



## TENTATIVE LAND DIVISION MAP CHECK LIST (Includes Subdivisions and Parcel Maps)

The following items are required in order to submit an application for a tentative land division application:

- \_\_\_ Completed and signed **Application Form** (included in packet).
- \_\_\_ Completed **Environmental Information Form** (included in packet).
- \_\_\_ **Written authorization** of the property owner, if the applicant is not the owner (suggested form is included in the packet if needed).
- \_\_\_ Payment of application and environmental review **fees** (fee list is included in packet).
- \_\_\_ **26 copies of the tentative map.** A list of items to be included on the tentative map is provided below:
  - \_\_\_ The map shall be prepared by a licensed surveyor or registered engineer (include license number).
  - \_\_\_ Size: 18" by 26" drawn to a scale of 1" = 40" or 1" = 50".
  - \_\_\_ Name of the subdivision (include unit or phase #, if any and general description of property by reference to existing subdivisions).
  - \_\_\_ North arrow, scale, name and address of owners, subdivider, engineer or surveyor, city limit lines in vicinity, bearings and distances to quarter section bounds in vicinity, names and addresses of current owners of adjacent land, existing use of property.
  - \_\_\_ Owners names, recording data, lot lines, block numbers and lot numbers of adjacent subdivisions.
  - \_\_\_ Existing topography, existing buildings, trees and other improvements.
  - \_\_\_ Existing elevations and contours.
  - \_\_\_ Adjacent streets and highways.
  - \_\_\_ Existing public utilities and easements, including water, sewer and storm drainage, as well as overhead and underground electric, gas, telephone and cable TV.
  - \_\_\_ Existing water courses.
  - \_\_\_ Land subject to inundation and proposed corrective measures.
  - \_\_\_ Phases of development proposed.
  - \_\_\_ Proposed design and improvements of the land division including:
    - \_\_\_ Boundary of land division.
    - \_\_\_ Acreage of subdivided area.

- \_\_\_\_\_ Proposed streets and alleys, including dimensions, location, name, width of R/W, length of tangents, radii of curves, gutter, flow grade percentage, typical cross section of street, roadway widths, curbs and gutters, sidewalks, asphalt thickness and aggregate base thickness.
- \_\_\_\_\_ Proposed easements, including location, purpose and width.
- \_\_\_\_\_ Lot layout including dimensions and number of each lot.
- \_\_\_\_\_ Written statements, including:
  - \_\_\_\_\_ A copy of all existing and proposed covenants, conditions, etc.
  - \_\_\_\_\_ Justification for exceptions.
  - \_\_\_\_\_ Improvements and public utilities proposed to be constructed.
  - \_\_\_\_\_ Statement of owner(s) of land, if different from subdivider, authorizing application.
- \_\_\_\_\_ 2 copies of pre-printed address labels (Avery 5160 style) of all property owners within 300 feet of the proposed land division as well as the applicant and engineer or other representative.

Within 30 days of submitting the application, you will be notified if additional information is needed in order to find the application complete.



PLANNING DEPARTMENT  
 9955 Live Oak Blvd.  
 Live Oak, CA 95953

Phone: (530) 695-2112 FAX: (530) 695-2595

**GENERAL APPLICATION FORM**

**APPLICANT INFORMATION**

Name \_\_\_\_\_ Address \_\_\_\_\_  
 Phone \_\_\_\_\_ Fax \_\_\_\_\_ E-mail \_\_\_\_\_

**PROPERTY OWNER INFORMATION (if different from applicant)**

Name \_\_\_\_\_ Address \_\_\_\_\_  
 Phone \_\_\_\_\_ Fax \_\_\_\_\_ E-mail \_\_\_\_\_

**REPRESENTATIVE INFORMATION**

Name \_\_\_\_\_ Address \_\_\_\_\_  
 Phone \_\_\_\_\_ Fax \_\_\_\_\_ E-mail \_\_\_\_\_

**PROPERTY DESCRIPTION**

Assessors Parcel No(s) \_\_\_\_\_  
 Address/General Location \_\_\_\_\_  
 Parcel Size \_\_\_\_\_ Existing General Plan \_\_\_\_\_ Existing Zoning \_\_\_\_\_

**PROJECT DESCRIPTION**

Name of Project \_\_\_\_\_  
 Project Description (Please be complete - use separate sheet if needed) \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

**APPLICANT CERTIFICATION**

I hereby certify that this application and all other documents and maps submitted are true and correct to the best of my knowledge and belief. (If the undersigned is different from the legal property owner, a letter of authorization from the owner must accompany this form.) I agree to indemnify and hold harmless for all costs and expenses, including attorney's fees, incurred by City or held to be a liability of the City in connection with City's defense of its actions in any proceeding brought in any State or Federal court challenging the City's actions with respect to the Applicants' project.

Signature \_\_\_\_\_ Date \_\_\_\_\_

**CITY STAFF USE ONLY**

Application Type (fill out all appropriate boxes)

General Plan Amendment # \_\_\_\_\_  
 Rezoning (Map) # \_\_\_\_\_  
 Rezoning (Text) # \_\_\_\_\_  
 Specific Plan # \_\_\_\_\_  
 Specific Plan Amendment # \_\_\_\_\_  
 Tentative Subdivision Map # \_\_\_\_\_  
 Tentative Parcel Map # \_\_\_\_\_

Use Permit (Major) # \_\_\_\_\_  
 Use Permit (Minor) # \_\_\_\_\_  
 Use Permit (Amend.) # \_\_\_\_\_  
 Variance # \_\_\_\_\_  
 Design Review # \_\_\_\_\_  
 Env: Neg Dec # \_\_\_\_\_  
 EIR # \_\_\_\_\_  
 Other # \_\_\_\_\_

Total Fees \$ \_\_\_\_\_  
 Receipt # \_\_\_\_\_

Received By \_\_\_\_\_ Date \_\_\_\_\_

**ENVIRONMENTAL INFORMATION FORM**  
(Please be complete – use separate sheet if needed)

**GENERAL INFORMATION**

Name of project: \_\_\_\_\_

Assessor's Parcel No.(s): \_\_\_\_\_

Address/location of project: \_\_\_\_\_

Applicant/contact name: \_\_\_\_\_ Phone # \_\_\_\_\_

Name, address and phone no. of person preparing this form: \_\_\_\_\_

**PROJECT SITE CHARACTERISTICS**

Describe the existing use(s) of the site \_\_\_\_\_

Surrounding uses?

North \_\_\_\_\_

South \_\_\_\_\_

East \_\_\_\_\_

West \_\_\_\_\_

Describe any known cultural or historical aspects of the site: \_\_\_\_\_

Describe any noise sources that now affect the site and the proposed use(s): \_\_\_\_\_

Are there any known hazardous materials and/or toxic materials on the site or in the soil or is/was there an underground storage tank? \_\_\_\_\_

If "yes" explain \_\_\_\_\_

Are there any drainage or irrigation canals within 100 feet of the site? \_\_\_\_\_

If "yes" explain \_\_\_\_\_

**PROJECT INFORMATION**

Describe the proposed project:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_



If project is phased, describe phases: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Describe how the following services will be provided:

Electricity \_\_\_\_\_  
Gas \_\_\_\_\_  
Telephone \_\_\_\_\_  
Water \_\_\_\_\_  
Sewer \_\_\_\_\_  
Stormwater Drainage \_\_\_\_\_  
Solid Waste \_\_\_\_\_

How will the project change the pattern, scale or character of the area surrounding the project?  
\_\_\_\_\_  
\_\_\_\_\_

Will the project result in any new noise source? \_\_\_\_\_

If "yes" explain: \_\_\_\_\_

Will the project create any new light sources or significant glare, other than street lighting? \_\_\_\_\_

If "yes" explain: \_\_\_\_\_

Will the project produce new sources of dust, ash, smoke, fumes or odor? \_\_\_\_\_

If "yes" explain: \_\_\_\_\_

Describe any air pollutants, other than vehicle exhaust, which would be generated by this project:  
\_\_\_\_\_  
\_\_\_\_\_

Will the project store, use or dispose of any potentially hazardous materials, such as toxic substances, flammables or explosives? \_\_\_\_\_

If "yes" explain: \_\_\_\_\_

Please describe any other effects of the project that may be of an environmental consequence:  
\_\_\_\_\_  
\_\_\_\_\_

### **RESIDENTIAL PROJECTS**

Total number of lots: \_\_\_\_\_

Total number of residences: \_\_\_\_\_ Total acreage: \_\_\_\_\_

Gross density (units/acre): \_\_\_\_\_

Number of floors: \_\_\_\_\_

If multiple-family, number of dwelling units with:

Studio \_\_\_\_\_ One bedroom \_\_\_\_\_ Two bedroom \_\_\_\_\_ Three bedroom \_\_\_\_\_

Parking:

Number of spaces required: \_\_\_\_\_

Number of spaces proposed: \_\_\_\_\_

**NON-RESIDENTIAL PROJECTS**

Size of addition or new structure(s) in square feet: \_\_\_\_\_

Maximum building height from average final grade to highest point: \_\_\_\_\_

Maximum height of other appurtenances (antennas, steeples, etc.): \_\_\_\_\_

Percentage of property covered by buildings: \_\_\_\_\_

Parking

Number of spaces required: \_\_\_\_\_

Number of spaces proposed: \_\_\_\_\_

Total number of employees anticipated: \_\_\_\_\_

Anticipated hours of operation: \_\_\_\_\_

Anticipated hours of deliveries: \_\_\_\_\_

**CERTIFICATION**

I hereby certify that the statements and information furnished above are true and correct to the best of my knowledge.

Signature \_\_\_\_\_ Date \_\_\_\_\_

Name (please print) \_\_\_\_\_



## AGENT AUTHORIZATION

To the City of Live Oak:

\_\_\_\_\_  
Agent Name

\_\_\_\_\_  
Phone Number

\_\_\_\_\_  
E-mail

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

is hereby authorized to process this application on my/our property, identified as Sutter County Assessor's Parcel Number(s) \_\_\_\_\_

This authorization allows representation for all applications, hearings, appeals, etc. and to sign all documents necessary for said processing, but not including documents(s) relating to record title interest.

Owner(s) of Record (print and sign name):

\_\_\_\_\_  
Print Name

\_\_\_\_\_  
Print Name

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Print Name

\_\_\_\_\_  
Print Name

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Signature

Because these projects are exempt from CEQA they can be processed in the least amount of time.

**Negative Declaration or Mitigated Negative Declaration:** This applies to projects subject to CEQA that, following a more detailed review, are determined to not have a potential significant adverse impact on the environment or, if there is a potential significant adverse environmental impact(s), it can be reduced to less than significant through project redesign or the addition of mitigations. Most projects that require some type of discretionary permit fall into this category. This adds about 30 days to the review process.

**Environmental Impact Report (EIR):** This document is typically needed for larger projects that have the potential to create significant adverse environmental impacts. This is a very extensive review that can take a year or more to complete. Usually outside consultants that specialize in this work are contracted by the City to prepare the EIR.

A determination on the CEQA requirements applicable to the project is usually made at or near the time of receipt of the application. In more complicated cases it may be at the end of the initial 30 day review. Assuming a negative declaration is required, Planning Department staff will begin preparation of that document once all of the agency comments and other needed information is received.

**Review with the Applicant:** Once all of the information and comments are received from the various City departments and outside public agencies, the applicant and his/her representative will be contacted by City staff to discuss the merits of the project, any issues related to the project and possible conditions that may be applied to the project. It is possible that more than one of these discussions may be necessary to resolve issues. If there are no outstanding issues related to the project, or when all outstanding issues are resolved, the project will be scheduled for a public hearing before the Planning Commission. Due to the need to prepare staff reports and the legal noticing requirements for the project, the Planning Commission hearing is normally 30 to 45 days after the review with the applicant.

**Staff Report:** Prior to the public hearing before the Planning Commission, City staff will complete the environmental document and the project staff report. The staff report discusses the merits of the project, recommended conditions and findings for the Planning Commission to consider. The Commissioners each receive the staff report for every project several days prior to their public hearing, and the applicant will receive the same.

## **PLANNING COMMISSION**

The City of Live Oak Planning Commission hears all discretionary items. They meet as needed in the evenings of the first and third Thursdays of every month. . All neighboring property owners, as well as the applicant, are notified of this hearing and are invited to attend and comment on the project. Following the public hearing, the Planning Commission can approve, approve with modifications, or deny the proposal. In some situations where the issues are complex, the Commission may continue the item to another date to enable further discussion. Any decision of the Planning Commission can be appealed to the City Council



within 10 days of the Commission's decision. For some items, like general plan amendments and rezonings, the Planning Commission is advisory to the City Council. In those cases their recommendation will automatically be forwarded to the City Council.

## **CITY COUNCIL**

The City Council hears all Planning Commission appeals as well as general plan amendments and rezonings, for which the Planning Commission is advisory to the Council. Due to scheduling and hearing notice requirements it takes approximately 30 days to schedule the City Council hearing. Following the close of the hearing, the City Council will approve, approve with modifications, or deny the proposal. The Council's decision is final.



## PLANNING FEES

<b>GENERAL PLAN AMENDMENT</b>	
Text & map changes	\$2,986.00
<b>SPECIFIC PLANS</b>	
New plans	Cost + 10% admin. fee
Amendments (text & map changes)	2,986.00
<b>REZONING</b>	
Map change	1,897.00
Text change	1,579.00
Planned development (includes text & map changes)	2,060.00
<b>USE PERMIT</b>	
Major (all projects other than minor u.p.)	1,803.00
Minor (related to single family res. or duplex, parking waiver, signs, temporary coaches)	770.00
Amendments	½ regular fee
Extension of time	
Minor	101.00
Major	220.00
<b>VARIANCE</b>	
Single Family dwelling	411.00
Other	823.00
<b>LAND DIVISIONS</b>	
Subdivision Map	1,261 + 28 per lot over 4
Parcel map	966.00
Revise approved map conditions	½ regular fee
Lot line adjustment	442.00 + 38.00 per lot over 2
Certificate of compliance	490.00
Tentative map time extension	206.00
<b>DESIGN/DEVELOPMENT PLAN REVIEW</b>	
Staff Review:	
Single family, duplex,	33.00
Multiple family res.	101.00 + 10.00 per unit
Subdivision	500.00
Commercial or office 10,000 sq. ft. or less	206.00
Commercial or office over 10,000 sq. ft.	500.00

Industrial 10,000 sq. ft. or less	101.00
Industrial over 10,000 sq. ft.	206.00
<b>ZONING CLEARANCE</b>	
Signs, home occupation, model homes, telecomm. tower	33.00
Special event signage	33.00 + 127.00 deposit
<b>CEQA</b>	
Negative Declaration	
Minor (parcel map, minor u.p., variance)	314.00
Major (g.p.a, rezone, subdivision, major u.p.)	612.00
EIR	Actual cost
Fish & Game fee	Actual cost
Sutter County NOD filing fee	50.00
<b>APPEALS</b>	
To P.C. re: single family residence	206.00
To P.C. re: all other	334.00
To C.C. re: single family residence*	334.00
To C.C. re: all other*	696.00
<b>PRE-APPLICATION CONFERANCE</b>	
	400.00
<b>DEVELOPMENT AGREEMENT</b>	
	Actual cost

\* If requested by the appellant, the City Council, at the conclusion of the City council appeal process, may authorize the return of all or part of the appeal fee to the appellant if all or part of the appeal is granted and the Council determines that the appellant was justified in filing the appeal.