



Gateway to the Redwoods

CITY OF WILLITS

COMMUNITY DEVELOPMENT DEPARTMENT

111 E COMMERCIAL STREET, WILLITS CA 95490 • PHONE: (707) 459-7112 • FAX: (707) 459-1562

MINOR LAND DIVISION INFORMATION

The California Subdivisions Map Act requires local governments to regulate and control all subdivisions within its jurisdiction. Subdivisions are classified as Minor Subdivisions and Major Subdivisions. A Minor Subdivision is any division of property into four or fewer lots. A Major Subdivision is division of property into five or more lots. Creation of condominiums is considered a subdivision.

A Minor Subdivision requires Planning Commission Approval of both a Tentative Map and a Parcel Map. A Major Subdivision requires City Council Approval of both a Tentative Map and a Final Map. An application for a Minor Subdivision will not be accepted for the same property where a Minor Subdivision has been approved within the previous two years.

STEP 1: APPLICATION

The applicant must submit an application for a Minor Subdivision before the City commences formal review of the project. An application includes the following:

1. 2 copies of the Subdivision Map application form including a description of the Project
2. Filing Fee
3. Description of the Project
4. 2 copies of a Vicinity Map (showing project site in relationship to surrounding parcels and land uses)
5. Environmental Information Form
6. 2 copies of the Tentative Subdivision Map, (Parcel Map second time). Both maps have the same requirements as the Site Plan. (NOTE: See attached example describing Site Plan. IT IS RECOMMENDED THAT THE APPLICANT SUBMIT 1 COPY FOR STAFF TO REVIEW FOR COMPLETENESS BEFORE SUBMITTING THE REQUIRED MULTIPLE COPIES).
7. A Preliminary Title Report (Final Title Report second time) issued within the previous 30 days
8. A Copy of any conditions or any restrictions or covenants existing or proposed

STEP 2: REVIEW FOR COMPLETENESS

Staff will review the application for completeness. If the application is incomplete, the applicant will be notified of the deficiencies and no further action will be taken until a complete application is submitted. Once the application is deemed complete, it will be scheduled for review by the City Technical Advisory Committee (TAC).

STEP 3: ENVIRONMENTAL REVIEW

All projects needing discretionary permits require environmental review as mandated by the California Environmental Quality Act CEQA. The purpose of the Environmental Review is to 1) determine the effect of the project on the environment; 2) inform the decision makers and the public of the environmental impacts; 3) identifies ways which can be avoided; and 4) disclose to the public why a project causing significant impacts was approved.

The environmental coordinator conducts an Initial Study to make the necessary findings. Based on the Initial Study the environmental coordinator will prepare a Negative Declaration for projects which have no significant adverse impact on the environment. One of several actions may be appropriate for projects which have or may have significant adverse environmental impacts:

1. Preparation and adoption of an **Environmental Impact Report (EIR)** for the proposed project;
2. Adoption of a **Previously Certified EIR** which sufficiently documents the environmental impacts of the proposed project;
3. Preparation of a **Mitigated Negative Declaration**: Revisions to the project plan which incorporate mitigation measures which would avoid a potential significant adverse impact or to reduce it to a level of insignificance; or
4. Preparation of **Addition Studies** to augment the Initial Study for specific potential impacts. (A Negative Declaration or an EIR must then be prepared.)

Applicants should be prepared to provide additional environmental information upon request. Delay in providing such information will cause delay of the environmental review and action on the project.

STEP 4: TAC REVIEW OF PROJECT

The TAC reviews the project for engineering, fire, police, water, sewer, building, legal, fiscal, environmental, planning and zoning aspects to make certain that the project complies with city, county, state and federal regulations and codes. Staff will make a recommendation to the Planning Commission of the TAC's findings.

STEP 5: PLANNING COMMISSION NOTICE AND HEARING

At least 10 days (minimum of 21 days if subject to environmental review) prior to a public hearing before the Planning Commission, a Notice of the public hearing is 1) printed in a newspaper of general circulation, 2) mailed to all property owners within 300 feet of the site undergoing review, and 3) posted at prominent locations around the site. The Planning Commission will Hear and consider staff recommendations and testimony from interested persons who wish to comment on the project.

STEP 6: PLANNING COMMISSION ACTION

The Planning Commission will act by approving (with conditions, if necessary), denying or continuing the project for further study. In order to approve a Minor Subdivision, the Planning Commission must find that the subdivision is consistent with the General Plan and compatible with the character and quality of the land use zone and surrounding uses and that it is not detrimental to public health, safety and general welfare. The Planning Commission must also approve a Negative Declaration or an EIR before acting on the Subdivision. The Planning Commission decision is final unless appealed in writing within 10 days. Final City decisions may be appealed in County Court.

STEP 7: PARCEL MAP

The entire process begins again at STEP 1: APPLICATION. The second time the application is for the Parcel Map. Essentially, the Parcel Map is a refined Tentative Subdivision Map and includes all the conditions and modifications required by the Planning Commission. The City Engineer and Planning Director must certify the Parcel Map before the Planning Commission reviews it. After approval of the Parcel Map, the City transmits the signed original to the County Recorder. The Parcel Map will be recorded upon satisfying requirements of the County Recorder. Newly created lots may be sold after recordation.

MINOR LAND DIVISION CHECKLIST

#MLD _____

OWNER _____

For a Minor Land Division which has been approved according to the Willits Municipal Code, the following "Condition of Approval" s checked below shall be completed prior to filing a _____
Parcel Map, or a _____ Unilateral Agreement.

ALL CONDITIONS OF APPROVAL MUST BE PRIOR TO EXPIRATION OF TWENTY-FOUR (24) MONTHS FROM DATE OF APPROVAL, UNLESS RENEWED PURSUANT TO THE WILLITS MUNICIPAL CODE.

CONDITIONS OF APPROVAL

1. Soil permeability testing to determine sewage disposal feasibility must be performed on parcel(s) _____ according to the standards found in the Division of Environmental Health's "Subdivision and Parcel Map Requirements" latest revision. Test results including a map showing the location of all tests must be submitted to, and accepted by, the Community Development Department. () Wet Weather Tests Required.
2. Soil profiles must be preformed on parcel(s) _____. Each profile must be to a minimum depth of eight (8) feet, and include a description which is to be submitted to the Community Development Department for review. () Wet Weather Tests Required.
3. A water quantity evaluation shall be performed on a water source located on parcel(s) _____ of the subdivision (include drawdown data on all wells) by a Registered Engineer, Registered Geologist or Registered Sanitarian. Results must be submitted to, and accepted by, the Community Development Department.
4. A complete standard mineral analysis must be performed by a qualified laboratory on a sample of water from the proposed division. Results must be submitted to, and accepted by the Community Development Department.
5. Where public water and/or sewer systems are to be utilized, the subdivider must submit to the Community Development Department a letter from the district(s) or agency(s) indicating a willingness and ability to supply services to the proposed parcels.
6. A noise study must be performed to evaluate compliance with the City of Willits General Plan Noise Element. A report must be submitted to, and accepted by the Community Development Department.
7. Sanitary sewer facilities including lateral shall be installed to serve each lot in said subdivision and connected to the city sewage disposal system providing service

(subdivisions lying either partially or wholly within five hundred (500) feet of a public sewer system).

8. Water main and services shall be installed to serve each lot in said subdivision and connected to the city system providing service (subdivisions lying either partially or wholly within five hundred (500) feet of a public water system).
9. There shall be provided an access easement of _____ feet in which, from a publicly maintained road, to each parcel being created. Documentation of access easement(s) shall be provided to the Department of Public Works for their review prior to final approval. () As per tentative map.
10. There shall be () dedicated by Parcel Map () granted by grant Deed a _____ along the _____ of #CR _____, provide for the ultimate improvement of the city road. This width shall be measured from the existing centerline. () including residual parcel.
11. All natural drainage and water courses shall be shown on the final parcel map. Minimum width shall be twenty (20) feet, or to the high water level plus five (5) feet horizontal distance whichever is greater. All parcels five (5) acres or less.
12. All easements of record shall be shown on the parcel map. All utility lines shall be shown as easements with widths as shown of record or a minimum of ten (10) feet, whichever is greater.
13. If the tentative map is conditioned upon certain improvements being made by the subdivider, he shall notify the Department of Public Works when such improvements have been completed.
14. Private roads and public utility easements shall be offered for dedication.
15. ROAD IMPROVEMENT REQUIREMENTS
 - A. A ten (10) to twelve (12) foot wide rocked road within the access easement grade not to exceed fifteen (15) percent unless approved by the Department of Public Works.
 - B. A sixteen (16) foot wide rocked road within the access easement. Grade not to exceed fifteen (15) percent. Drainage culverts where necessary (Parcels of 40 to 160 acres).
 - C. Sixteen (16) foot wide road within the access easements including four (4) inch minimum rock base, one hundred twenty-five (125) foot minimum radius of horizontal curve, grade not to exceed fifteen percent, drainage culverts where necessary (all minor subdivisions less than 40 acres).
 - D. A sixteen (16) foot wide road with a single bituminous seal coat (medium grading) with three (3) inches of commercially available aggregate base or high quality shale rock. For seal coat, this standard will be in accordance with the provisions of § 37-1 of the California Department of Transportation Standard Specification (latest edition).

- E. Commercial driveway approach shall be constructed to a minimum width of sixteen (16) feet, area to be improved twenty (20) feet from the edge of the city road to be surfaced with comparable surfacing on the city road.
 - F. Any proposed work with City rights of way required obtaining an encroachment permit from the Department of Public Works.
 - G. A turn-around be constructed within a 50-foot radius easement of terminus of access easement to the satisfaction of the Department of Public Works.
- 16. Access shall be restricted along _____ except at the existing or proposed opening (one opening per parcel overall).
 - 17. The following note shall be placed on the Parcel Map or Unilateral Agreement: "Prior to the issuance of building permits, a soils report and engineered foundation may be required by the Planning and Building Services Department.
 - 18. The applicant is hereby notified that this proposed division lies within the Coastal Zone Boundary and additional action by the agency may be necessary. For information you should contact the California Coastal Commission at 631 Howard Street, 4th Floor, San Francisco, CA 95105.
 - 19. That a Change of Zone be approved in conformance with the City of Willits General Plan prior to final approval of this application.
 - 20. All conditions or requirements of the Mendocino County Archaeological Commission shall become conditions of approval for this minor subdivision.
 - 21. When all conditions of approval have been satisfied, the applicant shall submit the completed Unilateral Agreement and the Recording Fees to the Planning and Building Services Department for review, approval and recordation.
 - 22. All areas within the subdivision subject to flooding shall be clearly identified on the parcel map. The information on the parcel map shall be based on a flood hazards report prepared by a Civil Engineer and filed with the Planning and Building Services Department and Department of Public Works. The flood hazards report, using data developed by the Federal Emergency Management Agency, shall clearly identify the magnitude of the flood potential as such related to the subdivision. A reference to the report shall be made on the parcel map (Paragraph 17-43 (D) (6) and Section 17-63.

The area of the subdivision within the _____ "floodway" as defined by the Federal Emergency Management Agency and on file with the City of Willits Planning and Building Services Department shall be delineated as a drainage easement on the parcel map (Paragraph 17-57 (A).

A note shall appear on the parcel map that "Development within the flood plain as identified on this map, is subject to those restriction in the Flood Plain Regulations of the City of Willits Municipal Code.

23. The flood hazards report shall also include the 10-year flood line to the satisfaction of the Community Development Department.
24. A notation shall appear on the (____) parcel map (____) unilateral agreement that future development may be subject to the City adopted fire safe standards.

THIS DIVISION OF LAND IS DEEMED COMPLETE WHEN ALL CONDITIONS HAVE BEEN MET,
AND THE APPROVED PARCEL MAP OR UNILATERAL AGREEMENT IS RECORDED BY THE
COUNTY RECORDER.



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MINOR LAND DIVISION APPLICATION FORM

APPLICANT

Name _____

Mailing Address _____

City _____ State _____ Zip Code _____

Phone _____ Email _____

PROPERTY OWNER

Name _____

Mailing Address _____

City _____ State _____ Zip Code _____

Phone _____ Email _____

Who shall be listed as the Primary Contact for the Permit Application? ☐ **Applicant** ☐ **Other**

If Other, provide Name, Phone Number and Email of Primary Contact:

LOCATION OF PROJECT

Street Address _____

Assessor's Parcel Number(s) _____

Zoning Designation _____ Parcel Size _____

TITLE COMPANY

Name _____

Mailing Address _____

City _____ State _____ Zip Code _____

Phone _____ Email _____ Date of T.R. _____

Name _____

Mailing Address _____

City _____ State _____ Zip Code _____

Phone _____ Email _____

[illegible]

- | 1. | Lot Size | Proposed Land Use | Existing Buildings |
|----|----------|-------------------|--------------------|
| | Lot 1 | | |
| | Lot 2 | | |
| | Lot 3 | | |
| | Lot 4 | | |
| | Lot 5 | | |

2. Which lot is residual parcel (to remain in ownership of applicant)? _____
3. Is an exception required to any of the subdivision regulations? ☐ Yes ☐ No
If yes, a letter stating reasons for the exceptions must accompany this application.
4. Will this application necessitate the filing of a General Plan Amendment, Rezoning, Use Permit or Variance application(s) to permit the proposed use of land and structures?
☐ Yes ☐ No
If yes, an application(s) requesting General Plan Amendment, Rezoning, Use Permit or Variance must accompany this Parcel Map application.

CERTIFICATION AND AUTHORIZATION

1. I hereby certify that I have read this completed application and that, to the best of my knowledge, the information in this application, and all attached appendices and exhibits, is complete and correct. I understand that the failure to provide any requested information of any misstatements submitted in support of the application shall be grounds for either refusing to accept this application, for denying the permit, for suspending or revoking a permit issued on the basis of such misrepresentatives, or for seeking of such further relief as may seem proper to the City.
2. I hereby grant permission for City staff and hearing bodies to enter upon and site view the premises for which this application is made in order to obtain information necessary for the preparation of required reports and render its decision.

Owner/Authorized Agent

Date

NOTE: IF SIGNED BY AGENT, OWNER MUST SIGN BELOW

AUTHORIZATION OF AGENT

*I hereby authorize _____ to act as my
representative and to bind me in all matters concerning this application.*

Owner

Date