



# 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



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## PURPOSE

The State Subdivision Map Act authorizes local governmental agencies to regulate and control the design and development of subdivisions. A subdivision is defined as the division of any improved or unimproved land for the purpose of sale, lease, or financing. A subdivision also includes the conversion of a structure to condominiums. Subdivision regulations and review procedures for a division of property into five or more lots (generally referred to as a subdivision) requires Tentative Subdivision Map approval; four lots or less require Tentative Parcel Map approval. This guideline covers the procedures for Tentative Parcel Map Applications.

The Tentative Parcel Map Application review procedure is designed to ensure that such things as street alignments, drainage and sanitary facilities, location and size of easements and rights-of-way, trees, traffic access, grading, and numerous other features conform to City regulations and are arranged in the best possible manner to serve the public, minimize adverse impacts to the environment, and provide a usable parcel.

The Tentative Parcel Map Application is evaluated for its consistency with the General Plan and zoning designation and the compatibility of the proposed parcel configuration and public improvements with surrounding development. Special attention is focused on the preservation of natural topographic features of value and the integration of the development to existing terrain and land forms.

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## PROCESS

### Step 1 - Preapplication Discussion with Staff

It is recommended that you review the proposal with staff of the Development Services Department's Planning and Engineering Divisions prior to the submission of the formal application. This will allow staff to advise you on conformity with the General Plan and Zoning Ordinance; engineering requirements; possible environmental concerns; and specific traffic, siting, 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 – Environmental Review

All projects are subject to the provisions of the California Environmental Quality Act (CEQA). However, CEQA exempts certain types of projects from environmental review because they have little potential to create environmental impacts. If your project is not exempt, an initial environmental study will be prepared. If issues are identified that require further study or analysis, the project will be considered incomplete until the necessary information has been obtained. Should potentially significant environmental issues be identified, State law requires the preparation of a negative declaration or environmental impact report (EIR). Once environmental review has been completed and conditions of project approval or a recommendation for denial has been determined, your project can be scheduled for a public hearing.

## Step 4 – Public Hearing

When your application is complete; any necessary environmental review has been undertaken; and conditions of project approval, or a recommendation for denial, determined, your application will be scheduled for a public hearing before the Board of Administrative Review (Board). Notification of the hearing is given to adjacent property owners within a minimum of 300 feet from the exterior project boundaries or beyond that distance, if necessary. More significant maps are typically advanced to the Planning Commission. When the Board or Planning Commission conducts the public hearing, testimony from staff and the general public is heard. Actions of the Board may be appealed to the Planning Commission and actions of the Planning Commission may be appealed to the City Council. You and the general public have ten days following the hearing date to file an appeal. A fee is required for the applicant to file an appeal. If no appeal is received within the ten days, the map will be considered in effect. Once in effect, the tentative map must be recorded within three years of the approval date or the map will expire.

## Step 5 – 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 Board, in order to have a final recorded map, you will need to submit a Final Parcel 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 Parcel 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 actual time for the processing of a Tentative Parcel Map will vary depending on the complexity and magnitude of the proposal, but generally requests processed by the Board require five to six weeks, **including appeal periods**. The actual decision by the Board will take four to five weeks, but the Final Parcel Map cannot be recorded until after the ten-day appeal period. Without a **complete and accurate** application, a five-week time frame is impossible.

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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 exhibit 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.



# DEPARTMENT OF FISH AND WILDLIFE FILING FEE ACKNOWLEDGMENT



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www.ci.redding.ca.us

## BACKGROUND

Section 711.4 of the California Fish and Game Code and Section 21089 of the Public Resources Code requires the payment of a special fee, referred to as the **Fish and Wildlife Filing Fee**, at the time a Notice of Determination (NOD) is filed for posting with the County Clerk and/or State Clearinghouse. Filing of the NOD demonstrates a project's compliance with the California Environmental Quality Act (CEQA). The NOD must be filed within 5 days following project approval. State law stipulates that a project's approval by the City is not final or valid until the fee is paid.

## PROCESS

The Filing Fee amount is dependent upon the level of environmental clearance completed for the project and must include a \$50 County Clerk posting fee. The check for the Filing Fee must be made **payable to Shasta County**. The Filing Fee as of January 1, 2016 (including the County posting fee), is as follows:

Negative Declaration	\$2,210.25 + \$50 posting fee = \$2,260.25
Mitigated Negative Declaration	\$2,210.25 + \$50 posting fee = \$2,260.25
Environmental Impact Report	\$3,070.00 + \$50 posting fee = \$3,120.00

### THE CITY OF REDDING RECEIVES NO PART OF THE FEE.

Effective August 1, 2008, applicants for projects subject to CEQA must provide a check covering the full cost of the Filing Fee **before the scheduling of the final hearing for approval of the project**. This is necessary to ensure that once the project is approved, the NOD can be filed for posting in a timely manner. By taking these steps, the applicant's ability to obtain valid building and grading permits for construction of the project is not delayed, and the developer's investment in the land use entitlement and environmental process is protected. In the event that the project is not approved or is withdrawn by the applicant before final action, the unused Filing Fee check will be returned.

In some cases, a project may clearly have no effect on fish and wildlife resources. However, recent changes in State law have designated the Department of Fish and Wildlife as the only authority who can make such a determination. Attached is the "No Effect" form developed by the Department of Fish and Wildlife, and related information. Applicants should contact the local Fish and Wildlife office at 530-225-2300, 601 Locust Street, Redding, if they are interested in pursuing a "No Effect" determination. Senate Bill 1535, passed in 2009, eliminated the fee exemption for projects determined to have a "de minimis" effect on fish and wildlife (Section 711.4 of the Fish and Game Code).

Additional information on the Filing Fee is available on the internet at: [http://www.dfg.ca.gov/habcon/ceqa/ceqa\\_changes.html](http://www.dfg.ca.gov/habcon/ceqa/ceqa_changes.html)

## FISH AND WILDLIFE FILING FEE — APPLICANT ACKNOWLEDGMENT

As applicant, I have been advised of my responsibility to either provide a check covering the cost of the Department of Fish and Wildlife filing fee or obtain a "No Effect" determination prior to the City's scheduling of the final approval hearing for the project.

Project Number/Name: \_\_\_\_\_

Applicant: \_\_\_\_\_ Date \_\_\_\_\_

**California Department of Fish and Game  
No Effect Determination Request Form**

This form may be used to request a no effect determination from the California Department of Fish and Game pursuant to Title 14 Section 753.5(c)(1)(A) of the California Code of Regulations (CCR). The use of this form is optional. Any written request containing the information specified in title 14 Section 753.5(c)(1)(A) CCR may be used to request a no effect determination.

**Date Submitted:**

**Lead Agency and/or Project Applicant Name:**

**Lead Agency and/or Project Applicant Address:**

**Project Title:**

**California Environmental Quality Act (CEQA) Lead Agency:**

**CEQA Document Type** (the type of document written for your project by the CEQA Lead Agency):

- Negative Declaration
- Mitigated Negative Declaration
- Environmental Impact Report
- Document for Certified Regulatory Program

State Clearinghouse Number and/or local agency project/case number:  
(UP#, Tract#, etc.)

Project Location (include the street address, lat/long, range/township/section, or other description that clearly indicates the location of the project site. Include an aerial or topographic map of the project site):