



Tentative Subdivision Map Instructions for Applicants

Criteria for Tentative Map

The State Subdivision Map Act and Title 16 of the Tuolumne County Ordinance Code require the approval of a Tentative Map for the creation of five or more residential lots. A Tentative Map must be prepared by a licensed land surveyor or registered civil engineer.

CEQA Review

A Tentative Map usually requires an environmental evaluation under the California Environmental Quality Act (CEQA). If the Planning Staff determines that there are significant impacts that will result from the Tentative Map, an Environmental Impact Report (EIR) will be required to more fully examine and disclose these impacts. If the Staff determines that no significant impacts will result, a report called a Negative Declaration is prepared which accompanies the Staff's recommendation on the Tentative Map when it is sent to the Planning Commission.

Application Review Process

Application for a Tentative Map must be made to the Community Resources Agency which is the lead agency and, in that capacity, is responsible for coordinating the processing of the Tentative Map application.

That process entails contacting advisory agencies concerning the proposed land division and evaluating potential environmental impacts associated with the project. Throughout this process, the applicant will be informed by the Planning Staff of any issues that are raised by advisory agencies and the Staff will assist the applicant in formulating measures to address those issues. Once the consultation and evaluation process is complete, the Planning Staff will prepare the environmental documents and a Staff Report containing a recommendation to approve, conditionally approve or deny the proposed Tentative Map. A copy of any proposed conditions will be sent to the applicant for review and discussion with Staff prior to the scheduling of the Tentative Map for hearing by the Planning Commission.

The applicant for a Tentative Map will also receive copies of the environmental evaluation and Staff Report when they receive notice of the public hearing before the jurisdictional Planning Commission. Notice of the public hearing on the map will be mailed by the Community Resources Agency to all adjoining property owners of the project site and will be published in the Union Democrat ten (10) days prior to the hearing.

The Planning Commission will conduct a public hearing and make a recommendation to the Board of Supervisors. In making a recommendation, the Planning Commission may add, delete or change proposed conditions of approval for the Tentative Map.

The Board of Supervisors will conduct a public hearing after receipt of a recommendation from the jurisdictional Planning Commission and render a decision. The Board of Supervisors may approve, conditionally approve or deny the Tentative Map.

Applicants will be notified of the date and location of all public hearings concerning their Tentative Maps. Applicants will not be renotified if their project is continued to a subsequent meeting by either the Planning Commission or the Board of Supervisors.

Expiration of Tentative Map

An approved or conditionally approved Tentative Map shall expire three years after its date of approval. Extensions may be granted for a period or periods not exceeding a total of five (5) years by the Board of Supervisors upon written request of the applicant. The written request for an extension of a Tentative Map must be made to the County Surveyor and provide sufficient time for Board action prior to expiration of the Tentative Map.

Final Map

A Final Map must be submitted to the County Surveyor showing the proposed land division in accordance with the approved Tentative Map. The map must be based on a survey or compiled from recorded or filed data and prepared under the direction of a registered civil engineer authorized to survey land in the State of California or a licensed land surveyor. The County Surveyor will review the Final Map for compliance with all applicable laws and the conditions of approval of the Tentative Map. The County Surveyor will refer the Final Map to the Board of Supervisors for approval and, once approved by the Board, the County Surveyor will record the map with the County Recorder.

Please note that all conditions of approval of the Tentative Map must be met prior to approval and recordation of the Final Map. If the proposed lots are required to be connected to a public water or public sewer system, service lines must be “stubbed” to each of the lots requiring such service prior to approval and recordation of the Final Map.

Tentative Map Required Submittals and Information

1. Tuolumne County Land Development Application.
2. Fee of \$_____
3. 16 Copies of the tentative map and the vicinity map (see Map Specifications on the following page).
4. Reduced tentative map:
 Number of copies: 1
 Size requirement - 8 1/2" x 11" or 11" X 17".
5. Preliminary Title Report.
6. Services Availability Letter. A letter from the applicable public water and/or public sewer purveyor stating that the subject property is located within the boundaries of their service area(s) and/or a binding agreement with the respective agencies for the services required for the proposed land division.

Please note that if the proposed lots are required to be connected to a public water or public sewer system, service lines must be "stubbed" to each of the lots requiring such service prior to approval and recordation of the Final Map.

7. Additional information as determined by the Environmental Coordinator to facilitate the formulation of mitigation measures to enable the project to qualify for the preparation of a mitigated Negative Declaration instead of an Environmental Impact Report (EIR) in accordance with the California Environmental Quality Act (CEQA).

Incomplete Applications will not be Accepted

Map Specifications

The map size must be no smaller than 18" x 26" and be drawn to an appropriate scale to show sufficient detail. Recommended scales are from 1" = 50 feet to 1" = 200 feet or as approved by the County Surveyor. Provide the following information on the map:

1. Tract name and unit number.
2. Subtitle - township, range, section, quarter-section, Unincorporated area of the County of Tuolumne (and townsite, if applicable).
3. A vicinity map to include the approximate boundaries of the proposed subdivision and show its relation to surrounding roads, streams, subdivisions, townsites, etc.
4. Date map was prepared, or if a revised submittal, date of revision.
5. Name of the private land surveyor or registered civil engineer who prepared the map, sealed and signed by the preparer.
6. Name, address, phone number and license number of surveyor or engineer.
7. North arrow to point away from reader.
8. Scale.
9. Name, address and phone number of owner/subdivider.
10. Assessor's Parcel Number(s) of subject property.
11. Existing zoning(s) and, if applicable, proposed zoning(s).
12. General Plan land use designation(s), and, if applicable, proposed General Plan designation(s).
13. Proposed water and sewer sources, i.e., public utility companies, private wells, or individual septic systems.
14. The boundaries and total area, in acres, of the lot(s) being subdivided.
15. Block and lot layout with approximate dimensions on all lot lines and "Parcel and Unit" designations. (Lot lines should follow drainage easements, whenever possible). Show the approximate area of each proposed lot in acres or square feet. If lot is 2 acres or smaller, show net size after subtracting road easements and water bodies that exceed 20% of the gross acreage.
16. Indicate areas which lie within the subject property which are not a part of this subdivision.
17. Indicate proof of legal access (deeded, dedicated or adjudicated) and show the access location.
18. Locations, names, widths and approximate grades of all existing, proposed, or future streets, roads, alleyways, and highways. If previously deeded or dedicated, give dedication or deed information. State whether publicly or privately maintained for existing roads and

existing condition of roads. Also state whether new roads are intended for acceptance into the maintained system.

19. Identify any existing parcel lines or road right-of-way lines which are to be removed or abandoned.
20. Show location, widths and purpose of all existing and proposed easements. Eight-foot wide Public Utility Easements are required along each side of each interior lot line and sixteen feet along the interior of the subdivision boundary, except when underground utilities are required or proposed, in which case six and twelve foot widths are required.
21. Show direction and flow of surface drainage, including the precise location of existing wells and springs, and other hydrological features. Show the approximate location of areas subject to inundation of storm overflow and the precise location, width and direction of flow of all watercourses.
22. Topographic and contour interval on tentative map.
 - a. The Tentative Map for subdivisions with lot sizes of 5 acres or larger shall identify contours at a maximum of 10 foot intervals and all features that may influence the design of the subdivision, such as ravines, gullies, tops of hills, fences and planimetric features, must be shown.
 - b. The Tentative Map for subdivisions with lot sizes of less than 5 acres shall identify contours at a minimum of 5 foot intervals and must show all of the physical terrain and features of the land, such as ravines, gullies, tops of hills, fences and planimetric features.
23. Show location of all existing structures and/or improvements on the project site.
24. Show all bodies of water, wells, springs, drainage ditches, streams, etc. on the project site and within 150 feet outside the project boundary.
25. Show the closest fire hydrant and approximate distance from the project site, if appropriate.
26. Environmental Health soil study information may be included on the map. Soil study information is not necessary for any proposed parcel:
 - a. Which exceeds 10 acres in size unless a potential environmental impact is identified resulting from on-site wastewater disposal.
 - b. To be served by public sewer.