



# PLANNING APPLICATION

TYPE OR PRINT CLEARLY

**MAKE CHECKS PAYABLE TO CITY OF REDDING**

**REDDING**  
CALIFORNIA  
City of Redding  
777 Cypress Avenue  
Redding CA 96001  
Telephone:  
(530) 225-4020  
FAX: (530) 225-4495

Applicant	Mailing Address	Day Phone (    )
	City <span style="float: right;">Zip Code</span>	Fax Phone (    )
	E-Mail Address:	
Representative (if any)	Mailing Address	Day Phone (    )
	City <span style="float: right;">Zip Code</span>	Fax Phone (    )
	E-Mail Address:	
Property Owner	Mailing Address	Day Phone (    )
	City <span style="float: right;">Zip Code</span>	Fax Phone (    )
	E-Mail Address:	

Correspondence to be sent to:     Applicant                       Representative                       Owner

Project Address			Assessor's Parcel No.
Existing Land Use	Site Acreage	Zoning	General Plan
Type of Application and Description of Proposed Project (attach sheets if necessary)			

<p><b>Applicant/Representative:</b> <i>I have reviewed this application and the attached material. The provided information is accurate.</i></p> <p>Signed _____ Date _____</p>	<p><b>Property Owner/Authorized Agent:</b> <i>I have read this application and consent to its filing.</i></p> <p>Signed _____ Date _____</p>
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FOR OFFICE USE ONLY		
Application Number(s)	Date Application Received	Application Received By
Prior Applications at this Site	GIS Number(s)	Address Atlas Page Number
Fees Received	Environmental Review Required <input type="checkbox"/> Yes <input type="checkbox"/> No-Categorical Exemption	Site in 100-Year Floodplain <input type="checkbox"/> Yes (MW and/or FEMA) <input type="checkbox"/> No
Staff Assigned	Date Staff Assigned	Date Application Certified Complete



# ADMINISTRATIVE PARCEL MAP



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## PURPOSE

In order to expedite processing for certain routine parcel maps, the City allows certain Tentative Parcel Maps to be processed as Administrative Parcel Maps. The Administrative Parcel Map procedure is intended to streamline the processing of Tentative Parcel Maps that meet the following criteria:

1. Create no more than two parcels with a combined area of not more than one acre.
2. Neither a variance nor a zoning exception is required.
3. All necessary utilities and public-street access to the proposed parcels are available in accordance with City standards.
4. The existing parcel does not have an average slope greater than 20 percent.
5. The map is categorically exempt under the provisions of the California Environmental Quality Act and, therefore, not subject to environmental review.

Administrative Parcel Maps may be approved by the Development Services Director instead of the Board of Administrative Review or Planning Commission. The map may only be approved when the Development Services Director can find that none of the conditions set forth in Section 66474 of the Government Code of the State of California exist with regard to the proposed parcel map; that the parcels are consistent with the City's Zoning and Subdivision Ordinances; that all parcels have legal frontage on a public street; and that the parcels can connect to public sewer and water.

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## PROCESS

### Step 1 - Preapplication Discussion with Staff

It is recommended that you review the proposal with Planning Division and Engineering Division staff prior to the submission of the formal application. This will allow the staff to advise you on conformity with the General Plan and Zoning Ordinance, engineering requirements, and design criteria. In addition, local utility agencies should be contacted regarding requirements for developing the proposed parcels. Usually, this first step is the most important step and helps a project move faster through the process.

### Step 2 – Filing of Application

In order to have a complete application, you will need to submit an accurately drawn reproducible Tentative Parcel Map exhibit, preliminary title report (current within 45 days of application), a completed Planning Application form, filing fee, and other required supplemental information (if any) to the Planning Division. City staff will review the material to make sure all the required information is provided. You will be notified within 30 days after filing as to whether the application is complete or what additional information is required. **The application must be signed by all property owners.**

### Step 3 – Determination by Development Services Director

Within five working days of receipt of a complete application, the Development Services Director shall make a determination to either approve, conditionally approve, or deny the Administrative Parcel Map. The Administrative Parcel Map may also be referred to the Board of Administrative Review for consideration. Approval of an Administrative Parcel Map will be subject to such conditions deemed necessary to protect the best interests of the surrounding area or neighborhood.

If the Development Services Director determines to approve or conditionally approve an Administrative Parcel Map, notice of the approval will be mailed to all owners of property within 300 feet of the subject property. The decision by the Development Services Director may be appealed to the Board of Administrative Review within ten days of such determination. Without appeal, approval of the Administrative Parcel Map becomes effective in ten days.

## Step 4 – Filing of the Final Map

The Final Parcel Map is a legal document based on the approved Tentative Parcel Map. After the approval by the Director, in order to have a final recorded map, you will need to submit a final map prepared by an engineer or licensed surveyor to the Engineering Division for plan check. There is a separate fee for plan check (see Engineering Division's fee schedule). There may be on- or off-site improvements that are required to be completed prior to recordation of the final map as stated in the Conditions of Approval for the Tentative Parcel Map. After any required improvements are completed and approved by the Engineering Division and the Final Parcel Map is approved by the City Surveyor, the Final Parcel Map can be taken to the County Recorder's office for recordation. If a Final Parcel Map is not recorded within 36 months of approval and if an extension is not requested and granted, the Tentative Parcel Map will become null and void.

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## ESTIMATED TIME REQUIREMENTS

The processing of an Administrative Parcel Map is designed to be expedient. By definition, it is exempt from environmental review and the Development Services Director is required to render a decision on the application within five working days of receipt of a complete application. It cannot be overemphasized that prompt processing is dependent mainly upon the receipt of **accurate and complete** application materials.

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## APPLICATION SUBMITTAL REQUIREMENTS

1. A Planning Application form completed and signed by the applicant and the property owner(s).
2. Preliminary title report (current within 45 days of application) for all properties involved.
3. Supplemental information, if required, such as biological studies or proof of legal parcel creation.
4. Application fee – Refer to "Schedule of Fees and Charges."
5. A **reproducible** Tentative Parcel Map exhibit must be provided. The map must be drawn using an engineer's scale on a sheet that is no smaller than 8½ inches by 11 inches and no larger than 24 inches by 36 inches. Larger maps need to be submitted with a reduced copy (preferably 8½ inches by 11 inches) that can be reproduced on a copy machine. The information required to be provided on or with the Tentative Parcel Map is listed on the attached checklist.



# CHECKLIST FOR TENTATIVE PARCEL MAP AND ADMINISTRATIVE PARCEL MAP EXHIBITS



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The following items must be illustrated on the Tentative Parcel Map exhibit or a separate exhibit to be submitted with a Parcel Map or Administrative Parcel Map:

- Date, north arrow, and scale.
- Sufficient legal description of the land to define the boundaries of the proposed division of land.
- A key map indicating the location of the proposed division of land in relation to the surrounding area if deemed necessary by the Planning Director.
- The name and address of the record owner and/or the subdivider. If the map was prepared under the direction of a civil engineer or licensed land surveyor, his name and registration number shall also be shown on the tentative parcel map.
- The location and dimensions of the proposed lots or parcels, adjoining parcels, and existing streets.
- The square footage (or percentage of an acre) of each lot. Where a lot is proposed within an area of 20 percent slope or greater, both the gross and net acreages shall be provided.
- The existing topography of the land proposed to be divided using contour intervals of not more than five (5) feet and of not less than two (2) feet where the grade of the land is more than five (5) percent. Contours of adjacent land shall also be shown whenever the surface features of the land affect the design and/or improvement of the proposed subdivision.
- The location, width, approximate grade, and curb radii of all existing and proposed streets or alleys within or adjacent to the proposed subdivision.
- Each street shown by its actual street name or by a temporary name or letter for purpose of identification until the proper name of the street is determined.
- The location and outline to scale of each existing or proposed building or structure on the property proposed for division, including any building or structure to be removed and the use of the structure.
- The location and direction of flow of all watercourses and natural drainage channels within and adjacent to the property.
- Delineation of all flood-hazard areas based on a 100-year storm event as determined in accordance with FEMA and/or a hydrologic study approved by the City of Redding (such as the Montgomery-Watson Study).
- The width, purpose, and approximate location of all existing and proposed easements or rights-of-way, whether public or private, within or adjacent to the proposed subdivision.
- The source of water supply and method of sewage disposal.
  - ◆ The locations of any wells, septic tanks, leachfields, and underground storage tanks shall be delineated.

**AND/OR**

- ◆ The location and size of all existing sewer and water lines within 200 feet of the subdivision. Proposed tie-ins to existing utilities shall be shown.
- Delineation of any proposed "remainder parcel."
- A preliminary grading plan, showing all proposed cut and fill slopes over two feet in height or depth where determined appropriate by the Planning Director. This can be submitted on a separate sheet, along with the Tentative Parcel Map exhibit.
- The approximate location of each area covered by trees with a statement of the nature of the cover and the size of trees. This can be submitted with the application as a separate "Tree Preservation Plan."
- Evidence of the ability to obtain any required permits from other responsible agencies including, but not limited to, well and septic permits as may be applicable and as determined appropriate by the Planning Director. Such permits or necessary authorization shall be provided prior to map recordation.