



# CITY OF DELANO

Community Development Department 1015  
Eleventh Avenue  
P.O. Box 3010  
Delano, California 93216  
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## APPLICATION FOR SUBDIVISION PARCEL MAP (4 or less parcels) CHECK LIST

### **A Tentative Parcel Map submittal requires the following information**

- A completed Master Development Project Application completed with all the information including the applicant's signature and the property owner's signature.
- Digital Copy of the Tentative Parcel Map. Tentative parcel maps are required to be prepared by a registered civil engineer or licensed land surveyor.
- The boundary lines of the original parcel or parcels, with dimensions based on existing survey data and including a complete legal description.
- The proposed division lines with the dimensions and the areas of each lot to be created by such division of land.
- All existing surface and underground structures and improvements located on the original parcel or parcels together with the exterior dimensions of the existing structures and improvements, the distance between structures and improvements, the number of stories and height of each structure and improvement, and the distance from the structures and improvements to the boundary line of the lots which are to be created by the proposed division of lines; I believe the properties have some older items.
- The names, locations and widths of all abutting streets.
- The proposed location, purpose, and width of all proposed streets and easements; cross access easements are needed for all parcels.
- The existing and proposed use of the property to be divided.
- The proposed water supply, including the location and size of the water mains, storm water drainage lines, and sewer mains; the source of water is shown, but no improvements in accordance with the master plan is shown for any infrastructure.
- Location of power lines and gas lines.
- The existing and proposed method of sewage disposal.
- Provisions, if any, for street improvements, including sidewalks, curbs and gutters, paving, storm water drainage, fire hydrants; much like "G", no proposed improvements are shown on the map as required by the ordinance.

- The following certificate signed by the legal owner or his authorized agent: "I hereby apply for approval of the division of the real property shown in this plat and certify that I am the legal owner (or authorized agent of the legal owner) of the property and that the information shown hereon is true and correct to the best of my knowledge and belief."

Signature: \_\_\_\_\_

Address: \_\_\_\_\_

Capacity: \_\_\_\_\_

If signed by an agent of the legal owner, such agent must submit written authorization from the owner.

A subdivider statement shall be submitted with each tentative map. The subdivider's statement required shall contain the following information:

- ▶ Existing use or use of the property.
- ▶ Zoning and General Plan Land Use Designation on the property.
- ▶ Proposed use of the property. If the property is proposed to be used for more than one purpose, the area, lot(s) proposed for each type of use shall be shown on the tentative map.
- ▶ Descriptive information on the following:
  - ▶ Proposed domestic water supply and sewage disposal systems.
  - ▶ Proposed street, surface drainage, grading, fire protection, and other improvements.
  - ▶ Any of the foregoing data, or any additional data, relating to the subdivision which may not practicably be shown on the tentative map.

➤ **The following documents shall be submitted with each tentative map:**

- ▶ Current preliminary title report.
- ▶ A letter describing and setting forth the reasons for any exceptions requested to the provisions of the Subdivision Ordinance and for any re-zoning, use permit, or zoning variance which may be necessary to permit proposed uses of land and structures within the property and which will be applied for by the applicant.
- ▶ A map and copies of deeds of all other property owned by the applicant that is contiguous to the subject real property.

➤ **Soils Report**

- ▶ The City Engineer may, when based on knowledge of soil qualities of the site, require a preliminary soil report or a statement by a registered civil engineer as to the feasibility of the proposed development, in relation to geologic and soil characteristics, to be submitted prior to review of the tentative map by the City Council.
- ▶ The City Engineer may, on the basis of such engineer's statement, or preliminary soil report, require a soil investigation of any or all lots.
- ▶ On lots whose locations and/or topography creates conditions impractical for sewer hookup, the City Engineer shall require a percolation test for the purpose of private sewage disposal

design. In such cases a review for waiver of sewer hookup will be required.

**Processing Note**

*In order to expedite processing of this Subdivision Parcel Map Application, and to eliminate unnecessary delays to the applicant, Planning Staff will **not** accept this application unless all items have been checked off and this application form has been electronically signed.*

*In the event errors or omissions are discovered, the application will be deemed incomplete and will be returned to the applicant for revision.*