



GLENN COUNTY  
PLANNING AND PUBLIC WORKS AGENCY  
777 North Colusa Street  
Willows, CA 95988  
(530) 934-6540  
FAX (530) 934-6533  
[www.countyofglenn.net](http://www.countyofglenn.net)



## **INSTRUCTIONS FOR FILING APPLICATION FOR TENTATIVE SUBDIVISION MAP**

The Glenn County Planning & Public Works Agency advises the Applicant to request a Pre-Application Review to be reviewed by the Technical Review Group **PRIOR** to applying for projects requiring development permits or projects that propose substantial land use changes. Application fees are only for the processing of the application and not a guarantee that the project will be approved. There is a **Non-Refundable Fee of \$327.00** which will be credited toward the application fee if the application is submitted within six (6) months of the pre-application review. Fees are accepted by check, cash, or credit card. Checks should be made payable to Glenn County.

The following list is intended to meet the requirements of State of California Government Code Section 65940.

### **APPLICATION CHECKLIST:**

1.  The applicant shall pay the required application fee. Fees are accepted by check, cash, or credit card. Checks should be made payable to Glenn County. The current application fee is as follows:

Filing Fee:	\$ 2,659.00
Recorder Processing Fee:	\$ 50.00
<b>Total Fee:</b>	<b>\$ 2,709.00</b>

The filing fee is for a subdivision of up to four (4) lots total. An additional charge of **\$13.25** will be added for **EACH** additional lot.

2.  The County of Glenn will refer your application to the Northeast Information Center (NEIC) of the California Historical Resources Information System (CHRIS) for a Records Search to identify the potential existence of historical and/or cultural resources located at the project site. This is a state requirement as of March 1, 2005. **A separate non-refundable fee of \$75.00 is required.** The check or money order (no cash) should be made out to the NEIC. The NEIC will provide a recommendation of whether further archeological survey of the project site is warranted. If further archeological survey work is required, the County will work with the applicant to see that it is accomplished, according to set standards, by a qualified archaeologist. The applicant can be provided with a list of qualified archaeologists. The applicant shall bear all costs associated with further archeological survey work required to continue processing the application.

3.  The application form shall be properly filled out and signed by the applicants and ALL property owners. All property owners shall sign (husband and wife) or a Power-of-Attorney shall be submitted specifically authorizing a designated person to sign the application. If the property owner is a corporation, a Resolution from the corporation authorizing this application shall be submitted. The Resolution shall indicate an individual or individuals who are authorized to sign the application on behalf of the corporation.
4.  Preliminary Title Report (issued within 90 days) and Current Deeds.
5.  The attached Environmental Information Form must be properly filled out and signed.
6.  One copy of the current County Assessor's Map with the property for the proposed subdivision delineated on the map shall be submitted with the application.
7.  **TENTATIVE SUBDIVISION MAP REQUIREMENTS:**

Thirty-five (35) copies of a clear and legible tentative subdivision map shall be submitted with the application. Additional copies of the map shall be submitted to the County upon request. The map shall be prepared by a licensed land surveyor or a registered civil engineer. The map shall be presented on sheets eighteen by twenty-six inches (18" x 26") or on sheets twenty-four by thirty-six inches (24" x 36"). It shall show all information clearly and shall be drawn using an engineer's scale.

Additionally, one legible reproducible reduction of the tentative subdivision map shall be presented on sheets of 8.5 inches by 11 inches and/or 11 inches by 17 inches. In addition, a digital copy of the map and aerial photographs are encouraged.

The map shall contain the following information unless it doesn't apply to the specific project or project location:

- (a)  Name, mailing address, and phone number of applicant(s).
- (b)  Name, mailing address, and phone number of property owner(s) and a statement of their consent to the preparation of the map.
- (c)  Name, mailing address, and phone number of engineer/surveyor who prepared the map and the date of preparation.

- (d)  Current Glenn County Assessor's Parcel Number(s). The map should also include the legal and/or other sufficient description of the property to be subdivided to define the location and boundaries of the proposed subdivision. Also include any source or map from which data were extracted to produce the map.
- (e)  North arrow and scale. The map shall be drawn so that north faces the top of the page and shall be drawn to a scale. The scale of the map shall be indicated (i.e. graphic bar scale, verbal scale, representative fraction).
- (f)  Layout, dimensions, and acreage of each proposed lot. Lots less than one acre in area may be noted in square feet. The existing lot lines and the proposed new lot lines shall be distinctly drawn and clearly labeled. Each lot shall be separately identified by number consecutively beginning with #1.
- (g)  Boundaries of proposed subdivision showing all contiguous lands and owners.
- (h)  Indication of adjacent recorded subdivision and known proposed subdivision, lot lines, or any other development which will affect or be affected by this development.
- (i)  Locations of all existing buildings and structures including their dimensions and distance to all existing and proposed property lines (setbacks). All buildings and structures shall be labeled according to their type of use. Any existing buildings or structures proposed to be removed shall be identified.
- (j)  Names, locations, and dimensions of all existing and proposed adjoining/adjacent streets or roads, width of road right-of-ways, and location of center of roads. Also show the locations and dimensions of existing on-site curbs, gutters, sidewalks, road surface widths, and possible future street continuations.
- (k)  The widths, location, and purpose of all existing and proposed easements on-site and show or describe off-site access easements serving the project.
- (l)  Existing walls and fences including location, height, and construction material.

- (m)  Locations and dimensions of all existing utilities including pipelines, sewer lines, irrigation and drainage facilities, fire hydrants within 300 feet of the project site, water wells, septic tanks and drain (leach) fields. Include a list of all firms and/or public districts supplying utility services. Sewage disposal and water supply shall comply with the Health standards (Chapter 15.660 & 15.670 of the Glenn County Code).
- (n)  Show lines indicating the direction of the slope of the land and the approximate percent grade, including all drainage features. Areas subject to inundation or overflow shall be indicated. Include contour lines at sufficient intervals to provide for a proper study of drainage.
- (o)  Locations of all watercourses including FEMA 100-year floodplain, reservoirs, rivers, creeks, ponds, and irrigation canals. Also illustrate mature trees, rock outcroppings, and similar natural features.
- (p)  A small inset map indicating the location of the land in relation to the nearest major roads and/or significant features in the surrounding area or region.
- (q)  Identify any other information on the map which may be pertinent to the specific project or site.

According to Section 65943 of the California Government Code, your application shall be reviewed by the County within 30 days from the filing date to determine the completeness of the application. You shall receive written notice if the application is determined to be incomplete. Please note that acceptance of the application as complete is not an indication of approval.

If the application is deemed incomplete for further processing, the applicant may appeal this decision to the Planning Commission by filing a Notice of Appeal with the Planning & Public Works Agency within ten (10) days from the date of the written notice (Glenn County Code §15.050.040). The Notice of Appeal shall be submitted in writing and accompanied by a \$450.00 appeal fee.

The Planning & Public Works Agency or any other reviewing agency may, in the course of processing the application, request the applicant to clarify, amplify, correct, or otherwise supplement the information required for the application. According to Section 65944(C), additional information may be requested in order to comply with Divisions 13 of the State of California Public Resources Code.

**Additional Fee: California State Fish and Game Code Section 711.4:**

Pursuant to California Fish & Game Code §711.4, the County of Glenn is required to collect filing fees for the Department of Fish and Game for all projects processed with a Negative Declaration or Environmental Impact Report unless a fee exemption is provided in writing from the Department of Fish and Game. These filing fees are collected to defray the costs of managing and protecting fish and wildlife resources including, but not limited to, consulting with public agencies, reviewing environmental documents, recommending mitigation measures, and developing monitoring programs.

California Fish & Game Code §713 requires the Department of Fish and Game to adjust the filing fees annually. The annual fee adjustments are based on changes in the Implicit Price Deflator for State and Local Government Purchases of Goods and Services, as published by the U.S. Department of Commerce. As the filing fees are adjusted annually, you will be notified of the fee amount upon release of the environmental document for the project. You may go to <http://www.dfg.ca.gov/habcon/ceqa/> for more information and to see a list of the current filing fees.

Pursuant to California Fish & Game Code §711.4(d) and California Code of Regulations Title 14, Chapter 3, Article 6, Section 15075(a), the filing fee is required to be submitted **within 5 DAYS of approval** of any project. All checks should be made payable to Glenn County. Under Section 711.4 (c)(3) of the Fish and Game Code, any approvals granted for any project are not vested until the filing fee is paid.

Pursuant to California Fish & Game Code §711.4(e)(3), the department (CDFG) shall assess a penalty of 10 percent of the amount of fees for any failure to remit the amount payable when due. The department may pursue collection of delinquent fees through the Controller's office pursuant to Section 12419.5 of the Government Code.

Additionally, California Fish & Game Code §711.4(f) state the following: Notwithstanding Section 12000, failure to pay the fee under subdivision (d) is not a misdemeanor. All unpaid fees are a statutory assessment subject to collection under procedures as provided in the Revenue and Taxation Code.

**Additional Fees:**

If additional fees are requires for environmental review of a project, the applicant shall be responsible for these fees. The applicant shall also be responsible to pay the cost for obtaining any necessary permits from any other agencies.

TSM \_\_\_\_\_

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**APPLICATION FOR TENTATIVE SUBDIVISION MAP**

NOTE: FAILURE TO ANSWER APPLICABLE QUESTIONS AND REQUIRED ATTACHMENTS COULD DELAY THE PROCESSING OF YOUR APPLICATION.

1. Applicant(s):

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

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

Phone:(Business)\_\_\_\_\_ (Home)\_\_\_\_\_

Fax:\_\_\_\_\_ E-mail:\_\_\_\_\_

2. Property Owner(s):

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

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

Phone:(Business)\_\_\_\_\_ (Home)\_\_\_\_\_

Fax:\_\_\_\_\_ E-mail:\_\_\_\_\_

3. Engineer/Surveyor:

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

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

Phone:(Business)\_\_\_\_\_ (Home)\_\_\_\_\_

Fax:\_\_\_\_\_ E-mail:\_\_\_\_\_

4. Name and address of property owner's duly authorized agent (if applicable) who is to be furnished with notice of hearing (Section 65091 California Government Code).

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

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

5. Is There a Deed of Trust on the Property? Yes \_\_\_\_\_ No \_\_\_\_\_

(If Yes, list the person(s):

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

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

6. Request or Proposal: \_\_\_\_\_

\_\_\_\_\_

7. Address and Location of Project: \_\_\_\_\_

8. Current Assessor's Parcel Number(s): \_\_\_\_\_

9. Existing Zoning: \_\_\_\_\_

10. Existing Use of Property: \_\_\_\_\_

11. Proposed Use of Property: \_\_\_\_\_

12. Number of Existing Residential Dwelling Units on each Resultant Lot: \_\_\_\_\_

13. Size for Each Lot: \_\_\_\_\_

14. SIZE OF DEVELOPMENT:

(a) Total Acres: \_\_\_\_\_ (c) Minimum Lot Size: \_\_\_\_\_

(b) Number of Lots: \_\_\_\_\_ (d) Maximum Lot Size: \_\_\_\_\_

15. Request for Waiver: Yes \_\_\_\_\_ No \_\_\_\_\_  
(If "Yes", a written request must be submitted when the map is filed).

16. TYPE OF PROPOSED LAND USES:

(a) Residential \_\_\_\_\_ Total Acres

(b) Commercial \_\_\_\_\_ Total Acres

(c) Agricultural \_\_\_\_\_ Total Acres

17. Specify the proposed source and type of water supply: \_\_\_\_\_  
\_\_\_\_\_

18. Specify the proposed method of sewage disposal: \_\_\_\_\_  
\_\_\_\_\_

19. Specify the provisions for drainage and storm water disposal: \_\_\_\_\_  
\_\_\_\_\_

20. Provide any additional information that may be helpful in evaluating the proposal: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**DECLARATION UNDER PENALTY OF PERJURY**

(Must be signed by Applicant(s) and Property Owner(s))  
(Additional sheets may be necessary)

The Applicant(s) and/or Property Owner(s), by signing this application, shall be deemed to have agreed to defend, indemnify, release and hold harmless the County, its agents, officers, attorneys, employees, boards and commissions from any claim, action or proceeding brought against the foregoing individuals or entities, the purpose of which is to attack, set aside, void or null the approval of this development entitlement or approval or certification of the environmental document which accompanies it, or to obtain damages relating to such action(s). This indemnification agreement shall include, but not be limited to, damages, costs expenses, attorney fees or expert witness fees that may be asserted by any person or entity, including the applicant, arising out of or in connection with the approval of the entitlement whether or not there is concurrent passive or active negligence on the part of the County.

Applicant(s):

Signed: \_\_\_\_\_

Print: \_\_\_\_\_

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

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

I am (We are) the owner(s) of property involved in this application and I (We) have completed this application and all other documents required.

I am (We are) the owner(s) of the property involved in this application and I (We) acknowledge the preparation and submission of this application.

I (We) declare under penalty of perjury that the foregoing is true and correct.

Property Owner(s):

Signed: \_\_\_\_\_

Print: \_\_\_\_\_

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

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

Date \_\_\_\_\_  
Case \_\_\_\_\_

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**ENVIRONMENTAL INFORMATION FORM**

To be completed by applicant or engineer  
Use extra sheets if necessary

This list is intended to meet the requirements of State of California Government Code Section 65940.

I. GENERAL INFORMATION:

1. Name: \_\_\_\_\_  
Address, City, State, Zip: \_\_\_\_\_  
\_\_\_\_\_  
Telephone: \_\_\_\_\_ Fax: \_\_\_\_\_  
E-mail: \_\_\_\_\_
2. Name: \_\_\_\_\_  
Address, City, State, Zip: \_\_\_\_\_  
\_\_\_\_\_  
Telephone: \_\_\_\_\_ Fax: \_\_\_\_\_  
E-mail: \_\_\_\_\_
3. Address and Location of Project: \_\_\_\_\_  
\_\_\_\_\_
4. Current Assessor's Parcel Number(s): \_\_\_\_\_  
\_\_\_\_\_
5. Existing Zoning: \_\_\_\_\_
6. Existing Use: \_\_\_\_\_
7. Proposed Use of Site (project for which this form is prepared): \_\_\_\_\_  
\_\_\_\_\_

8. Indicate the type of permit(s) application(s) to which this form pertains: \_\_\_\_\_  
\_\_\_\_\_
9. If the project involves a variance, conditional use permit, or rezoning application, state this and indicate clearly why the application is required:  
\_\_\_\_\_  
\_\_\_\_\_
10. List and describe any other related permit(s) and other public approvals required for this project, including those required by city, regional, state, and federal agencies: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_
11. Have any special studies been prepared for the project site that are related to the proposed project including, but not limited to traffic, biology, wetlands delineation, archaeology, etc? \_\_\_\_\_

II. ENVIRONMENTAL SETTING:

1. Describe in detail the project site as it exists before the project, including information on topography, soil stability, plants and animals (wetlands, if any), different crops, irrigation systems, streams, creeks, rivers, canals, water table depth, and any cultural historical or scenic aspects. Describe any existing structures on the site, and the use of the structures. Attach photographs of the site. Snapshots or Polaroid photos will be accepted.  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

2. Describe the surrounding properties, including information on plants, animals, and any cultural, historical or scenic aspects. Indicate the type of land use (residential, commercial, agricultural, etc.), intensity of land use (one-family, apartment houses, shops, department stores, dairy, row crops, orchards, etc.) Attach photographs of the vicinity. Snapshots or Polaroid photos will be accepted.

North: \_\_\_\_\_

East: \_\_\_\_\_

South: \_\_\_\_\_

West: \_\_\_\_\_

3. Describe noise characteristics of the surrounding area (include significant noise sources): \_\_\_\_\_  
\_\_\_\_\_

III. SPECIFIC ITEMS OF IMPACT:

1. Drainage:

Describe how increased runoff will be handled (on-site and off-site): \_\_\_\_\_  
\_\_\_\_\_

Will the project change any drainage patterns? (Please explain): \_\_\_\_\_  
\_\_\_\_\_

Will the project require the installation or replacement of storm drains or channels? If yes, indicate length, size, and capacity: \_\_\_\_\_  
\_\_\_\_\_

Are there any gullies or areas of soil erosion? (Please explain): \_\_\_\_\_  
\_\_\_\_\_

Do you plan to grade, disturb, or in any way change swales, drainages, ditches, gullies, ponds, low lying areas, seeps, springs, streams, creeks, river banks, or other area on the site that carries or holds water for any amount of time during the year? \_\_\_\_\_

If yes, you may be required to obtain authorization from other agencies such as the Army Corps of Engineers or California Department of Fish and Game.

2. Water Supply:

Indicate and describe source of water supply (domestic well, irrigation district, private water company): \_\_\_\_\_  
\_\_\_\_\_

Will the project require the installation or replacement of new water service mains? \_\_\_\_\_

3. Liquid Waste Disposal:

Will liquid waste disposal be provided by private on-site septic system or public sewer?: \_\_\_\_\_

If private on-site septic system, describe the proposed system (leach field or seepage pit) and include a statement and tests explaining percolation rates, soil

types, and suitability for any onsite sewage disposal systems: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Will any special or unique sewage wastes be generated by this project other than normally associated with resident or employee restrooms? Industrial, chemical, manufacturing, animal wastes? (Please describe) \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Should waste be generated by the proposed project other than that normally associated with a single family residence, Waste Discharge Requirements may be required by the Regional Water Quality Control Board.

4. Solid Waste Collection:

How will solid waste be collected? Individual disposal, private carrier, city? \_\_\_\_\_  
\_\_\_\_\_

5. Source of Energy:

What is the source of energy (electricity, natural gas, propane)?: \_\_\_\_\_  
\_\_\_\_\_

If electricity, do any overhead electrical facilities require relocation? Is so, please describe: \_\_\_\_\_  
\_\_\_\_\_

If natural gas, do existing gas lines have to be increased in size? If yes, please describe: \_\_\_\_\_  
\_\_\_\_\_

Do existing gas lines require relocation? If yes, please describe: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

6. Fire Protection:

Indicate number and size of existing and/or proposed fire hydrants and distance from proposed buildings: \_\_\_\_\_  
\_\_\_\_\_

Indicate number and capacity of existing and/or proposed water storage facilities and distance from proposed buildings: \_\_\_\_\_  
\_\_\_\_\_

IV. FOR ZONE CHANGE, ZONE VARIANCE, AND SPECIAL USE PERMIT APPLICATION:

1. Number and sizes of existing and proposed structures: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Square footage (structures) \_\_\_\_\_ S.F.; \_\_\_\_\_ S.F.  
(New) (Existing)

2. Percentage of lot coverage: \_\_\_\_\_

3. Amount of off-street parking provided: \_\_\_\_\_

4. Will the project be constructed in phases? If so, please describe each phase briefly: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

5. If residential, include the number of units, schedule of unit sizes, range of sale prices or rents, and type of household size expected: \_\_\_\_\_  
\_\_\_\_\_

6. If commercial, indicate type, estimated employment per shift, days and hours of operation, estimated number of daily customers/visitors on site at peak time, and loading facilities: \_\_\_\_\_  
\_\_\_\_\_

7. If industrial, indicate type, estimated employment per shift, and loading facilities: \_\_\_\_\_  
\_\_\_\_\_

8. If institutional, indicate the major function, estimated employment per shift, estimated occupancy, loading facilities, and community benefits to be derived from the project: \_\_\_\_\_  
\_\_\_\_\_

9. List types and quantities of any hazardous or toxic materials, chemicals, pesticides, flammable liquids, or other similar product used as a part of the operation and storage container sizes: \_\_\_\_\_  
\_\_\_\_\_

Submit Material Safety Data Sheets (MSDS) for any proposed hazardous materials. If hazardous materials are proposed, it is recommended that the

applicant contact the Air Pollution Control District/CUPA for permitting requirements.

10. Describe any earthwork (grading) to be done and dust control methods to be used during construction: \_\_\_\_\_  
\_\_\_\_\_

11. Describe any potential noise or vibration sources associated with the project (i.e. compressor, machine noise, heavy equipment). \_\_\_\_\_  
\_\_\_\_\_

12. Describe source, type, and amount of air pollutant emissions (smoke, odors, steam, gases, water vapor, dust, chemicals) from the project. Describe what methods would be used to reduce emissions: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

V. CERTIFICATION:

I hereby certify that the statements furnished above and in the attached exhibits present the data and information required for this initial evaluation to the best of my ability, and that the facts, statements and information presented are true and correct to the best of my knowledge and belief.

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

For: \_\_\_\_\_

According to Section 65943 for the California Government Code, your application will be reviewed within 30 days and you or your agent will receive written notice regarding the completeness of your application. Any reviewing agency may, in the course of processing the application, request the applicant to clarify, amplify, correct, or otherwise supplement the information required for the application.

According to Section 65944 (C), additional information may be requested in order to comply with Division 13 of the State of California Public Resources Code.