



# APPLICATION CHECKLIST

## TENTATIVE PARCEL OR SUBDIVISION MAP

**What is a tentative map?** A tentative map sets 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 Preparation.** A prospective applicant should request a pre-application conference with the Planning Department before completing and filing a planning permit application. The purpose of the conference is to generally provide information on City requirements for the proposed project; review the City's approval process, project alternatives or modifications; indemnify information and material the City will require with the application, as well as any necessary technical studies and information relating to the environmental review of the project. To schedule a pre-application meeting contact the Planning Department.

**Neighborhood Meeting.** Prior to filing a planning permit, a prospective applicant should contact and meet with property owners and residents neighboring the site, nearby residents and business owners, to inform them about the proposed project and consider their concerns in the project design. A prospective project applicant should also contact the affected neighborhood association. To find out which neighborhood association a project is located within, visit the City's website.

**Application Completeness.** Each application will be reviewed for completeness and accuracy before being accepted as complete and officially filed.

### Application Submittal Requirements

1. One (1) copy of the completed application form, and all required signatures.
2. The required processing fee (see fee schedule).
3. One (1) copy of a preliminary title report, current within 6 months.
4. Electronic copies (CD, USB drive, or e-mail) of all plans.
5. **Five (5) copies (individually folded)** of a fully dimensional exhibit map drawn to scale (It is recommended the map be prepared by a registered Civil Engineer or licensed Land Surveyor and shall be no smaller than 1" = 40') 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)
  - Method of drainage: Low impact development is preferred. Stormwater vaults are only permitted on a limited basis. Depict location of Stormwater Quality Treatment Control Measures on plan. For more information see: <http://www.beriverfriendly.net/Newdevelopment/>
  - Provide preliminary calculations to demonstrate Stormwater Quality Treatment Control Measures are adequately designed for future stormwater volume
  - Location of stormwater infrastructure including swales, rain gardens, etc.
  - 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
6. **Five (5) copies (individually folded)** of a **landscape** plan drawn to scale indicating(if landscaping is proposed or required for public improvements or tree mitigation):
- Project name, north arrow and scale (scale to match site plan)
  - Location of all existing and proposed trees and Tree Legend indicating botanical name & common name; quantity; size; and water usage (L,M,H)
  - Location and quantity of proposed turf (grass) areas
  - Certification from a licensed Landscape Architect that the proposed landscaping and irrigation complies with the City's Water Efficient Landscape Standards (MAWA = 0.85 Residential and 0.92 Commercial)
  - Demonstration that all proposed trees comply with minimum soil volume requirements: Large Trees 500 CF, Medium Trees 300 CF, Small Trees 60 CF
  - Location of stormwater quality treatment measures and associated landscaping.
  - A Plant Legend in table form for all shrubs and ground cover. Include the following information in the Plant Legend: botanical & common name; size; and water usage (L,M,H); height & width for mature shrubs. Replace height & width with typical spacing for ground cover. Individual shrub/ground cover locations do not need to be shown if a complete Plant Legend is provided.
  - Landscape notes indicating shrub/ground cover design intent at key locations (e.g. screening intent, entry treatment intent, streetscape intent, property line treatment, etc.)
  - Shading calculations for parking areas
  - Detail of pedestrian plazas/site furniture and enhanced paving if not shown onsite plan
  - The height and design of all fencing, walls, or other screening, including adjacent developments that would affect or influence the on-site landscaping
  - Irrigation system(s) delineating coverage but must be submitted with plans for building permits)
  - One (1) 11" x 17" reproducible copy
7. Completed Greenhouse Gas Reduction Checklist (for all projects not exempt from CEQA).
8. One (1) 8½" x 11" reproducible copy
9. One Copy of a Tree Assessment or Arborist report is required for all projects with Native Oak Trees or trees with trunks 19 inches or greater
10. Additional information as deemed necessary by the Planning Department/Engineering Departments.

An electronic copy of all materials shall also be provided at the time of submittal. The electronic copy shall be provided either on a CD or USB flash drive. The CD or USB flash drive shall contain each document that is included in the planning entitlement application. Any subsequent revision or supplemental information submitted in conjunction with the application shall also be submitted in electronic form.

**Please note:** If the project requires public noticing procedures the City will provide the radius list and mailing labels. **You may be required to submit additional map 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 in City Hall located at 6360 Fountain Square Drive, Citrus Heights, CA 95621

[www.citrusheights.net](http://www.citrusheights.net)



# UNIVERSAL APPLICATION FORM

## PLANNING DIVISION

[www.citrusheights.net](http://www.citrusheights.net)

6360 Fountain Square Drive ♦ Citrus Heights, CA 95621 ♦ (916) 727-4740

[planning@citrusheights.net](mailto:planning@citrusheights.net)

**Notice to Applicants:** A complete application must be submitted in order for the project to be accepted. It is recommended to schedule an appointment to discuss your project prior to submission.

### Type of Application (check all that apply):

<input type="checkbox"/> Design Review Permit <input type="checkbox"/> Design Review Permit Modification <input type="checkbox"/> Use Permit <input type="checkbox"/> Use Permit Modification <input type="checkbox"/> Minor Use Permit <input type="checkbox"/> Eligible Facilities Request	<input type="checkbox"/> Parcel Map (1-4 lots) <input type="checkbox"/> Subdivision Map (5+ lots) <input type="checkbox"/> Rezone <input type="checkbox"/> Ordinance Text Amendment <input type="checkbox"/> General Plan Amendment <input type="checkbox"/> OTHER _____
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### Project Information (complete all sections):

<b>Proposed Project Name:</b>		
<b>Property Address:</b>		
<b>Assessor Parcel #'s:</b>		
<b>Total Land Area (Acre or SF):</b>	<b>General Plan Designation:</b>	<b>Zoning Designation:</b>
<b>Total Net SF of New Buildings (Commercial Only):</b>	<b>No. Proposed Units (Residential only):</b>	
<b>Project Description:</b>		

### Applicant Information:

<b>Applicant Name:</b>		
<b>Company (if applicable):</b>	<b>Address:</b>	
<b>City:</b>	<b>State:</b>	<b>Zip:</b>
<b>Phone:</b>	<b>E-Mail:</b>	

**Property Owner:**

<b>Owner Name:</b>		
<b>Company (if applicable):</b>	<b>Address:</b>	
<b>City:</b>	<b>State:</b>	<b>Zip:</b>
<b>Phone:</b>	<b>E-Mail:</b>	
<b>Property Owner Signature (or separate written authorization):</b>		

**Designated Primary Contact, if Different than Applicant:**

<b>Name:</b>		
<b>Company (if applicable):</b>	<b>Address:</b>	
<b>City:</b>	<b>State:</b>	<b>Zip:</b>
<b>Phone:</b>	<b>E-Mail:</b>	

**City Use Only:**

Planner Complete Below:

<b>Dated Received:</b>	<b>Accepted by:</b>	<b>AA: ST PC CC</b>	<b>NA#:</b>
<b>TOTAL AMOUNT COLLECTED:</b>			
<b>Receipt Number:</b>		<b>Payment Method:</b>	

Data Entry:

<b>Date Entered:</b>			
<b>File Type/Number (one per box)</b>			
<b>CW #</b>			