

# TENTATIVE MAPS

## APPLICANT'S GUIDE TO PROCEDURES

### WHAT IS A TENTATIVE MAP?

A division of land for the purpose of sale, lease, or finance requires submittal of a map for County approval showing the design and improvement for the proposed division and the existing conditions in and around it, as does a project where lots are not created due to an alternative method of division. This is a tentative map. Land divisions must be consistent with the General Plan, zoning requirements, development standards, and must conform with public health requirements, the Subdivision Map Act and related County ordinances, and usually must not cause substantial environmental damage or substantially and avoidably injure fish or wildlife or their habitat. The tentative map procedure is the method for determining if a land division meets those requirements.

The County Code provides for a land divider or his authorized agent to confer with County officials regarding a proposed division before submitting a tentative map. **A PRELIMINARY CONFERENCE CAN EXPEDITE THE PROCESSING OF A TENTATIVE MAP BY IDENTIFYING THE OVERLAYING GENERAL PLAN CONSTRAINTS AND POLICIES FOR WHICH EVALUATIONS, ANALYSES, STUDIES, AND REVIEWS ARE REQUIRED TO MAKE AN APPLICATION COMPLETE.**

### WHERE TO FILE?

Planning & Building Services (530) 283-7011  
555 Main Street  
Quincy, CA 95971

### WHAT TO FILE?

1. The completed application and three (3) physical copies and one (1) electronic copy in PDF format of a tentative map which conforms to the requirements of the Plumas County subdivision regulations available at Planning & Building Services. In most cases, the licensed land surveyor or engineer who will be doing the final survey prepares this map.
2. The filing fee set forth on Planning & Building Services' fee schedule. (*Please Note: There are two different fees depending on whether this is an application for a new Tentative Map or a Modification of a Recorded Map by Certificate of Correction.*)

### PROCEDURE

A tentative map is reviewed by Planning & Building Services and evaluated, in coordination with other agencies, for consistency with the General Plan, zoning requirements and development standards, and conformance with public health requirements and the Subdivision Map Act and related County ordinances, and for the physical suitability of the site for the type and density of the proposed development, and for potential environmental impact. If your project is determined to have no significant environmental effect or to be exempt, no further review is required. If it is determined that a Negative Declaration is required, one of two fees will be charged depending on whether the Negative Declaration is prepared by staff in the Planning & Building Services Department or by a consultant. These fees, including required Fish & Game filing fees, are listed in the fee schedule. After the document is prepared it is circulated for public review for a period of 30 days. If an Environmental Impact Report (EIR) is required, one of two fees will be charged depending on whether the EIR is prepared by staff in the Planning & Building Services Department or by a consultant. These fees, including required Fish & Game filing fees, are listed in the fee schedule. After preparation, the EIR is circulated for public review for a period of 45 days.

After the appropriate review, a staff recommendation is prepared and mailed to the applicant and his engineer, surveyor, or agent. The tentative map is scheduled for the next regular meeting of the Zoning Administrator for which it can be scheduled while meeting all requirements for notice.

The decision of the Zoning Administrator is made at the public hearing. Appeals must be filed within 10 days from the date of the decision to be considered by the Board of Supervisors. The filing fee, paid to Planning & Building Services, is set forth in the fee schedule.

After approval of a tentative subdivision map, subsequent to any appeal, the property is to be surveyed, and a final map is to be submitted to the County Engineer with appropriate documents or bonds. The County Engineer then records the map after the conditions of approval have been met.

For additional information, contact Planning & Building Services at (530) 283-7011.

**DEPARTMENTAL USE ONLY**

Initial Completeness Verified by \_\_\_\_\_

Date Rec'd \_\_\_\_\_

Receipt No. \_\_\_\_\_ \$ \_\_\_\_\_

File No. \_\_\_\_\_

**DEVELOPMENT PERMIT APPLICATION****TENTATIVE MAP / SUBDIVISION MAP / MODIFICATION of a RECORDED MAP**Instructions to applicant(s):

1. Complete the form and mail or take to: Planning & Building Services  
555 Main Street  
Quincy, CA 95971
2. Use additional sheets of paper if necessary to complete the information requested.
3. Pay the filing fee set forth in the fee schedule.
4. Make the check payable to Planning & Building Services.

**A. Applicant (s)**

Name \_\_\_\_\_ Name \_\_\_\_\_

Mailing Address \_\_\_\_\_ Mailing Address \_\_\_\_\_

Telephone \_\_\_\_\_ Telephone \_\_\_\_\_

Email \_\_\_\_\_ Email \_\_\_\_\_

Interest in Property (Owner, Agent\* or Purchaser\*) \_\_\_\_\_

**B. Owner (s)**

Name \_\_\_\_\_ Name \_\_\_\_\_

Mailing Address \_\_\_\_\_ Mailing Address \_\_\_\_\_

Telephone \_\_\_\_\_ Telephone \_\_\_\_\_

Email \_\_\_\_\_ Email \_\_\_\_\_

**C. Engineer or Surveyor**

Name \_\_\_\_\_

Mailing Address \_\_\_\_\_

Telephone \_\_\_\_\_

Email \_\_\_\_\_

\*If agent or purchaser is making application, attach letter of authorization signed by the owner.

#### D. Location

Township \_\_\_\_\_ Range \_\_\_\_\_ Section \_\_\_\_\_

Street Address \_\_\_\_\_

Nearest Town \_\_\_\_\_

Assessors Parcel Number(s) \_\_\_\_\_

Subdivision name \_\_\_\_\_

Size of land to be divided \_\_\_\_\_

Number of parcels being created \_\_\_\_\_

Size of parcels being created: #1 \_\_\_\_\_ #2 \_\_\_\_\_ #3 \_\_\_\_\_ #4 \_\_\_\_\_ #5 \_\_\_\_\_

#6 \_\_\_\_\_ #7 \_\_\_\_\_ #8 \_\_\_\_\_ #9 \_\_\_\_\_ #10 \_\_\_\_\_

Circle one or more if applicable. For (commercial, industrial, multi-family or single-family residential use.

Use must coincide with General Plan designation and zoning.

#### F. Checklist of Required Data

Required information (Section 9-3.401 and Resolution 74-2587)

Type of land division:  Subdivision Map  Parcel Map  Plot Plan  
 Accompanying PD Permit  Modification of a Recorded Map

Applicant(s) \_\_\_\_\_

Submit copies of evaluations, analyses, studies and reviews required to address the overlaying General Plan constraint and policy areas. Those which are required can be determined through preliminary conference.

**Check if information is provided or work completed; mark N/A if information is not applicable.**

- Three (3) physical copies and one (1) electronic copy in PDF format of 18" x 26" plot plans at a scale of 1" = 100' or 1" = 200'
- Site location sketch with north arrow
- Date of map preparation with north arrow
- Subdivision name
- Township, Range & Section
- Assessor Parcel Number
- Owners names and mailing addresses for property within 300 feet of the project
- Soil type/character and evidence of soil depth
- Preliminary soils report (**for subdivision maps only**)
- Owner's concurrence if other than subdivider
- Contours (5 foot interval for 0 - 10%; 10 foot for 10 - 30%; over 30% slope, written notation indicating top of banks, toes of fill, and changes in grade)
- Lot dimensions
- Proposed land use
- Remainder of owner's contiguous lands
- Parcels designated by numbers

#### ROADS

- Names or numbers of existing and proposed roads
- Width
- Grade
- Cut-and-fill slope areas
- Proposed driveways for all lots where the grade between the road centerline and building site exceeds 15%, measured

perpendicular from the road.

- If access is not by maintained public road abutting the property, attach documentation demonstrating legal access.
- Private road maintenance entity/document
- Where existing County roads provide access, provide potential traffic generated by development OR letter from the Plumas County Road Commissioner.

#### **WATERCOURSES**

- Location and direction of flow of watercourses. Indicate perennial or ephemeral.
- Culvert size and location
- Overflow areas
- Flood plains
- Marshy areas
- Public waterways, rivers, streams, (top of banks and highwater line)
- Erosion control measures proposed

#### **FACILITIES ON PREMISES**

- Existing buildings to remain
- Existing wells on property and within 100 feet
- Existing developed and undeveloped springs on property and within 100 feet unless served by community sewer
- Existing sewage disposal facilities on property and within 100 feet
- Sewer lines and operating entity
- Easements for surface or underground improvements
- Utility lines (location, identification) and easements (width) and operating entity

#### **OTHER INFORMATION**

- Post lath and ribbon at all existing and proposed property corners. Color of ribbons to be used: \_\_\_\_\_
- Proposed drainage channel changes
- Evidence of seasonal high groundwater
- Proposed water supply and sewage disposal systems
- Location of test well and percolation test holes shown on map
- Percolation test results for leachfields; or
- Request for waiver of percolation tests on each lot where evidence is provided of soil depth greater than 7 feet and percolation rate is less than 40 minutes per inch, and greater than 5 minutes per inch
- Evidence of minimum usable area for all lots with individual sewage disposal system
- Application for rezoning, Special Use Permit, Planned Development or Variance included if necessary to permit proposed uses
- Proposed street, surface drainage, grading, fire protection and other improvements
- Written legal description of resulting parcels (Plot Plans)
- Preliminary Title Report
- Attach Hazardous Waste Certificate
- This is a multiple final map proposal
- What is the structural fire protection agency
- Statement setting forth reasons for any exceptions requested to the provisions of the Subdivision Ordinance

#### **MODIFICATION of RECORDED MAP**

- Amending Map
- Certificate of Correction

#### **Provide the following:**

- Identification of recorded map to be modified
- Maps provided as set forth above, with information provided for matters under "Roads", "Watercourses", "Facilities on Premises" and "Other Information" as pertinent to the modification
- Evidence of the changes in circumstances which make any or all of the conditions of the map no longer appropriate or necessary
- Evidence that the modifications proposed do not impose any additional burden on the present fee owner of the property
- Evidence that the modifications proposed do not alter any right or interest in the real property reflected on the recorded map
- Evidence that the map as modified conforms with the provisions of Section 66474 of the Government Code of the State, as follows:
  - That the map as modified is consistent with the General Plan
  - That the design or improvement of the map as modified is consistent with the General Plan

- That the sites resulting from the map as modified are physically suitable for the type of development
- That the sites resulting from the map as modified are physically suitable for the proposed density of development
- That the design of the map as modified is not likely to cause substantial environmental damage nor substantially and avoidably injure fish and wildlife or their habitat
- That the design of the map as modified is not likely to cause serious public health problems
- That the design of the map as modified will not conflict with easements, acquired by the public at large, for access through or use of, property within the map

If this application for a General Plan Amendment within the Sierra Valley Groundwater Management District, attach a groundwater supply evaluation which meets the standards of that district.

#### **G. CERTIFICATE and WAIVER**

I, having prepared this application, certify that the information provided is correct and waive any action against the County of Plumas in the event the County's action is set aside due to erroneous information provided herein.

---

Signature

---

Date

I (we), as owner(s) of this property, concur in this proposal and in the above certification/waiver.

---

Signature

---

Date

---

Signature

---

Date