



## TENTATIVE SUBDIVISION MAP APPLICATION GUIDE

**SISKIYOU COUNTY PLANNING DIVISION**  
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### **WHAT IS REQUIRED TO CREATE A SUBDIVISION?**

In general, a Tentative and Final Map are required for all subdivisions creating five (5) or more parcels. In addition, this also applies to condominiums, a community apartment project, or for the conversion of a dwelling to a stock cooperative. Detailed information about what these requirements can be found in Section 10-4.302 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 SUBDIVISION MAP?**

To begin the process, a completed Tentative Subdivision Map application must be submitted to County Planning. Application forms are available at the Planning Division, 806 S. Main St., in Yreka; or online at [www.co.siskiyou.ca.us/PHS/planning/planning.aspx](http://www.co.siskiyou.ca.us/PHS/planning/planning.aspx). The application must be completed by a California Registered Civil Engineer or Licensed Land Surveyor. The property owner must sign the application. 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. The Tentative Subdivision Map must be submitted in advance to Public Works, under separate fee, for Tract Number Assignment, prior to submittal to the Planning Department.

### **WHAT INFORMATION IS REQUIRED ON THE TENTATIVE SUBDIVISION MAP?**

Tentative Subdivision Map applications are filed with the County Planning Department and must be accompanied by a tentative map. The size of the tentative map shall be 18 inches by 26 inches or larger, but shall not exceed 24 inches by 36 inches. Additionally, a reduced copy (11"X17" maximum) is required to enable the map to be copied for distribution to interested parties. A list of all the required contents of a tentative map is specified in County Code Section 10-4.401.2 and described in this packet. A digital copy of the Tentative Subdivision Map is required including all revisions and the Final Map.

## **OTHER REPORTS REQUIRED**

In addition to the technical requirements to complete the tentative map, a drainage plan and soils report are required for most application submittals. In addition, depending upon the requirements of the California Environmental Quality Act, other reports relative to wetlands, noise, traffic, archaeology, biology, air quality and greenhouse gas emissions and any other critical environmental concern may be necessary. The project planner will inform you which, if any, of these reports will be necessary as the review process commences. A digital copy of the reports or studies will be required.

## **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 Final 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/paid. If delinquent, you may be required to pay or bond for taxes due prior to recording the Final Map.

### **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. The Planning Commission's action on a Tentative Subdivision Map is contingent upon acceptance by the Board of Supervisors which is confirmed within two weeks following the Planning Commission action.

### **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. The Planning Commission's action on a Tentative Subdivision Map is contingent upon acceptance by the Board of Supervisors which is confirmed within two weeks following the Planning Commission action.

### **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 WILL THE SUBDIVISION BECOME COMPLETE?**

Upon acceptance by the Board of Supervisors, the applicant, engineer or land surveyor must file a Final Map with the Department of Public Works. When accepted as to its form and content, the map is recorded at the County Recorder's Office and the parcels become separate. The applicant has an initial 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 Final Map is submitted for recording prior to the expiration of the Tentative Subdivision Map, 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.

**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.

# TENTATIVE SUBDIVISION MAP APPLICATION REQUIREMENTS

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**This application must be prepared and submitted by a California Registered Civil Engineer, Licensed Land Surveyor, Licensed Architect or Professional Planner.**

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## **IMPORTANT NOTICE TO ALL APPLICANTS FOR A TENTATIVE SUBDIVISION MAP**

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.

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

### **I. GENERAL PROVISIONS:**

1. In order to be processed, your application must be complete. 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.

You must provide a VICINITY MAP (accurate to the nearest 1/10 mile) showing the nearest readily identifiable road intersection or other common landmark. USGS Quadrangle maps work well for this.

#### **2. Lot Flagging**

You must flag the frontage and side lines of your proposed Tentative Subdivision Map as follows:

- a) A distinct flag must be placed on each corner as it fronts on the road.
  - b) Flags must be placed on the side lines visible from the corners so that the approximate side lines can be determined. If you do not flag the lot and you haven't made arrangements to meet on site with County officials and your lot configuration cannot be determined, your application will be deemed 'Incomplete'.
3. You are responsible for providing sufficient information to the county to allow proper review of your application. If you are unable or unwilling to supply adequate information your application will, of necessity, be recommended for denial.
  4. 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](http://www.co.siskiyou.ca.us/PHS/planning/planning.aspx) and can be filled out and printed for submission.
  5. 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.

## II. MAP REQUIREMENTS:

A Tentative Map shall show the design, improvements and existing conditions of the proposed final subdivision. The size of the map sheet shall be 18 "x 26" or larger, but shall not exceed 24" x 36". All printing, lettering and numbering on the Map shall be readily legible on prints and other reproductions made from the original drawings.

The Map shall be drawn to scale, include a north arrow and bar scale, and the following items:

1. **TITLE.** A title identifying the type of subdivision, the tract number, the subdivision name, if any, the Assessor's parcel number and the general location, including the Section, Township and Range.
2. **PROPONENTS.** The name and address of the fee title owner and the subdivider.
3. **SOILS - GEOLOGIC REPORT.** When a preliminary soils and/or geologic report has been prepared, this fact shall be noted on the map, together with the date of the report and the name of the engineer or geologist who made the report.
4. **DATE.** The date the map was prepared and the date of any map revisions.
5. **VICINITY MAP.** A vicinity map showing roads and other data sufficient to locate the proposed subdivision and showing the relationship to the surrounding area.
6. **MAPPING INDEX.** When there are three or more map sheets delineating lots, a clear and legible index shall be included showing the entire subdivision, all roads, blocks and the relationship of each map sheet to the subdivision.
7. **BOUNDARY.** Sufficient information to indicate the boundary of the proposed subdivision, including approximate dimensions.
8. **EASEMENTS.** The location, dimensions, identity and purpose of all easements, existing and proposed.
9. **ACCESS.** The existing and proposed access from a public road to all lots, including any remainder parcel shall be delineated, including right-of-way width and approximate grades.  
  
Where access is by an existing easement, the deed reference shall be shown.
10. **ADJOINING PROPERTIES.** The identity or name of adjoining subdivisions and adjoining record owners.
11. **COUNTY AND CITY BOUNDARIES.** County and city boundaries which cross or adjoin the subdivision.
12. **TAX RATE AREA BOUNDARIES.** All tax rate area boundaries which cross the subdivision.
13. **LAND USE.** Existing and proposed land use.
14. **NOISE LEVEL.** The approximate locations of the typical 60, 65 and 70 Community Noise Equivalent Level contours as disclosed by the General Plan.

15. **EXISTING TOPOGRAPHY.** Existing topography of the pro-posed subdivision including, but not limited to:

a. Existing contours, including the source and date thereof, with the interval determined by the slope of the ground as follows:

SLOPE	CONTOUR INTERVAL
0 to 2%	2'
2 to 30%	5'
30 to 50%	10'
over 50%	25'

The Department of Public Works may authorize modification of the contour intervals when conditions warrant.

When the subdivision, or any portion thereof, is in a flood hazard area, contours and elevations shall be based on the National Geodetic Vertical Datum.

The Department of Public Works may require topography, contours and elevations beyond the boundary of the subdivision when necessary to define significant features that may affect development of the site.

b. The approximate location, outline and use of existing structures (including wells). Structures to be removed shall be so marked.

c. The approximate location of all areas subject to inundation or storm water overflow and the location and direction of flow of all water courses.

d. The location, right-of-way width, pavement or traveled way width, grade and name of all existing roads, streets and highways.

16. **PROPOSED IMPROVEMENTS.** Proposed improvements to be shown shall include, but not be limited to:

a. The approximate layout, dimensions and area of each lot. The lot and block numbers and any designated remainder.

b. The location, name, grade, length, radius of curves and cul-de-sacs, right-of-way width and typical sections of all roads and streets.

c. The location of any common areas, open space, trails, parks, and recreation sites.

17. **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 Siskiyou County Land Development Manual. Data shall be sufficient to locate sewage systems when applicable.

18. **DRAINAGE.** The location, size, type and slope of all existing and proposed storm drains and drainage structures.

19. **WATER AND SEWAGE.** The proposed source of potable water supply and method of sewage disposal. The location, size and type of proposed and existing sanitary sewers and water mains. The approximate slope of proposed and existing sanitary sewers.

a. Sanitary Disposal Facilities

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**DO NOT RUN ANY OF THE TESTS LISTED IN PARAGRAPHS (1) AND (2) BELOW UNLESS SPECIFICALLY REQUESTED BY THE HEALTH DEPARTMENT.**

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- i. Percolation tests may be required on all parcels of land proposed to be created. This does not include any proposed parcel containing an approved septic system. (Identify test locations on map when run.)
- ii. Engineered percolation tests and backhoe excavations may be required on parcels to determine that adequate soils exist for a sewage disposal system.

b. Water Supply Availability

- i. Information from a minimum of one acceptable well will be required. Additional wells may be required.
- ii. If you have a well on your property, or immediately adjacent, please provide the following information:

Well Drillers Log or:

- Location(s) of well(s) - Show on map if possible.
- Depth of well(s).
- Depth of standing water.
- Production in gallons per minute.

- iii. If there are no wells on or immediately adjacent to your property or existing wells are unacceptable to the Health Department, you will be required to provide new wells.
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**DO NOT BEGIN DRILLING WELLS OR ANY OTHER TEST INFORMATION AS LISTED BELOW, UNLESS REQUESTED BY THE HEALTH DEPARTMENT.**

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20. The following information may be requested by the Health Department prior to approval or as a condition of approval.

- a. Additional well(s).
- b. Bacteriological tests.
- c. Chemical analysis - must be conducted by a State Health Department approved laboratory and submitted to the County Health Department.

21. DEDICATIONS. All roads and areas to be offered for public dedication shall be clearly delineated and identified.

**NOTE:** The Planning Department, with the consent of the Department of Public Works and the Health Department as may be necessary, may modify or waive any of the above requirements when there are circumstances peculiar to the proposed subdivision which justify the change.



22. OFF-SITE IMPROVEMENTS: Easements shall be required for any proposed off-site improvement (e.g. access, water or sewer line, retention basin, etc.). The identity of the easement shall be demonstrated and a copy shall be provided.

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**IF ITEMS LISTED ABOVE DO NOT RELATE TO THIS APPLICATION,  
THEY MUST BE NOTED ON THE FACE OF THE MAP!**

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### **III. ACCOMPANYING DATA AND REPORTS.**

The Tentative Map shall be accompanied by the following data or reports:

1. **SOILS REPORT** - A preliminary soils report, prepared by a civil engineer and based upon adequate test boring, shall be required for every subdivision for which a final map is required. The preliminary soils report shall be prepared in accordance with the provisions of the Subdivision Map Act and the County Subdivision Ordinance.

The preliminary soils report may be waived if the Director of Public Works determines that, due to specific knowledge of the qualities of the soils on the site, no such preliminary analysis is necessary.

If the preliminary soils report indicates the presence of critically expansive soils or other soil problems which, if not corrected, would lead to structural defects, a soils investigation of each lot which may be affected by such soils problems will be required. Such soils investigation shall recommend the corrective action which is likely to prevent structural damage to each structure to be constructed in the area where the soil problem exists.

2. **TITLE REPORT** - A preliminary title report, showing the legal owners at the time of filing the Tentative Map.
3. **ENGINEERING GEOLOGY AND/OR SEISMIC SAFETY REPORT** - If the subdivision lies within a "medium risk" or "high risk" geologic hazard area, as shown on maps on file in the Planning Department, a preliminary engineering geology and/or seismic safety report shall be prepared. If the preliminary engineering geology and/or seismic safety report indicates the presence of geologic hazards which, if not corrected, would lead to structural defects, an engineering geology and/or seismic safety report shall accompany the final map and shall contain an investigation of each lot within the subdivision.
4. **OTHER REPORTS** - Any other data or reports considered necessary by the Planning Department.

### **IV. PHOTOGRAPHS.**

Attach photographs of the property taken from all directions (north, south, east and west). Photographs must be taken at an angle that best shows the property. Identify location and direction and mount the photos on plain white paper. In addition, electronic copies of the photographs should also be submitted.

### **V. FILING FEES.**

Please refer to the first page of the Planning Department's standard application form for current processing fees. Your application will not be accepted by the Planning Department unless accompanied by the appropriate fee.