



CITY OF SCOTTS VALLEY

PLANNING DEPARTMENT

One Civic Center Drive • Scotts Valley • California • 95066
Phone (831) 440-5630 • Fax (831) 438-2793 • www.scottsvally.org

TENTATIVE PARCEL MA P (1-4 lots) TENTATIVE TRACT MA P (5+ lots) APPLICATION

LD/MLD _____
Fee: _____
Rct #: _____
Date: _____
Rcvd: _____

Site Address and/or location: _____

APN: _____ Tax Area Code: _____

Zoning: _____ General Plan: _____

Number of lots proposed: _____ Average lot size: _____

Applicant Name: _____ H-phone: _____

Mailing Address: _____ W-phone: _____

City, State, Zip: _____ FAX: _____

Property
Owner Name: _____ H-phone: _____

Mailing Address: _____ W-phone: _____

City, State, Zip: _____ FAX: _____

Note: The staff report, agenda, minutes and all related follow-up documents will be mailed to the applicant and property owner(s) only.

Describe the proposal: _____

Tract name: _____

Tract area: _____ acres containing _____ lots or _____ condominium units

Lot size (minimum to maximum): _____

City regulations require a written notice from the legal owner or owners of the land involved stating they hold title to the land and concur with or agree to the filing of the land subdivision. If the subdivider is not the legal owner of the land involved, written permission by the legal owner shall be submitted to the Community Development Director.

Subdivider's Engineer/Licensed Land Surveyor: _____

Professional license number: _____ W-phone: _____

Address _____ FAX: _____

Proposed new street name(s): _____

Have the proposed street names been cleared by the County? YES NO

Fire District: _____
Elementary School District: _____
High School District: _____
Sanitation District: _____
Assessment District: _____
Water District or supply source: _____

Is subdivision located within a designated flood hazard area (FEMA)? YES NO

REQUIRED INFORMATION/ATTACHMENTS:

- ___ Copy of "Will Serve" letter from the Water District if a water meter will be required
- ___ Copy of Assessor's Parcel Map showing land involved.
- ___ 15 full size copies of tentative parcel map* and other required information.
- ___ 1 reduced set of plans on 11" x 17" paper
- ___ 1 reduced set of plans on 8-1/2" x 11" paper
- ___ 3 copies of preliminary soils report.
- ___ 2 copies of a preliminary title report.

* The tentative map shall be clear and legible. The sheet size shall be no larger than 24" x 36". If necessary, use more than one sheet. The map shall be of such scale, preferably 1" = 100', as to show clearly all details. The map shall be prepared by a registered civil engineer or licensed land surveyor and shall contain the following information:

Vicinity Map:

- ___ Include the location of the parcel with respect to adjacent parcels, streets & surrounding areas.
- ___ Indicate the existing uses adjacent to and across the street from the parcel.
- ___ Sufficient description to define the location and boundaries of the proposed tract.
- ___ Existing use or uses of the property.
- ___ Proposed uses of the property and an outline of proposed restrictions.
- ___ Date, north point and scale *on all pages*.
- ___ The tract name or other designation *on all pages*.

Roadways:

- ___ Show all existing and proposed on and off-site improvements. Include the width of all right-of-ways. Indicate all existing improvements, including power and telephone poles, fire hydrants, roads, sidewalks and sewer. Give dimensions and setbacks to structures and property lines.
- ___ Show existing driveways within 200 feet of parcel boundaries.
- ___ Show all new streets and access ways. Show areas offered for dedication.
- ___ Show the location, proposed names, widths and approximate grades of all streets, highways and ways in the subdivision.
- ___ Show a typical cross section of all streets.
- ___ Show the locations and approximate widths of all easements for drainage, sewage, or public utilities.
- ___ Show radii of all curves.

Plot Plan:

- ___ Show the area of each proposed lot excluding all right-of-ways. Indicate location and width of easements, both public and private.
- ___ Note specific source and type of water supply (i.e., public utility, well, spring, etc.).
- ___ Note provisions for sewage disposal, drainage and flood control which are proposed.
- ___ Show all existing structures and setbacks to new and existing property lines and right-of-ways.
- ___ Show all proposed building pads and driveways on site.
- ___ Show topography for the entire site with one to twenty foot spacing depending on slope.
- ___ Locate the 100-Year Flood Plain, if applicable.

Site Features:

- ___ Show all existing vegetation, indicate vegetation to be removed.
- ___ Show approximate boundaries of areas subject to inundation or storm water overflow and of all areas covered by water and the location, width and direction of flow of all watercourses, living or dry.
- ___ Shade all areas of cut and fill and include a cross section.
- ___ Identify known soil or geologic hazard areas in the surrounding areas affecting the project.
- ___ Show average slope of each lot using Hillside Residential formula.
- ___ Indicate on the map the names and addresses of record owner and subdivider, name, address and license number of engineer or surveyor under whose direction the map was prepared.

Site Features (continued):

___ In areas to be developed, contours shall be drawn to intervals as follows:

<u>Slope</u>	<u>Interval</u>
0.00% - 1.00%	One foot
1.00% - 25.00%	Five feet
25.00% - or more	No greater than 10 feet*

*Please note that the Planning Commission in their review may require additional details and slope contour information for parcels with an average slope which is near or at 40%. If a parcel has an average slope of over 35%, additional detail should be provided with contours of five and two feet, to be determined by the Community Development Director.

___ Shade the following slopes on the site plan or on a separate sheet for clarity and show the proposed grading, driveways, and building footprints:

- 0.00%-25.00%;
- 25.01-30.00%;
- 30.01-39.99%; and,
- Over 40.00%

___ Provide average slope for all proposed lots and calculations by which they were obtained using the following formula. Average Slope - the average slope (S) of the parcel being subdivided shall be determined by the following formula:
$$S = \frac{.00229 IL}{A}$$

- Where: S = Average slope in percent, rounded to nearest whole percent
- I = Contour interval in feet.
- L = Combined length of contour lines in scale feet.
- A = Gross area in acres of the total parcel being developed.

Other Requirements:

- Geologic or Geotechnical Soils Report (if required by the Community Development Director)
- Copy of a contract with a qualified archaeologist that will monitor the earth work of the proposed project (if the City determines that the project requires monitoring)
- Scotts Valley School District:** Please contact the office to discuss the potential impact the project may have over and above the statutory fees required (831) 438-1820.
- State Department of Fish and Wildlife:** If the project is near any interim or perennial streams, the SDFW may have permit requirements that could impact the processing time of the project. You should contact this agency and address any concerns they may have.
State Department of Fish and Wildlife Gen. Phone: (707) 944-5500
ATTN: Environmental Services Direct: (831) 440-9433
P.O. Box 47 E-mail: sdeleon@fdg.ca.gov (for Suzanne DeLeon)
Yountville, CA 94599 Website: <https://www.dfg.ca.gov/>
- U.S. Fish and Wildlife Service:** If the project is near Zayante soils, indicating the potential habitat for federally protected species (Ben Lomond spineflower, Ben Lomond wallflower, Mt. Hermon June beetle, Scotts Valley polygonum, and Zayante-band winged grasshopper), the Service may have permit requirements that could impact the processing time of the project. You should contact this agency and address any concerns they may have.

<input type="checkbox"/> Douglass Cooper Deputy Assistant Field Supervisor U.S. Fish and Wildlife Service Ventura Office 2493 Portola Road, Suite B Ventura, CA 93003	Gen. Phone: (805) 644-1766 Direct: (805) 644-1766, ext. 272 Fax: (805) 644-3958 E-mail: Douglass_cooper@fws.gov Website: http://ventura.fws.gov/
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Army Corps of Engineers: If the project is near an aquatic environment, including wetlands that serve as habitat for interrelated and interacting communities and populations of plants and animals, the USACE may have permit requirements that could impact the processing time of the project. You should contact this agency and address any concerns they may have.

U.S. Army Engineer District South Pacific Division-Civil Works Office 1455 Market Street, Room 923 San Francisco, CA 94103-1398	Phone: (415) 503-6517 Email: spd-pao@usace.army.mil Website: http://www.spd.usace.army.mil/
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INFORMATION ON PROCESSING:

- ___ Review and scheduling will proceed after applications are determined to be complete.
- ___ Additional information may be required as part of the Environmental Impact Assessment which may lengthen the review period.
- ___ When staff determines an application to be complete and all environmental concerns have been addressed, the application will be placed on the next available Planning Commission agenda.
- ___ Applications are scheduled on a first-complete-first-scheduled basis.
- ___ The Planning Commission meets the second Thursday of each month at 6PM in the Council Chambers at City Hall.
- ___ Staff will send the meeting agenda and staff report to the applicant and property owner the Friday before the scheduled Planning Commission meeting.
- ___ The project representative should attend the meeting and be prepared to answer any questions the Planning Commission may have.
- ___ After the meeting, staff will notify the applicant and property owner the action of the Planning Commission by transmittal letter, copy of the minutes and any approving documents. There is a ten (10) working day appeal period from the date the minutes are posted in which time no building permits may be issued. During that appeal, the decision of the Planning Commission can be appealed by anybody.

SPECIAL NOTE: *If you are also submitting an application for rezoning or other planning approvals, it will be necessary for the Planning Commission and City Council to hear both applications concurrently. Your signature on this form consents to an extension of the time limit permitted by State statute for acting and reporting on the Tentative Map, so as to coincide with the time limits for hearing and acting on all applications.* Signature of the property owner is required. If the property owner is unavailable to sign this application, an original letter of authorization from the property owner is required. I certify that all of the information supplied in this application is true and that the plans are accurate to the best of my knowledge:

Signature of Property Owner

Date

Printed Name of Property Owner