



City of Angels Planning Department

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TENTATIVE MAPS INSTRUCTIONS FOR APPLICANTS

Tentative Parcel Map Permit

In order to subdivide land, a tentative map must be approved by the city. Tentative map applications require the approval of the Planning Commission and must comply with the Angels Camp subdivision and zoning regulations and the California Subdivision Map Act. Not all property may qualify for land division. Prior to submitting a tentative map application, it is recommended that you contact the Planning Department to discuss your project.

Tentative parcel maps are used for the division of property into 4 or fewer parcels. Tentative subdivision maps are used for subdivisions creating 5 or more parcels. Most subdivisions creating 4 or fewer parcels are categorically exempt from review under the California Environmental Quality Act (CEQA). If 5 or more parcels are created, CEQA review is required, and additional studies and reports (e.g., traffic, geotechnical, biological resources and cultural resources) must be submitted. Consultation with the Planning Department is required before preparation of the environmental studies.

All parcels that are created must comply with the City's zoning ordinance. Specifically, all parcels must front on a street. Also, the entire width and depth, as well as total lot area, must comply with the dimensional limits of the underlying zone district. Flag lots are not allowed. In some cases, a variance to lot dimensions or area might be granted, provided the request is found to meet the variance criteria. Refer to the Variance Instructions for Applicants Handout for more information. Also, when new lots are created, Municipal Code Section 12.20.010D requires street improvements be constructed, including curb, gutter and sidewalk along the street frontage, pavement and or widening to half the width of the street based upon City Improvement Standards Street Classification, and if necessary, dedication of right-of-way. It may be necessary to install or upgrade fire hydrants and extend water and sewer mains to the property. All improvements must be constructed to city standards. The expense of these improvements should be considered when deciding whether to submit an application for a tentative map.

Required Findings

Applications shall be submitted to the City of Angels Planning Department. Following submittal, the application material will first be reviewed for completeness; it will then be circulated to applicable advisory agencies for comments. Adjoining property owners will also be notified and given an opportunity to comment.

After conducting an investigation of the proposal, the Planning Commission, at a public hearing, may grant a Tentative Map, pursuant to Section 16.12.070 of the City of Angels Municipal Code. The Planning Commission shall disapprove a tentative map if it determines:

- A. That the design or improvements of the application is or are not consistent with applicable general and specific plans;
- B. That the site is not physically suitable for the type of development;
- C. That the site is not physically suitable for the proposed density of development;
- D. That the design of the land division or the proposed improvements is likely to cause substantial environmental damage or substantially and avoidably injure fish or wildlife or their habitat;
- E. That the design of the land division or the type of improvements is likely to cause serious public health problems;
- F. That the design of the land division or the type or improvements will conflict with easements, acquired by the public at large, for access through or use of property within the proposed subdivision. In this connection, the governing body may approve an application if it finds that alternate easements, for access or for use, will be provided, and that these will be substantially equivalent to ones previously acquired by the public. This subsection shall apply only to easements of record or to easements established by judgment of a court of competent jurisdiction and no intent is made or implied to cause the city council to determine that the public at large has acquired easements for access through or use of property within the proposed land division;
- G. That the proposed land division violates the provisions of this title and no exception has been granted;
- H. That the proposed land division violates the provisions of the zoning ordinance as to area, setback or frontage requirements and no variance has been granted. (Ord. 250 §5.27 (B), 1981)

If the applicant or any aggrieved party is dissatisfied with the decision of the Planning Commission, he/she may within fifteen (15) days appeal to the City Council. Any City Council member may also file with the City Clerk a request that the Tentative Map be referred to the City Council for their review of the Planning Commission's action on the permit. (Municipal Code Section 16.12.080)

Boundary Line Adjustments

If 2 or more parcels are being combined or modified in such a way that the total number of proposed parcels are the same or less than currently exists (i.e., combining 2 or more lots into one, or shifting a boundary line between the 2 parcels), then an application for a Boundary Line Adjustment should be made. This is an administrative approval. The Planning Department staff reviews the request and makes a recommendation to the City Engineer. The City Engineer will then advise the applicant of any conditions that must be met. It may be necessary to submit a final parcel map.

Final Map (Parcel or Subdivision)

Procedures for approval of the Final Maps are set forth in Chapter 16.20 of the Municipal Code. The Final Map is reviewed and approved by the City Engineer, and recorded with the Calaveras County Clerk. The final map shall substantially conform to the Tentative Map as submitted to the City of Angels Planning Department and as approved by the City Planning Commission. The final map shall show all easements of record. Separate water and sewer services shall be provided for each parcel created by the map prior to approval of the final map. The application for Final Map, with the required deposit, must be submitted prior to expiration of the tentative map approval.

The applicant will also be required to provide a certificate or statement from the official computing redemption agency verifying that according to the records of that office, there are no liens against the parcel or any part thereof for unpaid state, county, municipal, or local taxes or special assessments collected as taxes except taxes or special assessment which are not yet payable. In addition, the applicant is responsible to pay all Calaveras County Recorders' fees and to provide a Title Guarantee to the Calaveras County Recorders office.

All required improvements shall be constructed to the City Standards at the applicant's sole expense prior to recording of the final map for this project. City Council approval is required to accept right-of-way or easement dedications and improvements.

Expiration of Permit

The approval or conditional approval of a tentative parcel map shall be valid for twenty-four (24) months, within which time the final map may be presented to the city council for acceptance and recordation. (Municipal Code Section 16.12.090)

The Planning Commission may extend its approval of an active tentative map for an additional twelve (12) months, if the approval for extension of time is granted prior to the original expiration date. A total of twelve (12) months shall be the maximum time extension allowed. (Municipal Code Section 16.12.100)

- A. An application for extension of time shall be reviewed by the Planning Commission, which will determine whether the map presently conforms to the requirements of the city.
- B. The Planning Commission may approve an extension of time, approve with conditions which cause the map to conform to present requirement, or deny the extension.
- C. In the event that an approved tentative map is revised and subsequently approved by the Planning Commission, the most recently approved tentative map shall constitute the only recognized tentative map for further action in consideration of filing the final map.

For more information on planning and development, including the City of Angels Zoning Ordinance, go to www.angelscamp.gov, or call (209)736-1346.

TENTATIVE PARCEL MAP

REQUIRED SUBMITTALS

1. **City of Angels Land Development Application form**
2. Tentative Map, showing all of the following information:
 - A. The name of the proposed subdivision (the face of the map shall state "Tentative Map").
 - B. North Arrow, scale of drawing, date of drawing.
 - C. The name and address of the subdivider and of the registered Civil Engineer or Licensed Land Surveyor who prepared the map
 - D. The boundary lines of the parcels to be subdivided.
 - E. The names of the adjacent subdivisions, or the record owners of adjacent parcels of land. The Assessor's parcel numbers may be used.
 - F. The location of all existing buildings and improvements within the subdivision and on adjacent land that may be affected by the proposed subdivision.
 - G. Topography of the proposed subdivision and adjacent lands showing the existing conditions and the proposed changes.
 - H. The location and names of all existing or proposed streets within or adjacent to the proposed subdivision, together with overall widths of roadways and sidewalks (show cross-section of proposed street; indicate curb return radius). Indicate if proposed streets are to be public or private.
 - I. The locations and widths of right-of-way, driveways, public utilities and other easements, and other important features, both existing and proposed, affecting the subdivision.
 - J. Location and dimensions of existing water and sewer mains, culverts, or other underground structures within the property.
 - K. Location of all existing utility facilities that serve the proposed subdivision, including water and sewer lines, valves, hydrants, electrical, telephone, cable, utility poles, etc.
 - L. All parcels of land proposed to be dedicated for public use, together with the purposes, conditions and limitations, if any.
 - M. Location, dimensions and approximate size of all existing and proposed lots.
 - N. Location of large trees (8" dbh or larger) within the proposed subdivision.
 - O. Location of street lighting.

The tentative map shall be drawn at an engineers scale appropriate to the size of the subdivision and no smaller than 1" = 60', unless otherwise approved by the Planning Department. For clarity, multiple sheets may be used. All drawings shall be annotated to identify all existing and proposed conditions.

Submit ten (10) full size copies of all plans plus one (1) reduced (11" x 17") copy.

This publication can be made available in alternative formats, such as, Braille, large print, audiotape, or computer disk. Request can be made by calling (209) 736-1346. Please allow 72 hours for your request to be processed