



CITY OF RIDGECREST

PLANNING APPLICATION

Planning Division
100 W. California Ave.
Ridgecrest, CA 93555
(760) 499-5071
permits@ridgecrest-ca.gov

Case No.: _____

Date: _____

Fee: _____

LAND DIVISION SUPPLEMENT

Check application type (all maps are tentative):

Both this Land Division Supplemental and Planning Application must be completed for any application listed below.

☐ **Tract Map***

☐ **Parcel Map***

☐ **Lot Line Adjustment**

☐ **Parcel Merger**

☐ **Parcel Map Waiver**

**Planning Department fees vary as they are determined by the process each specific project must follow.*

GENERAL REQUIREMENTS

Tract Map:

- Required when creating 5 or more parcels
- Requires tentative and final map
- Requires approval from Planning Commission
- Map and legal description must be prepared by a licensed land surveyor or registered civil engineer

Parcel Map:

- Required when creating fewer than 5 parcels
- Requires tentative and final map
- Requires approval from Planning Commission
- Map and legal description must be prepared by a licensed land surveyor or registered civil engineer

Parcel Merger:

- Allows for joining together 2 or more contiguous parcels of land under the same ownership
- Does not require a tentative or parcel map
- Requires approval by the City Engineer
- Map and legal description must be prepared by a licensed land surveyor or registered civil engineer

Parcel Map Waiver:

- Allows parceling if all improvements exist (curb, gutter, sidewalk, streets)
- Used to merge parcels as re-division provided at least 2 parcels remain
- Must meet the requirements of a parcel map
- Does not require a tentative or final map
- Requires Planning Commission approval
- Map and legal description must be prepared by a licensed land surveyor or civil engineer

Lot Line Adjustment:

- Alters lot lines between adjacent parcels
- Cannot increase or decrease the number of parcels nor create a substandard parcel
- Does not require a tentative or final map
- Requires approval by City Engineer
- Map and legal description must be prepared by a licensed land surveyor or registered civil engineer

TENTATIVE TRACT MAP • TENTATIVE PARCEL MAP

Map Preparation Checklist

Tract / Parcel Map No. _____

- ☐ The tentative map and legal description(s) must be prepared by, or under the direction of, a licensed land surveyor or registered civil engineer authorized to practice land surveying.
- ☐ The tentative map and all required information shall be clearly drawn and legibly written. Planning Director may reject an application if the required information is not shown.
- ☐ The size of each sheet shall be at least 18" by 26" but not larger than 24" by 36" inches.
- ☐ The scale of the map shall be large enough to clearly show all required information (no smaller than 1" = 100"). If more than one sheet is used, the number of the sheet and the total number of sheets shall be stated on each sheet. Each parcel or lot shall be numbered or otherwise designated. The exterior boundary of the parcels or lots being created shall be indicated by shaded border. The map shall show the definite location of the parcels or lots and the map's relation to surrounding surveys.
- ☐ Two (2) folded copies of the map.
- ☐ One (1) copy of the preliminary title report. (must be dated within 60 days of submitting the application)
- ☐ Letter requesting phasing, if applicable.
- ☐ Letter requesting variance if applicable.
- ☐ Partial legal description (1/4 section, township/range)
- ☐ Vicinity map
- ☐ 4" x 4" clean area for stamps
- ☐ Sufficient description to define the location and boundaries of the proposed subdivision and its relationship to existing, adjacent subdivisions, and surroundings
- ☐ North arrow, numerical scale, and bar scale
- ☐ A topographical contour map with approximate contours at one-foot intervals and showing, in their correct location, existing drainage channels, roads, culverts, overhead and underground utility lines, wells, springs, major structures, irrigation ditches, and other improvements which may affect the design of the subdivision. Contour intervals shall not be greater than one foot if the ground slope is less than ten percent and at such intervals that the contour lines will not be spread more than 150 feet (ground distance) apart. The boundary lines of the subdivision shall be shown by a heavy line.
- ☐ Statement or plan as to proposed plans for draining the areas subject to flooding or inundation by waters flowing into or from the subdivision
- ☐ If to be developed in increments, the map shall indicate the approximate sequence of development by units

The tentative map shall show the following:

- ☐ The number of the subdivision as secured from Kern County Surveyor, and date of preparation
- ☐ Name & address of the owner(s) of record
- ☐ Name & address of registered engineer or land surveyor showing license, signature, and seal
- ☐ Name & address of the subdivider
- ☐ The outline of existing areas subject to inundation or ponding
- ☐ The edges and type of pavement of existing paved roads within public rights-of-way and easements or within private common rights-of-way
- ☐ Location of existing property lines and approximate boundaries of existing easements

within the subdivision with the names of the owners of record, of easements, exclusions, and the properties abutting the subdivision

- ☐ The proposed lot and street layout with scaled dimensions and area of each lot
- ☐ The location of all proposed easements for drainage and access
- ☐ Street names, width of streets and easements, approximate grade, and radius of curves along property lines of each street, as well as intersections on the adjacent property
- ☐ Typical geometric sections for streets showing pavement width, curbs, sidewalks, grading in marginal strips, slopes of cuts and fills and other construction proposed or applicable

- ☐ Areas to be used for public purposes
- ☐ Location, approximate grade direction of flow and type of facilities of existing drainage channels and storm drains
- ☐ A copy of all covenants, conditions or restrictions proposed to be attached to the property
- ☐ Lot or parcel layout, dimensions, area in square feet for each lot or parcel, and area in acreage for the entire tract
- ☐ The total number of lots, total number of buildable lots, net density of the subdivision, and boundaries of the entire portion of land being subdivided

PARCEL MAP WAIVER • PARCEL MERGER • LOT LINE ADJUSTMENT

Map Preparation Checklist

- ☐ Two (2) copies of the application signed by all property owners
 - ☐ Legal description of each parcel proposed and referenced Exhibit "A". Provide original and 1 copy
 - ☐ Two copies of surveyor's calculations
 - ☐ One copy of preliminary title report covering the affected parcels (must be dated within 60 days of submitting application)
 - ☐ Two copies of the map referenced Exhibit "B"
 - ☐ North arrow and scale
 - ☐ A caption describing the action being taken, a legal description of the property being acted upon, the property location as to ¼ section, township, and range, and the current Assessor's parcel number
 - ☐ Names of all the property owners, as shown on the title report
 - ☐ All existing structures accurately located on the original parcel together with their dimensions, the distance between them, and the number of stories or height of each structure
 - ☐ The distance from the structures to the boundary lines of the new parcels on which the structures are located
 - ☐ The names and widths of abutting and intersecting streets, with curb to property line distance shown
 - ☐ The locations, purposes, widths of all existing and proposed easements, streets, and appurtenant utilities
 - ☐ The location of existing water systems
 - ☐ The location of watercourses, drainage channels, and existing drainage structures
- The map shall show the following:**
- ☐ The boundary lines of the original parcel(s) with dimensions based on survey data or information of record
 - ☐ The proposed adjusted, merged, or division lines with accurate dimensions, and the area of each parcel created by such adjustments, merger, or division
 - ☐ If access is other than public street, clearly show
 - ☐ Engineer's or surveyor's stamp and signature on each page or sheet of the map
 - ☐ All existing improvements shown

Certificate of Compliance • Certificate of Merger – Preparation and Recording

Prior to recording the Certificate of Compliance for a parcel map waiver or lot line adjustment, or Certificate of Merger for a parcel merger, you must provide recordable maps which shall be labeled as Exhibit "B" for both the existing lots or parcels, and the new adjusted or merged lots or parcels. The preferred dimensions of the maps are 8 ½" x 11". The maps, including verification of compliance with Section 66412(d) of the Subdivision Map Act (lot line only), shall be submitted to the Planning Department along with a check, made payable to the Kern County Recorder.