

City of Fortuna
621 11th Street
Fortuna, CA 95540
(707)725-7600

Office Use Only
Date Filed:
Received By:
Amount:

SUBDIVISION APPLICATION

Applicant

Name: _____
Address: _____
Phone: _____
email: _____

Agent

Name: _____
Address: _____
Phone: _____
email: _____

Owner (if different from applicant)

Name: _____
Address: _____
Phone: _____
email: _____

Project Location:

Street Address: _____
Assessor Parcel No.: _____
Zoning: _____

Project Description: _____

Submit the following items *directly to a city staff planner*:

- a. 20 copies of the Tentative Map with all items shown on the attached checklist.
- b. Digial copy of the Tentative Map on a thumb drive or emailed to the City Planner.
- c. Application fee/deposit:
Four or fewer parcels (Minor) \$525* + \$75/parcel
Five or more parcels (Major) \$625* + \$75/parcel
- d. Preliminary Subdivision Title Report and all the Deeds referenced in the Report
- e. CEQA Initial Study and Negative Declaration, or EIR (confirm with Planner)
- f. Soils and/or Geotechnical Report (confirm with City Engineer)
- g. Wetlands Report if potential for wetlands on the site.

*** Actual cost will be charged based on time and materials. Additional deposit will be collected once the fee shown is reached. Maximum fee will be no more than one additional deposit or twice the amount shown.**

I hereby certify that this tentative/subdivision map and all information contained within this applicaiton is accurate to the best of my knowledge and belief. I understand that acceptance of this application and payment of fees does not certify completion of the application, and agree to supply any further information required by the City for the purposes of review of this project proposal, until the application is deemed complete. I futher understand that a parcel map; consistent with the approved tentative map and prepared by a civil engineer licensed in the State of California, must be approved by the City of Fortuna and subsequently filed and recorded with the County Recorder of the County of Humboldt prior to one year from the date of tentative map approval.

Owner's Signature

Date

I also authorize the agent identified below to file this application and to represent me in all matters concerning the application.

Agents Name: _____ Address _____

**CITY OF FORTUNA
TENTATIVE MAP CHECKLIST**



The following information must be shown on your tentative map. Please check (✓) the box to the left of the items shown on the tentative map. If any item is not on your site to your knowledge, write "N/A" next to the box. Tentative subdivision maps shall be drawn on a minimum size sheet of 18" x 26".

Note: *This checklist must be completed by the applicant and submitted with your application.*

Applicant's Name: _____ APN _____ - _____ - _____

MAPS FOR ALL PROJECTS:

- Applicant's name and address, and name of person who prepared the map
- Project location or vicinity map
- Detailed project description (on map or on separate attached sheet)
- Subject parcel boundaries, size (square feet or acres), dimensions, and current zoning
- Date, north arrow, scale, and assessor's parcel number(s)
- Existing and proposed improvements (label as "existing" or "proposed" with dimensions and distances to nearest two (2) property lines):
 - Buildings and structures (include floor area, height and proposed use)
 - Roads, driveways, adjacent roadways, on- and off-site parking (indicate width, grade and surface type)
 - Utility lines (electric, gas, sewer, water, telephone and cable)
 - Wells
 - Septic tanks and leach fields
 - Stormwater drainage facilities (storm drains, curb & gutter, swales, etc.)
 - Major vegetation (identify trees 12" diameter or larger, and trees to be removed)
 - Landscaped areas
 - Proposed grading and fill (include estimated volume, cut/fill slopes and daylight lines)
- Direction of surface water runoff
- Locations and widths of all easements of record and proposed easements
- Hazardous areas (within 400 feet of project site)
 - Areas subject to inundation or flooding
 - Steep or unstable slopes (slopes over 15%)
 - Earthquake faults
 - Hazardous waste or contaminated areas
- Sensitive habitat areas (within 400 feet of project site)
 - Creeks, rivers, sloughs or other drainage courses
 - Lakes, ponds, marshes or wetlands
- Historical buildings and/or known archaeological or paleontological sites
- Land use on adjacent parcels (how is the property developed or vacant)
- Stormwater Information Sheet

ADDITIONAL INFORMATION TO INCLUDE ON LOT LINE ADJUSTMENT PLANS:

- Property lines: existing, proposed, and lines to be eliminated
- Areas (square feet or acres) of the initial and resulting parcels

ADDITIONAL INFORMATION TO INCLUDE ON SUBDIVISION TENTATIVE MAPS:

- Contour lines at 2' intervals for slopes less than 5%, and 5' for slopes greater than 5%
- Property lines, owners' names and assessor parcel numbers of all adjacent properties
- A statement that "All easements of record are shown on the tentative map and will appear on the final map"
- Size and location of existing proposed roads and adjacent streets, including typical sections
- Proposed method of sewage disposal and water supply
- Distance to nearest fire hydrant
- Proposed phasing of the parcels and/or improvements
- Any proposed public areas

SUPPORTING DOCUMENTATION TO BE SUBMITTED WITH SUBDIVISION MAPS:

- Preliminary title report issued within the previous six months
- Preliminary grading plan
- Drainage plan with calculations
- CEQA Initial Study Checklist and Negative Declaration, or EIR, pursuant to the California Environmental Quality Act (confirm with Planner)

NOTE: THE SUBMITTAL OF INCOMPLETE OR ILLEGIBLE TENTATIVE MAPS WILL CAUSE DELAYS IN THE PROCESSING OF YOUR APPLICATION

Rev. – Aug 15

Loc. - O:\COMMUNITY DEVELOPMENT DEPARTMENT\Forms & Procedures\Subdivisions