



CITY OF EXETER

Planning Department

P.O. Box 237

Exeter, CA 93221

559-592-9244

Tentative/Final Subdivision 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 Subdivision Map: \$1,593
Final Subdivision Map: \$4,324

3. **Environmental Description Form.** *Most subdivisions are required to be reviewed for their potential impacts on the environment. 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 subdivision be notified of the public hearing for the project. This information is available at the Tulare County Resource Management Agency (733-6291)*

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.*

TENTATIVE SUBDIVISION MAP

6. **Twenty (20) white copies** of the tentative map shall be submitted to the City Planner at the time of filing. Filing of required documents will be deemed official upon written receipt notice from the City Planner. (PDF version shall also be emailed to tristan@weplancities.com, soneal@exetercityhall.com, and carias@exetercityhall.com)

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

- The name of the proposed subdivision, and designation as a tentative map.
- The name and address of the owner of the property proposed to be subdivided.
- The name and address of the subdivider.
- The name of the person or firm preparing the map.

- The approximate acreage.
- The north point.
- The scale
- The date.
- The boundary line.
- The location and width of all streets within the boundaries of the proposed subdivision.
- The proposed names of all streets within the boundaries of the proposed subdivision; proposed streets which are obviously in line with others already named and existing should be given the same name.
- The name, location and width of adjacent streets.
- The width and location of alleys.
- The lot lines and approximate dimensions; lots shall be numbered consecutively.
- The approximate location and width of water courses or areas subject to inundation from floods, including flood plain boundaries, and location of structures, irrigation ditches, and other permanent physical structures.
- An accurate description of the exterior boundaries of the subdivision or the legal description of the property comprising the subdivision.
- A vicinity map indicating the location of the proposed subdivision in relation to the surrounding area or region.
- The width and location of all public or private easements.
- The proposed use of lots as to intended residential, commercial, industrial, or other uses.
- Any railroads.
- The approximate radius of curves.
- Approximate contours drawn to one-foot contour intervals.
- The zoning district in which the proposed subdivision is located.
- The general plan land use designation for the area of the proposed subdivision.
- Any public areas proposed.
- The dimensions and locations of any existing buildings which are to remain on the property; the variety, size and location of all existing trees having a diameter of four (4) inches or greater, except orchard trees, which shall be shown by general area, location, and spacing of rows.
- The locations of any existing wells, pipelines or septic tanks.

- [] Any of the foregoing information as may not be practicably shown on the map shall be contained in a written statement accompanying the map.

ACCOMPANYING REPORTS AND STATEMENTS

The tentative map shall contain or be accompanied by reports and/or written statements from the subdivider giving essential information regarding the following matters:

- [] The source of water supply.
- [] The type of street improvements and utilities which the subdivider proposes to install.
- [] The proposed method of sewage disposal.
- [] The proposed storm water, sewer or other means of drainage.
- [] The proposed tree planting and related landscaping.
- [] Preliminary title reports of the entire property.
- [] If a subdivision is to be developed as consecutive individual units, it shall be so stated on the tentative map and the order and approximate dates of completion of each unit shall be given at the time of filing of the tentative map.

TENTATIVE SUBDIVISION MAP PROCESS

1. All tentative subdivision 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 Committee 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 this ordinance and other laws and plans of the city.
 - c) The provisions for, and suitability of street improvements, underground utilities, fire hydrants, streetlights, 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 subdivision conflicts with any of the requirements of this 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 subdivision map, the City Planner shall conduct an Initial Environmental Study of the proposed subdivision. Based on the information contained in this study, the Planner shall prepare a

Negative Declaration, or shall inform the applicant that an Environmental Impact Report (EIR) must be prepared on the subdivision. Preparation of an EIR shall be conducted in accordance with the Guidelines of the California Environmental Quality Act (CEQA).

6. Within fifty (50) 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 subdivision map. The Commission shall take testimony and shall make a recommendation to the City Council to approve, approve with conditions, or deny the tentative subdivision map. The Commission may also vote to delay their decision in order to obtain additional information to adequately assess the tentative subdivision map.

The Commission shall report in writing to the subdivider and to the City Council their recommendations regarding approval, conditional approval, or disapproval of the map and the conditions on which such action is based. On the official filed copy of the tentative map, or attached thereto, a statement shall be made covering such action. Such report shall be transmitted to the City Council at its next succeeding meeting.

7. The City Council may overrule or modify any ruling or determination of the Planning Commission in regard to a tentative map and may make conditional exceptions if special circumstances pertaining to the property involved justify a variance from the provisions of this chapter.

FINAL SUBDIVISION MAP

Within twenty-four (24) months after receipt of the City Council's action approving or conditionally approving the tentative subdivision map, the subdivider may file with the City Planner the original final map and three prints of the final map, completed in accordance with the provisions of the Subdivision Map Act and this chapter. Such final map shall be accompanied by:

- Plans, profiles, and specifications of the proposed public improvements, designed in accordance with the requirements of the City Engineer.
- Prepared by a California Certified Civil Engineer.
- A filing fee
- A preliminary title report issued by a title insurance company, in the name of the owner of the land, issued to or for the benefit and protection of the City, showing all parties whose consent is necessary and their interest therein, except where the land included in such subdivision is registered under the Land Registration Act. If the land is so registered, a copy of the certificate of title shall be furnished, certified.
- Calculation and traverse sheets, used in computing the distances, angles and courses shown on the final map and ties to existing and proposed monuments, and showing closures, within the allowable limits of error specified in the ordinance, for exterior boundaries of the subdivision and for each irregular block or lot of the subdivision.
- Two (2) copies of the proposed deed restrictions.

Each final map shall contain the following information:

- If more than three (3) sheets are used, an index map shall show the entire subdivision.

- [] The tract name, date, north arrow and scale.
- [] A general description of the land included.
- [] The location and names, without abbreviations, of all proposed streets, proposed public areas and easements, and adjoining streets.
- [] Their dimensions, in feet and decimals of feet.
- [] The dimensions of all lots, and a lot number for each lot.
- [] The centerline data for streets, including bearings and distances.
- [] The radius, tangent, arc length, and central angles of curves.
- [] Suitable primary survey control points.
- [] The location and description of permanent monuments.
- [] Ties of any City or County boundary lines involved.
- [] All required certificates.
- [] Any other requirements of the Subdivision Map Act.
- [] Lot data: Sufficient data shall be shown to determine readily the bearing and length of each line. Dimensions of lots shall be the net dimensions. No ditto marks shall be used. Lots containing one acre or more shall show net acreage to the nearest hundredth.
- [] Surveying data: The final map shall show the centerlines of all streets; the lengths, tangents radial and central angle or radial bearings of all curves; the bearings of radial lines to each beginning and end of a curve; the total width of each street; the width of the portion being dedicated, the width of the existing dedication, and the width of each side of the centerline; and the width of rights-of-way of railroads, flood control or drainage channels, and any other easements appearing on the map.
- [] Surveys in connection with the preparation of the subdivision maps shall be made in accordance with standard practices and principles for land surveys. A traverse of the boundaries of the subdivision and all lots and blocks shall close within a limit of error of 0.005 feet.
- [] Record of easements: The final map shall show the location, width, and side lines of all easements to which the lots are subject. If an existing easement is not definitely located of record, a statement as to the easement shall appear on the title sheet. Easements for storm drains, sewers, utilities, and other purposes shall be denoted by broken lines. Distance and bearings on the side lines of the lots which are cut by an easement shall be so shown as to indicate clearly the actual lengths and bearings of the lines thereof, and sufficient ties to locate the easement shall be clearly labeled and identified, and, if already of record, proper reference to the records shall be given. Easements being dedicated shall be so indicated in the certificate of dedication.
- [] Monuments: The final map shall show clearly what stakes, monuments or other evidence were found on the ground to determine the boundaries of the tract. The corners of adjoining subdivisions, or portions thereof, shall be identified, and ties thereto shall be shown.

- [] City boundaries: The final map shall show City boundaries adjoining the subdivision.
- [] Lot and block numbers: The lots shall be numbered consecutively, commencing with the number one, with no omissions or duplications; provided, however, where the subdivision is a continuation of, or an addition to, an existing subdivision, the lot numbers may commence with the number immediately following the last or highest number of such existing subdivision and, in all other respects, shall conform with the preceding requirements. Each lot shall be shown entirely on one sheet. Blocks may be used. They shall be consecutively numbered or lettered in the manner required for numbering lots. Lots within each block shall be numbered as provided for subdivisions where block numbers are not used.
- [] Dedications: All streets; alleys; access rights; drainage and /or sewer easements; and other easements and parcels of land shown on the final map as intended for public use shall be offered for dedication for public use.
- [] Waiver of direct access rights: The City Council, at its discretion, may require that offers of dedications of streets include a waiver of direct access rights from any property shown on the final map as abutting thereon.
- [] Reservations: At the discretion of the City Council, areas of real property within the subdivision may be reserved for future needs for schools, fire stations, libraries, recreational facilities, or other public uses, pursuant to the applicable provisions of the Subdivision Map Act.

FINAL SUBDIVISION MAP PROCESS

1. Approval of the City Engineer and City Planner. After the issuance of a receipt by the City Clerk for the final map and improvement drawings, the City Planner and City Engineer shall examine them as to conformity with the tentative map, as to the sufficiency of the affidavits and acknowledgements, correctness of surveying data, mathematical data and computations, and such other matters as require checking to ensure compliance with the provisions of the Subdivision Map Act and the Exeter Subdivision Ordinance. Where Final Maps indicate common areas or shared resources which require ongoing maintenance, formation of a Landscaping and Lighting District shall be required. The City Engineer and City Planner shall return one (1) copy of the map to the subdivider or his engineer, showing necessary corrections. If the final map is found to be in correct form and the matters shown thereon are sufficient, the City Engineer and the City Planner shall endorse their approval thereon and transmit it to the City Council for approval.
2. Approval by City Council: At its first regular meeting following the filing of the final map, or within ten (10) days following the filing thereof, the City Council shall consider the final map, the plan of subdivision improvements, landscaping and lighting district plans and the offers of dedication in accordance with the requirements of this ordinance. The City Council may reject any or all offers of dedication and the City Clerk shall certify on the final map such action by the City Council. If the City Council determines that the map is in conformity with the requirements of this ordinance, it shall approve the final map.
3. Transmittal to County: When the subdivider shall have filed with the City Clerk the agreement including certificate of insurance and bond or other security and shall have made the deposits and cost payments required by the provisions of the Exeter Subdivision Ordinance and the Subdivision Map Act and when such agreement, deposits, and/or security shall have been approved by the City Attorney as to form and by the City Engineer as to sufficiency, the final map shall be transmitted by the City Clerk to the Clerk of the County Board of Supervisors for ultimate transmittal to the County Recorder.

4. Disapproval by the City Council: If the City Council shall determine that the final map is not in conformity with the requirements of the Exeter Subdivision Ordinance or the tentative map, it shall disapprove the map, specifying its reason or reasons therefore, and the City Clerk shall advise the subdivider in writing of such disapproval and the reason or reasons for such disapproval. If the City Council has disapproved any map, the subdivider may file with the City Clerk, a map altered to meet the approval of the City Council. In such case, the subdivider shall conform to all requirements imposed upon him by this ordinance when filing the first final map with the City, and the same proceedings shall be required as are prescribed by this chapter upon the filing of the first final map with the City.



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Planning Department

P.O. Box 237

Exeter, CA 93221

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APPLICATION NUMBER: Clerk Use Only

Tentative/Final Subdivision Maps Application

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 existing zoning classification for 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