

# CITY OF MARYSVILLE

Planning Department  
530-749-3904

## TENTATIVE PARCEL MAP OR SUBDIVISION MAP

### ***APPLICATION INSTRUCTIONS***

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**TO APPLICANTS:** The following list includes all the items you must submit for a complete application. If your application is not complete, a copy of this list will be returned to you marked accordingly. If submitting blueprints, Planning Staff encourages that you submit one copy of the plan to allow for application completeness check, following which eight complete sets of plans would need to be submitted.

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1. Planning application form complete.
2. Application Fee: In accordance with the City's fee schedule.
3. Transparencies of the Map (8-1/2" x 11").
4. Ten (10) copies of the tentative map (preferably 18" x 26"), folded to 9" x 12", and showing the following:
  - (a) The map number (obtained by contacting the Yuba County Planning Department at 530-749-5470), name, if any, date of preparation, north point, scale, and if based on a survey, the date of the survey.
  - (b) Name and address of the person or entity which prepared the map and the applicable registration or license number.
  - (c) Names and addresses of the subdivider and all parties having a record title interest in the property being subdivided.
  - (d) The boundaries of the subdivision, defined by legal description, with sufficient information to locate the property and to determine its position with respect to adjacent named or numbered subdivision, if any.
  - (e) Topographic information with a reference to the source of the information. Contour lines shall be shown at two-foot contour interval for ground slope.
  - (f) The approximate location and general description of any trees over eight inches in diameter at the trunk with notations as to their proposed retention or destruction; notations as to general type of vegetation in areas not occupied by trees.

- (g) The location and outline to scale of all structures which are to be retained within the subdivision and all structures outside the subdivision and within 10 feet of the boundary lines; the distances between structures to be retained, and existing or proposed street and lot lines; notations concerning all structures which are to be removed.
- (h) The locations, widths and purposes of all existing and proposed easements for utilities, drainage and other public purposes, shown by dashed lines, within and adjacent to the subdivision (including proposed building setback lines, if known); all existing and proposed utilities including size of water lines and the size and grade of sewer lines, locations of manholes, fire hydrants, street trees and street lights.
- (i) The location, width and directions of flow of all watercourses and flood control areas within and adjacent to the property involved; the proposed method of providing storm water drainage and erosion control.
- (j) The location of all potentially dangerous areas, including areas subject to inundation, landslide, settlement, soil contamination of mining sites or excessive noise, and the means of mitigating the hazards.
- (k) The locations, widths and names of designations of all existing or proposed streets, alleys, paths and other right-of-way, whether public or private; private easements within and adjacent to the subdivision; the radius of each centerline curve; a cross-section of each street; any planned line for street widening or for any other public project in and adjacent to the subdivision; private streets shall be clearly indicated.
- (l) The lines and approximate dimensions of all lots, and the number assigned to each lot; the total number of lots; the approximate area of the average lot; lots shall be numbered consecutively. Also note all existing lot lines.
- (m) The boundaries, acreage and use of existing and proposed public areas in and adjacent to the subdivision. If land is to be offered for dedication for park, recreation or open space purposes or for purpose of providing public access to any public waterway, river or stream, it shall be so designated.
- (n) Any exception being requested in accordance with the requirement of Chapter 17, Section 17-16-010 of the City's Subdivision Regulations shall be clearly labeled and identified as to nature and purpose.
- (o) The locations of any existing or abandoned wells, septic leaching fields, springs, water impoundments and similar features to the extent they affect the proposed use of the property.
- (p) The location of all cut and fill slopes or a separate grading plan.
- (q) When it is known that separate final maps are to be filed on portions of the property shown on the tentative map, the subdivision boundaries which will appear on said final maps and the sequence in which said final maps will be filed.

5. The following supplementary material shall be filed with the tentative map:
- (a) A vicinity map of appropriate scale and showing sufficient adjoining territory to clearly indicate surrounding streets. Other land in the subdivider's ownership, and other features which have a bearing on the proposed subdivision.
  - (b) A statement of existing and proposed zoning and land use.
  - (c) A statement of proposed improvements and landscape modifications, including the estimated time of completion in relation to subdivision of the property.
  - (d) A description of proposed public or commonly held areas and draft open space easement agreements, if applicable.
  - (e) Proposed building setbacks and yards if different from those in the Zoning Regulations.
  - (f) Upon the City Services Director's determination, a soils engineering report, prepared by a civil engineer, registered in the State of California, and based upon adequate test boring, shall be required. If the soils engineering report indicates soil problems which, if not corrected, could lead to structural defects, a soils investigation of each lot in the subdivision may be required. The soils engineering report shall include data regarding the nature, distribution and strength of existing soils, conclusions and recommendations for grading procedures and design criteria for corrective measures, when necessary and opinions and recommendations conveying adequacy of sites for development.
  - (g) Preliminary title report.
  - (h) An authorization consenting to the proposed subdivision signed by all parties having a record title interest in the property to be subdivided (if not included on planning application form).
  - (i) Any exception being requested in accordance with the requirement of Chapter 17-16 of the City's Subdivision Regulations as delineated on the subdivision map (refer to 5-n above) shall include reasons, in writing from the subdivider indicating:
    - (1) That there are special circumstances or conditions affecting the property that warrant granting an exception.
    - (2) That the exception is necessary for the preservation and enjoyment of a substantial property right of the subdivider.
    - (3) That the granting of the exception will not be detrimental to the public welfare or injurious to the property in the vicinity in which the property is situated.