



City of Woodland  
Community Development Dept.  
300 First St, Woodland CA  
95695  
(530) 661-5820  
[www.cityofwoodland.org](http://www.cityofwoodland.org)

## TENTATIVE MAP APPLICATION

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### TENTATIVE MAP APPLICATION

#### **PURPOSE**

This informational packet has been prepared with two specific goals: to assist you the applicant, in preparing a complete and accurate submittal package that meets the needs of the Community Development Department, and to ensure that the policies and procedures applicable to requests for the subdivision of land are set forth. The instructions included in this packet are a summary of and are supplemental to the City of Woodland Zoning Ordinance, Subdivision Ordinance, and the Subdivision Map Act.

This packet contains instructions for the processing of the following requests for entitlements:

Tentative Subdivision Map. A map showing a division of land of five or more lots.

Tentative Parcel Map. Generally, a map showing the division of land into four or fewer parcels.

Vesting Tentative Map. A tentative map that provides a vested right to proceed with development in substantial compliance with the ordinances, policies and standards in effect at the time the vesting tentative map is approved or conditionally approved.

Tentative Maps are approved by the Planning Commission. The Planning Commission is made up of seven individuals appointed by the City Council who are charged with the responsibility of approving or disapproving requests for development. The Commission meets the first and third Thursday of each month at 300 First Street. Meetings are located on the second floor in the City Council Chambers and begin at 7:00 pm.

Tentative Maps can take up to 6 months to process, depending upon the level of environmental review required and staff's current workload. This time frame includes minimum requirements stipulated by State law for environmental review and public noticing. A complete and accurate submittal package is essential to reducing the project time line to its minimum. The Community

Development Department staff has established a goal of processing applications as rapidly as possible within applicable legal constraints.

## **APPEALS**

Any person dissatisfied with the decision of the Planning Commission may appeal to the City Council. Appeals must be filed with the city Clerk's office in writing within 10 days of the Planning Commission action. A fee will be assessed according to the enclosed fee schedule. Decisions by the City Council regarding appeals are final.

## **FINDINGS**

Staff must be able to make the following findings about the project in order to recommend approval:

1. The tentative map is consistent with the goals and policies of the general plan and any applicable specific plans;
2. The tentative map is in conformance with the Subdivision Ordinance of City of Woodland and Zoning Ordinance.
3. The tentative map is in conformance with the Subdivision Map Act.

## **EXPIRATION OF APPROVED TENTATIVE MAPS**

Tentative Maps are approved for a period of 36 months. During this time, a final map conforming to the approved tentative map and the Subdivision Map Act must be recorded. If a final map is not recorded during the 36-month period and no extensions are approved, the approved tentative map will expire and all approvals will be lost.

## **EXTENSIONS OF APPROVALS**

The subdivider may request an extension of the tentative map by written application to the Planning Commission; such application to be filed with the Community Development Department at least thirty days before the approval or conditional approval is due to expire. The application shall state the reasons for requesting the extension and shall be accompanied by such fees as set by resolution of the City Council as amended from time to time. The Planning Commission may deny the request or grant an extension with the existing conditions of approval. Any extension or extensions of a tentative map approval or conditional approval granted by the Planning Commission shall not exceed an aggregate of sixty months. Modification of a tentative map after approval or conditional approval shall not extend the time limits.

## **GENERAL APPLICATION FORM**

Application forms must be completed and signed by the property owner or designated agent. Applications signed by individuals other than the property owner(s) will require evidence of authority to file on behalf of the owner. Applicants should attempt to complete the form to the best of their ability. The planning staff is available to clarify any questions that may arise.

## **STATEMENT OF JUSTIFICATION**

A Statement of Justification must be provided. Applicants should explain in detail the nature of the request and why the proposal is justified (i.e., how it meets the required findings). A strong and complete project description and justification will improve the likelihood of a favorable staff recommendation and approval by the Planning Commission.

## **FEES**

For the current Community Development Department filing fees for tentative maps, call (530) 661-5820. Submittal fees are used to cover staff's time for preparation of environmental documents, preparation of staff reports, and attendance at required public hearings.

## **FILING OF TENTATIVE MAPS**

Tentative maps, along with the application, checklist, fees, and required documents shall be filed in the office of the Community Development Department. One reproducible copy (sepia is acceptable) shall also be submitted with the tentative map application. Each tentative map submitted to the Community Development Department shall consist of one or more sheets of equal size. The scale of the map shall be one inch equals one hundred feet. The City Community Development Director shall approve the use of any scale not specified herein. The sheets of the map shall not exceed 24" X 36" in size, unless previously approved by the Community Development Director. Applicant shall also submit 3 copies each: sizes 8½"x11" and 11"x17".

## **Information to be Contained on Tentative Maps**

Each tentative map application shall contain the following general information unless waived by the Community Development Director:

1. A vicinity or area map of one inch equals five hundred feet showing the major existing circulation pattern, and all proposed major streets, all water courses, and irrigation and drainage channels within a reasonable distance of the exterior boundaries of the subdivision.
2. The following should be located in or near the lower right hand corner of the first sheet:
  - ◆ Subdivision or parcel map number
  - ◆ Name and address of subdivider
  - ◆ Name and address of owner(s)
  - ◆ North point and scale of map
  - ◆ Name and address of person preparing the map
  - ◆ Date map was prepared
  - ◆ Total number of lots and gross acreage
  - ◆ Existing and proposed easements
  - ◆ Flood zone designation

3. All boundary lines of the subdivision with approximate bearings and distances.
4. The location of each lot and its relation to surrounding surveys. The location of any remainder of the original parcel shall be shown by reference to the existing record boundaries of such remainder if such remainder has an area of five acres or more.
5. All structures, wells, prominent features and land uses within the subdivision and indication of which are to remain and which are to be removed. The map should clearly indicate the dimensions to the property line of any structures that are to remain.
6. The approximate location and direction of flow of all watercourses, irrigation and drainage channels.
7. The location and width of all pavement and rights-of-way and names of existing streets or highways.
8. The widths, locations, and purposes of all existing easements.
9. The location and size of existing sanitary sewers, fire hydrants, water mains, and storm drains. The location of existing overhead utility lines on peripheral streets shall be indicated.
10. Any significant adjacent topography features which can materially affect the design of the subdivision. If features are not shown, contour intervals shall be one (1) foot.
11. Individual lot lines and approximate dimensions and the number of each lot. Each lot and its dimensions shall be shown on one sheet of the map.
12. The proposed uses of all lots (i.e., single-family, multiple family, commercial, industrial, school, park, or other).
13. The location and species of all existing trees that are five (5) inches or greater in diameter. It should also indicate whether the trees will be retained or whether they are proposed for removal.
- 14.

#### **Design & Improvement Information to Be Contained On Tentative Maps**

Each tentative map application shall contain the following design and improvement information unless waived by the Community Development Director:

1. The location, center line radius of curves, pavement and right-of-way width, and name of all proposed streets. Typical sections of all streets shall be shown. Proposed private streets shall be clearly indicated.
2. The location and radius of all curb returns and cul-de-sacs.
3. The locations, width and purpose of all easements.
4. The angle of intersecting streets if such angle deviates from a right angle by more than four (4) degrees.
5. The approximate lot layout and the approximate dimensions of each lot and each building site. Engineering data shall show the approximate pad grade of each

- perimeter lot, the top and toe of perimeter cut and fill slopes, the number of each lot, and the elevation of adjacent parcels.
6. The location and size of existing sanitary sewers, fire hydrants, water mains, and storm drains. Proposed slopes and approximate elevations of sanitary sewers shall be indicated. The proposed routing of storm water runoff generated by a 100-year flood shall also be indicated.
  7. A statement as to the intent of the subdivider in regard to slope planting and erosion control.
  8. The size and location of any storm drain detention ponds.

### **Documents to be Submitted with Tentative Maps**

Each tentative map submitted to the Community Development Department shall be accompanied by the following documents:

1. A signed statement by the parties listed as owners of the real property on the latest equalized County assessment roll, or by their authorized agents, consenting to the filing of the tentative map.
2. A description of the proposed methods and plan of storm water disposal.
3. A description of the proposed method of sewage disposal. The description shall include identification of the proposed connection point to the public sewer system.
4. A statement from the Woodland Joint Unified School District concerning the necessity for a school site and/or temporary and/or permanent school facilities.
5. A Title Report on all properties included in the subdivision.
6. A Tree Plan pursuant to Section 20A-1-90 of the Tree Ordinance.
7. A soils report prepared in accordance with the provisions of Chapter 70 of the Uniform Building Code.
8. Preliminary Grading Plan.
9. Statement of Justification.

### **Phasing Plan**

If the subdivider plans to file multiple final maps on the tentative map, a written notice to this effect shall be submitted to the Community Development Department with the tentative map application.

### **Accompanying Environmental Information and Reports**

All tentative map applications shall be accompanied by the environmental information and reports as specified by the Community Development Department.

### **Number of Copies**

The number of copies of tentative maps to be submitted shall be as specified by the Community Development Department. All maps shall be folded to facilitate distribution through the mail in a 10" x 13" manilla envelope.

### **Acceptance of Maps**

When the required number of copies of a tentative map and accompanying reports has been received by the Community Development Department, the map shall be examined by the staff in light of the requirements of City Codes to determine whether or not it contains all of the required information and is acceptable for filing. When it is acceptable the date shall be placed on the map and considered to be the filing date. When a tentative map is not acceptable for filing, the person submitting the map shall be notified in writing within 30 days of submission of the reasons therefore. When the required number of copies of the tentative map has been accepted for filing by the Community Development Department, copies shall be forwarded within 10 days of the filing for review by other agencies pursuant to the provisions of sections 66453, et seq. Of the Subdivision Map Act.

## **TENTATIVE MAP APPLICATION SUPPORT DOCUMENT CHECKLIST**

All tentative map applications must include the following:

- Application Form
- Statement of Justification.
- Payment of non-refundable application fees.
- Department Checklist.
- Preliminary Title Report of all properties involved in the request (2 copies, current within 60 days).
- 300-foot Public Notice Map.
- Typed list of owners for public notice mail out list that includes current names, assessor's parcel numbers, and mailing addresses of all parcels within 300 feet of the subject property.
- A copy of every restrictive covenant proposed, or in the case of condominium projects, a copy of the declaration of restrictions and proposed management arrangements relating to the project as required by the provisions of Section 1355 of the California Civil Code.
- Submit version 12 Auto Cad file on a diskette or CD with applicable fonts and symbols.
- Submit one reproducible copy of the Tentative Map (sepia is acceptable).
- A minimum of 18 copies of the Tentative Map. All maps should be folded to fit inside a 10" x 13" manilla envelope.

Applicant's submitting a vesting tentative map should check with staff for any additional requirements.

**CITY OF WOODLAND  
COMMUNITY DEVELOPMENT DEPARTMENT**

Tentative Map Check List for

Project Name: \_\_\_\_\_

**A. Information to Appear on the Map**

- Vicinity or Area Map.
- Subdivision Name and Number.
- Date, North Arrow, Scale (1" = 100' or larger).
- Name and Address of the owner(s) of record, the subdivider, and the engineer or surveyor.
- Total number of lots and gross acreage.
- Existing and Proposed streets showing names, widths, and approximate centerline radii.
- Existing and proposed easements showing locations and widths.
- Exterior Boundary line, approximate hearings and distances, and City Limits Line (if applicable).
- Interior Lot Configuration with dimensions and numbers.
- Building Setback Lines where non-standard.
- Reference to Adjacent Owners and Record Maps.
- Existing Topographic Features with one-foot contour lines and spot elevations as appropriate.
- Existing sidewalk, curb, and gutter and paved areas.
- Areas subject to inundation (if applicable).
- Approximate location of existing buildings, improvements, fences and all trees on parcel and on adjacent properties within 50' of parcel.
- Location of existing wells and sewage disposal systems.
- Proposed detention/retention pond (if applicable).
- Proposed parks, common areas, greenbelts, schools and other public areas.
- Phasing of projects.

**B. Statement to Appear on the Tentative Map**

- Existing and proposed land use of the property.
- Existing and proposed zoning of the property.
- List of agencies supplying water, sewer, drainage, gas and electricity.
- Proposed domestic water supply if other than city water system.
- Proposed method of sewage disposal if other than city sewer system.

- Map conforms to all requirements of the State of California Subdivision Map Act.
- Map conforms to all requirements of the City of Woodland subdivision ordinance.
- Flood Zone Designation.

**C. Documents to Accompany the Tentative Map:**

- Completed application along with appropriate fee.
- Statement from all property owners consenting to the filing of the tentative map.
- Preliminary title report.
- Public notice mailing list and map indicating all current owner's names, assessor's parcel numbers and mailing addresses of all parcels within 300' of the subject parcel boundary.
- Completed environmental review forms.
- Application for any rezoning, use permit, variance, or other entitlement which is necessary to allow the proposed land division.
- Tree plan per Section 20A-1-90 of the Tree Ordinance.

**D. Statement:**

I do hereby state that I have met each of the aforementioned requirements as they apply to this tentative map.

\_\_\_\_\_

Date

\_\_\_\_\_

Signature

\_\_\_\_\_

Name of Engineering/Surveying Firm

**CITY OF WOODLAND  
TENTATIVE MAP SUPPLEMENTAL APPLICATION**

**A. General Information:**

1. Applicant: \_\_\_\_\_ Map No. \_\_\_\_\_  
Mailing Address: \_\_\_\_\_  
City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_  
Phone Number: \_\_\_\_\_
2. Applicant is ( ) Owner ( ) Purchaser ( ) Authorized Agent
3. Owner: \_\_\_\_\_  
Mailing Address: \_\_\_\_\_  
City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_
4. Project Address Location: \_\_\_\_\_
5. Engineer/Surveyor Preparing Map: \_\_\_\_\_  
Mailing Address: \_\_\_\_\_  
City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_  
Phone No.: \_\_\_\_\_

**B. Project Description:**

1. Property Size (acreage or square footage) \_\_\_\_\_
2. Number of Existing Lots: \_\_\_\_\_ Number of New Lots: \_\_\_\_\_  
Size of New Lots: \_\_\_\_\_
3. Existing Use of Property: \_\_\_\_\_
4. Proposed Use of Property: \_\_\_\_\_  
\_\_\_\_\_

**C. Certification**

I hereby certify that the facts and information contained in this application and the attached map are true and correct to the best of my knowledge.

DATE: \_\_\_\_\_

\_\_\_\_\_  
Signature of Applicant

TO BE COMPLETED BY  
CITY OF WOODLAND

Filing Fees: Minimum \$\_\_\_\_\_ Receipt No.: \_\_\_\_\_

Lots @ \$\_\_\_\_/ \$\_\_\_\_\_

Total Fee \$\_\_\_\_\_ Date: \_\_\_\_\_

By \_\_\_\_\_