

# APPLICATION CHECKLIST

## TENTATIVE PARCEL OR SUBDIVISION MAP

**What is a Tentative Map?** A tentative map sets forth in detail a proposed subdivision of land, which must comply with the City of Citrus Heights subdivision and zoning regulations and the State of California Subdivision Map Act. A parcel map may be processed for no more than four (4) lots and a subdivision map is processed for five (5) or more lots.

A request for a Tentative Parcel Map or Tentative Subdivision Map requires one (1) public hearing before the City's Planning Commission. The applicant or the applicant's representative must be present at all public hearings to answer questions.

**Application Preparation.** A prospective applicant may request a pre-application conference with the Planning Division before completing and filing a planning permit application. The purpose of the conference is to generally provide information on City requirements for the proposed project; review the City's approval process, project alternatives or modifications; indemnify information and material the City will require with the application, as well as any necessary technical studies and information relating to the environmental review of the project. To schedule a pre-application meeting contact the Planning Division at (916) 727-4740 or [planning@citrusheights.net](mailto:planning@citrusheights.net).

**Neighborhood Meeting.** Prior to filing a planning permit, a prospective applicant should contact and meet with property owners and residents neighboring the site, nearby residents and business owners, to inform them about the proposed project and consider their concerns in the project design. A prospective project applicant should also contact the affected neighborhood association. To find out which neighborhood association a project is located within, visit the City's website.

**Application Completeness.** Each application will be reviewed for completeness and accuracy before being accepted as complete and officially filed.

### **Application Submittal Requirements:**

Submit all applications via the City's online portal at <http://www.citrusheights.net/208/Planning-Applications>. The required fee shall be paid prior to the application being processed (see fee schedule). Please upload the following documents:

1. Completed Universal Planning Application Form ([click here](#)).
2. One (1) copy of a preliminary title report, current within 6 months
3. Fully dimensional **Parcel Map (1-4 lots)** or **Subdivision Map (5+ lots)** prepared by a registered Civil Engineer or licensed Land Surveyor and drawn to scale indicating:
  - Project name, north arrow and scale (must be engineer's scale - no smaller than 1" = 40')
  - Lot dimensions, lot numbers, pad elevations, building setback lines, and maximum building envelopes
  - Street right-of-way dimensions, existing and proposed street grades, and street names
  - All easements of record
  - Existing and post-project elevations as shown as contours and spot elevations both on site and on adjacent properties
  - Existing contours at 2' intervals for slopes less than 10% and contours at 5' for slopes greater than 10%

- All cut and fill slopes and indicate slopes (2:1, 3:1, etc.) and grading quantities (excavation, fill and site balance)
  - Method of drainage: Low impact development is preferred. Stormwater vaults are only permitted on a limited basis. Depict location of Stormwater Quality Treatment Control Measures on plan. For more information see: <http://www.beriverfriendly.net/Newdevelopment/>
  - Provide preliminary calculations to demonstrate Stormwater Quality Treatment Control Measures are adequately designed for future stormwater volume
  - A water and sewer plan indicating the point of connection and a preliminary design of the pipe locations and sizes
  - Any natural features including: wetlands, streams, slopes, etc...
  - All existing trees with elevations, protected zones and numbered to correspond to the arborist report
  - Trees to be removed designated with an "X" and building footprints shown for house lots with trees
  - Public facilities, schools, parks, electric substations, fire stations, etc. (subdivisions only)
  - Phasing lines (subdivisions only)
  - Summary of project statistics including zoning, land use, owner/developer, engineer, and assessor's parcel numbers for all parcels affected
4. Preliminary **landscape** plan drawn to scale indicating:
- Project name, north arrow and scale (scale to match site plan)
  - Location of all existing and proposed trees and Tree Legend indicating botanical name & common name; quantity; size; and water usage (L,M,H)
  - Location and quantity of proposed turf (grass) areas
  - Certification from a licensed Landscape Architect that the proposed landscaping and irrigation complies with the City's Water Efficient Landscape Standards (MAWA = 0.85 Residential and 0.92 Commercial)
  - Demonstration that all proposed trees comply with minimum soil volume requirements: Large Trees 500 CF, Medium Trees 300 CF, Small Trees 60 CF
  - Location of stormwater quality treatment measures and associated landscaping.
  - A Plant Legend in table form for all shrubs and ground cover. Include the following information in the Plant Legend: botanical & common name; size; and water usage (L,M,H); height & width for mature shrubs. Replace height & width with typical spacing for ground cover. Individual shrub/ground cover locations do not need to be shown if a complete Plant Legend is provided.
  - Landscape notes indicating shrub/ground cover design intent at key locations (e.g. screening intent, entry treatment intent, streetscape intent, property line treatment, etc.)
  - Shading calculations for parking areas
  - Detail of pedestrian plazas/site furniture and enhanced paving if not shown onsite plan
  - The height and design of all fencing, walls, or other screening, including adjacent developments that would affect or influence the on-site landscaping
  - Irrigation system(s) delineating coverage but must be submitted with plans for building permits)
5. **Tree Assessment or Arborist report** is required for all projects with Native Oak Trees or trees with trunks 19 inches or greater
6. Additional information as deemed necessary by the Planning and/or Engineering Divisions

Submit all materials in electronic format. Please submit via the City's online portal at <http://www.citrusheights.net/208/Planning-Applications>. Any subsequent revision or supplemental information submitted in conjunction with the application shall also be submitted in electronic format.

**Please note:** If the project requires public noticing procedures the City will provide the radius list and mailing labels.

Please feel free to discuss your application with a member of the Planning Division at (916) 727-4740 or [planning@citrusheights.net](mailto:planning@citrusheights.net), or visit the office in City Hall located at 6360 Fountain Square Drive, Citrus Heights, CA 95621

[www.citrusheights.net](http://www.citrusheights.net)