



**PLANNING SERVICES
DEPARTMENT**

411 Main Street (530) 879-6800
P.O. Box 3420
Chico, CA 95927

Application No. _____

**APPLICATION FOR
Minor Land
Division**

Applicant Information

Applicant		Daytime Phone	
Street Address			
City		State	Zip

Property Owner		Daytime Phone	
Address			
City		State	Zip

Project Engineer/Surveyor		Daytime Phone	
Contact		License No.	
Address			
City		State	Zip

Property/Project Information

Property Address	
Assessor's Parcel No.	Project Acreage
Present Zoning	General Plan Designation
Existing Land Use	Proposed Land Use
No. of Proposed Lots	Average Lot Size
Related Applications	

Required Signatures

I hereby certify that this application and all other documents submitted are true and correct to the best of my knowledge and belief. **I also certify that I am the owner of the above property or have attached the owner's written consent to file this Application.** (Before signing, see Page 2 and Attachments A & B of this application.)

Applicant's Signature	Date
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For Office Use Only

Application Received By	Butte County Filing Fee \$50 (Check payable to Butte County) ___ Applies ___ Does Not Apply	Receipt No.
Date		Application Fee \$
Assigned Planner		Environmental Review Fee \$
Tentative Hearing Date		Total Fees \$ (Check payable to the City of Chico)



Before completing the Minor Land Division Application, review Attachment "B" to determine if your project qualifies as a minor land division or if your project should be processed as a parcel map or subdivision.

Requirements for a Complete Application

The following items are REQUIRED for a complete application:

- Completed and Signed Application Form
- Current Preliminary Title Report
- Written Authorization from the Property Owner(s) (if Applicant is not the Owner)
- Legal descriptions of the proposed lots prepared and stamped by a licensed surveyor or engineer and closure calculations
- One 8½" X 11" location map, at a scale of 1"=100' to 1"=600' (depending on the subdivision size), depicting the subdivision location, adjacent parcels and area streets. For complex Applications, a larger map may be submitted if authorized by the Planning Services Department
- One original 8½" X 11" reproducible preliminary Minor Land Division plat and attachments, depicting the proposed subdivision clearly and legibly with accurate dimensions and including all information outlined in Attachment "A". For complex Applications, a larger map may be submitted if authorized by the Planning Services Department
- Completed Environmental Questionnaire with a comprehensive description of the project
- Fees for Minor Land Division Application and Environmental Review*

*As a result of the environmental review process, additional information may be required to determine if significant adverse environmental impacts could result from the proposal.

Time Limits

Pursuant to California Government Code Sections 65943 and 65950, the City has 30 days from the date of submittal to determine if an Application is complete and six months from the date of acceptance of a complete Application to take final action when a negative declaration is prepared.

If an Environmental Impact Report is required, the City must take action within 90 days after certification of the Report.

Any required public hearing must be held at least 60 days prior to the expiration of the time limit.

Notice of Pending Amendments

Pursuant to California Government Code Section 65945, et seq., an Applicant can make a written request to receive notice of any pending amendments to the General Plan, Specific Plans, land use regulations, ordinances affecting building permits, or to regulations pertaining to development permits, if the amendment is reasonably related to the Applicant's project.

Note: By signing the front of this application form, the Applicant is indicating that the project site is not included on any State or local list of hazardous waste sites compiled pursuant to California Government Code Section 65962.5, as amended in January, 1996.



Attachment “A”

Required Form and Content of a Minor Land Division Preliminary Plat

This checklist is a processing aid to assure compliance with the requirements of the Subdivision Map Act and the Chico Municipal Code. An additional object of this review is to ensure that the application contains sufficient information to allow City staff and any reviewing body to readily assimilate salient information and render an accurately informed recommendation or approval.

Preliminary Plat - The application for a minor land division shall be accompanied by a preliminary plat. The preliminary plat shall contain the following information:	
	Existing lot lines
	Proposed lot lines
	Existing structures and their distance to any existing or proposed property line
	Existing and proposed off-street parking
	The approximate location and general description of any trees with notations as to their retention or destruction
	The location of all existing wells, sumps and septic tanks, and an indication of any physical restrictions or conditions in the subdivision which affect the use of the property
	The locations, widths, and purposes of all existing and proposed easements for utilities, drainage and other public purposes
Drawings, Statements and Other Data to Accompany Preliminary Plat - The following drawings, statements and other data, and as many additional copies thereof as may be required, shall be filed with the preliminary plat:	
	A statement of existing and proposed zoning and existing and proposed uses of the property
	A statement of proposed improvements
	An Environmental Questionnaire
	A preliminary title report

Monuments Required:

Applicant shall provide adequate information regarding existing monuments OR a request to waive monumentation.

The requirements for setting monuments for a Minor Land Division shall be the same as that for a parcel map as set forth in the Subdivision Map Act. The Building and Development Services Director may waive any or all requirements for the setting of monuments for minor land divisions when it is demonstrated that sufficient monuments exist or setting monuments will serve no practical purpose. A request for waiver shall be in writing setting forth the circumstances of the particular case and submitted at the time of the Application for a minor land division is filed.



Attachment "B"

If you can answer "Yes" to all of the questions or statements below, a Minor Land Division may be appropriate. Any questions which result in a "No" answer will require a Parcel Map or Subdivision Map.

- Y / N The proposed subdivision will create four or fewer parcels.
- Y / N Will all parcels abut an existing dedicated public street (not including an alley), a previously created private street or access easement to which the parcels have the legal right of access and use?
- Y / N Prior to filing the minor land division application, the street frontage of any proposed parcel contains fully improved existing development (curb, gutter, sidewalk, shoulder paving, etc).
- Y / N The subdivision will not require the dedication or abandonment of easements or right-of-way for streets or public utilities and services.
- Y / N The subdivision will not require the reservation of private easements to provide access, required parking or utility services to the proposed parcels.
- Y / N Do all proposed parcels conform to Titles 19, 18R and 19 as to size, dimension and design?
- Y / N Do all proposed parcels have access to the sanitary sewer system or are of sufficient size to allow the installation of a septic system in accordance with the standards of the Butte County Environmental Health Department?
- Y / N Do all proposed parcels have access to all public utilities, including domestic water supply?



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Environmental Questionnaire

The following information is requested to expedite the environmental review process necessary to process your permit request. Please complete thoroughly and attach reference materials as appropriate. Feel free to ask a staff Planner if you have any questions; omissions and errors could delay your project.

Project Information		
Describe the proposed project.		
Is grading proposed with the project? If yes, for what purpose and approximately how many cubic yards?		
Will the project include outdoor lighting? (Include type and location)		
Estimate the approximate square footage of proposed impervious surfaces, including building area, concrete, paving and other hardscape features.		
List the requested City permits and other public agency approvals required for this project, including County, State and Federal agencies. Please be aware that omissions may delay environmental review.		
Permit Name/Type	Responsible Agency	Date Request Submitted

For Office Use Only	
Project Title	SCH No.
	Receipt No.
Assigned Planner	Environmental Review Fee \$
Received By	Date Received



Project History

Have any previous environmental studies or documents been prepared for the project site? If yes, please describe.

Was this project heard by the Development Review Committee? When?

Existing Conditions

Describe the existing and historic use of the site.

Provide a concise statement describing the current environmental setting of the project site.

Are there residents/tenants who will need to be relocated as a result of the proposed project?

Site Features

Is the project located near any of the following: schools, churches, day care facilities, health care facilities, streams, parks, nature preserves, or undeveloped natural land? Please describe:

Does the site contain trees over 6" in diameter or native vegetation? Would the project remove these features?

Are any endangered, threatened, rare or sensitive species suspected of existing on site? Describe:

Have any known historical, archaeological, or paleontological resources been identified on site?



Water Features

Will a new storm drainage outfall, or improvements to the existing storm drainage outfall, be necessary?

Does the project site include any surface water features including creeks, tributary channels or areas of ponding water in the wet season? Describe:

Toxins and Hazardous Substances

Is there a history of contaminated soil or groundwater associated with this site?

Are any underground storage tanks or other subsurface structures located on site (not including utilities)?

Will the project involve the use or disposal of potentially hazardous materials including flammable, explosive, or toxic substances?

Other Pertinent Information

Please describe any other characteristics or effects of the project that may be of environmental consequence.

Required Signatures

I hereby certify that the information provided above is true and correct to the best of my knowledge and belief.

Applicant's Signature

Date