TENTATIVE MAP INFORMATION SHEET

GENERAL INFORMATION

This information sheet explains how your Tentative Map application will be processed, what fees you must pay, and what plans you must submit. If you have any questions after you have read this information, please contact the Planning Division.

REVIEW AND APPROVAL AUTHORITY

The creation of four or fewer lots requires the approval and recordation of a Tentative Parcel Map and is sometimes referred to as a minor subdivision. The creation of five or more lots requires the approval and recordation a Tentative Subdivision Map and is sometimes referred to as a major subdivision. Both Parcel Maps and Subdivision Maps must be processed through the City by means of a Tentative Map in accordance with State law. After approval of the Tentative Map and compliance with all conditions, a Parcel (minor) or Subdivision (major) Map may then be approved by the City Engineer and recorded with the County of Placer. It is generally unlawful to sell, lease, finance or convey, any portion of real property until the division of the property has been approved by the City, all conditions of that approval satisfied, and a Parcel or Final Map has been recorded.

There are two levels of review for Tentative Maps. Tentative Maps with four or fewer proposed parcels will be reviewed and acted upon by the Planning Commission. Tentative Maps with five or more proposed parcels will be reviewed and recommended by the Planning Commission and acted upon by the City Council. Please see the "Public Hearing Information Sheet" for additional information on hearing format and presentation expectations.

HOW YOUR APPLICATION WILL BE PROCESSED

The steps involved in reviewing your Tentative Map application are summarized below:

1, Within thirty (30) days after submittal of the application, Tentative Maps and appropriate fee, City staff will review the submittal for completeness. If the submittal is complete, the application is formally accepted for processing and continues through the review process. If the application submittal is incomplete and additional information or clarification is required, you will be notified in writing. Until the application is deemed complete, it will not proceed through the process.

2. After the application is deemed complete, City staff will route the Tentative Map and other materials to City departments and other agencies for review and comment. All responses, comments and corrections will be forwarded to the applicant for your information. At this stage of the review process, City staff will analyze the agency

comments and the project to determine if additional information is required to complete the environmental document for the project and determine if the project complies with the Colfax Development Code. If additional information is needed, the applicant will be notified in writing within 30 days of the additional information required. If additional information is not needed, staff will continue with the review of the project and the preparation of the environmental document in accordance with California Environmental Quality Act (CEQA) Guidelines.

3. Once City staff has completed the necessary environmental review/document preparation, the application is considered ready for Planning Commission consideration. A public hearing will be scheduled, and a public hearing notice will be published in the newspaper and provided by mail to surrounding property owners and other interested parties. At the public hearing, the public (including neighboring property owners and residents) will be given the opportunity to provide input.

4. City staff will then complete a staff report that includes a staff recommendation on the approval or denial of the Tentative Map and any recommended conditions of approval. The staff report on the project will be provided in writing to the applicant at least five days prior to the public hearing.

5. At the public hearing, the Planning Commission will consider the staff report and all written and verbal input submitted on the project by the applicant and any other interested party. At the conclusion of the hearing, the Planning Commission will take action to approve, conditionally approve, or deny the Tentative Map. A written report on the findings of the action taken at the public hearing will be provided to the applicant after the hearing. Please note that approval of a Tentative Map does not finalize the subdivision and that approval of either a Parcel Map or Final Map is required. For additional information please see the "Parcel Map/Final Map Application Information Sheet."

APPEAL

Any decision on the Tentative Map made by the Planning Commission may be appealed to the City Council within ten (10) days after the action is taken. An appeal must be submitted in the form specified by the Planning Division along with appropriate fee.

FEES

The fee for processing a Tentative Map application with *four or fewer* proposed parcels is $3,000 + $100 per parcel.

The fees for processing a Tentative Map application with *five or more* proposed parcels $8,000 + $100 per parcel.

Note: final amount will be based on the actual costs of City staff time spent on processing the application and any direct costs (publication costs for the hearing notice, etc.). If the actual costs are less than the fee deposit, the applicant will be given a refund of the unused fees at the end of

the application process. If the application cost is overt the collected deposit, the applicant will be billed for the remainder cost.

There are special rules and fees for the conversion of existing multi-family residential projects into condominiums or townhouses. Please contact the Planning Division for further information.

SUBMITTAL REQUIREMENTS

The items listed in the "Tentative Map Application Submittal Checklist" must be submitted as part of the application package in order for the application to be considered complete for processing. The signed checklist must also be submitted with the application. Your application will not be accepted if all of the items listed are not submitted.

After your project is assigned to a planner, you will be contacted and asked to provide additional hard copies of the plan sets as required. In addition, the planner may request an electronic version of documents from the application submittal package. Electronic files may be submitted via email (if less than 20 MB), CD, thumb drive or online file repository (i.e Dropbox).