



CITY OF EXETER

Planning Department
P.O. Box 237
Exeter, CA 93221
559-592-9244

Tentative & Final Parcel Maps Application Checklist

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 staff. The staff will use a copy of this list to check your application for completeness after it is submitted. Processing of your application could be delayed if required information is missing, inaccurate or incomplete.

1. **Application Form.** Attached to this packet.
2. **Application Fee:** Tentative Parcel Map: \$797.
Final Parcel Map: \$2,105.
3. **Environmental Description Form.** *Certain projects are required to be reviewed for their potential impacts on the environment. A fee is required for this review. Staff will inform you if your project is subject to this review.*
4. **An Assessor's Parcel map** showing all properties within 300 feet of the subject property. *State law requires that all property owners within 300 feet of a Tentative Parcel Map Permit be notified of the public hearing for the permit. This information is available at the Tulare County Assessor's Office (733-6361)*
5. **One set of stick-on address labels** for all property owners within 300 feet of subject property. You can contact the Planning/GIS Department (559-624-7000) of the County of Tulare, for a list of the APNs for properties within 300 feet of the subject property. Then using that list you can request a list of current property owners from the Tulare County Assessor's office (559-636-5159). *Staff will use these labels to mail notice of the public hearing to neighboring property owners.*
6. **Fifteen (15) copies** of the tentative parcel map shall be filed with the City Planner. The tentative parcel map shall be legibly drawn on 18 x 26 inch tracer paper suitable for reproduction, to a scale and in a manner to best illustrate the proposed subdivision. (PDF version shall also be emailed to tristan@weplancities.com, soneal@exetercityhall.com, and hrobello@exetercityhall.com)

INFORMATION REQUIRED: Each tentative parcel map shall contain the following information:

- The name and address of the person preparing the map and the legal owner of record of the land, and the applicant if different from the legal owner of record.
- The boundary line of the entire parcel, including the area to be divided, with dimensions based on existing survey data or property descriptions.
- The proposed division lines, approximate dimensions, and approximate acreage or square footage of each proposed parcel.
- The identification of each parcel with a letter designation.

- [] All existing surface and underground structures and improvements located on the original parcel, together with their dimensions, and distances between them, the distances to division and property lines, and the number of stories or the height of each structure.
- [] The names, width, and locations of all existing and proposed streets abutting or traversing the original parcel, and a statement if the street is private and/or statement if the street does not actually exist on the ground.
- [] The location, purposes, width and recorded owners of all existing and proposed easements or private rights-of-way abutting or traversing any part of the original parcel easement boundaries shall be shown by means of dotted lines.
- [] An accurate description of the original parcel.
- [] The date of preparation, north arrow, and scale of the drawing. Said scale shall not be less than two hundred (200) feet to the inch.
- [] The existing and proposed uses of the property.
- [] The proposed domestic water supply.
- [] The Assessor's Parcel Numbers.
- [] The new street names.
- [] The approximate location and width of watercourses or areas subject to flooding.
- [] Any railroads.
- [] The approximate radius of curves.
- [] A location map showing the original parcels and the surrounding area.
- [] The existing zone district designation of the original parcels.

TENTATIVE PARCEL MAP PROCESS

1. All tentative parcel maps shall be reviewed by the Subdivision Review Committee prior to the submission of such tentative map to the Planning Commission.
2. The Subdivision Review Board shall examine and review the following:
 - a) The completeness and accuracy of the tentative map and the suitability of the land for purposes of subdivision.
 - b) Conformity of the overall design of the subdivision to the General Plan and all pertinent requirements of the Exeter Subdivision Ordinance and other laws and plans of the city.
 - c) The provisions for, and suitability of street improvements, underground utilities, fire hydrants, street lights, storm drains, street trees and sidewalks. The adequacy of the water supply, sewage disposal and easements for utilities and drainage.

- d) Provisions for public areas, including parks, schools, public utilities facilities, etc.
3. If any portion of the parcel map is in conflict with any of the requirements of the Exeter Subdivision Ordinance, other ordinances, or State law, the Subdivision Review Committee shall, to the best of its ability, advise the subdivider of such conflicts.
4. The Subdivision Review Committee may deem it advisable to recommend additional improvements, easements, dedications, etc., to be included, in which case the subdivider shall be duly informed of the nature of the recommendations following the Committee meeting.
5. Prior to scheduling the Planning Commission hearing for review of the tentative parcel map, the City Planner shall conduct an Initial Environmental Study of the proposed parcel map. Based on the information contained in this Study, the Planner may prepare a Negative Declaration, or shall inform the applicant that the tentative parcel map is categorically exempt under CEQA.
6. Within thirty (30) days after the tentative map has been filed with the City Planner or at such later date as may be required to concurrently process the appurtenant environmental impact review documents required by CEQA, the Planning Commission shall conduct a public hearing on the tentative parcel map. The Commission shall take testimony and shall make a recommendation to the City Council to approve, approve with conditions, or deny the tentative parcel map. The Commission may also vote to delay their decision in order to obtain additional information to adequately assess the tentative parcel map.
7. Appeals procedure: If the applicant is dissatisfied with the decision of the Planning Commission, he may, within fifteen days after the decision of the Commission, appeal in writing to the City Council for a hearing thereon. Such hearing need not be concluded on the day thus set but may be continued.

FINAL PARCEL MAP PROCESS

Within twenty-four (24) months from approval by the Commission, in the case of an appeal of the tentative parcel map, and upon the accomplishment of all dedications by certification on the map and required construction of all public improvements, or the execution of an agreement and provision of surety providing therefore, and the payment of all applicable fees and charges, the applicant may file a final parcel map with the City Engineer, the City Planner, and the City Administrator, who shall approve a final parcel map if it substantially conforms to the approved tentative parcel map and all applicable provisions of the Subdivision Map Act and the Exeter Subdivision Ordinance.

Upon application by the applicant, the Commission may grant the applicant up to two (2) one year extensions of this time limit. The appropriate certificates, as provided by the applicant in accordance with the provisions of the Subdivision Map Act, shall be signed by the City Engineer and City Planner upon the parcel map and the final parcel map shall be transmitted by the City Clerk to the Clerk of the County Board of Supervisors for ultimate transmittal to the County Recorder.



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APPLICATION NUMBER: Clerk Use Only

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*Please type or print clearly in ink. Incomplete applications will be returned.
The application will not be processed until the fees and any applicable address labels have been received by the City.
If submitting form online, fees can be paid by check only. Mail check — payable to "City of Exeter" at ATTN: Planning
Department, PO Box 237, Exeter, CA 93221. Please include a copy of the completed application form with the check.*

Applicant

Applicant No. 2 (if more than one applicant)

Name: _____

Name: _____

Address: _____

Address: _____

Phone: _____

Phone: _____

Email: _____

Email: _____

Property Owner (if different from applicant)

Agent (engineer/surveyor)

Name: _____

Name: _____

Address: _____

Address: _____

Phone: _____

Phone: _____

Email: _____

Email: _____

Project Address or legal description: _____

Assessor Parcel Number: _____

Existing use of project site: _____

What is the General Plan designation? _____

What is the proposed use(s) of the site: _____

What is the zoning classification on the site: _____

How many acres are involved: _____

I (we) hereby certify that the statements furnished above and in the attached exhibits present the data and information required in this application to the best of my (our) ability, and that the facts, statements and information presented are true and correct to the best of my (our) knowledge and belief.

Owner/Applicant Date

Agent Date

Print Name

Print Name