

**CITY OF ORLAND**  
**Planning Department**  
815 Fourth Street  
Orland, CA 95963  
530.865.1608  
530.865.1632 (fax)

**INSTRUCTIONS FOR FILING APPLICATION FOR A TENTATIVE MAP**

**General Information:**

The Subdivision Map Act (part of the California Government Code) regulates all land divisions in the State of California. This law requires each local agency to adopt a local ordinance that includes certain mandatory provisions of the Subdivision Map Act. The local ordinance regulating land division in the City of Orland is Chapter 16 of the Orland Municipal Code. Subdivision submittals shall also conform to the City's Land Division Standards and Improvement Standards.

If you propose to create four (4) or fewer parcels, a Parcel Map shall be required. Division of land into five (5) or more parcels requires a Final Map. Zoning and General Plan Land Use Designation information can be obtained by contacting the City Planner at 530.865.1608 or [nsailsbery@cityoforland.com](mailto:nsailsbery@cityoforland.com).

Subsequent to application submittal, a Technical Advisory Committee (TAC) meeting should be scheduled with City staff to review the application for completeness. If deemed complete, environmental review, Staff Report and Conditions of Approval shall be completed, reviewed and approved by the Orland City Council.

The time frame to process a Tentative Final/Parcel Map is approximately eight weeks, depending on the level of environmental review required and the complexity of the project. Depending on the level of environmental review required, the time frame for processing your application could be longer.

According to State law, you have up to 24 months to record an approved Tentative Map; if the map is not recorded, the approval shall become void. However, sixty (60) days prior to the expiration date, you may submit a written request for an extension of time.

This list is intended to meet the requirements of Government Code Section 65940.

1. Application form must be properly filled out and signed by the land owner(s) of the property and the applicant(s). Either all property owners must sign (husband and wife) or a Power-of-Attorney must be submitted specifically authorizing a designated person to sign this application. If a corporation is the property owner, a signed Resolution from the corporation authorizing this application shall be submitted.
2. Environmental Information Form must be properly filled out and signed.

3. Filing Fees and required copies to be submitted by the applicant:

New Tentative Parcel Map:	\$1,370.00
Final Parcel Map:	330.00
Parcel Map Amendment/Extension:	836.00
New Tentative Subdivision Map:	\$1,500.00 + \$15.00 per lot
Extension:	870.00
Amendment:	1,175.00
Final Subdivision Map:	350.00 + \$10.00 per lot

The City Planning Department will require 25 FOLDED copies of each Tentative Map for early review of the project by Agencies (i.e. Caltrans, Public Works, City Engineer, etc.), 25 FOLDED copies for Technical Advisory Committee and 30 FOLDED copies for City Council. Additional maps may be required. One copy of the map and all other relevant information on **digital format** (CD or DVD) shall be submitted to the City of Orland.

**Plan Review:**

For each subdivision, a plan review fee equal to the actual cost to the City of the plan review is required. The subdivider shall deposit with the City the estimated cost of the plan review as determined by the City Engineer before work is commenced. Upon completion of the review and determination of actual cost, any excess cost shall be paid by the subdivider or any excess deposit shall be refunded by the City.

**Field Inspection:**

For each subdivision, a field inspection fee equal to the actual cost to the City of the inspection is required. The subdivider shall deposit with the City the estimated cost of inspection, as determined by the City Engineer before work commences. Upon completion of work and determination of actual cost, any excess cost shall be paid by the subdivider or any excess deposit shall be refunded by the City.

**Environmental Review:**

For complex projects an estimate of the City of Orland Staff time and expense shall be prepared by the Planning Department within thirty (30) days of Application submittal. The Applicant shall be notified of the amount of deposit required in writing. The Applicant shall be required to deposit the amount of money specified in the estimate in a Planning Department Trust Account for that specific Application.

No work shall be performed by the Planning Department on the project in excess of the allotted hours listed above until funds are deposited in a Planning Department Trust Account. Funds shall be deposited prior to determining that the Application is complete for processing.

At the time of final project approval, any excess funds remaining in the Trust Account shall be returned to the Applicant.

Instructions for Filing Application for a  
Tentative Parcel/Tentative Subdivision Map  
City of Orland

Environmental Review fees shall be charged to the Applicant as follows (Adopted by the Orland City Council on September 7, 2004. Effective October 7, 2004):

<u>TASK DESCRIPTION</u>	<u>CITY PLANNER HOURS included in Fee</u>	<u>Fee</u>
<b>-California Environmental Quality Act (CEQA) Review:</b>		
-CEQA Notice of Exemption:	1	\$100.00
-CEQA Notice of Determination:	1	\$100.00
-CEQA Initial Study:	Deposit collected, hourly rate of \$60.00 billed to Applicant	Deposit collected, hourly rate of \$60.00 billed to Applicant
-CEQA Negative Declaration/ Mitigated Negative Declaration	Deposit collected, hourly rate of \$60.00 billed to Applicant	Deposit collected, hourly rate of \$60.00 billed to Applicant
-Environmental Impact Report	Prepared by consultant, Approved by City at Applicant's Expense	Actual cost of Contract
-Review of Negative Declaration/ Mitigated Negative Declaration/EIR	15% of value of consultant contract	15% of value of consultant contract

**NOTE:** The amount of the appropriate deposit to be collected for Initial Study and/or Negative Declaration/Mitigated Negative Declaration will be determined by the City Planner, based on the scope of the specific project to be reviewed. If changes to the project are deemed by the City of Orland to be substantial and result in redundant processing by City Staff, the Applicant agrees to pay those costs at the stated hourly rate.

4. One copy of the current County Assessor's Map with the property of the proposed land division delineated must be submitted with the application.
5. One reproducible (sepia or mylar) of the Tentative Parcel Map or Tentative Final Map shall be submitted with the application.
6. Title Report and Deed(s). If the deed shows a corporation as the owner, a signed copy of a Resolution from the corporation authorizing this application shall be submitted.

7. **Tentative Subdivision Map Requirements:**

Tentative maps shall be eighteen by twenty-six inches (18" x 26") in size with one-inch clear border and to a scale of not less than one inch equals one hundred feet (1" = 100'), unless otherwise approved by the City Engineer.

7.1 The following information shall be shown on each tentative map, except for any such information which the City Engineer determines is not necessary for any particular tentative map:

- A site location sketch indicating the location of the property to be divided in relation to the surrounding area.
- Date, north arrow, scale and sufficient description to define the location and boundaries of the proposed subdivision.
- Name, business address, phone number, fax number, mobile number, email address of record owner or owners of the property to be divided.
- Name, business address, phone number, fax number, mobile number, email address of the subdivider.
- Name, business address, phone number, fax number, mobile number, email address, and registration number of the civil engineer or land surveyor who prepared the map.
- The locations, names, or other approved identification, widths, approximate grade and curve radii of all streets, highways, and ways within the property and immediate vicinity.
- Contour lines having an interval of two feet (2'), supplemented by spot elevations when the distance between contour lines exceeds one hundred feet (100'). Elevations shall be based upon City datum.
- The location, character, and identification of all existing public utility facilities on the property or on adjoining properties and on contiguous streets, and the locations and widths of all existing and proposed easements.
- Location and size off all water and sewer mains existing and proposed.
- Arrangement and configuration of lots, with approximate dimensions of each lot. Each lot shall be numbered, and proposed setbacks shall be shown.
- A preliminary grading plan, designed to control erosion and prevent sedimentation or damage to off-site property.
- The outline of any existing buildings identification of those to remain in place, and their locations relative to existing or proposed streets or lot boundaries.
- Approximate location and species of trees or groups of trees on the property and specific identification of those to be removed.
- Approximate location of existing and proposed drainage control features and bodies of water, all areas which are subject to inundation or storm water overflow, and the location, width, and direction of flow of all water courses.
- Approximate locations of existing wells and sewage disposal systems, and of test wells, percolation test holes, and staked or flagged reference points for use by appropriate public agencies for field check purposes.
- The location, identification and description of known or found survey monuments on or adjacent to the property.
- The names of owners of all adjacent properties.
- Existing District Boundaries.

Instructions for Filing Application for a  
Tentative Parcel/Tentative Subdivision Map  
City of Orland

7.2 The following statement shall either appear on the tentative map or shall be submitted in written form with the map, except for any items which the City Manager determines are not necessary to be filed with any particular tentative map:

- A statement from all parties having any record title interest in the real property proposed to be subdivided consenting to the proposed subdivision together with positive verifications of such interest. These statements shall be required without exception.
- The existing use or uses of the property.
- The proposed use of the property. If the property is proposed to be used for more than one purpose, the areas or lots proposed for each type of use shall be described in a statement and shown on the tentative map.
- Descriptive information on the following, proposed:
  - Drainage channel changes and flood control measures.
  - Domestic water supply and sewage disposal systems.
  - Street and surface drainage, grading, fire protection and other improvements with descriptive drawings where appropriate.
  - Utility service for electrical, gas and communication systems, including the name, address, phone number of each serving utility company or agency.

7.3 The following documents shall be submitted with each tentative map, except for any which the City Manager determines are not necessary to be filed with any particular tentative map:

- Preliminary Title Report for the real property proposed for subdivision.
- Copy of any condition or any restrictive reservations or covenants existing or proposed.
- Letter setting forth and describing the reasons for any requested exceptions to provisions of this ordinance and an application for any requested rezoning, use permit, or variance which may be necessary to permit proposed uses of land and structures.

- 7.4 A preliminary soils report, prepared by a registered civil engineer and based upon adequate test borings, shall be submitted for each proposed subdivision, subject to the following provisions:
- The City Manager may waive the requirement for a preliminary soils report if he determines sufficient knowledge of soils in the proposed subdivision exists.
  - If the preliminary soils report indicates either the presence of critically expansive soils or other soils problems, which if not corrected would lead to structural defects, a soils investigation of each lot in the subdivision may be required by the City. Such soils investigation shall be done by a registered civil engineer, who shall recommend the corrective action which is likely to prevent structural damage to each structure proposed to be constructed in the area where such soils problem exists.
  - The Planning Commission may approve the subdivision or portion thereof where such soils problems exist if it determines that the recommended action is likely to prevent structural damage to each structure to be constructed, and as a condition to the issuance of any building permit may require that the approved recommended action be incorporated in the construction of each structure.
8. Indication of adjacent recorded subdivisions and known subdivisions, lot lines, or any other development which will affect or be affected by this development.
9. A signed declaration must be submitted as to any interest in any subdivision of which the proposed subdivision is or was a part; or which is contiguous to the proposed subdivision, including a statement setting forth dates and descriptions of the activity.
10. According to Section 65943 of the California Government Code, your application will be reviewed within thirty (30) days of submission and you or your agent will receive written notice regarding the completeness of your application. The City staff may, in the course of processing the application, request the applicant to clarify, amplify, correct, or otherwise supplement the information required for the application. According to Section 65944(C), additional information may be requested in order to comply with Division 13 of the State of California Public Resources Code.
11. Applicant should refer to the City of Orland Land Division Standards for other project specific requirements.

**Step by Step Processing:**

1. Determine whether your property can be divided according to the General Plan Land Use Designation and the Zoning District.
2. Submit a completed application and all required information to the City of Orland with all applicable fees.
3. The tentative map is prepared by either a registered civil engineer or a licensed land surveyor. Soil testing is also required. The fees charged by the surveyor and/or engineer are separate from the application fees and are the responsibility of the applicant.
4. City Staff will review the application to ensure that all of the required information has been submitted. Upon completion of the review, additional information may be required.
5. Based on the information provided by the applicant, an Initial Initial Study will be prepared to determine whether the project either requires an Environmental Impact Report or whether a Negative Declaration/Mitigated Negative Declaration is sufficient. A Negative Declaration is a document stating that there will be no potentially significant impacts to the environment from the project. The costs associated with an Environmental Impact Report will be the consultant's fee plus an additional fifteen percent (15%) of the value of the contract for City administration.
6. Upon completion of the application and necessary environmental documents, Staff will notify affected agencies. Upon completion of the environmental review period (30-45 days), Staff will prepare a draft staff report and recommendation on the proposed map.
7. During the processing of the application, City Staff may request the applicant to clarify, amplify, or otherwise supplement the information required for the application. A Technical Advisory Committee (TAC) meeting shall be held on the application and the landowner, applicant and applicant's agent will be sent a copy of all meeting Agendas, Staff Reports and attachments (environmental documents, conditions of approval, Exhibits, etc.). During the TAC meeting, a determination as to completeness of the application will be made.
8. Prior to the City Council meeting, the applicant or the applicant's designated agent will be notified of the meeting date and receive a copy of the proposed conditions of approval.

Instructions for Filing Application for a  
Tentative Parcel/Tentative Subdivision Map  
City of Orland

9. The City Council shall hold at least one public hearing for the sole purpose of considering the tentative map. A Legal Notice shall be sent to the local newspaper for publication and the adjacent landowners within 300 feet of the project will be notified of the public hearing at least ten (10) calendar days prior to the hearing for projects where no environmental review is required; and twenty (20) calendar days prior to the hearing for projects with an environmental document.
10. The City Council will consider the application, the staff report, findings and conditions of approval and will accept comments from the applicant and any other interested persons at the public hearing. The City Council will make a determination as required by the California Environmental Quality Act (CEQA) on the environmental document and will then make a determination on the project.
11. If the City Council approves the Tentative Map, the applicant's surveyor or engineer has two years (24 months) from the date of approval to record a Tentative Parcel Map, or to file a Final Map. An extension may be granted by the City Council pursuant to Government Code Sections 66452.6 through 66456.1.
12. If the City Council denies the application, a new application may be submitted at a later date with all applicable fees.
13. City Council decisions are final.