

Sutter County Community Services Department
1130 Civic Center Boulevard
Yuba City, California, 95993
(530) 822-7400

APPLICATION PACKET FOR

PARCEL or TENTATIVE MAP

Attached are the necessary filing forms and instructions for submitting a complete tentative map application. All forms must be completely filled out and submitted with any necessary supporting information.

1. Application Form
2. Sewer/Septic and Water (SAW) Form
3. Indemnification Agreement
4. Tentative Map Preparation Instructions/Form
5. Fish and Game Advisory Notice
6. Affordable Housing Ordinance Provisions
7. Greenhouse Gas Emission Screening Tables. Available upon request, or, on the website at: http://suttercounty.org/doc/government/depts/cs/ps/cs_planning_forms

Upon receipt of the **completed forms, plot plan, and filing fees**, the Community Services Department will determine the completeness of the application. This review will be completed as soon as possible, but at most, within thirty (30) days of the submittal of the application. If the application is determined to be complete, the County will begin environmental review, circulate the project for review and then set the application for a hearing before the Planning Commission.

If sufficient information **has not** been submitted to adequately process your application, you will receive a notice of incomplete application with instructions on how to complete the application. Upon receipt of that additional information or revised application, the thirty (30) day review process will begin again.

Prior to the Planning Commission meeting, a Subdivision Advisory Committee (SAC) meeting will be conducted. Following the SAC meeting, the Community Services Department will prepare a report and submit it to you, the Commission, and others involved with the project approximately five days before the hearing. This report will be based on the information contained in your application, comments from other agencies or departments, and a Community Services Department analysis. The report will usually contain a recommendation for approval, conditional approval, or denial.

Since the information contained in your application is used to evaluate the project and in the preparation of the staff report, it is important that you provide complete and accurate data. Failure to provide adequate information could significantly delay the processing of your application.

Each section of the application packet should be carefully reviewed prior to submittal and responses to **EVERY** question provided. If a particular response is not applicable, an N/A should be marked in the space provided indicating that the question has been reviewed by the applicant. If there are **ANY** blank spaces, staff will assume that the applicant has not completed the application packet and will return it for completion.

Applicants and/or their representatives are encouraged to attend the public hearing.

PLEASE CONTACT THE COMMUNITY SERVICES DEPARTMENT IF YOU HAVE ANY QUESTIONS WHILE PREPARING THE APPLICATION, OR AT ANY TIME DURING THE PERMIT PROCESS. WE WILL BE HAPPY TO ASSIST YOU IN ANY WAY WE CAN.

**COUNTY OF SUTTER
PARCEL OR TENTATIVE MAP APPLICATION**

- Filing Fees - Parcel or Tentative Map.....At Cost with a \$1,850.00 Deposit**
- CEQA Initial Study Fee.....At Cost with a \$650.00 Deposit
- Environmental Health Division Inspection Fee:
 1-4 lots on septic and/or individual well.....\$282.00 + \$71/lot
 5 or more lots on septic and/or individual well.....\$564.00 + \$71/lot
 Divisions on public utilities.....\$188.00
- Public Works Parcel Map (up to 4 parcels).....\$ 2100.00 Deposit
- Public Works Tentative Map (5+ Parcels).....\$ 2200.00 + \$25/lot Deposit
- Gilsizer Drainage District Map Check Fee*\$ 25.00
 *Applies only to properties within the boundaries of the Gilsizer County Drainage District.

OFFICE USE ONLY	
Application No.:	Date Filed:
Environmental No.:	Receipt No.:
Other Related Application(s):	

Project Request: _____

Property Location and Address: _____

Assessor's Parcel No(s): _____ **Zoning:** _____

	OWNER	APPLICANT	OTHER/ENGINEER
NAME:	_____	_____	_____
ADDRESS:	_____	_____	_____
CITY:	_____	_____	_____
PHONE:	_____	_____	_____

SIGNATURE OF PROPERTY OWNER _____
(A property owner's representative may sign if the property owner provides a consent letter.)

This document, once completed, will provide necessary factual information about the proposed project. It will also be used to evaluate potential environmental impacts created by the project. Please be as accurate and complete as possible in answering the questions. Further environmental information could be required from the applicant to evaluate the project. **PLEASE PRINT CLEARLY OR TYPE. USE A SEPARATE SHEET, IF NECESSARY.**

I. Project Characteristics:

A. Describe the proposed project including all existing and proposed uses of the site:

B. Project Land Area (square feet or acres): _____

C. Existing land use (attached photographs of the site):
Undeveloped (vacant) _____ Developed _____

If developed, describe extent (type and use of all structures): _____

D. Existing surrounding land uses:

North _____
South _____
East _____
West _____

E. Number of existing buildings in the project area and size of each (in square feet):

F. Project Phasing: If the project is a portion of an overall larger project, describe future phases. (Submit one copy of phasing plan on an 8-1/2 x 11 sheet of paper.)

G. Exterior Lighting:

Identify the type and location of exterior lighting that is proposed for the project?

H. Will the project generate new sources of noise? If not, please explain why. _____

- I. Will the project use or dispose of any potentially hazardous materials, such as toxic substances, flammables, or explosives? _____
If yes, please explain _____
- J. Will the project generate new sources of dust, smoke, odors, or fumes? _____
- K. Are there any oak trees on the subject property? Identify on the plot plan. _____
- L. Will the project impact any cultural, historical, or scenic aspect? If not, please explain why.

II. Site Characteristics:

- A. Are there any natural water bodies on, or adjacent to, the subject property, including lakes, rivers, ponds, creeks, streams, intermittent or perennial water courses, wetlands, etc.? Y ___ N ___
If so, give names and show on plot plan _____
- B. Are there any man-made drainage/channels either on or within 100 feet of the site?
Y ___ N ___
If so, give names _____
- C. Identify types and quantity of vegetation on property: _____
- D. In which direction(s) does the subject property drain? Explain. _____
- E. How will drainage issues on the property be resolved by the proposal? And if drainage will not be affected, explain why not. _____

III. Residential and/or Agricultural Division:

Total Dwelling Units _____

Total Lots _____

A. Number of dwelling units:

- 1. Single-family _____
- 2. Multiple-family _____

B. Type of division:

- _____ Residential Subdivision
- _____ Landowner Separation of Homesite Parcel
- _____ Homesite for Landowner's Son/Daughter who is involved in the Farming Operation
- _____ Agricultural Division
- _____ Other (explain) _____

IV. List all other public agency approvals required for this project. Specify type of permit and issuing agency, telephone number and contact person.

V. Is the proposed property located on a site which is included on the Hazardous Waste and Substances List (Cortese List)? Y ____ N ____

The Cortese List is available for review at the Community Services Department counter. If the property is on the List, please contact the Planning Program to determine appropriate notification prior to submitting your application for processing (Government Code Section 65962.5).

I hereby certify, to the best of my knowledge, that the above statements are correct.

Signature of Person Preparing Form

Date

Telephone Number

TENTATIVE MAP PREPARATION INSTRUCTIONS

All maps must be prepared by either a Licensed Land Surveyor or Registered Civil Engineer. The map preparer shall place either a check or a N/A on the line provided for each of the following items required on the tentative map. Submit this page along with the map and application packet.

FORM OF MAP

- _____ 20 Full Size (18"x26") Map copies **FOLDED** to 8-1/2 x 11
- _____ Reduced Copy (8-1/2 x 11)
- _____ Location Map
- _____ Tract Name/Number
- _____ Name/Address of Owner
- _____ Name/Address of Engineer
- _____ Name/Address of Subdivider
- _____ Date
- _____ Assessor's Parcel Number
- _____ Lot Numbers, Lot Dimensions and Layout
- _____ Scale and North Arrow
- _____ City Limit Lines
- _____ Gross Acreage to Nearest 10th
- _____ Distances/Quarter Section Bounds
- _____ Boundaries/Units within Subdivision
- _____ Elevations/Contours/Slope to Indicate Existing Site Drainage
- _____ Elevations/Contours/Slope to Indicate Drainage Extending 100 Feet onto Surrounding Properties
- _____ Location/Size of Existing and Proposed Drainage Facilities
- _____ Location/Names/Width Paving of All Existing and Proposed Streets
- _____ Location/Character of All Existing Public Utilities Including, but not Limited to: Power Lines, Sewer Lines, Storm Sewers, Works Treating or Storing Wastewater
- _____ Existing/Proposed Easements: Width/Location/Type
- _____ Typical Selection/Proposed Street Improvements
- _____ Areas Subject to Flooding/Inundation/Storm Water Overflow, or 10-Year Flood Plain
- _____ Location of Existing and Proposed Buildings, Wells, Sewage Disposal Systems, Minimum Usable Sewage Disposal Areas (MUSDA)
- _____ Abandoned Wells/Abandoned Septic Tanks
- _____ Depth to Seasonal High Ground Water
- _____ Off-Site Wells Located Within 100 Feet of Project Property Lines
- _____ On-Site/Off-Site (located within 50 feet of project) Streams, Ditches, Canals, Culverts, Ponds, Lakes, Intermittent or Perennial Water Bodies/Courses
- _____ Off-Site 10-Year Flood Plains Within 100 Feet of Project Property Lines
- _____ "Typical" Well Location for Proposed Each New Parcel
- _____ Names of Landowners Immediately Adjacent to the Subdivision
- _____ Location of Trees Proposed to Remain in Place

TENTATIVE MAP PREPARATION INSTRUCTIONS SUBDIVIDER'S STATEMENTS

- _____ Improvements/Utilities Proposed and When to be Completed
- _____ Provision of Sewage Disposal
- _____ Proposed Drainage
- _____ Provision of Water
- _____ Proposed Use of Property
- _____ Multiple Final Maps (Yes or No)
- _____ Existing Use of Property
- _____ Owner's Statement (if different from the subdivider)
- _____ Justification/Reasons for Exceptions to the Subdivision Ordinance
- _____ Name/Address/Phone Number of Individuals to Receive Communications
- _____ Public Areas Proposed
- _____ Type and Location of Proposed Streetlights
- _____ Tree Planting Proposed
- _____ Copy of CC&Rs
- _____ Preliminary title report or subdivision guarantee
- _____ Greenhouse Gas Emission Screening Tables. Available upon request, or, on the website at: http://suttercounty.org/doc/government/depts/cs/ps/cs_planning_forms

INDEMNIFICATION AGREEMENT

This Indemnification Agreement (“Agreement”) is entered into by the applicant for the project described below (“Applicant”) and the owner or owners of the property that is the subject of such application (“Property Owner”). This Agreement is effective as of the date last signed below.

Applicant and Property Owner agree to indemnify, defend, and hold harmless Sutter County (“County”), the Sutter County Planning Commission, the Sutter County Board of Supervisors, and their officers, employees, and agents, including consultants (“Indemnified Parties”) from any claim, action, or proceeding against Indemnified Parties to attack, set aside, void, or annul the approval of the Project or adoption of the environmental document that accompanies it. This indemnification obligation shall include, but not be limited to, damages, costs, expenses, attorneys’ fees, or expert witness costs that may be asserted by any person or entity, including the Applicant and Property Owner, arising out of or in connection with the approval of the Project, including any claim for private attorney general fees claimed by or awarded to any party against the County.

The County shall promptly notify the Applicant of any claim, action, or proceeding. The County shall control the choice of counsel and defense of any such claim, action, or proceeding.

To the extent that County is required by Applicant to use any of its resources to respond to such claim, action, or proceeding, Applicant will reimburse County upon demand and upon presentation of an invoice describing the work done, the time spent on such work, and the hourly rate for such work by the employee or agent of County.

The person signing this Agreement represents and warrants that he or she is duly authorized and has legal capacity to execute and deliver this Agreement and that this Agreement is a valid and legal agreement binding on the Applicant and enforceable in accordance with its terms.

PROJECT:

Project Number: _____
Sutter County APN: _____

APPLICANT:

Signed _____
Name of Person Signing _____
Title _____
Name of Project Applicant _____

PROPERTY OWNER:

Signed _____
Name _____



**SAW FORM
(Sewage and Water Form)**

Applicant _____
Address _____
Phone No. _____ **AP No(s).** _____
Project Location _____

Engineer _____ **Phone No.** _____
Address _____

Applications shall include the following signed statement from the Environmental Health Program verifying they have received sufficient information to fully evaluate the proposed project. The SAW form shall be used for all applications regardless of the type of sewer and water supply and will be required as part of an application packet submitted. Applications will be considered to be **INCOMPLETE** without this form.

The Environmental Health Program will check the appropriate spaces below when they have received wastewater disposal and water supply information which is adequate for their review of the application. **Checks do not in any way indicate approval or denial of a proposal** and a handout provided by the Environmental Health Program will explain what information will be required in order to check the spaces below. If you have any questions regarding this form and/or its purposes in the application packet, feel free to contact the Environmental Health Program at (530) 822-7400.

FOR OFFICE USE ONLY				
Description of the proposed project:				
WASTEWATER DISPOSAL:				
State Permitted Public Sewer:				
N/A	Public Sewer	STEP	On-site	
County Permitted On-Site System:				
Conventional	Pressure Dosed	Mound	Other	
Homesite Parcel Size Waiver				
WATER SUPPLY:				
State Permitted Public Water System:				
N/A	Public Water System	Yuba City	Hillcrest	Other
County Permitted Water System:				
State Small Water System		Cal Code Water System		
Private Well				
Other: _____				
Additional Comments: _____				
_____ Environmental Health Program Signature			_____ Date	



SUTTER COUNTY PUBLIC WORKS, TRAFFIC, DRAINAGE AND FLOOD CONTROL APPLICATION REQUIREMENTS

Applicants are required to submit sufficient traffic, drainage and flood control information necessary for the County to make a determination that a site identified for a proposed project is physically suitable for the proposal.

Additional information may be required to be submitted to identify development impacts and to support proposed mitigation of those impacts in accordance with California Environmental Quality Act. Technical studies, data, memoranda and other information on traffic, drainage and flood control may be required before the proposed application can be scheduled for action. Once the County has received sufficient information from the applicant, the County will determine appropriate conditions of approval for that specific project.

Pre-application consultation with County Public Works Staff on your project specifics will assist in determining the level and type of information and analysis necessary. Public Works staff can be contacted at (530) 822-7450 or e-mail the County's Land Development Engineer at dtomm@co.sutter.ca.us

January 1, 2012

ADVISORY RE: FISH AND GAME FEE REQUIREMENT

Permit applicants are advised that pursuant to Section 711.4 of the Fish and Game Code a fee of \$2,919.00 for an Environmental Impact Report and \$2,101.50 for a Negative Declaration shall be paid to the County Clerk at the time of recording the Notice of Determination for this project. This fee is required for Notices of Determination recorded after December 31, 2011. A Notice of Determination cannot be filed and any approval of the project shall not be operative, vested, or final until the required fee is paid. This shall mean that building, health, public works and other development permits cannot be approved until this fee is paid.

This fee is **not** a Sutter County fee; it is required to be collected by the County pursuant to State law for transmission to the Department of Fish and Game. This fee was enacted by the State Legislature in 2006, and is adjusted each January 1 in accordance with *Implicit Price Deflator for State and Local Government Purchases of Goods and Services, as Published by the U.S. Department of Commerce*.

Information regarding the updated 2012 Environmental Filing Fees is also available at the Department of Fish and Game at http://www.dfg.ca.gov/habcon/ceqa/ceqa_changes.html and the OPR Web site at www.opr.ca.gov.

May 10, 1996

Subject: **NOTICE OF ADDITIONAL APPLICATION REQUIREMENTS FOR RESIDENTIAL DEVELOPMENT PROJECTS OF TEN (10) DWELLING UNITS/LOTS OR MORE; Affordable Housing Ordinance Provisions**

In October of 1995, the County of Sutter adopted an Affordable Housing Program. The program places specific requirements on new residential development projects of ten units or greater to assist in the provision of affordable housing for the general community.

In order to complete your application, as part of the application review process of new residential development projects, all residential development projects of ten dwelling units or more shall demonstrate at the time of application submittal that the project (1) complies with the affordable housing requirements of the ordinance and (2) that the project is open to all individuals without regard to race, color, age, sex, religion, national origin, family status or physical handicap. In order to show compliance, the ordinance requires the submittal of a plan for the provision of affordable housing and must identify the following:

- (1) Number of market rate units proposed;
- (2) Number of each type of affordable unit proposed, and
- (3) The location of each type of affordable unit within the proposed development, as shown on the site plan for the project.

Pursuant to ordinance requirements, any development project which is composed of dwelling units entirely for very low, low and moderate income households is exempt from the requirements of the ordinance. If you are proposing that your entire project will be within the target income household range, you will need to so state and identify anticipated unit sales or monthly rental costs by the number of bedrooms per dwelling unit.

If you have any questions concerning this matter, please feel free to contact the Community Services Department, Current Planning Program at the address and telephone number listed below.