

## Minor Subdivision Permit Instructions:

COST: \$250.00

1. The application must be filled out as complete as possible to assure prompt processing. Omitted or incorrect information may result in a delay scheduling the project review or the application and drawing(s) may be returned to you for additional work.
2. Minor Subdivisions involve 4 or few parcels and require a parcel map. Major Subdivisions involve 5 or more parcels and require both a tentative and a final map.
3. An Environment Information Form is required for all Subdivisions.
4. All maps shall be eighteen by twenty-six inches (18 x 26) in size and drawn to a scale where one inch equals not more than one hundred feet, and shall contain the following: (Municipal Code 16.16.050 – 16.16.060)
  - a. Tract Number, date, north point, scale
  - b. Name & address of subdivider, Name & address of person preparing map
  - c. Contours if appropriate, names, location & widths of streets/highways/ways.
  - d. Existing and/or proposed easements, layout & dimensions of all lots.
  - e. Dimension & location of all structures which will remain in place.
  - f. Location of areas subject to inundation/stormwater overflow & all submerged areas
  - g. Subdivider's Statement to include: Existing & proposed uses of the property, statement of improvements to be added, provision for water/sewer, all proposed public areas and tree planting.
  - h. Dedications or offers of dedications shall be made by deed in addition to appearing on the map.
5. Subdivision requests are submitted to the Planning Commission for review and approval after review by staff. The applicant will receive notification of the meeting where the project will be presented to the Planning Commission.
6. Tentative Map approval expires twelve (12) months from the date the map was approved or conditionally approved, by which time the subdivider shall file a Final Map with the City Engineer pursuant to the requirements contained in Crescent City Ordinance Code chapter 16.24. The Final Map shall be subject to the sequential approvals of City staff, the Planning Commission, and the City Council.
7. Parcel Maps shall be filed by the subdivider within ninety (90) days from the date the map was approved or conditionally approved.
8. If the proposed subdivision lies entirely or partly within the coastal zone, a coastal development permit shall also be required.

Please contact the Planning Department and/or the City Engineer at 707-464-9506 if you have any questions or if you would like a preliminary meeting to discuss your project.



*Appendix H*

**ENVIRONMENTAL INFORMATION FORM**

*(To be completed by Applicant)*

Date Filed \_\_\_\_\_

**General Information**

1. Name and address of developer or project sponsor: \_\_\_\_\_

2. Address of project: \_\_\_\_\_

Assessor's Block and Lot Number: \_\_\_\_\_

3. Name, address, and telephone number of person to be contacted concerning this project: \_\_\_\_\_

4. Indicate number of the permit application for the project to which this form pertains: \_\_\_\_\_

5. List and describe any other related permits and other public approvals required for this project, including those required by city, regional, state and federal agencies: \_\_\_\_\_

6. Existing zoning district: \_\_\_\_\_

7. Proposed use of site (Project for which this form is filed): \_\_\_\_\_

**Project Description**

8. Site size. \_\_\_\_\_

9. Square footage. \_\_\_\_\_

10. Number of floors of construction. \_\_\_\_\_

11. Amount of off-street parking provided. \_\_\_\_\_

12. Attach plans. \_\_\_\_\_

13. Proposed scheduling. \_\_\_\_\_

14. Associated projects. \_\_\_\_\_

15. Project Phase. \_\_\_\_\_

16. If residential, include the number of units, schedule of unit sizes, range of sale prices or rents, and type of household size expected. \_\_\_\_\_

17. If commercial, indicate the type, whether neighborhood, city or regionally oriented, square footage of sales area, and loading facilities. \_\_\_\_\_

18. If industrial, indicate type, estimated employment per shift, and loading facilities. \_\_\_\_\_

19. If institutional, indicate the major function, estimated employment per shift, estimated occupancy, loading facilities, and community benefits to be derived from the project. \_\_\_\_\_

20. If the project involves a variance, conditional use or rezoning application, state this and indicate clearly why the application is required. \_\_\_\_\_

Are the following items applicable to the project or its effects? Discuss all items checked yes on the lines provided below or attach additional sheets as necessary.

- |  | yes                      | no                       |
|--|--------------------------|--------------------------|
| 21. Change in existing features of any bays, tidelands, beaches, or hills, or substantial alteration of ground contours. | <input type="checkbox"/> | <input type="checkbox"/> |
| 22. Change in scenic views or vistas from existing residential areas or public lands or roads.                           | <input type="checkbox"/> | <input type="checkbox"/> |
| 23. Change in pattern, scale or character of general area of project.  | <input type="checkbox"/> | <input type="checkbox"/> |
| 24. Significant amounts of solid waste or litter.  | <input type="checkbox"/> | <input type="checkbox"/> |
| 25. Change in dust, ash, smoke, fumes or odors in vicinity.  | <input type="checkbox"/> | <input type="checkbox"/> |
| 26. Change in ocean, bay, lake, stream or ground water quality or quantity, or alteration of existing drainage patterns  | <input type="checkbox"/> | <input type="checkbox"/> |
| 27. Substantial change in existing noise or vibration levels in the vicinity.  | <input type="checkbox"/> | <input type="checkbox"/> |
| 28. Site on filled land or on slope of 10 percent or more.   | <input type="checkbox"/> | <input type="checkbox"/> |
| 29. Use or disposal of potentially hazardous materials, such as toxic substances, flammables, or explosives              | <input type="checkbox"/> | <input type="checkbox"/> |
| 30. Substantial change in demand for municipal services (police, fire, water, sewage, etc.).                             | <input type="checkbox"/> | <input type="checkbox"/> |
| 31. Substantially increase fossil fuel consumption (electricity, oil, natural gas, etc.).                                | <input type="checkbox"/> | <input type="checkbox"/> |
| 32. Relationship to a larger project or series of projects.  | <input type="checkbox"/> | <input type="checkbox"/> |

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**Environmental Setting** (attach additional sheets if necessary)

33. Describe the project site as it exists before the project, including information on topography, soil stability, plants and animals, and any cultural, historical or scenic aspects. Describe any existing structures on the site, and the use of the structures. Attach photographs of the site. Snapshots or Polaroid photos will be accepted. \_\_\_\_\_

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