

SUBDIVISIONS

DEFINITION OF A SUBDIVISION

A subdivision is defined as the division of any improved or unimproved land for the purpose of sale, lease, or financing. A subdivision also includes the conversion of a structure to condominiums. The State Subdivision Map Act provides general regulations and procedures that local governments must follow in the regulation of subdivisions. The City also has a Subdivision Ordinance, which provides specific guidelines and standards for the regulation of subdivisions. Subdivision regulations and review procedures are different for subdivisions which divide property into five or more lots (major subdivisions) and subdivisions of four or fewer lots (minor subdivisions).

THE TENTATIVE MAP PROCESS

A tentative map shall be prepared for any proposed subdivision.

The tentative map review procedure is designed to ensure specific features (i.e. grading, drainage, sanitary facilities, vegetation, easements, and street alignments) of a subdivision conform to City regulations and policies and are arranged in the best possible manner to serve the public. The applicant's engineer or surveyor prepares a tentative map.

The application and tentative map will be reviewed by City staff for consistency with the Subdivision Map Act, City policies, and development standards. It will be subject to environmental review under the California Environmental Quality Act prior to being scheduled for a public hearing before the Planning Commission. The applicant is notified by mail of the date the application is to be heard. The decision of the Planning Commission shall be final unless appealed to the City Council.

Upon approval, a final or parcel map shall be recorded within 24 months unless an extension to the conditionally approved tentative map is granted by the Planning Commission.

The approval of a Tentative map shall become effective for the purposes of filing a Parcel Map or Final Map, including compliance with conditions of approval, on the 11th day after a decision by the

Planning Commission if no appeal is filed for sites outside of the Coastal Zone; or after the Coastal Commission 10-working day appeal period has lapsed.

THE FINAL MAP PROCESS

The filing and approval of a Final Map (ILUDC Chapter 18.82.070) shall be required for a subdivision of five or more parcels. The City Council has approval authority for a Final Map after receiving a favorable recommendation from the Planning Commission. After action by the Council and after the required signatures and seals have been affixed, the subdivider shall submit the Final Map to the County Recorder for recordation, and shall provide certified copies to the City Engineer.

NOTICE TO APPLICANTS

All development applications are subject to the regulations set forth in the City of Fort Bragg Inland Land Use & Development Code (ILUDC) and Fort Bragg Municipal Code. Please be advised that, prior to submittal of a complete application and set of plans, staff comments and interpretations should be considered preliminary and subject to change pending full review of a complete application package by all City, County, and State departments/agencies as necessary.

Major & Minor Subdivisions

*for properties outside
the Coastal Zone*



City of Fort Bragg

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Consult the City of Fort Bragg Inland Land Use & Development Code (ILUDC), Article 8, Subdivision Regulations & Procedures, for further information about subdivisions outside the Coastal Zone.

SUBMITTAL REQUIREMENTS

A planning application shall be submitted for development projects requiring discretionary review by the Planning Commission or Director. One application may be used for multiple permits processed concurrently for a project. Applicants must submit four (4) copies of each of the following scaled plans and at least one set on reproducible-sized paper (11"x17" maximum) with all dimensions shown. Additional copies may be requested

I. TENTATIVE SUBDIVISION MAP

A planning application must be submitted with the following:

- A. **Four (4) copies** of the tentative map containing the following information and format:
- B. Sheet size a minimum of 24" x 36" with a 1" clear border and scale of not less than 1"=100.'
- C. One set of reproducible plans no larger than 11" x 17."
- D. Date, north arrow, scale, and sufficient description or address to define the location and boundaries of the proposed subdivision.
- E. Name and address of the owner of record whose property is to be divided.
- F. Name and address of the subdivider.
- G. Name, business address, and registration number of the civil engineer/land surveyor who prepared the tentative map.
- H. The locations, names or other approved identification, widths, approximate grade and curve radii of all streets, highways, and ways within the property and immediate vicinity.
- I. Contour lines with an appropriate interval supplemented by spot elevations when the distance between contour lines exceeds 100 feet. Elevations shall be based upon City data.
- J. The location, character, and identification of all existing public utility facilities on the

property or adjoining properties and on contiguous streets. Widths of all existing and proposed easements.

- K. Arrangement and configuration of lots, with appropriate dimensions of each lot. Each lot shall be numbered, and proposed setbacks shall be shown.
- L. The outline of any existing building, identification of those to remain in place and their locations relative to existing or proposed streets or lot boundaries.
- M. Proposed driveway locations and any easements or proposed shared easements for driveway access.
- N. Proposed locations of all sidewalks and Americans with Disabilities Act (ADA) ramps.
- O. Approximate location and species of trees or group of trees on the property and general information of those to be removed.
- P. Approximate location of existing and proposed drainage control features and bodies of water. All areas subject to inundation or stormwater overflow and the location, width, and direction of flow of all water courses.
- Q. Approximate location of existing wells and sewage disposal systems.
- R. The location, identification, and description of all known or found survey monuments on, or adjacent to, the property.
- S. The names of owners of adjacent properties.

II. OTHER REQUIRED DOCUMENTS TO ACCOMPANY SUBMITTAL

- A. Preliminary Soils Report, prepared by a soils engineer or civil engineer.
- B. A copy of conditions and restrictive reservations or covenants, existing or proposed.
- C. Preliminary Title Report (2 copies) issued within 30 days of application submittal.

- D. Preliminary grading and drainage plan.
- E. A botanical survey and/or wetlands delineation may be required.
- F. A written statement from all property owners or those having any title interest consenting to the proposed subdivision.
- G. A written statement as to the proposed use of the property.

III. ENVIRONMENTAL REVIEW

Some subdivision applications must undergo a preliminary environmental review. You may be required to submit information regarding traffic, noise, biological, drainage, archaeological resources, etc.

IV. EVALUATION OF PROJECT

Applications for both minor and major subdivisions are evaluated for conformance with the Subdivision Map Act, City of Fort Bragg General Plan, and applicable zoning requirements including density, minimum lot size, applicable setbacks, etc.

V. COMPLETION OF SUBDIVISION

A final map or parcel map must be submitted to the City Engineer after the tentative map has been approved by the Planning Commission. The specific requirements for the final/parcel map, including those for the subdivision improvement plans, are available from the City Engineer and should be carefully followed in order to prevent delay of the project. The City Council will approve/disapprove the final/parcel map. The applicant must file the approved final/parcel map with the County Recorder's Office. Once the final/parcel map is recorded, the subdivision becomes final and lots can be conveyed and developed.

Please contact the Community Development Department at (707) 961-2827 for applicable fees.