



# CITY OF FIREBAUGH

## Tentative & Final Parcel Maps

### Application Package/Checklist

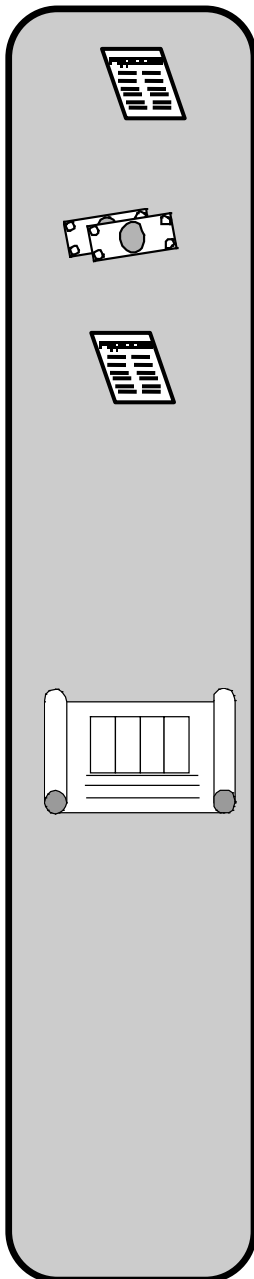
FIREBAUGH CITY HALL

1133 P STREET

FIREBAUGH, CA 93622

(559) 659-2043

*The following list includes all the items you must submit for a complete application. Some specific types of information may not apply to your project and, as noted, some items are not normally required. If you are not sure, ask planning staff. The staff will use a copy of this list to check your application for completeness after it is submitted. Processing of your application could be delayed if required information is missing, inaccurate or incomplete.*



1. **Application Form.** Attached to this packet.
2. **Application Fee:** Tentative Parcel Map: \$950  
Final Parcel Map: \$550 (To be paid when final map is submitted)
3. **Environmental Description Form.** *Certain projects are required to be reviewed for their potential impacts on the environment. A fee is required for this review. Staff will inform you if your project is subject to this review.*

### **Tentative Subdivision Map**

4. **Fifteen (15) copies** of the tentative parcel map shall be filed with the City Planner. The tentative parcel map shall be legibly drawn, on 18 x 26 inch tracer paper suitable for reproduction, to a scale and in a manner to best illustrate the proposed subdivision. An 8.5 x 11 inch copy of the map shall also be submitted.

**INFORMATION REQUIRED:** Each tentative parcel map shall contain the following information:

- ( ) The name and address of the person preparing the map and the legal owner of record of the land, and the applicant if different from the legal owner of record.
- ( ) The boundary line of the entire parcel, including the area to be divided, with dimensions based on existing survey data or property descriptions.
- ( ) The proposed division lines, approximate dimensions, and approximate acreage or square footage of each proposed parcel.
- ( ) The identification of each parcel with a letter designation.
- ( ) All existing surface and underground structures and improvements located on the original parcel, together with their dimensions, and distances between them, the distances to division and property lines, and the number of stories or the height of each structure.
- ( ) The names, width, and locations of all existing and proposed streets abutting or traversing the original parcel, and a statement if the street is private and/or statement if the street does not actually exist on the ground.
- ( ) The location, purposes, width and recorded owners of all existing and proposed easements or private rights-of-way abutting or traversing any part of the original parcel easement boundaries shall be shown by means of dotted lines.
- ( ) An accurate description of the original parcel.
- ( ) The date of preparation, north arrow, and scale of the drawing. Said scale shall not be less than two hundred (200) feet to the inch.
- ( ) The existing and proposed uses of the property.
- ( ) The proposed domestic water supply.
- ( ) The Assessor's Parcel Numbers.
- ( ) The new street names.
- ( ) The approximate location and width of watercourses or areas subject to flooding.
- ( ) Any railroads.
- ( ) The approximate radius of curves.

- ( ) A location map showing the original parcels and the surrounding area.
- ( ) The existing zone district designation of the original parcels.

### **TENTATIVE PARCEL MAP PROCESS**

1. All tentative parcel maps shall be reviewed by the City's Design Review Committee prior to the submission of such tentative map to the Planning Commission.
2. The Design Review Committee shall examine and review the following:
  - a) The completeness and accuracy of the tentative map and the suitability of the land for purposes of subdivision.
  - b) Conformity of the overall design of the subdivision to the General Plan and all pertinent requirements of the Firebaugh Subdivision Ordinance and other laws and plans of the city.
  - c) The provisions for, and suitability of street improvements, underground utilities, fire hydrants, street lights, storm drains, street trees and sidewalks. The adequacy of the water supply, sewage disposal and easements for utilities and drainage.
  - d) Provisions for public areas, including parks, schools, public utilities facilities, etc.
3. If any portion of the parcel map is in conflict with any of the requirements of the Firebaugh Subdivision Ordinance, other ordinances, or State law, the Design Review Committee shall, to the best of its ability, advise the subdivider of such conflicts.
4. The Design Review Committee may deem it advisable to recommend additional improvements, easements, dedications, etc., to be included, in which case the subdivider shall be duly informed of the nature of the recommendations following the Design Review Committee meeting.
5. During preliminary review the City Planner will determine whether the Parcel Map is subject to environmental review under the California Environmental Quality Act (CEQA). Most parcel maps are exempt from review but if this is not the case, the applicant will be informed and fees must be collected for the environmental review. At that point the City Planner will prepare an Initial Environmental Study of the proposed parcel map. Based on the information contained in this study, the Planner shall prepare a Negative Declaration, Mitigated Negative Declaration or shall inform the applicant that an Environmental Impact Report (EIR) must be prepared on the parcel map. Preparation of an EIR shall be conducted in accordance with the

Guidelines of the California Environmental Quality Act (CEQA). Additional fees must be collected for an EIR.

6. Within fifty (50) days after the tentative map has been filed with the City Planner or at such later date as may be required to concurrently process the appurtenant environmental impact review documents required by CEQA, the Planning Commission shall conduct a public hearing on the tentative parcel map. The Commission shall take testimony and take action to approve, approve with conditions, or deny the tentative parcel map. The Commission may also vote to delay their decision in order to obtain additional information to adequately assess the tentative parcel map. The Commission's decision is final unless appealed to the City Council.
7. Appeals procedure: If the applicant is dissatisfied with the decision of the Planning Commission, he may, within ten days after the decision of the Commission, appeal in writing to the City Council for a hearing thereon.

### **FINAL PARCEL MAP PROCESS**

Within twelve (12) months from approval by the Commission, and upon the accomplishment of all dedications by certification on the map and required construction of all public improvements, or the execution of an agreement and provision of surety providing therefore, and the payment of all applicable fees and charges, the applicant may file a final parcel map with the City Engineer, the City Planner, and the City Administrator, who shall approve a final parcel map if it substantially conforms to the approved tentative parcel map and all applicable provisions of the Subdivision Map Act and the Firebaugh Subdivision Ordinance.

Upon application by the applicant, the Commission may grant the applicant up to two (2) six (6) month extensions of this time limit. The appropriate certificates, as provided by the applicant in accordance with the provisions of the Subdivision Map Act, shall be signed by the City Engineer and City Planner upon the parcel map and the final parcel map shall be transmitted by the City Clerk to the Clerk of the County Board of Supervisors for ultimate transmittal to the County Recorder.



# CITY OF FIREBAUGH

## Parcel Map Questionnaire

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FIREBAUGH CITY HALL

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FIREBAUGH, CA 93622

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*Please type or print clearly in ink. Incomplete applications will be returned.*

Project Address or legal description

Existing use of project site:

Describe the proposed parcel map, including the number of parcels proposed, including size and dimension of each proposed parcel:

Do the proposed parcels comply with minimum parcel size and dimension requirements of the Zoning Ordinance?

What are the zoning and General Plan Land Use Map designations of the site?

How many acres are involved?



# CITY OF FIREBAUGH

## Master Planning Application Form

FIREBAUGH CITY HALL

1133 P STREET

FIREBAUGH, CA 93622

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*Please type or print clearly in ink. Incomplete applications will be returned.*

**Applicant Name:** \_\_\_\_\_

Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ ZIP: \_\_\_\_\_

Phone/Email: \_\_\_\_\_

**Agent/Representative:** \_\_\_\_\_

Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ ZIP: \_\_\_\_\_

Phone/Email: \_\_\_\_\_

**Property Owner:** \_\_\_\_\_

Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ ZIP: \_\_\_\_\_

Phone/Email: \_\_\_\_\_

Please indicate if correspondence is to be sent to:

Applicant  Agent  Property Owner

Specific Description of Request (ATTACH ADDITIONAL SHEET IF NECESSARY)

\_\_\_\_\_

Project Location: \_\_\_\_\_

Assessor's Parcel Number(s) \_\_\_\_\_

Current Zoning: \_\_\_\_\_ Current Land Use Designation: \_\_\_\_\_

Check planning permit(s)  
that apply to your project  
(If you are applying for more than one  
permit, you need to fill out only one  
Master Application form)

- Annexation
- Conditional Use Permit
- Site Plan Review
- Director Review & Approval
- Variance
- Environmental Assessment
- General Plan Amendment
- Zone Change
- Lot Line Adjustment
- Tentative/Final Parcel Map
- Tentative/Final Subdivision Map
- Lot Merger
- Certificate of Compliance

I (we) hereby certify that the statements furnished above and in the attached exhibits present the data and information required in this application to the best of my (our) ability, and that the facts, statements and information presented are true and correct to the best of my (our) knowledge and belief.

\_\_\_\_\_  
Print Applicant's Name

\_\_\_\_\_  
Applicant's Signature                      Date

\_\_\_\_\_  
Print Property Owner's Name (if different from applicant)

\_\_\_\_\_  
Property Owner Signature                      Date

\_\_\_\_\_  
Print Agent's Name

\_\_\_\_\_  
Agent's Signature                      Date

Note: The City must have signed consent of all property owners of the project site.