



TENTATIVE SUBDIVISION MAP APPLICATION

Planning Department
1480 Main Street
St. Helena, CA 94574
(707) 968-2659

FILE NUMBER _____

For additional information, zoning, forms & documents please visit us on the web at: <http://www.cityofstheleena.org/content/planning>

PLEASE TYPE OR PRINT

Project Name _____

Project Site Address _____

APN _____ — _____ — _____ Additional APN _____ — _____ — _____

APPLICANT INFORMATION

Name _____

Address _____

City _____

State _____ Zip _____

Phone _____

Email _____

OWNER INFORMATION

Name _____

Address _____

City _____

State _____ Zip _____

Phone _____

Email _____

NOTE: Additional property owner(s) and/or applicant(s) information (name, address, phone number, email, and signature) shall be attached to the application. In the case of partnership, all general and limited partners shall be identified. In the case of a corporation, all shareholders owning 10% or more of the stock and all officers and directors shall be identified.

OFFICE USE ONLY

Related files _____

General Plan _____

Zoning _____

Application Fee \$ _____

Public Hearing / Mailing \$ _____

Total Fees Received \$ _____

Received by _____

Staff Notes:

I, _____, hereby file this application for a development project and agree to pay any and all processing fees imposed by the St. Helena Municipal Code and City Council Resolution(s), or as they may be amended from time to time.

In the event the property owner is different from the applicant, the property owner must sign to indicate her/his/its consent to the filing and agreement to be liable with the applicant for the payment of processing fees.

In the event the City is required to take legal action to enforce any of the terms and conditions of this application, applicant and property owners agree to pay to City reasonable attorney fees and costs incurred in such action.

We, the owner and the applicant, will defend, indemnify, and hold the City, its agents, officers, and employees harmless from any claim, action or proceeding to attack, set aside, void or annul an approval of the City concerning the project, as long as the City promptly notifies the applicant of any such claim, action, or proceedings and the City cooperates fully in the defense. We have also reviewed the requirement to disclose the complete list of partners and/or shareholders.

Date: _____ Applicant's Signature: _____

Date: _____ Owner's Signature: _____

Date: _____ Owner's Signature: _____

PROCESSING FEES:

- | | |
|--|---------|
| <input type="checkbox"/> Tentative Subdivision Map | \$7,800 |
| <input type="checkbox"/> Public Hearing Notice | \$600 |

ADDITIONAL SUBMITTAL FEES:

The City of St Helena development application fee schedule anticipates review of up to two submittals for each project. Full application fees are due upon the first submittal.

If after review of a second submittal, any department identifies additional issues or discrepancies which require further plan revision and resubmittal, the applicant may be required to pay an additional fee to cover the staff time involved to review these revised plans.

Any additional plan check fees are due at the time of resubmission and will be based on the hourly costs associated with the review of the plan revisions, typically resulting in an additional fee of approximately 25%-50% of the initial application fee.

Providing a complete resubmittal package which clearly responds to all identified issues and comments is the best way to avoid these additional fees being assessed.

REQUIREMENTS FOR A COMPLETE TENTATIVE SUBDIVISION MAP APPLICATION:

The following list is not exhaustive, some applications may require additional information. Consult with a planning staff member to determine whether additional materials are required for your project. **Incomplete applications will not be accepted.**

*Note: 4 sets of full size plans (24" x 36"), 4 sets of reduced size plans (11" x 17"), digital copy (CD or USB) of the plan set, and digital copies (CD or USB) of each of the items listed below are required.

- APPLICATION FORM**, with all property owner's signatures, including all parties holding a title interest.
- WRITTEN STATEMENT**, signed and dated, explaining the details of the project and the reasons for the parcel map as proposed. The statement should include a detailed description of the project.
- TENTATIVE SUBDIVISION MAP or VESTING TENTATIVE SUBDIVISION MAP** - Four sets of plans prepared in compliance with the requirements of the Subdivision Map Act and accompanied by all required information.
- PRELIMINARY TITLE REPORT** not more than 6 months old including all background documents. Titles, deeds, and property profiles **cannot** be used in lieu of the Preliminary Title Report.
- SITE PLAN** - (existing and proposed) fully dimensioned and scaled drawings showing, at a minimum, parcel boundaries, location of structure(s), setbacks, sidewalk, driveway, existing and proposed topography, significant site features including a sketch of the project site in relation to the surrounding area, the location and names of adjacent and abutting streets. **Existing sewer and water laterals must be shown on the site plan.**
- FLOOR PLAN** - Scaled and fully dimensioned drawings of all floor plans as existing and proposed.
- LANDSCAPE PLAN** - Identify all proposed landscaping planting. Plan must include a plant list (genus/species, common name, count and size) and water source description. If the project includes 500 square feet, or more, of new landscaping and/or 2,500 square feet, or more, of rehabilitated landscape, the proposed landscaping submittal items must comply with the State of California Model Water Efficient Landscape Ordinance (MWELo) by conforming to the requirements listed in Appendix D of California's MWELo. As such, the applicant must complete and submit a MWELo Landscape Document Package.
- SITE PHOTOS** - Showing topography, vegetation, existing/adjacent structures, views of the project site, and views from the project site.
- GRADING PLAN** - To scale; showing all retaining structures and drainage features. Existing and proposed on-site and off-site utility laterals must be shown.
- EXISTING VEGETATION MAP** - Accurately identify the location, species, size (width @ breast height) and height of each tree/significant vegetation stand on the project site. This map should also indicate status of such vegetation (to be protected, to be removed etc).
- OTHER** _____

~During review for completeness, staff will determine if additional information or studies are required~