



City of Calistoga
Planning & Building
Department

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FOR DEPARTMENT USE ONLY

FILE# _____
 IS# _____
 AP# _____ - _____ - _____
 APPLICANT _____

TENTATIVE MAP SUBMITTAL REQUIREMENTS
(Subdivision & Parcel)

Type of Application: Tentative Subdivision Map Vesting Map Tentative Parcel Map

If another permit is also required, materials supporting the added application must also be submitted.

APPLICATION CHECKLIST

Staff has checked the information required to be submitted with all subdivision applications based on preliminary information. Additional information may be required after the application materials have been reviewed. A complete application will ensure its prompt processing. If you have any questions, please contact the Planning Division.

Application Submittal Requirements

- _____ 1. A completed Planning Division Application signed by all property owners holding a title interest
- _____ 2. A completed Environmental Information Form as provided by the Planning Division
- _____ 3. 15 copies of A) Tentative Map, B) Grading, Drainage, Erosion and Sedimentation plans, and C) Utilities plans folded into packets containing one of each sheet. All plans must be folded to 8 1/2 by 11" (24" by 36" is the maximum size accepted). Provide reduced paper (11" x 17") and digital copies of all plans
- _____ 4. Aerial photos with the general street and lot layout plotted thereon to show proposed development in relation to trees and other natural features on the site
- _____ 5. Application fee
- _____ 6. A list of and mailing labels for property owners within a 300' radius of the project site with an affidavit from the title company certifying that the mailing list is current
- _____ 7. A detailed project description describing the existing and proposed zoning and General Plan land use designation and the proposed development including, but not limited to: the number of lots, site design intent, how the project will fit with the surrounding area, proposed phasing, public areas to be dedicated, proposed source of water supply and method of sewage disposal, whether the lots will be sold as lots or fully developed, whether there will be a homeowners association (for residential) and location of street lighting proposed
- _____ 8. Preliminary soils report as required by the Health and Safety Code of the State of California.
- _____ 9. Preliminary Title Report
- _____ 10. A copy of any Conditions, Covenants & Restrictions (CC&Rs), existing or proposed and a copy of proposed deed restrictions.

A. Map Requirements - Plans must be prepared and signed by a licensed civil engineer or surveyor.

- _____ 1. Property address
- _____ 2. Name and address of record owner and subdivider
- _____ 3. Name and address of the qualified professional that prepared the map
- _____ 4. Date, North arrow (generally up on the map) and scale. Minimum scale 1' – 100'. Minimum map size 18" x 26"
- _____ 5. Name of proposed subdivision and of all adjacent subdivisions or lands.
- _____ 6. Existing zoning and General Plan designation
- _____ 7. Average cross slope of existing property and each proposed parcel
- _____ 8. Show existing building locations, fences, ditches, underground structures, utility lines, excavation of fill areas within 200 feet of any portion of the subdivision, noting thereon whether any existing features are to be abandoned or used
- _____ 9. Proposed building sites or envelopes and driveways
- _____ 10. Location/dimensions of existing and proposed on-site parking spaces and backup/turnaround areas; internal vehicular circulation; pedestrian and bicycle ways including pedestrian entry points to buildings and any bicycle paths/trails in the General Plan; commercial vehicle loading and storage areas, project access (driveways or private streets) to the public street systems; any transit stops or facilities. The plan must demonstrate adequate Fire Department vehicle access. This plan shall cover an area large enough to show the entire project site, the closest intersections in all directions that would provide access to the project, and a minimum of 100 feet beyond any proposed off-site roadway improvements.
- _____ 11. Site features including creeks, rivers and adjacent riparian vegetation and related setbacks; wetlands; major rock outcroppings; landslides; flood zones; earthquake faults and related setbacks.
- _____ 12. Plot all trees over 4" in diameter 4.5 feet above existing grade. Provide their common name, size, condition, drip line and location onsite. Any trees proposed to be removed shall be identified along with the reasons why they are proposed for removal. Any tree with a diameter at breast height (DBH) greater than 12 inches, any native oak with a DBH greater than six inches and any Valley oak, seedling, sapling or older are protected under Calistoga Municipal Code Section 19.010.40. Removal of these trees will require a Tree Protection Plan as specified in the Municipal Code. In addition, show trees in the adjacent right-of-way within 30 feet of the area proposed for development and on adjacent properties with drip lines over the project site. An arborist report and photographs may be required.
- _____ 13. Proposed common or open space areas. Proposed recreation sites, trails and parks for public or private use

B. Grading, Drainage, Erosion and Sedimentation Plans

- _____ 1. Existing and proposed contours and/or finished elevations extending a sufficient distance beyond its boundaries to show drainage patterns and impacts on neighboring properties (including the fronting street right-of-way) with one-foot contours for land with a ground slope up to 5%, two-foot contours for ground slope over 5 to 10%, and five foot contours for ground slope over 10% and spot elevations. The date, elevation datum and City of Calistoga benchmark (assumed benchmark are not acceptable) shall be indicated on the map, and the source shall be identified.
- _____ 2. A grading and drainage plan extending a sufficient distance beyond the project site boundaries to show drainage patterns and impacts on neighboring properties,

including the fronting street right-of-way, existing and proposed ground contours, finished floor elevations of existing and proposed buildings, and existing or proposed top of curb elevations for both sides of adjacent streets. Show existing and proposed on-site and off-site storm drains and other flood control facilities (including detention required to limit post-development flow rate to pre-development levels and detention sizing calculations (with pipe sizes, rim and invert elevations and tie-ins to the existing downstream system. Back of lot elevations, lot drainage patterns and an overland path-of-flow must be shown. Indicate any existing or proposed retaining walls (with top and bottom of wall elevations and materials specified).

- _____ 3. Stormwater Pollution “Best Management Practices” (BMPs) List and show on the plans the methods to be incorporated into the project to reduce stormwater pollution, including supporting calculations

C. Utilities Plan

- _____ 1. A utilities plan (extending 100 feet beyond site boundaries) showing location and size of existing and proposed water-related facilities including, but not limited to, water mains with valve locations, water services to each parcel, water meter locations, fire sprinkler risers, backflow devices, fire hydrants within 300 feet, flow-offs and water wells; sewers; existing and proposed easements for these facilities. For sewer systems, top of structures and invert elevations shall be shown along with sewer laterals, pipe size, slope and tie-in elevations at the existing downstream system.

Required Findings

In order to approve a Tentative Subdivision or Parcel Map, the deciding body must make the findings under Municipal Code Section 16.10.040, which are listed on the next page. Please supply written statements in support of the findings.

Tentative Map Application Checklist (continued)

Please supply written statements in support of the following findings. Use additional sheets if necessary.

1. That the proposed subdivision, together with the provisions for its design and improvement, is consistent with the General Plan, any applicable specific plan, and other applicable provisions of this code.

2. Except for condominium conversion projects where no new structures are added, that the design of the proposed subdivision provides, to the extent feasible, for future passive or natural heating or cooling opportunities in the subdivision, as described in the State Subdivision Map Act and any guidelines promulgated by the Council.

3. That the site is physically suitable for the type and density of development.

4. That the proposed subdivision has been reviewed in compliance with the California Environmental Quality Act (CEQA) and that the project will not result in detrimental or adverse impacts upon the public resources, wildlife or public health, safety or welfare.
