In California, a Tentative Parcel Map is required for all land divisions which create four or fewer parcels or more than four if the additional parcel is a "remainder" which is not to be sold, leased or financed. Detailed information about what these requirements can be found in Section 10-4.501 of the Siskiyou County Code.

WHAT DETERMINES THE SIZE OF PARCELS THAT MAY BE CREATED?

The minimum parcel size is designated by the County General Plan and Zoning for the property. The County Public Health Department regulations relating to acceptable water supply and sewage disposal may also determine minimum lot sizes.

HOW DO I KNOW THE ZONING ON MY PARCEL?

The Siskiyou County Planning Department will provide you with zoning information. Please provide your Assessor's Parcel Number to help facilitate the identification of the parcel.

HOW DO I OBTAIN A PARCEL MAP?

To begin the process, a completed Tentative Parcel Map application must be submitted to the County Planning Department. Application forms are available at the Planning Division, 806 S. Main Street, Yreka, or online at www.co.siskiyou.ca.us/PHS/planning/planning.aspx. The application is reviewed by County Planning (and other agencies), who then provides a recommendation to the County Planning Commission. The Planning Commission will hold a public hearing and may approve, modify, or deny applications. The Planning Commission action is appealable to the County Board of Supervisors.

WHAT INFORMATION IS REQUIRED ON THE TENTATIVE SUBDIVISION MAP?

Tentative Parcel Map applications are filed with the Planning Department. The size of the map may be at the discretion of the engineer or surveyor, but shall not exceed 24" x 36". Additionally, a reduced copy (11" x 17" maximum) is required to enable the map to be copied for distribution to interested parties. The map shall provide all information in form and content pursuant to County Code Section 10-4.501. The number of maps required is based upon the number of agencies who will be reviewing it, as determined by the Planning Department. You must provide a Vicinity Map (accurate to the nearest 1/10 mile) showing the nearest readily identifiable road intersection or other common landmark. Additionally, a USGS Quad map with

the project area outlined should accompany the application. This will aid other agencies in locating the project site for their review purposes.

WHAT ARE THE FEES TO PROCESS THIS APPLICATION?

Planning Department - The Siskiyou County Planning fees can be obtained from the first page of the Department's Application for Development Review. Also, Section 10-6.1601 of the County Code also provides additional information on development fees. Checks to pay Planning Department fees should be made payable to Siskiyou County.

California Department of Fish & Game - Pursuant to Fish and Game Code Section 711.4, the Department imposes and collects a filing fee to defray the costs of managing and protecting California's fish and wildlife resources. This fee applies regardless of whether the Department participates in the review of your project. Unless this fee is paid, your project will not be valid. In order to minimize the impact of collecting this fee, the fee is not paid until the project is approved. Under the same Fish and Game Code Section 711.4, the Siskiyou County Clerk collects a fee in order to off-set the cost for the posting of the Notice of Determination or Notice of Exemption for your project. It is the applicant's responsibility to pay the County Clerk (check made payable to the Siskiyou County Clerk) directly for both of these current fees immediately upon project approval and before the Notice of Determination or Notice of Exemption is filed.

California Northeast Information Center for Cultural Resources – Your project may be subject to this fee (made payable to the CSU Chico Research Foundation) should the project potentially impact historic or cultural resources.

Siskiyou County Public Health Department – Most projects are required to obtain Environmental Health Department sewer and water clearance prior to filing the Planning Department application. Please contact the Siskiyou County Environmental Health Department to determine the fee and obtain the application requirements.

Siskiyou County Public Works Department – In order to defray the cost of the Public Works engineering review, the Planning Department will collect a fee set by application type. This fee can be obtained from the first page of the Department's Application for Development Review. Please note that the fee has been set to cover the cost of the average application. Certain applications will require additional review and an additional deposit will be required against which the costs of the additional review will be billed. Section 10-6.1601 of the County Code provides additional information on how this is calculated. The initial fee can be included in your check to pay for the Planning Department's fee (check made payable to the Siskiyou County).

Siskiyou County Counsel's Office – In order to defray the cost of reviewing applications that will go before the Planning Commission or Board of Supervisors, the Planning Department will collect a fee to defray the cost of the County Counsel's review of a typical application. This fee can be obtained from the first page of the Department's Application for Development Review. Certain applications will require additional review and an additional deposit will be required against which the costs of the additional review will be billed. Section 10-6.1601 of the County Code provides additional information on how this is calculated. The initial fee can be included in your check to pay for the Planning Department's fee (check made payable to the Siskiyou County).

Prior to Parcel Map approval, you will be required to file a Taxes and Assessments Certificate with the County Tax Collector to verify that property taxes are current or paid. If delinquent, you may be required to pay or bond for taxes due prior to recording the Final Map.

WHO REVIEWS AND APPROVES THIS APPLICATION?

The Planning Division reviews the application for completeness and distributes it to various interested federal, state, and county agencies for review (including any applicable property owners association). With any comments received from reviewing agencies, the Planning Department then prepares and circulates the necessary environmental documentation required by state law.

It is important to note that input from various public agencies (e.g., California Department of Fish and Game, California Northeast Information Center for Archeological Resources, and/or others) may necessitate further analysis of the subject site before the project may proceed. Such input often includes the requirement for an archeological and/or biological survey. Any expense incurred for these items is borne by the project applicant. When such additional information is required, applications will be deemed "incomplete" until received. This can create delays in the timelines to process the application.

Once the review period is completed, the application will be set for public hearing before the Planning Commission. Notice to all property owners within a minimum radius of 300 feet is required.

HOW LONG WILL THIS PROCESS TAKE?

The review, public notice and public hearing process to bring an application before the Planning Commission may take 90 to 120 days, depending on when the application is accepted by the Planning Department. These timelines can become considerably longer when additional information is required from other agencies reviewing the project. Planning Commission hearings are held the third Wednesday of each month.

ARE INCOMPLETE APPLICATIONS RETURNED?

In the event that an application has not been determined to be complete and ready for processing within six (6) months after the date of the first incomplete notice, the applicant must complete all outstanding requirements within thirty (30) days of written notice to complete the application requirements. In the event that the applicant fails to complete the application submittal requirements within this time frame, the application will be considered abandoned and staff's time and costs incurred working on the project shall be charged against the application filing fees, and any remaining balance shall be refunded to the applicant.

The Planning Director may waive this requirement where this provision would represent an unreasonable time expectation in the determination of the Planning Director. Examples of such projects could include Environmental Impact Reports, projects which require the completion of complex studies, or projects where the applicant is diligently working with staff to address project related issues.

WHEN DO THE PROPOSED PARCELS BECOME SEPARATE?

Upon approval of the Tentative Parcel Map, a Parcel Map must be filed with the Department of Public Works. When accepted as to form and content the map is recorded at the County Recorder's Office and the parcels become separate. The applicant has initially 24 months to file this map with allowable extensions depending upon the length of time granted by the Subdivision Ordinance of the County. If no Parcel Map is submitted for recording prior to the expiration of the Tentative Parcel Map or an extension is not obtained, the approval lapses and the application must be resubmitted, reviewed, and approved via the process described above.

WHAT IS AN INDEMNIFICATION AGREEMENT? WILL I NEED ONE?

An Indemnification Agreement is an agreement where the applicant agrees to be responsible for any costs associated with any and all damage, liability or loss connected with the granting of the project. For all projects which require the approval of the Planning Commission and the Board of Supervisors, an Indemnification Agreement is required. Once you have submitted an application, the agreement will be prepared and sent to you for signature. Your application will not be considered to be complete and ready for formal processing until such time as the signed agreement has been returned, in addition to any other application requirements. Prior to receiving the filled-in agreement, you may ask for a draft to familiarize yourself with requirements and obligations.

PLEASE READ THE FOLLOWING IMPORTANT NOTICES

OPEN RANGE NOTICE: Siskiyou County is an **Open Range** county. You must fence live-stock out! Copies of the laws affecting your property are available in the offices of the Planning Department and the Building Inspector. These laws do affect your property and you should be aware of their provisions.

RIGHT TO FARM: Siskiyou County has established agriculture as a priority use on productive agricultural lands, and residents of property in agricultural districts should be prepared to accept some inconvenience or discomfort from normal and necessary farm operations. It will be recognized that the property in question may be in the vicinity of property utilized for agricultural purposes and residents of the development may be subject to the inconvenience or discomfort arising from the use of agricultural chemicals including herbicides, pesticides, and fertilizers; and from the pursuit of agricultural operations including plowing, spraying, pruning, and harvesting, which occasionally generates dust, smoke, noise and odor. As part of the application approval process, a **RIGHT TO FARM STATEMENT OF ACKNOWLEDGMENT will be required.** Once you have submitted an application, the statement will be prepared and sent to you for your signature which must be notarized. Your application will not be considered to be complete and ready for formal processing until such time as the signed and notarized notice has been completed, recorded at the County Recorder's Office, and a copy of the recordation has been submitted to the Planning Department. Prior to receiving the filled-in statement, you may ask for a draft to familiarize yourself with this notice.