



Community Development Department

Counter Hours: 8:00 a.m. to 12:00 noon
Monday through Thursday

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INSTRUCTIONAL PACKET FOR DIVISIONS OF LAND

Updated July 1, 2010

PURPOSE

This informational packet has been prepared with two specific goals: to assist you, the applicant, in preparing a complete and accurate submittal package that meets the needs of the Community Development Department, and to ensure that the policies and procedures applicable to requests for the subdivision of land are set forth. The instructions included in this packet are a summary of and are supplemental to the City of West Sacramento Zoning Ordinance, Subdivision Ordinance, and the Subdivision Map Act.

This packet contains instructions for the processing of the following requests or entitlements:

Tentative Subdivision Map. A map showing a division of land of five or more lots.

Tentative Parcel Map. Generally, a map showing the division of land into four or fewer parcels.

Certificate of Compliance. A certificate recorded by the County of Yolo which determines that the subdivision of real property complies with the provisions of the Subdivision Map Act and applicable City ordinances.

Vesting Tentative Map. A tentative map that provides a vested right to proceed with development in substantial compliance with the ordinances, policies and standards in effect at the time the application for a vesting tentative map is deemed complete, with the exception of impact fees collected on behalf of other agencies.

Tentative Maps are approved by the Planning Commission. The Planning Commission comprises seven individuals appointed by the City Council who are charged with the responsibility of approving or disapproving requests for development. The Commission meets the first and third Thursday of each month at 1110 West Capitol Avenue. Meetings are located on the second floor in the City Council chambers and begin at 6:00 p.m.

Tentative Maps can take up to 6 months to process, depending upon the level of environmental review required and staff's current workload. This time frame includes minimum requirements stipulated by State law for environmental review and public noticing. The Community Development Department staff has established a goal of processing applications as rapidly as possible within applicable legal constraints. It is important that the applicant prepare a complete and accurate submittal package. Delays may occur if staff does not have accurate information or has to return an incomplete application.

COMMUNITY FACILITIES DISTRICTS

If the subdivider proposes to create or annex to a community facilities district, the review and approval of the landscape and street lighting improvement plans will be required prior to the approval of a final subdivision map. The subdivider is encouraged to begin coordination of these items prior to the approval of the Tentative Map.

APPEALS

Any person dissatisfied with the decision of the Planning Commission may appeal to the City Council. Appeals must be filed with the City Clerk's office in writing within fifteen (15) days of the Planning Commission action with the appropriate filing fee (see enclosed fee schedule). A public hearing will be scheduled before the City Council to hear the appeal. Decisions by the City Council regarding appeals are final.

FINDINGS

Staff must be able to make the following findings about the project in order to recommend approval:

1. The tentative map is consistent with the goals and policies of the general plan and any applicable specific plans;
2. The tentative map is in conformance with the Subdivision Ordinance of the City of West Sacramento and zoning ordinance;
3. The tentative map is in conformance with the Subdivision Map Act.

EXPIRATION OF APPROVED TENTATIVE MAPS

Tentative Maps are approved for a period of 36 months. During this time, a final map conforming to the approved tentative map and the Subdivision Map Act must be recorded. If a final map is not recorded during the 36-month period (and no extensions are allowed by the Subdivision Map Act) the approved tentative map will expire and all approvals will be lost.

GENERAL APPLICATION FORM

Application forms must be completed and signed by the property owner(s) or designated agent. Applications signed by individuals other than the property owner(s) will require evidence of authority to file on behalf of the owner(s). Applicants should attempt to complete the form to the best of their ability. The planning staff is available to clarify any questions that may arise.

STATEMENT OF JUSTIFICATION

A statement of justification must be provided on a separate sheet of paper. Applicants should explain in detail the nature of the request and why the proposal is justified (i.e., how it meets the required findings). A strong and complete project description and justification will improve the likelihood of a favorable staff recommendation and approval by the Planning Commission. Projects without clear statements of justification will be requested to provide such prior to determination that the application is complete.

FEES

Fees for processing parcel maps that are exempt from CEQA require payment of a non-refundable, flat fee. Fees for processing parcel maps and tentative maps that require either a Negative Declaration or an EIR are based upon a deposit/reimbursement agreement between the Community Development Department and the applicant. Submittal fees are used to cover staff's time for preparation of environmental documents, project meetings, preparation of staff reports, and attendance at required public hearings. Actual staff time is charged against the initial deposit at a rate specified by the City Council. Projects exceeding the base deposit amount will be charged accordingly. Payment of all fees is due one (1) working day prior to the scheduled public hearing. Projects having an outstanding balance on the scheduled hearing date will be continued pending payment of fees due. A reimbursement agreement is attached which must be completed and returned with the submittal package.

For projects that are not exempt from CEQA, the California Department of Fish and Game (Fish & Game) requires payment of fees for the review of projects impacting fish and wildlife resources. Fish & Game charges a fee of \$1,800 for review of a Negative Declaration and \$2,500 for review of an Environmental Impact Report. If an applicant feels that their project will not cause any environmental effects, they may contact Fish & Game prior to submittal of their project to the City and inquire if Fish & Game will issue a "finding of no effect determination" for the project. **At the time of project submittal, applicant must either submit a copy of the signed "no effect" form on Fish and Game letterhead or pay the appropriate fee (made payable to Yolo County) for their application to be deemed complete.**

Yolo County requires a \$50 processing fee for the filing of a Notice of Determination or Notice of Exemption. These fees are due and payable prior to the scheduling of public hearings for the proposed project. Checks for payment of these fees should be made payable to the County of Yolo and submitted to the Community Development Department for processing.

PRELIMINARY TITLE REPORT

A preliminary title report, current within sixty (60) days, of all parcels involved in the request is required. A title report can be obtained from any title company located in Yolo



INSTRUCTIONAL PACKET FOR DIVISIONS OF LAND

County.

PUBLIC NOTICE MAP AND PROPERTY OWNER'S LIST

A Public Notice Map and Property Owner's List conforming to requirements outlined on form D of this packet is required.

MAPS

The submitted tentative map shall be prepared in conformance with accepted engineering standards and shall conform to the requirements of the enclosed "Tentative Map Checklist" and appropriate "Zone Compliance Checklist."



INSTRUCTIONAL PACKET FOR DIVISIONS OF LAND

TENTATIVE MAP CHECKLIST

SUPPORT DOCUMENTS

All tentative map applications must include the following:

- Completed General Application Form (Form A)
- Executed Tentative Map Checklist
- Statement of Justification (Attach separate sheet)
- Payment of non-refundable application fees
- For projects not exempt from CEQA, payment of the California Department of Fish & Game fees or provide a copy of the "finding of no effect determination" from Fish & Game.
- Executed Reimbursement Agreement
- Preliminary Title Report of all properties involved in the request (2 copies, current within 60 days)
- 500-foot Public Notice Map
- List of all property owners within 500 feet from subject property, including subject property, by assessors parcel number, including mailing addresses (may be obtained from a title company)
- A supply of envelopes that are addressed to the owners of property located within 500 feet from subject property. **Envelopes must include legal sufficient postage** and include the following return address: City of West Sacramento Community Development Department, 1110 West Capitol Avenue, West Sacramento, CA 95691.
- A copy of every restrictive covenant proposed, or in the case of condominium projects, a copy of the declaration of restrictions and proposed management arrangements relating to the project as required by the provisions of Section 1355 of the California Civil Code.
- Ten (10) copies of the Tentative Map, individually folded to 8-1/2"x11", pending any revisions, additional copies will be required prior to scheduling of the public hearing
- One (1) 8-1/2"x11" reduction of each exhibit. Reductions can be either PMT (Photo Mechanical Transfer) or electronic in PDF format on a disk.
(No copier reductions will be accepted)

Applicant's submitting a vesting tentative map should check with staff for any additional requirements.

ENVIRONMENTAL INFORMATION AND REPORTS

All tentative map applications shall be accompanied by the following information unless otherwise exempted by the Community Development Director and the City Engineer:

- 1. Soils Report - A soils report prepared in accordance with the provisions of Chapter 70 of the Uniform Building Code;

- 2. School Sites - The subdivider shall obtain from the Washington Unified School District, its intentions, in writing, concerning the necessity for a school site and/or temporary and/or permanent school facilities;
- 3. Traffic Study
- 4. Phasing Plan - If the subdivider plans to file final maps on the tentative map, a written notice to this effect shall be submitted to the Community Development Department; and
- 5. Preliminary Grading Plan

TENTATIVE MAP FORM AND CONTENT

The tentative map shall be prepared in a manner acceptable to the City of West Sacramento Community Development Department and shall be prepared by a registered civil engineer or licensed surveyor. The map shall be legibly drawn, printed and reproduced. The scale of the map shall not be less than 1" = 100' unless deemed necessary by the Community Development Department to show all details clearly. Additional information or exhibits in support of the proposal are encouraged if justified. Exhibits, photos, petitions, etc., become the property of the Community Development Department and cannot be returned. Additional studies and/or supplemental materials may be required pending environmental review. The tentative map shall contain, but not be limited to, the following information:

- 1. Subdivision name and number;
- 2. Legal description of the property to be subdivided;
- 3. Date, north arrow, scale, contour interval and source and date of existing contours and datum;
- 4. A vicinity map showing roads, adjoining subdivision, towns, creeks, railroads and other data sufficient to locate the subdivision;
- 5. Name, telephone number, and address of record owner or owners of the subdivision;
- 6. Name, address and telephone number of the subdivider;
- 7. Name, business address and telephone number of the registered engineer or licensed surveyor who prepared the tentative map;
- 8. A statement of existing zoning and any proposed zoning changes and of existing and proposed uses of the property;
- 9. A statement of the gross and net acreages of the overall subdivision and the resultant parcels;
- 10. Topographic data of the proposed site and at least one hundred (100) feet beyond its boundary, including but not limited to:
 - a. Existing contours at one (1) foot intervals if the existing ground slope is less than ten percent (10%). Existing contours shall be represented by dashed lines or by screened lines;

- b. Species, circumference and drip line of existing trees with a trunk diameter of four (4) inches or more. Any trees proposed to be removed shall be so indicated;
 - c. The location and outline of existing structures identified by type. Structures to be removed shall be so marked;
 - d. The approximate location of all areas of potential storm water overflow; the location, width, and direction of flow of each water course; and the flood zone designation as indicated on the latest Flood Insurance Rate Map ("FIRM");
 - e. The location, pavement and right-of-way width, grade and name of existing streets or highways;
 - f. The widths, location and purpose of all existing easements;
 - g. The location and size of existing sanitary sewers, fire hydrants, water mains and storm drains shall be indicated.
11. Proposed improvements to be shown shall include but not be limited to:
- a. The location of centerline radii of curves, right-of way widths, and names of all streets. Typical sections of all streets shall be shown. Proposed private streets shall be clearly indicated;
 - b. The location of all curb returns and cul-de-sacs;
 - c. The locations, width and type of all easements;
 - d. The angle of intersecting streets if such angle deviates from a right angle by more than four (4) degrees;
 - e. The approximate lot layout and the approximate dimensions of each lot and building site. The finished floor elevation of proposed building pads, the top and toe of cut and fill slopes to scale, the number of each lot, and the elevation of adjacent parcels;
 - f. Proposed contours at one (1) foot intervals shall be shown if the existing ground slope is less than ten percent (10%) and at five (5) foot intervals for existing ground slopes of ten percent (10%) or more. A separate grading plan may be submitted;
 - g. Proposed park and recreational sites, common areas, open space areas including method of ownership and management;
 - h. The location and size of sanitary sewers, fire hydrants, water mains and storm drains. The proposed routing of storm water runoff generated by a 100 year flood shall also be indicated;
 - i. A statement as to the intention of the subdivider in regard to slope planting and erosion control;
 - j. Show proposed street names on the Tentative Map for review and approval by the Community Development Department in accordance with the City's street name



INSTRUCTIONAL PACKET FOR DIVISIONS OF LAND

policy

- 12. Vesting tentative maps only: Pursuant to Section 66452 of the Subdivision Map Act, the words "Vesting Tentative Map" shall be printed conspicuously on the face of the map.

Additional information or exhibits in support of the proposal are encouraged if justified. Exhibits, photos, petitions, etc., become the property of the Community Development Department and cannot be returned. Additional studies and/or supplemental materials may be required pending environmental review.

I, _____, attest that I have reviewed the information contained in the Instructional Packet for Land Divisions, Zoning Ordinance and Subdivision Ordinance pertaining to tentative maps and vesting tentative maps, and do hereby attest that I have met each of the aforementioned requirements as they apply to this subdivision.

Registered Engineer or Licensed Surveyor

Date

(Affix License Seal)



INSTRUCTIONAL PACKET FOR DIVISIONS OF LAND

CITY ENGINEER WAIVER FORM

The City of West Sacramento Subdivision Ordinance allows the City Engineer to waive the requirement to include certain information or reports with the submittal of a request for a Tentative Map. It is the applicant's responsibility to contact the City Engineer prior to the filing of the Tentative Map application to determine if execution of such waivers is appropriate.

CITY ENGINEER'S WAIVER FOR INFORMATION NORMALLY REQUIRED FOR TENTATIVE MAP PROCESSING:

_____, being (acting under the direction of) the
City Engineer of the City of West Sacramento, do hereby waive the following
requirements for processing of the Tentative Map known as

-
- Soils Report
 - Traffic Study
 - Preliminary Grading Plan
 - School Sites
 - Phasing Plan

CITY ENGINEER:

By: _____

Application No. _____



INSTRUCTIONAL PACKET FOR DIVISIONS OF LAND

CERTIFICATE OF COMPLIANCE CHECKLIST

SUPPORT DOCUMENTS

The City of West Sacramento Subdivision Ordinance contains a provision for the filing of a Certificate of Compliance in lieu of a Final Parcel Map. The following minimal information is required to process this request for a Certificate of Compliance:

- a. Completed General Application Form (Form A)
- b. Executed Certificate of Compliance Checklist
- c. Copy of final Planning Commission Action Form showing all conditions of approval.
- d. Parcel Map Waiver Form. Must be notarized and contain signatures of all owners of record. (Name must appear on Waiver Form and notary statement exactly as it appears on the preliminary title report. |
- e. Preliminary Title Report. Must be current within 60 days of the date of filing this application request and name all current owners.
- f. Proposed legal descriptions of the parcels to be created, signed and stamped by the preparer. (Submit 2 sets)
- | g. An Exhibit Map sized 8-1/2" x 11" -showing the parcels to be created, signed and stamped by the preparer. (Submit 2 sets)
 - 1. Exhibit map shall be prepared to scale (no reductions). Minimum lettering size of 1/8 inch shall apply.
 - 2. Bearings and distances shall be shown on all boundary lines.
 - 3. Show new parcel size in gross and net acreage if applicable.
 - 4. Show street names and distance ties to nearest intersection.
 - 5. Show street width from centerline to right-of-way line.
 - 6. New parcel numbers must coincide with new legal descriptions.
 - 7. Show title block, name of engineering firm preparing exhibit, scale, north arrow, and page number if applicable.
 - 8. Show all easements of record.
- h. Closure calculations.
- i. Verification of taxes paid.
- j. Existing bonds must be segregated or paid in full.
- k. Copies of grant deeds.
- l. Payment of non-refundable submittal fee.



INSTRUCTIONAL PACKET FOR DIVISIONS OF LAND

- m. Recording fees (staff will advise on first plan check)
- n. Payment of park fees.
- o. Payment of Traffic Impact Fees.
- p. If required as a condition of approval, submit a separate drawing showing existing sewer and water services.

I, _____, do hereby attest that I have met each of the aforementioned requirements as they apply to this certificate of compliance.

Registered Engineer or Licensed Surveyor

Date

(Affix License Seal)

ADDITIONAL INFORMATION

1. Applicants must submit a complete package. Incomplete submittals will be returned to the applicant.
2. Allow 1 to 2 months from the time a complete package is submitted to the time of recording of the Certificate of Compliance. (This may vary depending on staff's workload and the turnaround time if corrections are required from the applicant.)
3. Approved Certificates of Compliance will be delivered to the County Recorder's office by the applicant's title company or by City staff.



INSTRUCTIONAL PACKET FOR DIVISIONS OF LAND

PARCEL MAP WAIVER FORM

The City of West Sacramento Subdivision Ordinance contains provisions allowing the Planning Commission to waive the requirement for the filing of a Final Parcel Map. It is the applicant's responsibility to contact the City Engineer prior to filing an application for Tentative Parcel Map to determine if such waiver is applicable to this request.

City Engineer

I, _____, being the City Engineer of the City of West Sacramento, do hereby state that the provisions necessary to grant a waiver of the requirement for the filing of a Final Parcel Map for the property known as _____ have been met pursuant to Section 16.32.090 of the City of West Sacramento Subdivision Ordinance.

Property Owner (s)

I (we), the undersigned legal owner(s) of the real property included in this application for subdivision do hereby request that a waiver from the requirement to file a Parcel Map be granted, and hereby give our consent to the filing of a Certificate of Compliance in lieu of said Final Parcel Map.

APN: _____ APN: _____

Owner: _____ Owner: _____

Address: _____ Address: _____

Note: This form requires notarized signatures from the legal owners of record.

(Attach appropriate notary statement.)