

Tentative Map Application Submittal Checklist

Applicant Name: Project Site APN: _____
Application Number (to be filled out by City staff): _____

Applicant must fill out the checklist below by placing a check mark in the boxes listed under Column A (for Applicant) and signing below. Column S is for staff to verify that your submittal requirements have been met.

A S

- 1. Completed Land Use/Zoning Application. (The property owner must sign the application or the applicant must submit a letter or other documentation signed by the property owner authorizing the applicant to submit the application.)
- 2. Completed Environmental Application.
- 3. Fee deposit. Checks must be made payable to the City of Colfax; cash and credit cards are also accepted.
- 4. Legal Description – The lot and parcel/tract number must be provided on the application forms and the site plan. If lot and parcel/tract numbers are not available, a metes and bounds description of the property or a copy of the most recent deed conveying the property must be submitted.
- 5. A preliminary title report on the subject property dated no earlier than six months prior to submittal of the application.
- 6. A list of property owners, street and mailing addresses, and assessor parcel numbers within 400' radius of the project site and addressed, stamped envelopes for each property owner.
- 7. 400' radius map (assessor's parcel map(s) with clearly marked radius area all property owners within the 400' radius.
- 8. Letter of Justification – Provide a letter that discusses the following items:
 - a. Proposed Use. (This discussion should provide a summary of the project and information that is not provided on the Tentative Map.)
 - b. Information supporting the following findings. (Do not simply rewrite the findings. You must discuss *why* you believe the findings below can be made for your project.)
 - 1) The proposed subdivision, together with the provisions for its design and improvement, is consistent with all applicable provisions of the Subdivision Map Act, the General Plan, any applicable Specific Plan and/or Master Plan, the Development Code, the Trails Master Plan, the Particulate Matter Air Quality Management Plan, and the Public Improvements and Engineering Standards;

A S

- 2) The site is physically suitable for the type and density/intensity of development being proposed;
- 3) There are adequate provisions for public and emergency vehicle access, sanitation, water, and public utilities and services to ensure that the proposed development would not be detrimental to the public health and safety. Adequate provisions shall mean:
 - A) There is available capacity in community sewer and/or water systems serving the subdivision or the subdivision will be served by on-site septic systems and/or private wells that comply with Placer County Department of Environmental Health regulations;
 - B) Distribution and collection facilities for sewer and water and other infrastructure are installed to lot boundaries; and
 - C) Recreation development fees are paid prior to map recordation.
- 4) The tentative map approval is in compliance with the requirements of the California Environmental Quality Act (CEQA) and there would be no potential significant adverse effects upon environmental quality and natural resources, including fish, wildlife, and their habitat, that would not be properly mitigated and monitored, unless a Statement of Overriding Considerations is adopted;
- 5) The subdivision will not be detrimental to the public health, safety, or welfare of the City, or injurious to the property or improvements in the vicinity in which the property is located;
- 6) The proposed subdivision, together with the provisions for its design and improvement, will not conflict with easements, acquired by the public at large for access through or use of, property within the proposed subdivision unless alternate easements for access will be provided and the alternate easements will be substantially equivalent to ones previously acquired by the public;
- 7) The discharge of sewage from the proposed subdivision into the community sewer system will comply with the requirements prescribed by the Central Valley Regional Water Quality Control Board.
- 8. If exemptions or modifications to Zoning Ordinance standards will be requested for the project through a planned development, provide a letter that discusses the following:
 - a. Each requested exemption or modification to the Code.
 - b. Information in support of each exemption or modification (i.e., why the exemption or modification should be approved).
- 9. Copies of "will serve" letters from the PCWA (for water service)

A S

- 10. Copies of any special studies required for the project, which *may* include the following. For Tentative Maps with five or more proposed parcels, a preliminary soils report prepared by a California registered engineer must be submitted with the application unless the applicant has received a written waiver from the City Engineer:
 - 11. Tentative Map Requirements – The Tentative Map must be of sufficient scale to show all information clearly and must be readable and understandable. If the Tentative Map is not legible, the application will not be accepted. One full-size set of plans (stapled and folded), one reduced-size copy (11" x 17") and one electronic copy (.pdf) must be submitted. The planner assigned to the project will contact you to request additional hard copies of the plan set or electronic documents as required.
- a. General Information
 - 1) Name, address, and telephone number of applicant
 - 2) Name, address, telephone number, license, registration number, and signature of map preparer
 - 3) Assessor's Parcel Number and Street Address
 - 4) North arrow and scale
 - 5) Vicinity map of area that clearly identifies the relationship of the project site with adjacent streets and parcels
 - 6) Total size of subdivision property (in square feet for parcels less than one acre, in acres for larger parcels)
- b. Property Information
 - 1) Subdivision boundary (heavy double width solid line)
 - 2) Distance and bearings of existing property lines (light solid line)
 - 3) Existing topography indicated with contour lines of not greater than a five-foot interval, including natural features (e.g., trees, rock, outcroppings, watercourses, drainage channels).
 - 4) Location of slopes between 20% and 30%
 - 5) Location of slopes greater than 30%
 - 6) Location, dimensions, boundaries and direction of flow of all watercourses
 - 7) Location and elevation of 100-year flood plains within the property and within 100 feet of the property.
 - 8) Location, width and name of streets and access easements that border or are located within the site (heavy single width solid line).
 - 9) Location, width, grade and surfacing type of actual street and driveway improvements that border or are located within the site (light single width solid line)
 - 10) If access to the subdivision is provided by an off-site private road or driveway, the location, width, grade, name and surfacing type of the easement and actual street improvements
 - 11) Location, width and purpose of non-access easements within the property (e.g. recreational, drainage, public utility, snow storage) (light dashed line)
 - 12) Location, type, and specifications of any existing and proposed utility lines (above and underground) within the property (heavy dashed line)

A S

- 13) Location, dimension, and type/use of existing buildings adjacent to and within 150 feet of the project site and setback distance from property lines, streets, and 100-year flood plains
- 14) Location and dimensions of septic tank and leach lines including replacement area within the property
- 15) Location of wells within the property
- 16) Assessor's Parcel Number and property owner name of all adjoining parcels (including parcels across streets)
- c. Subdivision Information
- 1) Number, dimensions, and size of proposed parcels
- 2) Location, size, and purpose of all common areas designated for private use
- 3) Location, width and grade of proposed streets and access and driveway easements
- 4) Location, width and purpose of proposed non-access easements
- 5) Location and dimensions of proposed septic disposal areas and private wells
- 6) Building envelopes for future building sites and areas proposed to be designated as open space