

CITY OF YREKA – PARCEL MAP APPLICATION

- Tentative Parcel Map – (4 or less lots).....\$250.00 deposit / against cost
- E.R.-Preliminary review.....\$ 50.00
- Tentative Parcel Map Check – City Engineer\$300.00 deposit/cost
- Public Hearing.....\$ 85.00 (minimum fee) deposit against actual cost
- P.H. - Project notice circulation, 1-20 notices..... \$ 25.00
- P.H. – 21 or more notices.....\$ 25.00 plus 1.00/parcel over 20
- E.R.-Negative Declaration..... \$200.00 deposit/cost
- E.R.-Mitigated Negative Declaration..... Actual cost
- Environmental Impact Report..... Actual cost
- Parkland In-Lieu Fee (residential)..... \$ _____
- Time Extensions.....\$ 60.00
- Appeals to City Council \$150 plus cost of publication (minimum fee \$75.00)

Prior to the Planning Commission Meeting – Applicate must submit a separate check payable to the Siskiyou County Clerk to cover: STATE FISH AND WILDLIFE FEES – current fee* see below

County Processing Fee *.....\$ 50.00 actual cost Fish & Wildlife Fee* \$ _____ Other \$ _____

DATE: _____ ASSESSOR’S PARCEL NUMBER: _____

APPLICANT: _____ TELEPHONE NUMBER: _____

APPLICANT ADDRESS: _____

IF OTHER THAN APPLICANT,
NAME OF PROPERTY OWNER: _____

PROPERTY OWNER ADDRESS: _____

PROJECT LOCATION: _____

DESCRIPTION OF PROPOSED PROJECT: _____

I agree to abide by all of the ordinances of the City of Yreka, state law, and federal law; and I authorize city representatives to enter upon the above mentioned property for inspection purposes, and to record any notice of code violation pursuant to Y.M.C. Ch. 11.40 and/or Ch. 16.08 with the office of the Siskiyou County Recorder.

I certify that I have read this application and state that the above information is correct. I agree to comply with any terms or conditions of any entitlement issued or permitted by the City pursuant to this application.

* In the event the project’s effect on natural resources or wildlife is other than negligible, State Fish and Wildlife requires an additional fee of \$3,343.25 if an Environmental Impact Report is prepared or \$2,406.75 for a Negative Declaration. These fees are subject to change and the applicant is responsible for payment of the fees in full. If required, the permit cannot be issued until such time as the fee is paid. A project that is Statutorily or Categorically exempt requires no further fees.

APPLICANT SIGNATURE: _____

PROPERTY OWNER’S SIGNATURE: (REQUIRED) _____

Acknowledgement of application submittal

After Tentative Parcel Map (4 or less lots) has been approved by the Planning Commission, the following deposit/against cost will be due upon submittal of the Final Map to the Director of Public Works for final approval.

- **Final Parcel Map Check Fee \$750.00 deposit/against cost.**

FOR OFFICE USE ONLY			
PERMIT NUMBER:	DATE APPLICATION RECEIVED:	APPLICATION RECEIVED BY:	FEES RECEIVED:
ZONE:	GENERAL PLAN DESIGNATION:		

GUIDELINES FOR A PARCEL MAP (Four (4) parcels or less)

The State Subdivision Map Act authorizes local governmental agencies to regulate and control the design and development of subdivisions. A subdivision is defined as the division of any improved or unimproved land for the purpose of sale, lease, or financing. A subdivision also includes the conversion of a structure to condominiums. Subdivision regulations and review procedures for a division of property into five or more lots (generally referred to as a subdivision) requires a tentative subdivision map approval. A map of four lots or less requires a tentative parcel map approval. These guidelines cover the procedures for parcel maps – division of four parcels or less.

The parcel map review process is designed to ensure that such things as street alignments, drainage and sanitary facilities, location and size of easements and rights-of-ways, trees, traffic access, grading, and numerous other features conform to City regulations and are arranged in the best possible manner to serve the public, minimize adverse impacts to the environment, and provide a useable parcel.

The parcel map is evaluated for its consistency with the General Plan and zoning designation and the compatibility of the parcel map and public improvements with surrounding development.

Please review Yreka Municipal Code Title 15 – Subdivisions and the **Plan Submittal Requirements** which can be found on the City of Yreka’s website www.yreka.ca.us under Public Works, Engineering. The Yreka Municipal Code can be found on the City of Yreka’s website under “Code, Fees & Licenses”.

Process:

Step 1, Applicant reviews Yreka Municipal Code (YMC) Title 15 – Subdivisions and the Department of Public Works Public Improvement Plan Submittal Requirements as well as Title 16 Zoning to enable the applicant to become familiar with allowed uses of specific properties, and general application requirements.

Step 2 – Pre-application discussion with staff. It is recommended that the applicant submit a conceptual site plan or diagram and map and detailed written project description to the planning and Department of Public Works staff, along with a written list of any questions regarding technical and regulatory requirements prior to the submission of the application. This will allow staff to research and provide appropriate information to the applicant on issues such as basic engineering requirements; conformity with the General Plan and Zoning Code; possible environmental concerns; and the need for any special studies or permits from other agencies.

Step 3 – Filing of a COMPLETE Application:

Applicant shall submit:

- a. City of Yreka Application form, signed by the applicant and all property owners.
- b. City of Yreka Environmental Information Form.
- b. Preliminary title report (current within 12 months) for all properties involved.

- c. Application fees – The initial application fees are deposits against actual cost which vary depending on specifics of the project.
- d. A reproducible Tentative Parcel Map with 12 copies of the map folded to a size of 8 ½ inches by 11 inches. (Rolled maps will not be accepted.) The map must be drawn in accordance with YMC 15.12.030 and 15.12.040, attached hereto. 1 reduced copy (11” x 17”) must also be submitted. (*A digital copy of the final map will need to be submitted along with the final map at the time of recording*). This Tentative Parcel Map must meet the requirements as shown in the Department of Public Works Public Improvement Plan Submittal checklist.
- e. Supplemental information if known such as biological, noise, or traffic studies. Many times the need for these studies is not known until staff reviews the submitted project.

Requirements for parcel maps vary, but may include:

1. Extension/installation of water mains along the frontage of each parcel being created.
2. Extension/installation of sewer mains along the frontage of each parcel being created.
3. Installation of water and sewer services to each parcel created.
4. Construction of asphalt concrete pavement, curb, gutter, and sidewalk along the frontage of each parcel being created.
5. Installation of storm drains.
6. Onsite storm water detention facilities.
7. Installation of Fire Hydrants.
8. Installation of Street Lights.
9. Parcels must front on a dedicated City street with a minimum seventy-foot frontage per section 15.32.030 of the Yreka Municipal Code, some exceptions may apply.
10. Parkland in-lieu fees may be applicable – Residential.
11. Filing a tentative map per Title 15 of the Yreka Municipal Code.
12. Meet the Requirements of the Department of Public Works Plan Submittal Checklist.

Step 4. Environmental Review.

All maps are subject to the requirements of the California Environmental Quality Act (CEQA). If the map is not determined exempt, staff will prepare an initial study for the project, which requires a minimum review period of 30 days once completed and submitted to the State Clearinghouse and other agencies. During that review, environmental issues will be considered that may require the preparation of a Negative Declaration or an Environmental Impact Report (EIR). If any issues are identified that require further study or analysis, the map will be declared incomplete until such time as the necessary information has been obtained. Once the environmental review has been completed and conditions of approval or a recommendation for denial have been determined, the project will be scheduled for a public hearing before the Planning Commission.

Pursuant the California Environmental Quality Act (CEQA), the City of Yreka is required to collect additional filing fees payable to the Siskiyou County Clerk on behalf of the California Department of Fish and Wildlife for a Negative Declaration, Mitigated Negative Declaration or Environmental Impact Report.

Step 5 – Planning Commission Review.

Planning Commission meetings are held on the third Wednesday of each month at 6:30 p.m. in the City Council Chambers. It is advisable that applicants attend the Planning Commission meeting.

Notification of the public hearing is given to adjacent property owners within a minimum of 300 feet from the exterior project boundaries. When the Planning Commission conducts the public hearing, testimony from staff and the general public is heard. The Planning Commission may approve the map with added conditions to be met prior to recording, or at times prior to getting any other approvals such as a building permit. The technical changes are reviewed by the City Engineer. Actions of the Planning Commission may be appealed to the City Council. The applicant and the general public have ten days following the hearing date to file an appeal to the decision made. If no appeal is received within the ten days, the map will be considered in effect. Once in effect, the map must be recorded within two years of the approval date or the map will expire.

Within one business day of approval of the tentative parcel map by the Planning Commission, applicant shall submit a separate check payable to the Siskiyou County Recorder's Office to cover fee as may be required by Fish and Wildlife in order to file the necessary CEQA documents within the statutorily required timeframes. The applicant has the sole responsibility to ensure timely compliance with this condition.

Step 6 – Filing of the Final Map.

The final parcel map is a legal document based on the approved tentative parcel map. After the approval of the tentative map by the Planning Commission, a final map prepared by a Civil Engineer or licensed land surveyor, must be submitted to the City Director of Public Works/City Engineer, along with a check payable to the **City of Yreka in the amount of \$750.00 deposit against actual cost**. This should be done as soon as possible and well in advance of the 24 month deadline for recording. After review by the Director of Public Works/City Engineer, the parcel map is submitted to the Siskiyou County Recorder's Office for recording. If a parcel map is not recorded within the 24 months or an extension is not requested and approved, the tentative map shall become null and void.

Step 7 – Final Map.

After recordation, two (2) copies of the recorded map, **along with a digital copy** must be submitted to the Planning Department for inclusion into the City records.

Estimated time of process:

The actual time for the processing of a parcel map will vary depending on the complexity and magnitude of the proposal, but generally requests processed by the Planning Commission require 3 to 6 months. The actual decision by the Planning Commission may take more than one meeting, and the final parcel map cannot be processed for recording until after the ten day appeal period.



City of Yreka
Planning Department
701 Fourth Street
Yreka, CA 96097

Environmental Information Form

This document will assist the City in evaluating the proposed project's potential environmental impacts. Complete and accurate information will facilitate the environmental assessment process, and will minimize future requests for additional information.

APPLICANT'S STATEMENT OF INTENT (Describe the proposed project):

PROPERTY OWNER'S NAME: _____

Mailing Address: _____

Zip Code: _____

Telephone: Business: () _____ Home: () _____

APPLICANT'S/AGENT'S NAME: _____

Mailing Address: _____

Zip Code: _____

Telephone: Business: () _____ Home: () _____

Contact Person's Name: _____ Phone: _____

SUBDIVISION NAME OR PROPOSED COMMON NAME FOR PROJECT:

PROJECT SITE INFORMATION (Attach legal description):

Property Address or Location: _____

Property Assessor Parcel Number(s): _____

Property Dimensions: _____

Property Area: Square footage (gross) _____ (net) _____

Acreage (gross) _____ (net) _____

Site Land Use (check one and explain): Undeveloped or Vacant Developed

Existing Zoning of Project Site: _____

DESCRIBE ADJACENT ZONING AND LAND USE WITHIN 300 FEET OF PROJECT SITE:

	Zone	Existing Land Use (i.e., residential, commercial, industrial, office)
North	_____	_____
South	_____	_____
East	_____	_____
West	_____	_____

PROPOSED BUILDING(S) CHARACTERISTICS (if applicable)

Size of New Structure(s) or Building Addition(s): _____ Gross Sq. Ft.
 Building Height (Measured from Ground to Highest Point): _____ ft. No. of Floors: _____
 Height of Other Appurtenances (Excluding Buildings) Measured from Ground to Highest Point (e.g., Antennas, Microwave Equipment, Solar Energy Equipment, Light Pole Standards, etc.): _____

Project Site Coverage:	Building Coverage:	_____ sq. ft.	_____ %
	Landscaped Area:	_____ sq. ft.	_____ %
	Paved Surfaced Area:	_____ sq. ft.	_____ %
	Total:	_____ sq. ft.	_____ %

Exterior Building Materials: _____

Exterior Building Colors: _____

Total No. of Off-Street Parking Spaces: _____ On-Site Required: _____ On-Site Proposed: _____

Proposed Off-Site Parking: _____ Include a Permanent Maintenance Management Plan.

Total No. of Bicycle Spaces: _____ Proposed: _____ Required: _____
 Covered: _____ Uncovered: _____

If applicable, describe the Type of Exterior Lighting Proposed for the Project (height, intensity):

Building Lighting: _____

Parking Lighting: _____

If the proposal is a component of an overall larger project, describe the phases and show them on the site plan:

Does this site include signage? Yes No If yes, please explain the following:

Height: _____ Illumination: _____

Area: _____ Type: _____

Dimensions: _____ Colors/Materials: _____

Location (on-/off-site): _____

SITE CHARACTERISTICS

Are there any natural or man-made drainage channels through or adjacent to the project site?

Yes No If yes, show on site plan and explain: _____

Are there any trees or shrubs on the project site?

Yes No

If yes, plot on site plan by size and type and indicate which are proposed for removal.

Are there any structures on the project site?

Yes No

If yes, plot on the site plan and explain the following:

Present use of existing structure(s): _____

Proposed use of existing structure(s): _____

Are any structures occupied? _____

Are any structures to be demolished? _____

Describe age, condition, size and architectural style of all existing on-site structures (include photos):

RESIDENTIAL PROJECTS ONLY

Total Lots: _____ Total Dwelling Units: _____ Total Acreage: _____

Net Density/Acre: _____ Gross Density/Acre: _____

	Single-Family	Two-Family Duplex	Multi-Family (Apartments)
Number of Units:	_____	_____	_____
Acreage:	_____	_____	_____
Sq. Ft. per Unit:	_____	_____	_____
For Sale or Rent:	_____	_____	_____
Type of Unit:			
Studio:	_____	_____	_____
One-Bedroom:	_____	_____	_____
Two-Bedroom:	_____	_____	_____
Three-Bedroom:	_____	_____	_____
Four-Bedroom:	_____	_____	_____
Usable Open Space/Unit:			
Private:	_____	_____	_____
Common:	_____	_____	_____
Total:	_____	_____	_____

RETAIL, COMMERCIAL, INDUSTRIAL, INSTITUTIONAL, OR OTHER PROJECT
(If project is only residential, do not answer this section.)

Type(s) of Use(s): _____

Oriented to: Regional: _____ City: _____ Neighborhood: _____

Hours of Operation: _____

Total Occupancy/Capacity of Building(s): _____

Total Number of Fixed Seats: _____

Square Footage of: Warehouse Area: _____

Office Area: _____ Loading Area: _____

Sales Area: _____ Storage Area: _____

Total Number of Employees: _____

Anticipated Number of Employees per Shift: _____

Total Number of Visitors/Customers On Site at any One Time: _____

Other Occupants (specify): _____

PREVIOUS ENVIRONMENTAL DOCUMENTS

If this project is part of any other project for which a Negative Declaration or Environmental Impact Report has been prepared, reference the document below (include date and case number, if applicable).

OTHER PERMITS OR APPROVALS

List any and all other public approvals required for this project. Specify type of permits or approval, agency/department, address, person to contact, and her/his telephone number.

Permit or Approval	Agency	Address	Contact Person	Phone No.
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____

As the applicant for this proposal, I hereby state that, to the best of my knowledge, the above answers and statements are true and complete.

Signature of Applicant/Agent

Date

Print Name and Title of Applicant/Agent

Phone No.