

CITY OF NEVADA CITY

TENTATIVE MAP FILING INSTRUCTIONS & CHECKLIST

This form must be filed with your application. Please check off (x) each item to verify that the required information is attached. Your application will not be accepted if any required item is missing.

- () 1. The signed and completed Application Form, including a letter of authorization from the property owner(s) if forms are signed by a Representative.
- () 2. Filing fees pursuant to the most recently adopted Resolution of the City Council (\$595 + \$385 per parcel).
- () 3. Two copies of a preliminary title report, current within six months, and two copies of the Grant Deed, verifying ownership and the legal description of each effected parcel.
- () 4. The completed Project Information Questionnaire form.
- () 5. A letter from the North Central Information Center indicating whether 1) there has been a previous study and the site does not contain significant historical/cultural resources, 2) that a study has been conducted and the resources have been adequately recorded, or 3) that there is a potential for the site to contain important resources and that an archaeological field survey is recommended. If required, a site specific Cultural Resources Inventory must be submitted. (May not be applicable if site is already developed. Check with City Planner)
- () 6. A biological inventory prepared by a professional biologist, that evaluates all biological resources, special status plant, and animal species, and provides mitigation for any project impacts to these resources.
- () 7. Photos of the site and a site plan reduction indicating where photos were taken.
- () 8. One public notice map and a list of Assessor's Parcel Numbers.
- () 9. One 8 ½" x 11" reduction of the tentative map.
- () 10. For all sites mapped as seismically active, or having potential geologic hazards, including slope stability and excessive erosion, submit a soils/geotechnical report that evaluates any geologic hazards on the site.
- () 11. Proof of legal primary access to the project site. If your property is beyond dead-end road limits (see Section L-II 4.3.18 and L-XVII 3.4.1) proof of legal secondary access is required.
- () 12. 10 copies of the tentative map, folded to 8 ½" x 14" (additional copies may be required prior to a Planning Commission hearing). **MAPS MUST BE FOLDED.**

OR

One (1) digital copy (via email or flash drive) and two (2) hard copies of the tentative map, folded as described above.

- () 13. **For Tentative Final Maps Only:** A soils report or a request for waiver.
- () 14. **For Tentative Final Maps Only:** An exhibit showing the development of contiguous parcels and their parcel size in acreage or square feet, for hearing body reference and information.

CONTENT OF TENTATIVE MAP

- () 1. Tentative maps shall bear the name and license number of the duly licensed person in responsible charge for preparing the tentative map.
- () 2. Provide a detailed vicinity map (1" = 2000') showing the location of the proposed subdivision in relation to the surrounding area with mileage from the nearest County Road.
- () 3. Legend stating names, addresses, telephone numbers of record owner(s), Assessor's Parcel Number, subdivider, the person who prepared the map, the source of water supply, method of sewage disposal, responsible fire protection agency and source of public utilities.
- () 4. Subdivision name, if applicable.
- () 5. North point, scale, and date.
- () 6. Names of adjacent subdivisions and current ownership of all adjacent parcels.
- () 7. Location, names, present center lines, widths and grades of adjacent or abutting roads and streets.
- () 8. The location, name, width, grade and centerlines of all proposed roads.
- () 9. Radius of all curves on existing and proposed roads.
- () 10. Typical cross sections of proposed roads, showing all improvements proposed within the road right-of-way.
- () 11. Width and location of all existing easements on or adjacent to property covered by the subdivision.
- () 12. Location and use, width of all proposed easements (drainage, public utility, etc.).
- () 13. Location and grade of proposed or existing driveways.
- () 14. Location and use of all existing structures on the property and setbacks from new property lines.

- () 15. Topography shown with sufficient detail for proper study of building site, drainage, sewage disposal and road locations.
- () 16. Approximate lot size (square feet or gross acreage; net acreage if proposed lots are below one acre) and lot dimensions.
- () 17. Shown location of all watercourses, seasonal drainages, and canals/irrigation ditches.
- () 18. Delineate any of environmentally sensitive areas. Mapping should reflect any biological resources identified and mapped in your Biological Inventory, i.e. wetlands, riparian areas containing special status species, trees and any cultural resources identified and mapped in your Cultural Resources Inventory.
- () 19. Delineate pedestrian trails, sidewalks or other pathways that link the site to adjacent properties (see Sec. L-II 4.1.8 of Zoning Regulations).

LAND USE APPLICATION

Please print or type in black ink

Type of application(s) for which you are applying:

- | | | |
|---|---|--|
| <input type="checkbox"/> Tentative Map | <input type="checkbox"/> Ordinance Amendment | <input type="checkbox"/> Certificate of Compliance |
| <input type="checkbox"/> Use Permit | <input type="checkbox"/> Zone Change | <input type="checkbox"/> Voluntary Merger |
| <input type="checkbox"/> Development Permit | <input type="checkbox"/> General Plan Amendment | <input type="checkbox"/> Home Business |
| <input type="checkbox"/> Administrative Dev. Permit | <input type="checkbox"/> Variance | <input type="checkbox"/> Temporary Commercial Permit |
| <input type="checkbox"/> Boundary Line Adjustment | <input type="checkbox"/> Setback Easement | <input type="checkbox"/> Management Plan |
| <input type="checkbox"/> Other (specify): _____ | | |

PROJECT DESCRIPTION: _____

Assessor's Parcel No(s): _____

Applicant Name(s): _____

Applicant Mailing Address: _____

Telephone #: () _____ E-Mail: _____ FAX#: _____

Property Owners Full Names: _____

Property Owner Mailing Address: _____

Telephone #: () _____ E-Mail: _____ FAX#: _____

Name of Representative (if applicable): _____

Address of Representative: _____

Telephone #: () _____ E-Mail: _____ FAX#: _____

Site address(es): _____ Acreage(s): _____

Water Source: _____ Method of Sewage Disposal: _____

I hereby acknowledge that I have read the instructions for filing this application and state under penalty of perjury that the information provided on all attached documents is correct.

Signature of () Property Owner(s) or () Authorized Representative*

_____ Date: _____

_____ Date: _____

***Representative may sign application if a Letter of Authorization from the owner(s) is provided.**

**CITY OF NEVADA CITY
PROJECT INFORMATION QUESTIONNAIRE**

The information provided in this questionnaire will be used for preparation of the project Initial Study (environmental review) and for overall project review. All questions must be answered completely with legible responses, typed or in black ink, providing more than a simple "yes", "no" or "NA" response. Attach separate written discussion pages where needed to provide a complete response.

1. Project Description:

- a. Describe the proposed project including any proposed phasing:

- b. Are any exceptions to required standards proposed or required for this project (a Variance)? *If yes, identify the nature of the proposed variance:*

- c. **Code Violations:** To your knowledge, are there any Code violations occurring on this property, including the issuance of a Warning Notice or a Citation for the subject property? ___ yes ___ no *If yes, describe:*

2. Land Use:

- a. Does this project have a relationship to a larger project or a series of projects?
___ yes ___ no *If yes, describe:*

- b. Describe existing on-site land uses:

- c. Describe surrounding land uses, indicating distance to nearest residence:

- d. Describe project potential to change the character of the surrounding area, including the loss of open space.

e. Will this project displace any residential units? yes no *If yes, describe:*

f. Will this project result in a population increase in the immediate project area?
 yes no Explain:

g. List any specialized plans or zoning restrictions applicable to this project site, e.g., an "HD" zoning, a Master Plan, a Specific Plan, an Area Plan?

3. Geology/Soils:

a. A Preliminary Grading Plan is attached. yes no

b. A Soils/Geologic Report is attached. yes no

c. Slopes that exist on site prior to grading:

Gentle (0-10%) _____ sq. ft/acres _____ % of site

Rolling (10-30%) _____ sq. ft/acres _____ % of site

Steep (more than 30%) _____ sq. ft/acres _____ % of site

30%> slopes are cross-hatched or highlighted on the site plan or tentative map

d. Does the project propose to encroach into slopes of 30% or greater?
If yes, is a Management Plan included in this application? yes no

e. Is the site on filled land? yes no *If yes, explain:*

f. Are there existing erosion problems or geologic hazards occurring on this site, such as landslides, mudslides, ground failures, earthquake faults or similar hazards? *If yes, describe:* _____

g. Will a grading permit be required? yes no
If yes, have you attached a preliminary grading plan? yes no

Describe proposed site grading:

How many cubic yards of soil will be imported, exported or moved on site?

Maximum proposed depth and slope of any excavation and the type: _____

Grading material sources or disposal sites: _____

Transport methods and haul routes: _____

The location and height of any proposed or required retaining walls: _____

4. **Water Quality:**

- a. Describe any water bodies on, or adjacent to, the property, including lakes, rivers, creeks, seasonal and/or perennial water courses, irrigation ditches or drainage swales.

- b. Is there a floodplain on or within 100 feet of this project site? *If yes*, is it identified on the Federal Emergency Management Agency (FEMA) maps and have you included a copy of that map with this application? yes no

- c. For development projects, describe impervious surfacing created by this project:

<u>Lot Coverage:</u>	<u>EXISTING</u>		<u>PROPOSED</u>	
building coverage	_____	%	_____	%
surfaced areas	_____	%	_____	%
landscaped areas	_____	%	_____	%
permanent open space (excluding <i>required</i> landscaping)	_____	%	_____	%
Total	100	%	100	%

- d. Describe any discharge to surface waters that will result from this project, including any wastewaters other than storm water runoff that may be present in the discharge:

- e. Identify the water body or feature that receives runoff waters, describing proposed methods for treating and controlling runoff before it enters the drainage or watercourse.

- f. Will a permit be required from the California Regional Water Quality Control Board?
 yes no *If* application for a State permit has been made, provide the permit #: _____.

- g. Are there any wetlands or riparian areas on this site? yes no

If yes, describe: _____

Will wetlands be affected by the proposed project? yes no

Will an Army Corps of Engineers wetlands permit be required? yes no

If yes, is correspondence to or from the Army Corps attached? yes no

- h. Does this project propose to encroach into the required buffer from any perennial or seasonal waterbodies or riparian area? yes no

If yes, is a Management Plan included in this application? yes no

5. **Air Quality:**

a. Describe any air pollutants, i.e. dust, smoke, fumes or odors, which may be generated by this project both during and after construction (short and long term impacts).

b. Is the project site mapped within an area known to contain naturally occurring asbestos?
___ yes ___ no Source of information: _____

6. **Transportation/Circulation:**

a. A traffic study is included with this application. ___ yes ___ no

b. Does this project require/include a Petition for Exceptions? ___ yes ___ no

c. Describe the access roads serving this project:

<u>Road name</u>	<u>Right of Way width</u>	<u>Surfacing</u>	<u>Finish grade</u>
_____	_____	_____	_____
_____	_____	_____	_____

d. Is the access road serving the site a dead-end road? ___yes ___no *If yes, what is the distance to the nearest through road?*

e. Who provides the road maintenance for each road accessing your project?

f. Will this project result in substantial or cumulative impacts to the circulation system in this area? ___ yes ___ no Explain:

g. What road improvements are proposed? _____

h. Describe how this project provides for pedestrian needs:

i. Describe how this project will provide transportation alternatives including:

1) The estimated number of employees or residents that will work/live on the project site.

- 2) Identify existing and potential alternatives to individual automobile use, including but not limited to, access to public transportation services, bicycle racks, or provisions for developer-sponsored carpooling or bussing.

- 3) Proposals to incorporate one or more measures into the project to ensure use of viable alternatives.

- 4) For projects employing 50 or more persons: describe feasible measures for reducing auto dependence.

7. Biological Resources:

- a. Is the required Biological Inventory attached? yes no
c. Does the project involve encroachment into sensitive biological resources?
 yes no *If yes, is mitigation included in the Inventory?* yes no

c. How many native oaks exist on the project site? _____

d. How many oaks have trunk diameters of 36" or more, measured at breast height (4')?

e. Number, size, type and location of trees that will require removal, including those for road and sewage disposal construction (as shown on site plan):

f. Is a Tree Protection Plan for trees to be retained attached or addressed in your Biological Inventory? yes no

g. Does this project have the potential to preclude the future use of any natural resource i.e., forests or water? yes no *If yes, explain:*

h. Has this site been logged site in the last 10 years? yes no

If yes, was a Timber Harvest Plan approved? yes no

Is there an active Timber Harvest Plan on file? yes no

If yes to either, a copy of the approved and/or proposed Plan(s) is attached.

8. Mineral Resources:

- a. Is this site mapped as an MRZ-2, Significant Mineralized Area, by the State Dept. of Conservation? yes no

b. Does this project have the potential to deplete any non-renewable minerals?

___ yes ___ no *If yes, explain:*

9. Risk of Upset/Health Hazards

a. Have you included the required Nevada County Hazardous Materials/Waste Statement with this application? ___ yes ___ no

b. Do you have knowledge, or is there evidence, of any past, potentially hazardous materials use, including underground fuel storage tanks, dumpsites, or surface or subsurface mining activity? ___ yes ___ no

If yes, a Phase I Assessment must be submitted with this application. Contact the County Department of Environmental Health for information regarding what research must be conducted for the specified past use.

c. Does this project propose the handling, storage or transportation of any potentially hazardous materials, toxic substances, flammables or explosives? ___ yes ___ no

If yes, briefly describe the potentially hazardous materials:

d. Will the proposed project include the use of hazardous materials in quantities greater than 55 gallons, 200 cubic feet or 500 pounds? ___ yes ___ no

If yes, have you attached a Hazardous Materials Inventory Statement with this application? ___yes ___no

e. Does this project propose, or will this project result in, the generation of hazardous waste as defined by the California Health & Safety Code, Chapter 6.5? ___yes ___ no

f. Does this project propose fuel tanks, either above or below ground? *If yes, in what quantities?*

g. Is this project site within two air miles of an airport? ___ yes ___ no

If yes, is the project site mapped with the boundaries of an airport Comprehensive Land Use Plan (CLUP)? ___ yes ___no

10. Noise:

a. Is a Noise Study attached? ___ yes ___ no

b. Describe any noise-sensitive land uses (homes, schools, hospitals, churches, libraries, nursing homes) within a half-mile of the project site.

- c. Describe any noise that will be generated by this project both during and after construction; identifying the noise source and the hours of operation for the noise generating use, including any outdoor activity areas, i.e., storage yards, outdoor music, playgrounds, animals pens.

11. Public Services:

- a. List agencies providing the following public services to your project site:

Fire Protection: _____

Domestic water: _____

Sewage disposal: _____

Road maintenance: _____

Other special districts: _____

- b. If public sewer is proposed, how many EDUs are allocated to this site? _____

- c. How many EDU's are required for the proposed use? _____

- d. Is trash and recycling service available to serve the project site? ____ yes ____ no

- e. As a result of this project will there be significant amounts of solid waste generated, including stumps or inert matter? ____ yes ____ no *If yes, describe how the solid waste will be handled/removed:*

- f. Within what Fire Severity zone is the project site mapped (Moderate, High or Very High) on the CalFire Fire Severity Hazard maps? _____

- g. Will this project result in the need for additional public services including fire, police, water, sewage disposal or recreation, including annexation to a special district?

____yes ____no *If yes, describe:*

12. Utilities & Services Systems:

- a. List the public utilities that are available to serve the project site and the entities that provides service:

Telephone: _____

Electricity: _____

Gas (propane or natural gas) _____

High speed internet service: _____

- b. Will this project require the extension of service for any energy source?

____ yes ____ no *If yes, describe:*

- c. Will this project require the recording of a new utility easement?
 ___ yes ___ no *If yes, the proposed easement must be shown on the site plan.*
- d. Describe how this project maximizes energy efficiency, i.e., utilizes alternative energy sources, pursuant to General Plan policies EC-8.6.1, EC-8.6.4 & 14.2:

- e. What type of sewage disposal system is proposed for this project (public sewer, individual septic systems, community system, centralized system)?

13. Aesthetics:

- a. Will there be a change to any highly visible ridgelines or any scenic viewsheds?
 ___ yes ___ no
If yes, is a Management Plan included in this application? ___ yes ___ no
- b. Is this project visible from a scenic highway, a large population center, or a public recreation area? ___ yes ___ no *If yes, describe:*

- c. Does this project propose any outdoor storage, activity or use (other than parking)?
 ___ yes ___ no *If yes, describe the use:*

- d. Does this project propose new fencing? ___ yes ___ no *If yes, describe fence type, height, materials and colors:*

- e. Will this project require the installation of new overhead utility lines, visible from public roadways or adjacent properties? ___ yes ___ no *If yes, describe:*

- f. Is any new exterior lighting proposed? ___ yes ___ no
If yes:
 Is the location of all exterior lighting shown on the site plan? ___ yes ___ no
- Is a comprehensive Lighting Plan included in this application, which describes existing and proposed lighting, the number and type of light fixtures, i.e., compact-fluorescent, metal-halide, incandescent; the location (wall-mounted, pole); and type of shielding to prevent off-site light spill? ___ yes ___ no

14. Agriculture:

- a. Is this project site mapped on the State Dept. of Conservation Important Farmlands Map, as Prime, Unique or a Farmland of Statewide or Local Importance?
 yes no *If yes, is a Management Plan for encroachment into important agricultural lands included with this project?* yes no

- b. Is this project site, or an adjacent site, contracted for an Agricultural Preserve (Williamson Act), yes no

- c. Is there a Conservation Easement recorded for the project site, or an adjacent site?
 yes no

- d. Is there an agricultural use established on or adjacent to this parcel?
 yes no *If yes, describe the use:*

- e. Is the project site irrigated? yes no _____
If yes, what is the water source (well, treated, raw water, or?):

- f. Has the site ever been evaluated under the LESA (Land Evaluation & Site Assessment) system? yes no _____
If yes, a copy of the evaluation is attached.

- g. Will this project prohibit or decrease agricultural production, on or off-site?
 yes no *If yes, describe:*

15. Cultural Resources:

- a. A letter from the North Central Information Center is attached, recommending whether an on-site Cultural Resources Inventory be conducted.

- b. An Inventory was conducted and is attached.

- c. An Inventory is not attached because:
 The North Central Information Center determined that an inventory is not required due to project size or sensitivity level (see letter).
 An on-site inventory was conducted for a previous project and is on file with the Planning Department, County File No#: _____.

16. Recreation:

- a. Describe any public recreational facilities existing or proposed on the project site, including trails. Describe any known historic, public use of this site.

Development project information (not applicable to Tentative Maps)

17. Proposed use:

- a. Proposed use/occupancy type: _____
- b. Building type & hazard classification: _____
- c. Days & hours of operation: _____
- d. Total number of employees: _____
- e. Describe any outdoor activity proposed, including area square footage:

f. Number of parking spaces, pursuant to Sec. L-II 4.2.9.f. of Zoning Regulations:

	<u>Required</u>	<u>Proposed</u>
Regular stalls:	_____	_____
Compact stalls:	_____	_____
Wheelchair accessible:	_____	_____
TOTAL:	_____	_____

g. Are loading bays or drop off areas proposed or required? _____

18. Building Characteristics of each proposed building:

- a. Building size in square feet (existing and proposed):
1st floor _____ 3rd floor _____
2nd floor _____ 4th floor _____

- b. If assembly area without fixed seats, state UBC and/or designed occupancy: _____
- c. Building height, measured from average finished grade to highest point _____

d. Proposed exterior building:

	<u>Materials</u>	<u>Colors</u>
Roofing:	_____	_____
Siding:	_____	_____
Trim:	_____	_____
Windows:	_____	_____

e. Describe proposed architectural features or details (roof overhangs, offsets, wainscoting, etc) incorporated to comply with applicable County Design Guidelines:

19. Building Permits: List any building or grading permits related to this project that have been applied for and/or issued.

20. **Signage:**

- A Comprehensive Sign Plan been submitted that identifies:
 - a. Number of signs
 - b. Total sign square footage
 - c. Sign style (wall sign, monument, free-standing)
 - d. Sign lighting
 - e. Sign placement/location
 - f. Design, e.g., colors, materials, lettering style

21. **Residential Projects**

- a. Number of dwelling units:
 - Single-family _____
 - Multiple-family _____

- b. If multiple family or condominium project, number of dwelling units with:

One Bedroom _____	Two Bedrooms _____
Three Bedrooms _____	Four or More Bedrooms _____

- c. Does this project include a conversion of residential real property to a condominium project? yes no

If yes, have you provided tenant notice pursuant to Sec. 66427.4 of the Subdivision Map Act, and attached a report on the impact to tenants are required by Sec. 66427.4?
 yes no

If yes, you must provide verification of such notice.
 Is that documentation attached? yes no



I understand that failure to provide a complete and accurate response to all questions on this form may deem this application incomplete and may result in project processing delays.

Signature of () Property Owner(s) or () Authorized Representative that completed this document:

_____ Date: _____

NEVADA CITY
HAZARDOUS MATERIALS / WASTE STATEMENT

APN: _____ Property Owner: _____

Hazardous sites: General Plan policy requires the County pursue the cleanup of sites contaminated by mine waste or other hazardous materials prior to approving land use projects. Where hazardous waste or hazardous materials may occur on a project site, a Phase I site assessment may be required prior to processing or approving your project. Respond to the following questions and provide the requested information:

1. Is there evidence of any past, potentially hazardous use on or near the project site, including underground fuel storage tanks, dumpsites, artillery ranges, surface or subsurface mining activity?

Yes Provide a Memo from the County Dept. of Environmental Health that adequate information is on file to accept the project for processing.

No List the research and/or source of information justifying your response.

Hazardous use. It is the applicant's responsibility to understand the definition of "hazardous material" and "hazardous waste," as defined in the California Health & Safety Code, Chapter 6.5. The storage of hazardous materials and the generation of hazardous waste are regulated under federal, state and county codes. The storage of hazardous materials in quantities equal to or greater than, a total weight of 500 pounds, or a total volume of 55 gallons, or 200 cubic feet at standard temperature and pressure for compressed gas; or the generating of hazardous wastes in any quantity, requires a permit from the Nevada County Department of Environmental Health.

2. **Will hazardous materials be used, or will hazardous waste be generated from the facility resulting from this project? Check the appropriate response and provide the listed information.**

Yes A Hazardous Materials Inventory Statement (HMIS), obtained from the Department of Environmental Health, must be filed with this project application.

No Explain why no hazardous materials are used for the proposed use or business:
