



CITY OF ARVIN
141 Plumtree Drive, P.O. Box 548
Arvin, California 93203
661-854-2822 Office
661-854-2969 Fax
LAND DIVISION APPLICATION

Applicant's Information

Name:

Phone:

Email:

Address:

Project Location

APN:

Address

Legal Owner's Name (as listed in the Kern County Assessor's records) or Preliminary Title Report:

Legal Description:

Property Owners Information

Name:

Phone:

Email:

Address:

Engineers Information

Representatives Name:

Phone:

Email:

Address:

Project Type:

Tract Map

Parcel Map Waiver

Parcel Map

Lot Line Adjustment

Certificate of Compliance

Parcel Merger

Study Map

Other: _____

Notes: _____



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Consent of Applicant and Property Owner(s):

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The consent of the applicant and property owner, if not the applicant, is required for filing an application for a land use development permit within the City of Arvin. The signatures of the applicant and property owner(s) below constitutes consent for filing of this application. *Applicants shall be responsible for all costs and fees associated with their application.* The applicant shall be responsible for maintaining a zero balance with the Community Development Department for the City of Arvin. If a negative balance occurs, it may cause the application to become incomplete until sufficient funds are paid to the City of Arvin. If funds are not deposited within 30 calendar days, the application shall become void and a new application will be required.

1. _____
Property Owner(s) Signature(s) Print Name

2. _____
Property Owner(s) Signature(s) Print Name

Date: _____

Applicants Signature Print Name

Date

Indemnification and Cost Recovery Agreement

Indemnification and Cost Recovery Agreement

In consideration by the City of Arvin of a project, including any related environmental documents, for a ____

(Identify the type of project from page 1)

located at _____
(Address or general location)



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I/We, _____

(Print name of property owner or authorized representative/applicant)

agree to indemnify, defend, and hold harmless the City of Arvin, its officers, agents, employees, departments, commissioners or boards ("City" herein) against any and all liability, claims, actions, causes of action or demands whatsoever against them, or any of them, before administrative or judicial tribunals of any kind whatsoever, in any way arising from, the terms and provisions of this application, including without limitation any CEQA approval or any related development approvals or conditions, whether imposed by the City or not, except for the City's sole gross negligence whether active or not, or willful misconduct.

This indemnification agreement does not prevent the property owner from challenging any decision by the City related to this project and the obligations of this condition apply regardless of whether any other permits or entitlements are issued.

The City will promptly notify property owner of any such claim, action or proceeding, falling under this condition within thirty (30) days of actually receiving such claim. The City, in its sole discretion, shall be allowed to choose the attorney or outside law firm to defend the City at the sole cost and expense of the property owner and the City is not obligated to use any law firm or attorney chosen by another entity or party.

The Applicant further agrees to pay all costs associated with the review and processing of the application and agrees to deposit additional monies as may be required to pay for all costs in the review and processing of the application. The Applicant also acknowledges that should additional requested deposits are not received; the City shall not be obligated to process or take action on the application.

Environmental Information

APPLICANTS ENVIRONMENTAL INFORMATION FORM

This documents will assist the Community Development Department in evaluating the proposed project and its potential environmental impacts. Complete and accurate information will facilitate the required environmental assessment and review and will minimize future requests for additional information. Please contact the Community Development Department, Planning Division at 854-2822 if there are any questions you may have in responding to the following questions or assessments.

PROJECT SITE INFORMATION

Property Address or Location: _____

Property Assessor's Parcel Number: _____

Property Dimensions: _____

Property Area: Square Footage: _____ Acreage: _____

Site Land Use: Undeveloped/Vacant: _____ Developed: _____

If developed, give building(s) square footage: _____



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Existing Zoning of Project Site:

General Plan Designation: _____

Is there an environmental document for this location?

YES NO IF YES TO ANY QUESTION, PLEASE PROVIDE SUPPORT INFORMATION

- | | | |
|-----|-----|--|
| ___ | ___ | 1. Change in existing features of any lakes or hills, or substantial alteration of ground contours. |
| ___ | ___ | 2. Change in scenic views of vistas from existing residential areas or public lands or roads. |
| ___ | ___ | 3. Change in pattern, scale or character of general area of project. |
| ___ | ___ | 4. Significant amounts of solid waste or litter. |
| ___ | ___ | 5. Change in dust, ash, smoke, fumes or odors in vicinity. |
| ___ | ___ | 6. Change in lake, stream or ground water quality or quantity, or alteration of existing drainage patterns. |
| ___ | ___ | 7. Substantial change in existing noise or vibration levels in the vicinity. |
| ___ | ___ | 8. Site of filled land or on slope of 10 percent (10%) or more. |
| ___ | ___ | 9. Use of disposal of potentially hazardous materials, such as toxic substances, flammable or explosives. |
| ___ | ___ | 10. Substantial change in demand for municipal services (police, fire, water, sewage, etc.) |
| ___ | ___ | 11. Substantially increase fossil fuel consumption (electricity, oil, natural gas, etc.) |
| ___ | ___ | 12. Relationship to a larger project or series of projects. |
| ___ | ___ | 13. Traffic Impact Analysis -Report per Part 1 – General Information Application – Special Studies and Services. |
| ___ | ___ | 14. Archaeological Evaluation/Study per Part 1 - General Information Application – Special Studies and Services. |
| ___ | ___ | 15. Water “Will Serve” Letter per Part 1 - General Information Application – Special Studies and Services. |
| ___ | ___ | 15. Air Quality Impact Study - per Part 1 - General Information Application – Special Studies and Services |



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16. Project subject to any Combining Zoning Districts such as Planned Unit Developments, Auto Parking, Architectural Design Zone, or MUO-Pedestrian Oriented Mix Use Overlay Zone.

Fees *Subject to Cost Recovery - this means that if the initial deposit is not sufficient to cover staffs time, the applicant will be responsible for the difference. All maintenance fees will be withdrawn from the initial deposit.

Activity	Flat Fee	Flat Fee Due
GP Maintenance-MF-GP#s		
MF-GP-1- Discretionary permits and all new building permit:		
Calculation: \$0.022 per square foot of lot area		
(_____ SQ.FT. X \$0.022 = \$ _____)		
Map Maintenance -MF-M#s	Flat Fee	
MMF-1 Parcel and Tact Map, Rezones, Amend	\$500.00	
General Plan Land Use Diagram (MAP)		
MMF-2 Misc. Maps And Activities: - Lot Line	\$300.00	
Adjustments/Mergers		
MMF-3 Utility Maps	\$500.00	
Code Maintenance – MF/C#s.		
CMP-PAD-1 Planning Applications Discretionary	\$100.00	
(Site Plan Review, Zone Change, General Plan Amendment, CUP, Variance, Subdivisions, etc.		
File Maintenance -MF/FM#s.		
FM-CD-1 Community Development Department – planning applications	\$20.00	
TOTAL FEES DUE		

Activity	Flat Fee	Flat Fee Due	Deposit	Deposit Due
ENVIRONMENTAL ASSESSMENT			\$5,000.00	
Notice of Exemption – city filing Plus Kern	\$250.00			
County Fee - plus Outside Agency Fees				
Notice of Determination – See fees for	\$250.00			
Outside Agency - plus Outside Agency Fees				
Preliminary Map Review			\$1,500.00	
Preliminary Map Review			\$3,000.00	
Parcel Maps				
Tentative Maps			\$3,000.00	
Monitoring Fee – Compliance with conditions			\$500.00	
Improvement Agreement – Preparation			\$2,000.00	
Parcel Map – Final			\$2,500.00	
Tentative Tract Maps				
tentative map submittal			\$2,000.00	
Tract Map Final			\$2,500.00	
Tentative Map Time Extension			\$1,000.00	
Monitoring Fee – Compliance with conditions			\$3,000.00	



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Subdivision Improvement Agreement – Preparation			\$2,000.00	
Other Map Applications				
reversion to acreage			\$2,500.00	
record of survey			\$1000.00	
review of improvement plans for all maps (Parcel and Tract)			\$1,500.00	
certificate of compliance – subdivision map act			\$1,500.00	
lot line adjustment			\$1,500.00	
lot line adjustment			\$1,500.00	
Street Name and Addressing				
Street Name Assignment and address Assignment – Each Street	\$360.00			
Change of Address	\$240.00			
change of subdivision name after files are established	\$500.00			
TOTAL FEES DUE:				

ACKNOWLEDGEMENT BY APPLICANT: I acknowledge that the deposit filing fee for this application may exceed the initial deposit and the City may require additional deposit of monies prior to action being taken by the City on this application. I also acknowledge and agree with, that the City will stop all efforts and processing of this application until such funds are deposited as determined by the City. Should additional funds not be deposited within 15 calendar days, the application shall become null and void. A new application and filing fees shall be required should the application become void due to lack of funds being deposited.

Applicant Print: _____ Applicant Sign: _____ Date: _____

Payment:

Received by:

Date:

Receipt Number:

**GENERAL REQUIREMENTS/DEFINITIONS
FOR CHANGING, CREATING OR COMBINING PARCELS**

Tract Map:

- Required when creating 5 or more parcels (*except commercial or industrial zoned properly*)
- Requires tentative and final map
- Requires approval from Planning Commission and City Council
- Must be done by a registered civil engineer (registered prior to 1-1-1982) or licensed land surveyor

Lot Line Adjustment:

- Allows altering of lot lines between adjacent parcels
- Cannot increase or decrease the number of parcels nor create substandard parcels
- Does not require a tentative or final map
- Requires approval from the City Engineer or Surveyor
- Must be done by a registered civil engineer (registered prior to 1-1-1982) or licensed land surveyor



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Parcel Map:

- Required when creating fewer than 5 parcels (*except commercial or industrial zoned properly*)
- Requires tentative and final map
- Requires approval from Planning Commission and City Council
- Must be done by a registered civil engineer (registered prior to 1-1-1982) or licensed land surveyor

Parcel Merger:

- Allows for joining together 2 or more contiguous parcels of land under one ownership into 1 parcel
- Cannot adjust location of lot or parcel lines which are to remain (*this requires a lot line adjustment*)
- Does not require a tentative or final map
- Requires approval from the City Engineer or Surveyor
- Must be done by a registered civil engineer (registered prior to 1-1-1982) or licensed land surveyor

Parcel Map Waiver:

- Allows parceling if all improvements exist
- Can be used to merge parcels
- Must meet the requirements of a parcel map
- Does not require a tentative or final map
- Requires approval from the City Engineer or Surveyor
- Must be done by a registered civil engineer (registered prior to 1-1-1982) or licensed land surveyor

Preliminary Map Review:

- The subdivider is encouraged to request a subdivision conference, prior to the submittal of a Tentative Map.
- Must be done by a registered civil engineer (registered prior to 1-1-1982) or licensed land surveyor

TENTATIVE MAP PREPARATON AND CHECK LIST

Filing Procedures

1 Preliminary Map Review

16.08.010 :The subdivider is encouraged to request a subdivision conference. Within ten (10) days after the date of receipt of such request, the planning department shall schedule a subdivision conference with the subdivider. The city engineer and planning department (or their representatives) shall attend the conference. Representatives of other public and private agencies affected by the proposed subdivision will be notified and asked to attend. Representatives of the city and other public and private agencies may transmit such recommendations to the subdivider as they deem desirable for the benefit of the subdivider in preparing the tentative map. As a result of the discussion conducted during the subdivision conference, the subdivider may request such additional meetings with participants in the subdivision conference, or with the city council, as may be necessary to clarify policies of the city or other public or private agencies which may have an effect on the proposed subdivision;

2 TENTATIVE MAP FORM: 16.08.030 - Form. The tentative map shall be prepared by or under the direction of a registered civil engineer or licensed land surveyor and shall be in the following form:

- | | |
|----|---|
| A. | The tentative map and all information thereon shall be clearly and legibly drawn and written and may be rejected by the city; |
| B. | The size of each sheet shall be eighteen (18) inches by twenty-six (26) inches and email at aojeda@arvin.org or a mcuxum@arvin.org in PDF format; |



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C.	The scale of the map shall be large enough (not smaller than one (1) inch equals one hundred (100) feet) to show clearly all details thereof and enough sheets shall be used to accomplish this end. The exterior boundary of the parcels or lots being created shall be indicated by colored border. The scale of the map shall be large enough (<i>not smaller than 1" = 100'</i>) to show clearly all required information. If more than one sheet is used, the number of the sheet and the total number of sheets comprising the tentative map shall be stated on each of the sheets and its relation to each adjoining sheet shall be clearly shown. 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 maps relation to surrounding surveys.
D.	Ten (10) folded copies of the map. (Note: After the application is reviewed by staff you will be notified to submit 35 folded copies of the map, 1 vellum of the map, and 1 copy of the map reduced to 8 1/2" x 11')

3	Tentative map content and requirements:
A	A tract number, assigned by the Kern County Surveyor's Office;
B	Name and address of the record owner of the property to be subdivided, and name and address of the subdivider if the owner is not the subdivider
C	○ Name and address of the registered engineer or licensed land surveyor showing license expiration date, signature and seal . , phone numbers, and email address. ○ Name and address of the subdivider, phone numbers, and email address. ○ Name and address of the title holder, phone numbers, and email address.
D	○ Date of preparation, north point, and scale; ○ Partial legal description (<i>1/4 section, township/range</i>) ○ 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.
E	Approximate acreage of the parcel to be subdivided;
F	Boundary lines;
G	The location, names, width, curve radii and approximate grades of all adjacent roads to the proposed subdivision;
H	Location and approximate width of reserve strips
I	The width and approximate locations of all existing or proposed easements or rights-of-way, whether public or private, for roads, drainage, sewers, public utilities of flood control purposes ○ The locations, names and widths of adjacent, existing and proposed streets, rights-of-way, pedestrian ways, easements, and appurtenant utilities on site and within 200 feet of the exterior subdivision boundaries; approximate grades of existing or proposed streets or access easements (<i>proposed street names shall not exceed 3 words nor 20 characters, and shall be easily pronounceable in English</i>); Label Private Streets, and show their cross sections; and ○ Show secondary access to each phase of development
J	○ Lot lines and approximate dimensions, lot numbers and setback lines; Lot or parcel layout dimensions, and area in square feet for each lot or parcel, and the area in acreage for each lot;



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		○ The total number of lots, total number of buildable lots, net density of the subdivision (i.e. number of dwelling units per net acre), and boundaries of the entire portion of land being subdivided (the boundaries of the entire land subdivided may be shown on a separate sheet)
	K	Locations and approximate dimensions of proposed public areas;
	L	Location and widths of areas subject to inundation; Boundaries of areas subject to inundation or storm water overflow and the location, width and direction of flow of all watercourses, drainage channels and existing drainage structures ○ Existing topographic contours to 100 feet outside of the subdivision boundary (<i>unless a lesser distance is approved by the city Engineer</i>) and proposed direction of drainage flows in the streets
	M	Location of structures, irrigation ditches, pipelines, railroads and other physical features, Any existing features which are to remain in place shall be noted;
	N	Location of city boundary lines and boundary lines of any other public district which lies within five hundred (500) feet of the exterior boundary lines of the proposed subdivision;
	O	A tentative drainage plan including provisions for the disposal of stormwater;
	P	A key map showing the proposed subdivision and surrounding subdivisions and streets located within one-quarter ($\frac{1}{4}$) mile radius of the boundaries of the proposed subdivision;
	Q	An outline of the areas of the tentative map proposed for the partial recording of a final map thereon;
	R	Proposed street tree planting, if any;
	S	Location and widths of proposed future streets.

3 cont'd Supplemental Information Required:		
		☐ A preliminary grading plan whenever a subdivision has: ○ Any excavation two feet or more in vertical depth and/or any cut slope five feet or more in vertical height ○ Any embankment placed on natural grade greater than three feet in depth with slope steeper than five feet horizontal to one foot vertical. No such embankment shall obstruct a drainage course Any portion with an elevation differential of 1.5 feet or more from adjacent property
		All existing buildings, structures or uses, including trees, fences, utility towers, pole lines, pipelines and their purpose or function, existing oil wells and petroleum related operations and idle and abandoned wells accurately located on the property being divided together with their dimensions; the distance between buildings and structures, the number of stories of each building, and their locations in relation to existing or proposed streets and lot or parcel lines
		○ The distance from existing buildings or structures to the boundary lines of parcels - Location of all obstructions within existing or proposed rights-of-way - Proposed use or uses of the property including drilling islands for oil wells and/or production operations, and easements for pipelines and access; if the land is to be reserved for future petroleum related uses, the applicant shall submit a plan depicting the ultimate use of the land if petroleum operations cease or are unneeded
		Proposed method of water supply, sewage disposal and other utility supply
		Existing improvements on the opposite sides of streets, such as street intersections, drive approaches, median islands (<i>and turn openings, if any</i>), street lights, and drainage structures



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4 16.08.050 - Required statements and reports. The tentative map shall be accompanied by reports and written statements from the subdivider giving essential information regarding the following matters:

A	Legal description of the property;
B	Source of water supply;
C	Proposed storm water sewer, or other means of drainage;
D	Left Blank
E	Type of street improvements;
F	Protective covenants to be recorded;
G	The proposed use of each lot and the relative proportions of the total area of the subdivision proposed to be devoted to each use classification, in acres;
H	Other improvements proposed to be made or installed;
I	The time when improvements are proposed to be made or installed;
J	Description and location of community facilities which would serve the proposed subdivision;
K	Minimum lot and average lot size;
L	A preliminary title report describing all rights-of-way and easements to which the property to be subdivided is subject; Three (3) copies of the preliminary title report (must be <i>timed within 60 days of submitting the application</i>)
M	Preliminary reports from the telephone and electric utility companies which will serve this subdivision as to the approximate per lot costs for the provision of telephone and electric services by underground burial;
N	Justification and reasons for any exceptions to the provisions of this title;
O	Current deed restrictions, if any;
P	Special district in which the proposed subdivision lies and the boundary of the special district if it divides the proposed subdivision;
Q	Existing zoning.
	Letter requesting phasing, if applicable
	Letter requesting modification of standards or optional design (<i>include justification and site/floor plans of homes</i>)

Parcel Map Waiver / Lot Line Adjustment/Parcel Merger -Map Preparation Checklist	
	Two (2) copies of the application signed by all property owners, including trustees or beneficiaries under deeds of trust
	Legal description (<i>metes and bounds</i>) of each parcel proposed and referenced Exhibit "A". Provide the original plus copy
	Two (2) copies of a preliminary title report (<i>must be dated within 30 days of submitting the application</i>) covering the parcels affected
	Three (3) copies of the map, referenced Exhibit "B". The map shall be 18"x 26" maximum, drawn to a scale sufficient in size to show all necessary details



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The map shall show the following information:

- The boundary lines of the original parcel(s) with dimensions based on survey data or information of record deemed to be adequate by the Advisory Agency*
 - The proposed adjusted, merged, or division lines with accurate dimensions, and the area of each parcel created by such adjustment, merger, or division*
- * These maps should be separate drawings*
- If access is other than a public street, it must be clearly shown
 - Engineer's or surveyor's stamp and signature on each page or sheet of the map
 - A caption showing a description of the action being taken, a legal description of the property being acted upon, the property location as to 1/4 section, township and range, and the current Assessor's parcel number
 - Names of all 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 *(Such distances shall be established by a registered civil engineer's or licensed land surveyor's survey as required by the Advisory Agency)*
 - The names and widths of abutting and intersecting streets, with curb to property line distances shown
 - The locations, purposes, widths of all existing and proposed easements, streets, and appurtenant utilities
 - The location of existing water systems or proposed method of water supply *(sufficiency & availability of the water supply to be verified by the surveyor.)*
 - The location of all watercourses, drainage channels, and existing drainage structures
 - All existing improvements shown. i.e., curb breaks, curbs and gutters, sidewalks, sewer lines, storm drains, etc
 - North arrow and scale *(scale must be large enough to clearly show all lettering & numbers when the map is reduced for recording)*
 - Vicinity map Contour lines covering the area within the project boundary and up to 100 feet beyond the boundaries

Preparation and Recording – Lot Line Adjustment and/or Mergers

Prior to recording the Certificate of Compliance *(parcel map waiver and lot line adjustment)*, you must provide recordable maps, which shall be labeled as Exhibit "B" of both the existing lots or parcels, and of the new, adjusted or merged lots or parcels. The preferred dimensions of the maps are 8 1/2 " x 11" with a maximum allowable size of 8 1/2" x 14". The maps, including verification of compliance with Section 66412(d) of the Subdivision Map Act *(lot line adjustment only)*, shall be submitted to the City Engineer along with a check, made payable to the Kern County Recorder, for the recording of the Certificate and any accompanying documents. Your title company may be allowed to record the final documents subject to prior approval by the City Engineer.

Note: If common use facilities exist (i.e. driveways, parking areas, private streets, sewer lines. etc.), then provisions shall be made for their common use and maintenance This may be accomplished through CC & R's, deed restrictions, covenants, etc., which will be required to be recorded concurrently with the Certificate of Compliance.