COUNTY OF YOLO

(FINAL) PARCEL MAP
(AGRICULTURAL / RESIDENTIAL / COMMERCIAL / INDUSTRIAL)

Planning and Public Works Department
292 West Beamer Street
Woodland, California 95695-2598

(530) 666-8775

Revised January 2014

County of Yolo

PLANNING AND PUBLIC WORKS DEPARTMENT

Ed Smith
DIRECTOR

292 West Beamer Street
Woodland, CA 95695-2598
(530) 666-8775 FAX (530) 666-8156
www.yolocounty.org

(FINAL) PARCEL MAP APPLICATION (RESIDENTIAL / COMMERCIAL / INDUSTRIAL)

REQUIRED MATERIALS

The following list specifies the information needed to submit the proposed application.

Description of Required Material	**Required Number of copies**
Application Fee(s): Please check with a planner regarding applicable fees	
Application Form (both sides, signed)	One (original)
Sets of prints of the Final Map on 18” by 26” (see attached Requirements for a Final Parcel Map)	Three
Copy of closure traverses of subdivision boundary, blocks, parcels, including areas, and street centerlines, all based upon a single coordinate system	One
If required by Conditions of Approval, Final Improvement Plans (see attached Requirements for Improvement Plans)	Three
If required by Conditions of Approval, Improvement Agreement	Three
Copy of the Conditions of Approval and Mitigation Measures and a statement from the applicant indicating that all conditions have been met, with all appropriate documentation submitted with this application	One
If required by Conditions of Approval, Improvement Bonds	One
Current Preliminary Title Report or Copy of Deed	One
Digital files in PDF or other format loaded on a CD, of all the application plans and materials, as available	One (CD)
Additional Information: Depending upon the exact nature of the application, additional information may be required after submittal of the project application	

PROJECT APPROVAL PROCESS

A (Final) Parcel Map is presented to the County Board of Supervisors for approval when:

- ☐ The (Final) Parcel Map is in substantial conformance with the Tentative Parcel Map.
- ☐ The Planning and Public Works Divisions have verified that all Conditions of Approval and Mitigation Measures related to the map have been satisfied.
- ☐ If required by Conditions of Approval, Improvement Plans and all accompanying items are acceptable to the County Engineer and plans are ready for County Engineer approval.
- ☐ If required by Conditions of Approval, Final Improvement Plans are submitted to the Department on 24" x 36" polyester film sheets (Mylar®, or equivalent) with matte finish and original signatures are in all signature blocks.
- ☐ The (Final) Parcel Map is approved by the County Surveyor as technically correct.
- ☐ The (Final) Parcel Map is approved by the County Engineer for compliance with the approved tentative map, Subdivision Map Act, and local ordinances.
- ☐ If required by Conditions of Approval, adequate, signed Improvement Bonds have been submitted to the County (100% Performance Bond and 100% Labor & Materials Payment bond).
- ☐ If required by Conditions of Approval, an Improvement Agreement has been approved by County Counsel and has been signed by the applicant/developer (per Yolo County Code Title 8, Section 8-1.1003).

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APPLICATION

Applicant Information			
Applicant		Company (if applicable)	
Street Address			
City	State	Zip	Daytime Phone
Property Owner			
Street Address			
City	State	Zip	Daytime Phone

Project Information	
Assessor's Parcel No.	Parcel size
Property Address/Location	
Existing use of property	
Tax Rate Area(s) (taken from property tax bill):	
Request	

Required Signatures

I hereby make application for the above-referenced land use entitlement and certify that this application, other documents, and exhibits submitted are true and correct to the best of my knowledge and belief. **Should any information or representation submitted in connection with this application form be incorrect or untrue, I understand that Yolo County may rescind any approval or determination, or take other appropriate action.**

I hereby acknowledge that I have been informed of my right to make written request to the County to receive notice of any proposal by the County to adopt or amend a general or specific plan, or a zoning ordinance or other ordinance affecting building or grading permits, prior to action on said item.

I also certify that I am the owner of the above property or have attached the owner's written consent to file this application. If more than one, please attach a consent letter for each property owner. If owner refuses or is unable to sign, provide copy of lease, title report or other documentation. I understand that verification of property ownership or interests in the property or application may be required.

Applicant's/Owner's Signature	Date

For Office Use Only		
Received by:	Gen Plan:	Fee Received:
Date Received:	Gen Plan Designation:	Receipt #
Assigned Planner:	Zoning:	File # ZF

PERMIT PROCESSING FEE AGREEMENT

I, the undersigned, hereby authorize the County of Yolo to process the permit request on the previous side of this application in accordance with the Yolo County Code. I (the land owner and/or the applicant) am depositing a fee to cover staff review, coordination and processing costs in accordance with the adopted Yolo County Fee Resolution. The fee may consist of a one-time "flat" fee for minor applications or a "deposit" fee which will be used as an initial deposit to open one or more Work Order accounts to pay for staff time spent processing the application billed on a "time and materials" basis. By signing below, I agree to pay all permitting costs, plus any accrued interest, within 30 days of invoicing. The owner agrees to pay all permit processing costs, including any accrued interest, if the applicant does not pay costs.

I agree not to alter the physical condition of the property during the processing of this application by removing trees, demolishing structures, altering streams, and grading or filling. I agree not to start construction of any new structures prior to permit approval. I understand that such alteration or new construction may result in the imposition of criminal, civil or administrative fines or penalties, or may result in the delay or denial of the project application.

FISH AND GAME REVIEW FEES: I understand that my application and/or any applicable environmental document for my project may be referred to the California Department of Fish and Wildlife (CDFW) for review and comment in accordance with the provisions of the California Environmental Quality Act. Should this review be required, I understand that I must pay all fees for the cost of CDFW review as required by Section 711.4 of the Fish and Game Code (currently $2,181.25 for Negative Declarations or $3,029.75 for Environmental Impact Reports, plus a $50 County Clerk fee). Should these fees be required, I agree to remit a cashier's check or money order in the required amount, payable to the Yolo County Clerk, to the Planning Division prior to the posting of any Notice of Determination following project approval.

PROJECT CONDITION COMPLIANCE DEPOSIT: I understand that my project, if approved, will be subject to condition compliance monitoring by staff following approval. An additional deposit of $1,232.00 will be required at that time to cover staff costs.

MITIGATION FEES OR REQUIREMENTS: I further understand that my project, if approved, may be subject to one or more mitigation fees including the following:
Swainson's hawk mitigation fee = $8,660 per acre of habitat affected
Agricultural mitigation in lieu fee = $10,100 per acre of farmland converted (for projects less than five acres only)
Inclusionary Housing in lieu fee = sliding scale for projects under 8 or 10 units ($1,292 for single family house)

AFFIDAVIT OF CERTIFIED PROPERTY OWNERS

I further certify that the attached list of property owners 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 within the area described on the attached application and for a distance of three hundred feet (300) from the exterior boundaries of the property described on the attached application.

I certify under penalty of perjury that the foregoing is true and correct.

CERTIFICATION STATEMENT OF HAZARDOUS WASTE OR SUBSTANCE SITE

Pursuant to the requirements of Section 63962.5 of the California Government Code, I certify that the project site for the above entitlement is not located on the State list of identified hazardous waste/or hazardous substance sites. I have reviewed the list kept at the Planning Division Public Counter.

Required Signatures

I hereby certify that I have read all the above information on this page. I verify that all of the information submitted as part of this application is complete and accurate to the best of my knowledge and further acknowledge that should it be found that any of the information is incorrect or incomplete it may result in increased processing time and/or costs. I agree to abide by the requirements herein.

PROPERTY OWNER OR AUTHORIZED REPRESENTATIVE (applicant) :

NAME _____

SIGNATURE:_____ DATE _____

REQUIREMENTS FOR A (FINAL) PARCEL MAP

All (Final) Parcel Maps shall conform with the requirements set forth by the State of California Subdivision Map Act, the Yolo County Land Development Regulations (Chapter I, Title 8 of the Yolo County Code), and those standards set forth by Yolo County Public Works. In addition the map shall conform with the following criteria and show the following information:

Map Preparation:

- □ Prepared by or under the direction of a California Licensed Land Surveyor, or Registered Civil Engineer.
- □ Shall be based upon a field survey.

Map - Form and Content (as required by Yolo County Code Section 8-1.902):

- □ Legibly drawn, printed or reproduced on polyester based material meeting reproduction requirements of the Subdivision Map Act.
- □ Each sheet shall measure 18 inches by 26 inches, and provide a one-inch blank margin and margin line around the entire perimeter.
- □ All drawings, affidavits, acknowledgements, endorsements, acceptances and seals shall be located within margin line.
- □ Each sheet shall be numbered with the number of the sheet, and total number of the sheets, in lower right hand corner on each sheet.
- □ Each sheet shall contain a title, with subdivision number and name, and show the definite location of the subdivision, and particularly its relation to surrounding surveys. The words “County of Yolo” shall appear in the title.
- □ All statements and seals as required by Subdivision Map Act, and local ordinance.
- □ North arrow, scale, date of survey, legend, and notes. Engineer’s scale of one inch to 100 feet, or less.
- □ Basis of bearings for survey shall be based on the California State Plane Coordinate System, Zone 2 (North American Datum 1983).
- □ Distances shall be shown as ground, in feet and decimals thereof.
- □ All dimensions, bearings, and curve data necessary to locate monuments and retrace all interior and exterior boundary lines, including bearings, distances, radii, arc length, chord bearings, length and central angle of all curves, ties to monuments to establish boundaries of subdivision, streets, and lots.
- □ Each parcel numbered (or lettered if proposed to be used for utility or other special purpose), and each block numbered.
- □ Each public street named.
- □ All easements shown.
- □ Right of ways of adjacent streets shown and ties to the centerline of such intersecting streets.
- □ All monuments, found, set, or reset, describing their kind, size, and location.
- □ City or County boundary lines.

REQUIREMENTS FOR IMPROVEMENT PLANS

Following approval of a Tentative Parcel Map, and prior to the submission of any (Final) Parcel Map for review, the subdivider/developer shall prepare and submit complete on-site and off-site Improvement Plans and accompanying items in one submittal (if Improvement Plans are required by the Conditions of Approval). When improvements are required, the approval of Improvement Plans by the Assistant Director, Public Works (County Engineer) is a prerequisite to the presentation of the Parcel Map to the Board of Supervisors for approval.

In the case of site development only, Improvement Plan approval by the County Engineer shall be a prerequisite to issuance of a Building Permit.

Construction shall not begin on any portion of the improvements prior to Board of Supervisors approval of the Map, execution of the Subdivision Improvement Agreement and posting of the Improvement Bonds, and at least two business days advance notification to the County Public Works Division.

Improvement Plans – Preparation:

- □ The Improvement Plans shall be prepared by, or under, the direction of a California licensed civil engineer.
- □ The approval of Improvement Plans by districts supplying water and/or sewer services, and the approval of plans by agencies having jurisdiction over other portions of the work (i.e. Caltrans, Yolo County Flood Control and Irrigation District, Reclamation Districts, etc.), shall be obtained prior to County plan approval. Obtaining such approvals is the responsibility of the developer.
- □ All plans shall be prepared using computer-based design and drafting software. Improvement Plans shall be prepared using AutoCAD (version determined by County). Electronic files of plans and supporting documentation shall be submitted to the Department prior to approval of Improvement Plans.

Improvement Plans – Form and Content**:**

- □ Plans and profiles shall be submitted on uniform size sheets measuring 24 by 36 inches in overall dimension.
- □ Plans shall be drawn to professional drafting standards and to appropriate scales to clearly show intent without crowding or possibility of misinterpretation. All plans, lettering, and details shall be drafted at sufficient scale to permit full legibility when reduced to one-half original drawing size.
- □ All engineering plans and reports submitted for review shall be clearly stamped ‘preliminary’ or ‘draft’, and shall be dated to reflect the submittal date.
- □ The border and title block shall be as shown in the County Improvement Standards.
- □ Signature blocks for County and water or sewer district approval shall be provided, as described in the County Improvement Standards.
- □ The engineering scales for various portions of the drawings and the north point, where applicable, shall be shown on all sheets.
- □ Referenced County standard details shall be drawn on the improvement plans.
- □ If the plans include four or more ‘plan and profile’ sheets, a key map shall be included in the plans. The key map shall be at one inch equals 300 feet or one inch equals 600 feet scale, and show streets and street names, lots and lot numbers, and the area thereof covered by each sheet of the plans.
- □ Plans shall show complete on-site and off-site plans, profiles, and details for all street work, storm drainage and detention systems, sanitary sewer systems, water supply and distribution systems, including valves and fire hydrants, storm drainage conduits, inlets, channels, and structures; retaining walls, earthworks, bridges, and location of underground and aerial utilities, appurtenances, and structures which may affect, or be affected by, the horizontal and vertical location of other facilities; survey monuments,

curbs, gutters, sidewalks, signage, striping, landscaping; fences, gates, and driveways, and paths in conjunction with subdivision improvements; and any and all other improvements which may be required to complete the work and coordinate the process of construction.

- □ The County may require that the plans include cross-sections at intervals, on-site or off-site locations, and to a scale specified by the County, to accurately show original ground and finished grades throughout the full width of the improvement area and beyond as may be deemed necessary.
- □ All storm drainage, sanitary sewer, water, and street systems shall be designed and sized to accommodate such additional flows, volumes, or loads as may be distributed by the existing or future development of lands adjacent to or beyond the limits of the subdivision or site development.
- □ At the time of submittal for checking, plans shall be accompanied by a complete estimate for all on-site and off-site public improvements, engineering calculations for storm drainage and sanitary sewerage systems, water systems, and for any other facilities or structures deemed necessary by the County Engineer to evaluate and check the improvement plans. Said estimate shall bear the signature and seal of the engineer who personally prepared and supervised the preparation thereof.

<u>Improvement Plan Submittal - Accompanying Items:</u>

- □ Submit copy of all rights of entry required from private parties.
- □ Submit a copy of Notice of Intent (NOI) submitted to the Regional Water Quality Control Board, and provide the WDID number and Stormwater Pollution Prevention Plan (SWPP) to the County, to demonstrate compliance with County stormwater ordinance prior to improvement plan approval.
- □ Submit off-tract offers of dedication, and private easements for review.
- □ Submit evidence of LAFCO annexations to County Service Areas and Service Districts.
- □ Submit statement from fire district that district will serve the subdivision.
- □ Submit statement from the district or agency furnishing the water and sewer services that such district or agency will serve the subdivision. (final improvement plans shall be approved by district.)
- □ Submit bond guaranteeing special district assessments, if any.
- □ Submit a statement from Yolo County Public Health Director approving the method of sewage disposal if individual sewage disposal systems are proposed.
- □ Submit design calculations as required by the County Engineer.
- □ Submit Engineer's Cost Estimate.
    - □ All quantities, unit costs, extensions, and assumptions clearly stated.
    - □ All quantities are correct, no missing items
    - □ Verify that unit costs compare with current County opinion of costs. Do not use developer bid prices, use the cost to the County if it was to be bid as a public project (since that is what will happen if the County is forced to use the improvement bonds to complete the construction)
    - □ Grading quantities shown – lump sum not acceptable.
    - □ Driveways included as separate line item.
    - □ Sidewalk calculated by the square foot, and not included in curb and gutter item.
    - □ Increase costs of facilities installed in existing streets by 50%.
    - □ Check groundwater depth. If pipes are installed below water table, increase cost by $20 per lineal foot.
    - □ When resubmitted, verify that all changes in plans are reflected in the estimate.
    - □ County inspection fees shown.
    - □ 20% minimum contingency required. Higher if construction cost data suggests escalating cost environment.
    - □ Include all testing and inspection costs, as well as 10% for construction management, and 15% for administration.
- □ Submit engineered drainage study to substantiate the proposed drainage system and detention basin design.
    - □ The hydraulic analysis shall be prepared, signed, and stamped by a California Registered Civil Engineer.

- □ Storm calculations must be completed using a dynamic analysis computer program such as SWMM for basin and storm pipe analysis. (Not modified excel spreadsheets with own formulas, or rational method based analysis.)
- □ Tributary area map shall be large enough to be legible and must include: the size in acres for each drainage area (DA) and related drainage information including the catch basin and manhole numbers and locations, corresponding to the drainage analysis sheet; rim/top of curb, and invert of all structures; pipe information (length, size, type, and slope of all pipes). This information shall correspond directly with the respective structures on the improvement plans.
- □ Hydraulic Grade Lines (HGL) and Energy Grade Lines (EGL) shall be calculated and shown graphically.
- □ Known or assumed downstream water surface elevation or HGL, and basis of the assumptions.
- □ Copies of the referenced county standards and rainfall intensity curves, for both pipe size/slope calculations and basin size calculations for each event (on-site 10-year, and basin 100-year storm).
- □ A detail for the on-site detention basin showing top, toe, high water and other relevant elevations including dimensions (including required freeboard).

□ Submit preliminary soils report. The soils report shall be prepared by a California registered geotechnical engineer, and shall be based upon adequate test borings.

- □ The developer shall obtain the Chief Building Official's approval of the soils report and submit a statement from the Chief Building Official that the preliminary soils report is acceptable.
- □ If the preliminary soils report indicates the presence of critically expansive soils or other soil problems which, if not corrected, could lead to structural defects, a full soils investigation and report for all or any portion of the subdivision may be required. Such soils investigation shall recommend the corrective action which is likely to prevent structural damage to all structures proposed in the area where such soils and soil-related problems exist.
- □ The Board may approve the parcel or final map for subdivision, or portion thereof, where such soils problems exist if it finds, upon recommendations of the County Engineer or Chief Building Official, that the recommended action is likely to prevent structural damage to each structure to be constructed and, as a condition of the issuance of any building permit, may require that the approved recommended action be incorporated in the construction of each structure.
- □ Where a preliminary soils report, soils report, or geological report has been prepared for a subdivision, the grading plans or development plans which provide the design for earthwork therefore shall bear the signature of the soils engineer who has performed the investigation, and the as-built plans shall bear his certification that the work was performed in accordance with those plans.

□ Submit landscape and irrigation plans.

- □ Plans shall be 1" = 40' scale.
- □ Shall be submitted when Improvement Plans are submitted.
- □ Route to Planning and County Service Area staff for review.
- □ Irrigation schematic to be shown separate from planting details, and include head loss calculations for each line.
- □ Property/right-of-way lines and planting easements shown.
- □ Plants specified by scientific and common names.
- □ Street trees conforming to County Improvement Standards.
- □ Root barriers shown for trees in landscape strips in County right of way.
- □ Drainage provided for.
- □ Conflicts with other utilities and public facilities and clearances.
- □ Planting easements dedicated.
- □ Sleeves under sidewalks for irrigation pipes to landscape strips shown, and matching improvement plans.

□ Submit joint utility trench plans showing gas, underground electric, telephone, and cable television utilities.