



CITY OF GRASS VALLEY  
APPLICATION PACKET FOR

**LAND SUBDIVISION  
TENTATIVE PARCEL MAP AND SUBDIVISION MAP**

Attached are the filing forms and instructions for submitting a complete tentative map application. All forms must be completely filled out and submitted with any necessary supporting information. This packet includes the following forms (item numbers 1 and 2) and information sheets (item numbers 3 and 4):

1. Application Form
2. Supplemental Application Information Form
3. Site Plan and Map Preparation Instructions
4. Fish and Game Advisory Notice

Upon receipt of the **completed forms, site plan/maps, and filing fees**, the Community Development Department will determine the completeness of the application. This review will be completed as soon as possible, but within thirty (30) days of the submittal of the application. If the application is determined to be complete, the City will begin an environmental review, circulate the project for review by agencies and staff, and then schedule the application for a hearing before the Planning Commission.

If sufficient information **has not** been submitted to adequately process your application, you will receive a notice that your application is incomplete along with instructions on how to complete the application. **Once the City receives the** additional information or revised application, the thirty (30) day review period will begin again.

Approximately five (5) days prior to the Planning Commission meeting, the Community Development Department will provide you with a staff report which will include an analysis of the project along with comments from other agencies or departments. The staff report will usually contain a recommendation for approval, conditional approval, or denial.

Since the information contained in your application is used to evaluate the project and in the preparation of the staff report, it is important that you provide complete and accurate data. Please review and respond to each question. If a response is not applicable, N/A should be used in the space provided. Failure to provide adequate information could delay the processing of your application.

Additional information may be obtained at [www.cityofgrassvalley.com](http://www.cityofgrassvalley.com) regarding the 2020 General Plan and Zoning. You may also contact the Community Development Department at (530) 274-4330; 125 East Main Street, Grass Valley, CA 95945.

# CITY OF GRASS VALLEY TENTATIVE MAP APPLICATION

**Filing Fees**

- Tentative Parcel Map (4 or fewer lots) ..... \$ 2,415.00
- Tentative Map (5 to 10 lots)..... \$ 3,360.00
- Tentative Map (11 to 25 lots)..... \$ 4,500.00
- Tentative Map (26 to 50 lots)..... \$ 6,170.00
- Tentative Map (51 lots or more)..... \$ 9,030.00
- Environmental Review with Initial Study ..... \$ 1,185.00
- City Preparation Fee of Notice of Exemption ..... \$ 102.00
- City Preparation Fee of Notice of Determination ..... \$ 102.00

\*County filing fees for the posting of the notice and Fish and Game fees, if required, are not included and are to be paid to the County Recorder by the applicant.

**Tentative Map Request:** \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

**Property Address or Location:** \_\_\_\_\_  
 \_\_\_\_\_

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

**General Plan Land Use :** \_\_\_\_\_

**Zoning District:** \_\_\_\_\_

**Property Owner**

**Applicant/Representative**

NAME: \_\_\_\_\_  
 ADDRESS: \_\_\_\_\_  
 CITY: \_\_\_\_\_  
 PHONE: \_\_\_\_\_  
 EMAIL: \_\_\_\_\_

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

**SIGNATURE OF PROPERTY OWNER:** \_\_\_\_\_  
 (A property owner's representative can sign if the property owner provides a consent letter.)

**SIGNATURE OF APPLICANT:** \_\_\_\_\_

<b>--OFFICE USE ONLY--</b>	
Application No.:	Date Filed:
Fees Paid by:	Amount Paid:
Other Related Application(s):	

**SUPPLEMENTAL APPLICATION  
INFORMATION FORM  
TENTATIVE MAP**

This document will provide necessary information about the proposed project. It will also be used to evaluate potential environmental impacts created by the project. Please be as accurate and complete as possible in answering the questions. Further environmental information could be required from the applicant to evaluate the project.

**PLEASE PRINT CLEARLY OR TYPE  
USE A SEPARATE SHEET, IF NECESSARY, TO EXPLAIN THE FOLLOWING:**

I. Project Characteristics:

A. Describe all existing buildings and uses on the property: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

B. Project size (square feet or acres): \_\_\_\_\_

C. Describe surrounding land uses:

North \_\_\_\_\_  
South \_\_\_\_\_  
East \_\_\_\_\_  
West \_\_\_\_\_

D. Describe existing public or private utilities on the property: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

E. Proposed building site plan:

(1)	Building coverage	_____	Sq. Ft.	_____	% of site
(2)	Surfaced area	_____	Sq. Ft.	_____	% of site
(3)	Landscaped area	_____	Sq. Ft.	_____	% of site
(4)	Left in open space	_____	Sq. Ft.	_____	% of site
	Total	_____	Sq. Ft.		100 %

F. Subdivision phasing: If the project is a portion of an overall larger project, describe future phases or extension. Show all proposed phases on site plan. \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

G. Traffic:

1. Average daily vehicle trips expected: \_\_\_\_\_

2. Number of P.M. Peak trips expected: \_\_\_\_\_

H. Will the project use or dispose of any potentially hazardous materials, such as toxic substances, flammables, or explosives? If yes, please explain. \_\_\_\_\_

\_\_\_\_\_

I. Will the project generate new sources of dust, smoke, odors, or fumes? If so, please explain. \_\_\_\_\_

\_\_\_\_\_

II. Is the proposed property located on a site which is included on the Hazardous Waste and Substances List (Cortese List)? Y \_\_\_\_ N \_\_\_\_

The Cortese List is available for review at the Community Development Department counter. If the property is on the List, please contact the Planning Division to determine appropriate notification procedures prior to submitting your application for processing (Government Code Section 65962.5).

I hereby certify, to the best of my knowledge, that the above statements are correct.

\_\_\_\_\_  
Signature of Person Preparing Form

\_\_\_\_\_  
Date

\_\_\_\_\_  
Telephone Number

**GRASS VALLEY  
TENTATIVE MAP  
APPLICATIONS CHECKLIST**

**TO APPLICANTS:** 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 Division Staff. Planning Staff will use a copy of this list to check your application for completeness after it is submitted. If your application is not complete, a copy of the list will be returned to you marked according to the legend.

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TENTATIVE PARCEL OR SUBDIVISION MAPS

APPLICATION NUMBER: \_\_\_\_\_  
CHECKED BY: \_\_\_\_\_ DATE: \_\_\_\_\_

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LEGEND: / Provided                      o Required but not provided                      x Not required

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- \_\_\_\_\_ Ten (10) copies of the tentative map (min. size 18" x 26"), folded to 9" x 12" plus one (1) reduced copy at 8 1/2" x 11", showing the following.
  - \_\_\_\_\_ The map number, name if any, date of preparation, north arrow scale, and if based on a survey, the date of the survey.
  - \_\_\_\_\_ Name and address of the person or entity which prepared the map and the applicable registration or license number.
  - \_\_\_\_\_ Names and addresses of the sub-divider and all parties having a record title interest in the property being subdivided.
  - \_\_\_\_\_ The boundaries of the subdivision, defined by legal description with sufficient information to locate the property and to determine its position with respect to adjacent named or numbered subdivision, if any.
  - \_\_\_\_\_ Topographic information with a reference to the source of the information. Contour lines shall have the following intervals:
    - \_\_\_\_\_ Two-foot contour interval for ground slope between level and five percent.
    - \_\_\_\_\_ Five-foot contour interval for ground slope exceeding five percent. Contours of adjacent land shall also be shown whenever the surface features of such land, affects the design or development of the proposed subdivision.

- \_\_\_\_\_ The approximate location and general description, of any trees over eight inches in diameter at the trunk, with notations as to their proposed retention or removal.
- \_\_\_\_\_ The location and outline to scale of all structures which are to be retained within the subdivision and all structures outside the subdivision and within 10 feet of the boundary lines; notations concerning all structures which are to be removed.
- \_\_\_\_\_ The locations, widths and purposes of all existing and proposed easements for utilities, drainage and other public purposes, shown by dashed lines, within and adjacent to the subdivision (including proposed building setback lines, if known).
- \_\_\_\_\_ The location of all existing and proposed utilities including size of water lines and the size and grade of sewer lines, locations of manholes, fire hydrants, street trees and street lights.
- \_\_\_\_\_ The location, width and directions of flow of all watercourses and flood-control areas within and adjacent to the property involved; the proposed method of providing storm water drainage.
- \_\_\_\_\_ The location of all potentially hazardous areas, including areas subject to inundation, landslide, settlement, soil contamination of mining sites or excessive noise, and the means of mitigating the hazards.
- \_\_\_\_\_ The locations, widths and names of designations of all existing or proposed streets, alleys, paths and other right-of-way, whether public or private; private easements within and adjacent to the subdivision; the radius of each centerline curve; a cross-section of each street; any planned line for street widening or for any other public project in and adjacent to the subdivision; private streets shall be clearly indicated.
- \_\_\_\_\_ The lines and approximate dimensions of all lots, and the number assigned to each lot; the total number of lots; the approximate area of the average lot; lots shall be numbered consecutively. Also note all existing lot lines.
- \_\_\_\_\_ The boundaries, acreage and use of existing and proposed public areas in and adjacent to the subdivision. If land is to be offered for dedication for park, recreation or open space purposes or for purpose of providing public access to any public waterway, river or stream, it shall be so designated.
- \_\_\_\_\_ Any exception being requested in accordance with the requirement of Chapter 15-06(e) of the zoning regulations shall be clearly labeled and identified as to nature and purpose.
- \_\_\_\_\_ The locations of any existing or abandoned wells, septic leaching fields, springs, water impoundments and similar features to the extent they affect the proposed use of the property.

\_\_\_\_\_ The following supplementary material shall be filed with the tentative map:

\_\_\_\_\_ A vicinity map of appropriate scale and showing sufficient adjoining territory to clearly indicate surrounding streets. Other land in the sub-divider's ownership, and other features which have a bearing on the proposed sub-division.

\_\_\_\_\_ A statement of proposed improvements and landscape modifications, including the estimated time of completion in relation to sub-division of the property.

\_\_\_\_\_ A description of proposed public or commonly held areas and draft open space easement agreements, if applicable.

\_\_\_\_\_ Proposed building pads and footprints.

\_\_\_\_\_ Upon the City Engineer's determination, an engineering geology report shall be submitted for review and comment by the City Engineer, prepared by a registered engineering geologist.

\_\_\_\_\_ Upon the City Engineer's determination, a soils engineering report, prepared by a civil engineer, registered in the State of California, and based upon adequate test boring, shall be required. If the soils engineering report indicates soil problems which, if not corrected, could lead to structural defects, a soils investigation of each lot in the sub-division may be required.

\_\_\_\_\_ The soils engineering report shall include data regarding the nature, distribution and strength of existing soils, conclusions and recommendations for grading procedures and design criteria for corrective measures, when necessary and opinions and recommendations conveying adequacy of sites for development.

\_\_\_\_\_ Two copies of the preliminary Title Report

FOR SUBDIVISION MAPS, 5 LOTS OR MORE

\_\_\_\_\_ Preliminary grading plan showing the location of all retaining walls, lot pad elevations, and cut and fill slopes, exceeding 3 feet in height.

\_\_\_\_\_ Proposed phasing lines, if separate final maps are to be filed.

\_\_\_\_\_ Preliminary improvement plan, showing all public utilities in relation to existing and proposed topography.

## **ADVISORY RE: FISH AND GAME FEE REQUIREMENT**

Permit applicants are advised that pursuant to Section 711.4 of the Fish and Game Code a fee of \$2,638.75 for an Environmental Impact Report and \$1908.75 for a Negative Declaration\* shall be paid to the County Recorder at the time of recording the Notice of Determination for this project. This fee is required for Notices of Determination recorded after January 1, 1991. A Notice of Determination cannot be filed and any approval of the project shall not be operative, vested, or final until the required fee is paid. This shall mean that building, public works and other development permits cannot be approved until this fee is paid.

This fee is **not** a Grass Valley fee, it is required to be collected by the County pursuant to State law for transmission to the Department of Fish and Game. This fee was enacted by the State Legislature in September 1990, to be effective January 1, 1991.

\*If the City finds that the project will not have an impact on wildlife resources, through a De Minimus Impact Finding, the City will issue certificate of fee exemption. Therefore, this fee will not be required to be paid at the time an applicant files the Notice of Determination with the County Recorder. The County's posting and filing fees will still be required.