



## TENTATIVE SUBDIVISION TRACT MAP APPLICATION INSTRUCTIONS FOR FILING

Development Code Division IV (Ordinance #1556)

The above referenced application requires a public hearing before the Planning Commission. The project applicant or their representative must be present at all public hearings to answer questions.

Applications shall be reviewed for compliance with the Application Submittal Requirements and may not be accepted for processing if incomplete. **All fees as listed on the adopted fee schedule must be received at the time of filing.** Please note **electronic** applications are preferred to be submitted via email or E-Filing (Egnyte). Please review the Instructions for E-Filing Applications for online submittals.

### SUBMITTAL REQUIREMENTS

1. **Application Form:** One (1) copy of the completed Project Application form with **original signatures** and associated application fees.
2. **Tentative Map Requirements:** Hard copy plans may be submitted following that one (1) full size copy of the site development plan is drawn to scale. Hard copies of the tentative map can be either (11" x 17") or (8 1/2" x 11") in dimension and shall be submitted with the application. The tentative map must be drawn to scale and clearly indicate all dimensions and other pertinent information including the following:
  - a) Name and address of owner of record, sub-divider and engineer/surveyor.
  - b) Date of preparation
  - c) Current Assessor's Parcel Number(s).
  - d) Property dimensions and acreage.
  - e) A scale and north arrow.
  - f) A location/vicinity map identifying the project site within an identifiable geographic area.
  - g) The location and dimensions of all existing buildings and structures including location from property lines.
  - h) Names, location, and the right-of-way or easement width of all existing and proposed interior and abutting streets.
    - 1) If access to the proposed subdivision is other than by an existing county road or state highway, the proposed access easement from an existing county road or state highway shall be shown on the tentative map along with appropriate recording information (book and page or document number). Should no legal access exist to the property, the tentative map shall not be approved until such time as a deeded, insurable, access easement(s) is (are) obtained to the property as may be required by the Yuba County Subdivision Ordinance Code.
    - 2) The physical characteristics and widths (i.e.: pavement, gravel, dirt, etc.) of the frontage roadway or access roadway to the property. Show roadside drainage ditches, direction of flow and distance to nearest cross culvert (show diameter and type of culvert), drainage facilities or natural drainage course.
    - 3) The location of all existing driveways and/or roads, on both sides of the frontage road, within 300 feet of any proposed access road into the subdivision.
    - 4) Approximate radii of all curves and approximate grades of the existing frontage road or access road and any proposed interior access roads.
  - i) Approximate lay-out, dimensions and area of each proposed parcel and new access roads. Each parcel shall be separately identified by number or letter. Letters shall be used only for parcels being created for combined use of all future owners or for parcels modified by lot line adjustments.
  - j) Location and nature of all utilities including septic tanks, leach fields, and community sewage systems and potable water sources (i.e.: wells, storage tanks, etc.) in accordance with the requirements of the Yuba County Environmental Health Department.
  - k) Lines indicating the direction of the slope of the land and the approximate percent of grade, including all drainage features. Areas subject to inundation or overflow shall be so indicated. Contours shall be provided where the slope of the land is equal or greater than 10% on any portion of the subject site.

- l) Proposed drainage for the subdivision from the new parcels and the interior access roads to approved drainage facilities or natural drainage way.
- m) List of adjacent recorded subdivisions or known proposed subdivisions, lot-line adjustments, or any other application for entitlement, which may or will affect or be affected by the subject application.

Additional Submittal Requirements for projects outside the Valley Growth Boundary, pursuant to Yuba County Development Code Chapter 11.44.080 Rural Lot Design Guidelines, a Resource Inventory Map shall also be submitted. This map shall include the following and may consist of a single exhibit or a group of exhibits:

- 1) Steep slopes (those slopes equal to or greater than 25% grade).
- 2) All existing buildings and structures on the land.
- 3) Any known historic mining uses.
- 4) All encumbrances (easements, covenants, etc.)
- 5) Hydrologic characteristics (water courses, flow direction, storm drains, and areas subject to inundation.)
- 6) Land cover type/Biological Resource Map.
- 7) Cultural Resources as applicable per Chapter 11.44.080(B)7 of the Yuba County Development Code.

Additional Submittal Requirements for projects within the Moderate, High, and Very High State Responsibility Area (SRA), pursuant to the Fire Risk Chapter in the General Plan Health and Safety Element (adopted September 2021):

- 1) Policy HS2.5: Road and building construction on slopes of more than 10 percent are strongly discouraged and will only be approved if consistent with County standards and the Yuba County Community Wildfire Protection Plan.
  - 2) Policy HS2.10: New developments shall provide access that will allow safe evacuation and movement of firefighting equipment during a wildfire—specifically, each new development shall not receive planning approval without having a minimum of two entry/exit points. Evacuation routes shall have the capacity to accommodate traffic in relation to the population served.
  - 3) Policy HS2.19 The County will discourage all new residential development within a Very High fire hazard severity zone or in the wildland-urban interface areas. The County shall require all new residential developments in these areas to demonstrate that the proposed development has incorporated sufficient fire hazard mitigation features, as outlined in Policy HS2.1, before the issuance of any permits.
  - 4) Policy HS 2.20: The County will require all new development occurring within the State Responsibility Area to prepare and submit a fire protection plan to assess and mitigate fire risks in these areas. The plan should include 1) risk analysis; 2) fire response capabilities assessment; 3) fire safety requirements (i.e., defensible space, infrastructure, and building ignition resistance); 4) mitigation measures and design considerations for nonconforming fuel modification; 5) wildfire education strategies; and 6) plan maintenance and limitations.
3. **Soil Studies:** If applicable (consult the Yuba County Environmental Health Department). **\*\*Note: A public hearing cannot be scheduled for divisions relying on septic systems until soils analysis is performed demonstrating adequate soils exist for sewage disposal on the new parcels or a waiver is obtained.**
  4. **Preliminary Title Report or Parcel Map Guarantee:** Shall be issued in the name of the current owner within the last six (6) months.
  5. **Required Findings for Approval:** A detailed answer, in response to the findings prompts listed in Development Code Section 11.40.040, *Tentative Map*, is required. Findings are required to approve or conditionally approve a Tentative Subdivision Tract Map application. Responses may be provided via email or as part of the written project description.
  6. Projects within **OPUD's Service Area** may be required to pay supplemental review fees not listed in the Fee Schedule.

### PROCESSING DETAILS

After receipt of an application, the project review period begins and staff will review the application for completeness. If information is needed or missing, a formal letter will be provided to the applicant to outline what is needed. The timeframe clock for project processing will stop and will not resume until resubmittal of all requested application materials has been provided. Once the application is deemed complete, staff will notify the applicant that the project has entered the review period. Any technical comments will be given to the applicant within a reasonable timeframe. Additional conditions for approval may be required & is based upon department review. The Public Works surveyors can also be utilized as a resource for checking Tentative Subdivision Tract Map application status: [publicworks@co.yuba.ca.us](mailto:publicworks@co.yuba.ca.us)

### ENVIRONMENTAL REVIEW

All projects are subject to environmental review in accordance with the California Environmental Quality Act (CEQA). This environmental review is required in order to determine if the project will have an impact on the environment. ***You will be notified of the environmental determination and any fees associated with completing the environmental review once the initial review of your project has been completed.***

*Note: Please refer to the Cultural Resources Submittal Requirements and Biological Assessment Guidelines if those reports are requested by the assigned Planner.*