



Tentative Subdivision and Parcel Map Submittal Requirements

GENERAL REQUIREMENTS:

- 1. Eight Copies of the Uniform Development Application must be typed or printed and filled in completely.
 - a) If the applicant is not the property owner, the property owner shall designate the applicant as the authorized agent to act on his or her behalf and both shall sign this application.
- 2. Financial Interest Disclosure Form.
- 3. Environmental Information Form if required, as determined by the Planning Division per the California Environmental Quality Act. (some Parcel Maps do not require this form, please inquire).
- 4. Evidence of property ownership, e.g. deed, title insurance policy.
- 5. Maps:
 - a. Thirty (30) sets of the subdivision or parcel map conforming to the attached requirements.
 - b. Maps shall be not less than 18" X 24", nor greater than 32" X 42" in size.
 - c. Scale of 1" = 100' for large areas, or a scale of 1" = 40' for small areas unless otherwise approved by the Planning Division.
 - d. All maps shall be folded to a size of approximately 8½" X 11".
 - e. Six (6) sets of maps reduced to 8½" X 11" and ten (10) sets reduced to 11" X 17".
 - f. One (1) set provided in electronic format on CD or DVD, AutoCAD or .jpg formats.
- 6. Photographs of the project site and surrounding properties where needed to illustrate development.
- 7. All applicable filing fees (see adopted fee schedule).
- 8. If the map proposes abandonment of right-of-way, a "Pro Forma" or a "Title Commitment" from a title company which indicates how fee title to the underlying property will vest after the right-of-way is abandoned.

NOTE: If a proposed map requires adoption of a GPA, a SP or SPA or a change in zoning/other zoning related approval before it can be deemed consistent with the applicable plans or zoning, then the map application will not be deemed complete until all GP, SP and/or zoning requirements have been approved and are in effect. Major map revisions/re-submittals which require recirculation to City staff or other agencies will be processed as a new application and will result in a new "deemed complete" date.

UTILITIES REQUIREMENTS:

The following requirements apply to major projects*, defined as a project with 50 or more dwelling units or the equivalent (see p.2). If you are not sure if this applies to your project, please consult with the Public Works Department-Current Facilities Planning, 209-571-5801. Please see Public Works-Current Facilities Planning for assistance with the following Water, Wastewater, and Storm Drainage requirements

Water:

- 1. Water demand calculations for all major projects are required. Water demand calculations supporting all facility assumptions shall be land-use based and generated for total build out of the project.
- 2. For major projects, identify and demonstrate the adequacy of the anticipated water supply for the project.

Wastewater:

- 1. Wastewater capacity calculations for all major facilities are required. Design calculations supporting all facility assumptions shall be land-use based and generated for total build out of the project.

Storm Drainage/Treatment:

- 1. Identify and demonstrate the capacity of the downstream facilities expected to accommodate storm drainage flows from the proposed project area, where proposing to utilize downstream facilities for storm drainage (hydrology and hydraulic reports).
- 2. Storm drainage capacity calculations for all major projects are required (including temporary and permanent facilities). Design calculations supporting all facility assumptions shall be land-use based and generated for total build out of the project.
- 3. Soils Report – 1 copy.

TRAFFIC REQUIREMENTS:

- 1. A Traffic Study is required, per City Council policy, for projects producing 100 or more peak-hour trips.
- 2. Narrative: Identify financing sources for traffic improvements implementation.
- 3. Submittal plan shall include bicycle facilities as required by the Non-Motorized Transportation Plan, where applicable.

ADDITIONAL SUBMITTAL REQUIREMENTS:

Additional information, such as any of the following items, may be required based on further review of the development application. The contents of these items are described in other handouts, State regulations, or the City's Ordinances:

- Noise Study
- Biological Assessment
- Parking Study
- Drainage Report
- Arborist Report (trees)
- Sight line diagrams/analysis (multi-story construction adjacent to residences)

* Major projects for utility purposes are defined as follows:

- 1. 50 or more dwelling units.
- 2. A proposed shopping center or business establishment employing more than 50 persons or having more than 20,000 square feet.
- 3. A proposed commercial office building employing more than 50 persons or having more than 10,000 square feet of floor space.
- 4. A proposed hotel or motel having more than 50 rooms.
- 5. A proposed industrial, manufacturing, or processing plant or industrial park planned to house more than 50 persons, occupying more than 3 acres of land or having more than 30,000 square feet of floor area.
- 6. A mixed-use project that includes one or more of the projects specified above.
- 7. A project that would demand an amount of water equivalent to or greater than the amount of water required or wastewater generated by a 50 dwelling unit project.

TENTATIVE SUBDIVISION MAP/PARCEL MAP REQUIREMENTS:

Maps shall be clearly and legibly reproduced and shall include the following information:

- 1. A key or location map on which shall be shown the general area including adjacent property, subdivisions and roads.
- 2. Legend including:
 - a. **For Subdivision Maps** (only): The tract name.
 - b. Date, north point, scale and sufficient description to define location and boundaries of the proposed map.
 - c. Name, address, phone and fax number and of recorded owner or owners.
 - d. Name, address, phone and fax number and of the subdivider.
 - e. Name, business address, phone and fax number and of the engineer who prepared the map. (Maps must be stamped and signed with a valid stamp.)
 - f. Acreage of proposed tract to the nearest tenth (1/10th) of an acre.

Traffic requirements:

- 1. Sufficient elevations or contours to determine the general slope of the land and the high and low point thereof. Elevation data for proposed and existing street improvements sufficient to establish vertical alignment.
- 2. The locations, names, and widths of all existing and proposed roads, streets, highways, and right-of-ways in the proposed map, both public and private. All dedications shall be clearly identified and distinguished from existing rights of way. Public and private facilities shall be clearly distinguished.
- 3. The locations, names and existing width of all adjoining and contiguous highways, streets, and ways.
- 4. Names, existing widths and centerlines of all adjoining and contiguous streets, width of adjacent streets from centerline to edge of property line, and distance of property to nearby street intersections (if property is located mid-block).
- 5. Location and character of all existing and proposed street improvements.
- 6. Identify traffic improvements needed as a result of the proposed project.

Utility requirements:

- 1. Locations and size of all pipelines and structures used in connection therewith.
- 2. Alignment and location of all backbone water facilities (i.e. pipes eight inches and larger, wells, wellhead treatment facilities, tanks, booster pump stations, ASR wells, connections to adjacent facilities, etc.).
- 3. Alignment and location of all backbone wastewater facilities (i.e. pipes ten inches and larger, lift stations, connections to adjacent facilities, etc.).
- 4. Alignment and location of all backbone storm drain facilities (i.e. pipes ten inches and larger, lift stations, detention basins, outfall facilities, basin service roads, connection to adjacent facilities, flood hazard areas, etc.), as applicable.
- 5. Plans must address any on-site stormwater treatment and how it is proposed to be handled. On-site treatment is required for any map of 10 or more lots.
- 6. Location, size, and character of all existing and proposed private and public utilities above and below ground.
- 7. The widths, location and purposes of all existing and proposed easements.

General Requirements:

- 1. Lot layout, lot **and block** numbers, and dimensions of each lot.
- 2. Identify land uses on surrounding properties.
- 3. City limit boundary lines in the general vicinity of the map.
- 4. Bearings and distances to quarter-section bounds within the general vicinity of the map.
- 5. **For Subdivision Maps:** Boundaries of any units within the subdivision if the subdivision is to be recorded in phases.
- 6. The outline of any existing buildings to remain in place and their locations (with pertinent dimensions) in relation to existing or proposed street and lot lines. Structures and trees to be removed.
- 7. Location, size and type of all existing trees on the property and proposed public property.
- 8. Location of all areas adjacent to inundation or storm water overflow and the location, width and direction of flow of all watercourses. If any portion of the map is within the 500-year flood zone or any floodway, depict flood zone/floodway boundaries on map.
- 9. **Exception:** A statement must be submitted on or accompanying the map providing Justification and reasons for any exceptions to provisions of the City's subdivision regulations, zoning regulations, or Standard Specifications which are requested in conjunction with the proposed map. Exceptions may require additional processing procedures that may extend the processing time for the tentative map.

Environmental review is required for tentative subdivision maps. Unless there has been previous environmental review of the "project" or it is concurrently under environmental review in connection with a zoning application, an "Environmental Information Form" and the environmental processing fee must be submitted with the tentative map (see adopted fee schedule). Make a single check for total fees for tentative map processing and environmental review payable to the City of Modesto.

Normally, environmental review is not required for tentative parcel maps. However, it is required if any of the following conditions or circumstances exist:

- 1. The parcel map is to create more than 4 parcels.
- 2. The parcel map will not conform to the General Plan or zoning regulations.
- 3. Variances or exceptions are required for approval.
- 4. All services and access to the proposed parcels to City standards are not available.
- 5. The parcel was involved in a division of a larger parcel within previous two years.
- 6. The parcel has an average slope of greater than 20%.
- 7. The parcel is wholly or partially within a riparian corridor as defined in the General Plan Master EIR.

If environmental review is required, an "Environmental Information Form" and the environmental processing fee must be submitted with the tentative map (see adopted fee schedule). A single check for the total fee for tentative parcel map processing and environmental review may be made payable to the City of Modesto.

Planning Commission action on tentative subdivision and parcel maps is final unless appealed to the City Council within 15 days.

Submittal Requirements for Revised Maps (after City has accepted the application and deemed it complete):

Submittals of revised Maps shall include the following:

- 1. All changes shall be designated by deltas or clouds on the revised map.
- 2. Notes describing all changes made to the map, keyed to the deltas or clouds.
- 3. The date that the revisions were made.

Failure to include the above requirements on revised map will be grounds for rejecting revised map.

FOR YOUR INFORMATION: Staff may deem additional submittal information necessary to adequately analyze the project, complete environmental review for the project, or make recommendations to the Planning Commission, Board of Zoning Adjustment or City Council. Completion of the application does not presume approval nor staff support of the application. Such approval is discretionary with the Director, Board of Zoning Adjustment, Planning Commission, and/or City Council. The Board of Zoning Adjustment, Planning Commission, or City Council may deny, modify, or conditionally approve the application.

All entitlement decisions of the Planning Commission or Board of Zoning Adjustment are final unless appealed within fifteen (15) days of the date on which the decision is made. The appeal shall be in writing and filed with the City Clerk. The appeal must set forth the specific reasons for the appeal. All applicable fees must accompany appeals. Building permits, certificates of occupancy, or licenses will not be issued until the appeal period has elapsed. If the entitlement decision is appealed, building permits, certificates of occupancy, or licenses will not be issued until the final decision has been made on the appeal or the appeal is withdrawn.

Please note that for applications involving both discretionary approvals (such as rezonings and specific plan amendments) and quasi-judicial approvals (such as tentative subdivision or parcel maps), the quasi-judicial application **cannot be deemed complete** or scheduled for a public hearing until the discretionary application has been approved by the City Council and becomes effective (for actions requiring adoption of an ordinance, such as a rezoning, the action becomes effective 30 days after the second reading of the ordinance).