

# LAND DIVISION APPLICATION

CITY OF WATSONVILLE – *Community Development Department*

250 Main Street

Watsonville, CA 95076

(831) 768-3050 (831) 728-6154 fax



## FEES

- PRE-APPLICATION \$ \_\_\_\_\_
- LOT LINE ADJUSTMENT \$ \_\_\_\_\_
- CERTIFICATE OF COMPLIANCE \$ \_\_\_\_\_
- REVERSION TO ACREAGE \$ \_\_\_\_\_
- MINOR LAND DIVISION (TENTATIVE PARCEL MAP) \$ \_\_\_\_\_
- MAJOR SUBDIVISION (TENTATIVE MAP) \$ \_\_\_\_\_
- VARIANCE TO IMPROVEMENT STANDARDS \$ \_\_\_\_\_
- PUBLIC HEARING LABEL FEE \$ \_\_\_\_\_
- ENVIRONMENTAL REVIEW \$ \_\_\_\_\_

### *City Use Only*

File No. \_\_\_\_\_

Receipt # \_\_\_\_\_

Date Paid \_\_\_\_\_

## GENERAL INFORMATION

APPLICANT NAME \_\_\_\_\_ PHONE \_\_\_\_\_

APPLICANT ADDRESS \_\_\_\_\_

OWNER NAME \_\_\_\_\_ PHONE \_\_\_\_\_

OWNER ADDRESS \_\_\_\_\_

ENGINEER/REPRESENTATIVE \_\_\_\_\_ PHONE \_\_\_\_\_

ADDRESS \_\_\_\_\_

## SITE DESCRIPTION

STREET ADDRESS (if available) \_\_\_\_\_

ASSESSOR PARCEL NUMBER(S) \_\_\_\_\_ LOT SIZE \_\_\_\_\_

EXISTING USE \_\_\_\_\_

PROPOSED USE \_\_\_\_\_

## PROJECT DESCRIPTION

PROJECT PROPOSAL \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

ZONING \_\_\_\_\_ GENERAL PLAN \_\_\_\_\_ FLOODPLAIN DESIGNATION \_\_\_\_\_

PREVIOUS APPLICATIONS FILED FOR THIS PROJECT?  YES  NO

IF YES, PLEASE LIST \_\_\_\_\_

## **LETTER OF AUTHORIZATION**

This letter shall serve to notify and verify that I/we am/are the legal owner(s) of the property being considered under this application and do hereby authorize the above representative to file and represent my/our interest in this application. I/we am/are the legal owner(s) of said property; have read the foregoing Letter of Authorization and know the contents thereof; and so hereby certify (or declare) under penalty of perjury under the laws of the State of California that the information contained in this application is true and correct.

### **OWNER(S) OF RECORD** (Include extra sheets if necessary)

_____	_____	_____
Printed Name	Signature	Date
_____	_____	_____
Printed Name	Signature	Date

I certify under penalty of perjury that I am the applicant and that the foregoing statements and answers contained herein and the information herein submitted, are in all respects true and correct. I also certify that all plans and submittal requirements are in accordance with the California Statutes and Watsonville City Code, and have been drawn to a standard engineering scale (e.g. 1"=20', 1"=50', 1"=100') or architectural scale (e.g. 1/4" = 1", 1/8" = 1") that is appropriate to the project size, and clearly define and identify all of the required information.

### **APPLICANT/APPLICANT'S REPRESENTATIVE:**

_____	_____	_____
Printed Name	Signature	Date

## **LOT LINE ADJUSTMENT SUBMITTAL REQUIREMENTS**

No Tentative, Parcel or Final Map shall be required for a Lot Line Adjustment. WMC § 13-8.02. Applications for any lot line adjustment shall be filed with the Community Development Department and shall include submittal of a preliminary map and a current title report. The preliminary map shall be prepared by a licensed land surveyor or registered civil engineer and shall include the following information:

- The names and addresses of the subdivider and record owner;
- The name and address of the person who prepared the map;
- A vicinity map;
- A scalable depiction of the existing and proposed boundaries including metes and bounds of all boundary courses;
- All existing structures and all above ground and underground utilities;
- The number, size, and area in square footage of the existing lot configurations and the reconfigured lots proposed by the lot line adjustment;
- All existing and proposed easements;
- The following statement shall be affixed to the preliminary map:

This map does not create any new parcels and depicts the proposed lot line adjustment between Assessor Parcel Numbers \_\_\_\_\_ and \_\_\_\_\_ which will be implemented by the recording of deeds.

No record of survey shall be required for a Lot Line Adjustment unless required by Section 8762 of the Business and Professions Code but all Lot Line Adjustments shall be reflected by recorded deed. The allowable error of closure on any portion of the legal description for the Lot Line Adjustment, however, shall not exceed one in ten thousand (1/10,000) for field closures and one in twenty thousand (1/20,000) for calculated closures. WMC § 13-8.03.

## **CERTIFICATE OF COMPLIANCE SUBMITTAL REQUIREMENTS**

Any person owning real property within the City, or a vestee of that person pursuant to a contract of sale of the real property, may request the Community Development Director to determine whether such real property complies with the provisions of Title 13 of the Watsonville Municipal Code and the Subdivision Map Act. A written application for a certificate of compliance shall be accompanied by a current preliminary title report and any such other information deemed by the Community Development Director as necessary to complete the application, such as a chain of title report clearly indicating legal creation of parcels, County Assessor's information regarding lot mergers, and grant deeds for all recorded transfers of the subject property.

## **TENTATIVE & PARCEL MAP SUBMITTAL REQUIREMENTS**

The Tentative Map shall be prepared by, or under the direction of, a registered civil engineer or licensed land surveyor authorized to practice in the State of California. The Tentative Map shall be clearly and legibly drawn at an engineer's scale of between one inch equals one hundred feet (1" = 100') and one inch equals twenty feet (1" = 20') on a 24" x 36" size map, folded to 9" x 12", and shall not contain less than the following:

- a) A title which shall contain the subdivision tract number, minor land division number, the subdivision name, and the type of subdivision;
- b) The names and addresses of the owners of record of the land proposed to be subdivided, of the subdivider, and of the person or firm preparing the Tentative Map;
- c) The date, north point, contour interval, and graphic scale;
- d) A sufficient legal description to define the boundary of the subdivision;
- e) The names, numbers, and intersecting boundary lines of adjacent subdivisions and tracts and the names of the owners of adjacent undivided land;
- f) The existing and proposed land use and zoning;
- g) Recorded references to all existing easements, use restrictions, and any areas previously vacated or abandoned and a description of any existing or proposed deed restrictions, covenants, and conditions;
- h) A statement of the water source or sources;
- i) A statement of the provisions for sewage and sewage disposal;
- j) A vicinity sketch to a scale of one inch equals one thousand feet (1" = 1,000') showing the streets, lot lines, and other data sufficient to locate the proposed subdivision and show its relationship to the community;
- k) The existing topography of the proposed site and at least 100 feet beyond its boundary, including, but not limited to:
  - 1) Contours at two foot (2') intervals for the ground slope areas between level and five percent (5%) and contours at five foot (5') intervals for the ground slope areas over five percent (5%). Such contours shall relate to the bench mark system established by the City Engineer;
  - 2) A separate grading plan is required. Existing contours shall be represented by dashed or screened lines;
  - 3) Within the areas proposed for development, the species, trunk diameter, and drip line of all trees six inches (6") or more in trunk diameter (thirty inches (30") or more in circumference) measured twenty-four inches (24") above the ground level. Trees proposed to be removed shall be so indicated;
  - 4) The approximate location and outline of the existing structures identified by type. Buildings to be removed shall be so marked;
  - 5) The approximate location of all areas subject to inundation or storm water overflow and the location, width and direction of flow of each watercourse;
  - 6) The location, pavement, and right-of-way widths, grades, and names of the existing streets, highways, and other public ways in and near the subdivision;
  - 7) The widths, locations, and identity of the existing easements; and
  - 8) The location and size of the existing sanitary sewers, water mains, and storm drains. The approximate slopes of existing sewers and storm drains shall be indicated;
- l) The proposed improvements to be shown shall include, but shall not be limited to:

- 1) An indication of the total number of lots proposed;
  - 2) The location, grade, center line radius, and arc length of curves, pavement, and right-of-way widths and the names of all streets. Typical sections of all streets shall be shown. The proposed structural section of all streets, driveways, and alleys shall be defined and based on R-value obtained from the geotechnical investigation and a traffic index as directed by the City Engineer;
  - 3) The location and radius of all curb returns and cul-de-sacs;
  - 4) The locations, widths, and purposes of all easements;
  - 5) The angle of intersecting streets if such an angle deviates from a right angle by more than four (4) degrees;
  - 6) The approximate lot layout and the approximate dimensions of each lot. The engineering data shall show the finished grading of each lot, the design of all grading, the elevation of proposed building pads, the top and toe of cut-and-fill slopes to scale, and the number of each lot;
  - 7) A grading plan showing proposed contours at two foot (2') intervals if the proposed ground slope is less than five percent (5%) and at not greater than five foot (5') intervals for proposed slopes greater than five percent (5%);
  - 8) The proposed recreation sites, trails, parks for private or public use, and any other proposed public use;
  - 9) A statement of the types and locations of the proposed street trees;
  - 10) The location of any of the improvements required by this subsection which improvements may be required to be constructed beyond the boundaries of the subdivision shall be shown on the appropriate subdivision and vicinity maps;
  - 11) The proposed common areas and the areas to be dedicated to public open space; and
  - 12) The location and size of the sanitary sewers, water mains, and storm drains. The proposed slopes and approximate elevations of the sanitary sewers and storm drains shall be indicated;
- m) The name or names of any civil engineer, geotechnical engineer, or geologist whose services were retained in the preparation of a geotechnical report for the subdivision property;
  - n) The source and date of the existing contours;
  - o) The size of all lettering shall be a minimum of one-eighth inch (1/8");
  - p) A blank space, approximately eight inches by four inches (8" x 4") in size, on the first sheet only, shall be provided for the certificates, approvals, dates, and the like;
  - q) If the subdivider plans to develop the site as shown on the Tentative Map in phases, then the Tentative Map shall indicate which lots are proposed in each phase and which portions of infrastructure will be constructed in each phase; and
  - r) The Community Development Director may waive any of the Tentative Map requirements set forth herein after making a finding that the type of subdivision is such as not to necessitate compliance with such requirements or that other circumstances justify such waiver. The Community Development Director may require other such drawings, data, or other information as deemed necessary within thirty (30) days after the submittal of the Tentative Map.

**The Tentative Map shall be accompanied by the following data or reports:**

- a) **Soils Report.** A soils report, prepared in general conformance with Chapter 7-6 (Excavations, Grading, Filling, and Erosion Control), shall be submitted with the Tentative Map. If the soils report indicates the presence of expansive soils or other soil problems which, if not corrected, could lead to structural defects, the soils report accompanying the Final Map shall be a detailed soils report which investigates each lot within the subdivision. The soils report shall be prepared by a registered civil or geotechnical engineer. The soils report shall include, but shall not be limited to, the following items:
  - 1) Test borings as determined by the engineer;
  - 2) The results of laboratory testing of soil samples representative of the property, including but not limited to permeability tests and R-value tests in the street areas, and California Test Method No. 643 (Method for Estimating the Service Life of Steel Culverts);

- 3) An evaluation of the soil conditions, including, but not limited to, swell, liquefaction, faulting, landslide potential, bank stability, ground water, seepage, critically expansive soils, corrosive materials, and consolidation. Where a significant geologic hazard has been identified, a certified engineering geologist shall provide a review;
  - 4) Percolation tests shall be performed at several representative locations in order to determine the feasibility of retention based post-construction storm water facilities;
  - 5) Evaluation and assessment of all prior uses of the project site including detailed description of any prior grading activities performed on the site;
  - 6) Specific grading recommendations, including drainage and erosion control measures which are deemed appropriate;
  - 7) Specific foundation recommendations for the proposed structures; and
  - 8) The soils engineer shall sign and stamp a letter stating that he/she has reviewed the improvement plans and that the plans are in substantial conformance to the soils report and its recommendations.
- b) **Title Reports.** A preliminary title report prepared within three (3) months prior to filing the Tentative Map;
  - c) **Engineering Geology and/or Seismic Safety Reports.** If the subdivision lies within liquefaction potential areas as shown on maps in the Public Hazards Element of the General Plan, an engineering and/or seismic safety report shall be prepared. If the engineering and/or seismic safety report indicates the presence of geologic hazards or seismic hazards which, if not corrected, would lead to structural defects, an engineering, engineering geology, and/or seismic safety report shall accompany the Tentative Map and shall contain an investigation of each lot within the subdivision;
  - d) **School Sites.** Depending upon the size and intensity of the subdivision, the subdivider may be required to develop a school site, subject to the assessment of pertinent school district(s). If no school site is required, in-lieu fees shall be paid to the specified school district. The subdivider shall obtain from the school district(s) where the proposed subdivision lies a written statement of their intention concerning the necessity for a school site, if any, within the subdivision. The subdivider shall present such information to the Community Development Department prior to the consideration of the Tentative Map by the Planning Commission;
  - e) **Environmental Assessments.** Pursuant to the provisions of Title 13 (Subdivisions and Maps), no Tentative Map may be approved until the subdivision is found to be exempt, or until an initial study is completed and a negative declaration is adopted, or until a final environmental impact report (EIR), as appropriate, is certified in accordance with the provisions of the California Environmental Quality Act (CEQA). The subdivider shall provide such additional data and information and deposit and pay such fees as may be required for the preparation and the processing of environmental review documents. As a first step, the subdivider shall provide answers to the questions on the Environmental Information Form;
  - f) **Utility Certification.** Certification in writing from any and all private utility companies that the proposed subdivision can be served adequately and the conditions of service;
  - g) **Traffic and Transportation Studies.** A traffic and transportation study may be required per City Standards to address the impact of the proposed development upon the adjacent areas, including automobile vehicles, truck vehicles, pedestrians, bicyclists, and transit. A licensed traffic engineer shall prepare the study;
  - h) **Proposed Future Development.** When a Tentative Map is filed on an area which is part of a larger single ownership which may be subdivided in the future, the Community Development Department may require preparation of a master plan showing the proposed future development of the entire area prior to approving the Tentative Map;
  - i) **Other Reports.** Any other data or reports deemed necessary by the Community Development Director to make the required findings;
  - j) **Existing Assessment Spreads.** As a condition of the approval of the subdivision map, the subdivider shall cause to be made the necessary assessment segregation; and
  - k) **Slope Analysis.** In areas of rugged or hillside terrain, a slope analysis map may be required. Such slope analysis shall consist of an illustrated topography map that delineates slopes in the following categories: 0-10%, 10-20%, 20-30%, and over 30%.