



APPLICATION CHECKLIST

TENTATIVE PARCEL OR SUBDIVISION MAP

What is a tentative map? An initial map setting forth in detail a proposed subdivision of land, which must comply with the City of Citrus Heights subdivision and zoning regulations and the State of California Subdivision Map Act. A parcel map may be processed for no more than four lots and a subdivision map is processed for five or more lots.

A request for a Tentative Parcel Map or Tentative Subdivision Map requires one (1) public hearing before the City's Planning Commission. The applicant or the applicant's representative must be present at all public hearings to answer questions.

Application Submittal Requirements

- A) One (1) copy of the completed application form, and all required signatures.
- B) The required processing fee (see fee schedule).
- C) One (1) copy each of the property owner's 500-foot radius list (current within six months), property owner's map, signed affidavit, and typed address labels (Avery 5150 or similar)
- D) One (1) copy of a preliminary title report, current within 6 months.
- E) **Fifteen (15) copies (individually folded)** of a fully dimensional exhibit map drawn to scale (must be engineer's scale, no smaller than 1" = 40'). The map must be prepared by a registered Civil Engineer or licensed Land Surveyor and shall indicate the following:
 - _____ Project name, north arrow, scale and a vicinity map
 - _____ Lot dimensions, lot numbers, and pad elevations
 - _____ Street right-of-way dimensions, existing and proposed street grades, and street names
 - _____ All easements of record
 - _____ Existing and post project elevations shown as contours & spot elevations both on site and on adjacent property
 - _____ Existing contours at 2' intervals for slopes less than 10%, and contours at 5' intervals for slopes greater than 10%
 - _____ All cut and fill slopes and indicate slopes (2:1, 3:1), and grading quantities (excavation, fill and site balance)
 - _____ Existing and proposed method of drainage
 - _____ A water and sewer plan indicating the point of connection and a preliminary design of the pipe locations and sizes
 - _____ Any natural features including: wetlands, streams, etc..
 - _____ All existing trees with elevations and numbered corresponding to an arborist report
 - _____ Trees to be removed shall be designated with an "X" and building footprints shown for house lots with trees
 - _____ Public facilities schools, parks, electric substations, fire stations, etc.(subdivisions only)
 - _____ Phasing lines (subdivisions only)
 - _____ Summary of project statistics including zoning, land use, owner developer, engineer, and assessor's parcel numbers for all parcels affected
 - _____ One (1) 8½" x 11" reproducible copy
- F) An Arborist report (required for native oak trees located on the property or overhanging the site from adjacent properties).
- G) Additional information as deemed necessary by the Planning Department/Engineering Departments.

Please note: You may be required to submit additional copies prior to the public hearing.

Please feel free to discuss your application with a member of the Planning Department at (916) 727-4740 or visit the office located in the Fountain Square Complex located at 6237 Fountain Square Drive, Citrus Heights, CA 95621

www.citrusheights.net



UNIVERSAL APPLICATION FORM

CITY OF CITRUS HEIGHTS PLANNING DEPARTMENT

www.ci.citrus-heights.ca.us

6237 FOUNTAIN SQUARE DR. CITRUS HEIGHTS, CA 95621 (916) 727-4740

Proposed Project Name (Print or type) _____

Address of Project _____

Total Land Area _____ Assessor's Parcel #'s _____

Acreage, Gross Floor Area, No. of Living Units, (if applicable) _____

Project Description _____

Application Entitlement Type(s): _____

APPLICATIONS MUST BE SUBMITTED IN PERSON - ORIGINAL INK SIGNATURES ARE REQUIRED

Owner's Authorization: (If the applicant is not the property owner of record), I authorize the Applicant to file this application and to represent me on all matters concerning the application.

PROPERTY OWNER (print or type)

Name _____ Signature _____ Date _____

Company Name _____ Day Phone _____

Address _____ City _____ State _____ Zip Code _____

APPLICANT (print or type)

Company Name _____ Day Phone _____

Address _____ City _____ State _____ Zip Code _____

Name _____ Signature _____ Date _____

DEVELOPER (print or type)

Name _____ Signature _____ Date _____

Company Name _____ Day Phone _____

Address _____ City _____ State _____ Zip Code _____

Designated Primary Contact Person if Different than Applicant. (print or type)

Name _____ Day Phone _____

Address _____ City _____ State _____ Zip Code _____

City Use Only:

Approving Authority: _____ Current Zoning _____

Date received: _____

Fees paid: _____

Receipt Number: _____

File Number(s) _____



CITY OF CITRUS HEIGHTS PLANNING DIVISION

LETTER OF CERTIFICATION

This form is to be completed by the person/firm preparing the map and list of property owners within five hundred feet (500') of the project site.

I, _____ hereby certify that the attached list contains the names and addresses of all persons to whom all property is assessed as they appear on the latest available assessment roll of the County of Sacramento and all addresses for properties within the area described and for a distance of five hundred feet (500') from the exterior boundaries of the following property (s):

CERTIFIED PROPERTY OWNER'S LIST PREPARATION INSTRUCTIONS

All information must come from the latest Assessor's tax rolls.

How to prepare a property owner's map.

Step 1: A map must be drawn, to scale, showing the subject parcel, all surrounding parcels, streets and alleys of sufficient size to show 500 feet radius from outer limits of parcel.

Step 2: Measure 500 feet from the outer-most limits of subject parcel, then draw a 500-foot radius line.

Step 3: Consecutively number each parcel within or touching the 500-foot radius line, beginning at subject site (Number 1) and continuing until all affected parcels have been assigned a number.

Step 4: List the consecutive numbers taken from the property owner's map in the right hand corner of the gummed labels. Then, using the most recent information available from the Sacramento County Assessor's Office, type the following information on the labels: assign the correct (1) Assessor's Parcel Number for each parcel identified, and (2) the property owner's name, and (3) the owner's address to each consecutive number as follows:

Examples:

243-0010-0000
CH Development Company
1010 Greenback Lane
Citrus Heights, CA 95621

243-0010-0000
Joel Resident
2444 Any Road
Citrus Heights, CA 95621

Due to postal requirements, the parcel number must be located at the top of the label.

NOTE:

DUE TO REPRODUCTION REQUIREMENTS ONLY TYPED, GUMMED LABELS THE SIZE AND SHAPE EQUIVALENT TO AVERY 5160 OR MACO ML-3000B LABELS (3 COLUMN, 30 LABELS PER SHEET) WILL BE ACCEPTED.