

**CALAVERAS COUNTY  
PLANNING DEPARTMENT**

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**TENTATIVE PARCEL MAP or TENTATIVE SUBDIVISION TRACT MAP**  
INSTRUCTIONS FOR FILING APPLICATION

This list is intended to meet the requirements of Government Code Section 65940.

1. The application form for **Land Use Development** shall be properly and accurately filled out and signed by the owner(s) of the property and applicant(s). All property owners shall sign or a Power-of-Attorney shall be submitted specifically authorizing a designated person to sign this application. If a corporation is the property owner, a Resolution from the corporation authorizing this application shall be submitted.

2. **All Applications must go through a pre-application review process prior to acceptance. Applications will be reviewed by appointment only, and will not be accepted over the counter or through the mail.**

3. **Application Fees:**

Tentative Parcel Map (TPM) .....	\$ 6,843.00
Tentative Subdivision Tract Map (TSTM) 5-150 lots .....	\$ 13,969.00
Tentative Subdivision Tract Map (TSTM) 151-500 lots .....	\$ 14,525.00
Tentative Subdivision Tract Map (TSTM) each add'l 200 lots over 500 .....	\$ 14,525.00

***NOTE:*** Multiple applications submitted at the **same time** for the **same property** save the County time and money and that savings is passed on to applicants. For concurrent applications, the total fee is 100% of the highest fee and 50% of all other ***Planning Department*** application fees (***Public Works and Environmental Health application fee portions are still calculated at 100%***).

4. One copy of the current **County Assessor's Map** with the property of the proposed land division delineated shall be submitted with the application.

5. One copy of the **Current Deed** from the Official Records of the County shall be submitted with the application. If the deed shows a corporation as the owner, a copy of a Resolution from the Corporation authorizing this application, shall be submitted.

6. Three copies of a **Current Title Report**. The title report should be less than one year old.

7. The proposed **Development Plan** shall be clearly and legibly drawn to scale on drawing sheets of at least 18" x 24" paper or larger. Use a standard engineering or architect's scale. **Three (3) folded copies** of all development plans shall be submitted with the application for preliminary review. Once any revisions are made and the application is deemed complete, **twelve (12) folded copies** of the amended standard sized plans and one (1) set of reduced copies (11" x 17") will be required. The applicant will be notified if additional copies are needed.

8. **Contents of a Tentative Map:**

No tentative map shall be accepted by the Planning Department unless it meets all of the following requirements:

- a. Subdivision name (for tentative subdivision tract maps only).
- b. Title Block with the following information:
  1. Name, address, daytime phone number of the property owner.
  2. Name, address, daytime phone number of the sub-divider, if different from (a).
  3. Name, address, daytime phone number of person preparing the tentative map.
  4. All assessor parcel numbers of the property being proposed for subdivision.
  5. Portion of the section (s), township (s), range (s) or town site/subdivision, block/unit and lot number.
- c. Vicinity map. The purpose of this map is to assist in locating the project site. This map must show how to get to the subject property from the nearest community and indicate its position in the Section that it is located. (Section lines, all adjacent streets, roads, driveways, identifiable features, etc.).
- d. North arrow and scale.
- e. Boundaries of proposed subdivision. (Bearings and distances).
- f. Boundaries and approximate size of proposed parcels. In a tentative subdivision of 10 or more lots, a "typical" lot may be shown rather than marking each lot.
- g. Assessor parcel numbers of parcels contiguous to the proposed tentative map.
- h. Location, width, and evidence of legal access from the nearest public road to the subject property. **No tentative map shall be accepted as complete unless there are references on the tentative map to the existing legal access.** The reference shall be recorded deed, parcel or final map, or court order. (Co. Code 16.01.120)
- i. Location, width, and purpose of all existing and proposed easements to be offered for dedication and use.
- j. Location, name and width of all onsite and adjacent roads. (Active tentative maps in the area may require matching road alignments at intersections or connections).
- k. Sufficient contours to determine the general slope and topography of the subject property. The map shall have a statement noting the source of the contour information, and the contour interval. The contours shall have the indicator contours marked with elevations.
  1. For parcels or lots 20 acres total or greater in size, the interval to be accepted is that which is obtainable from the applicable 7 1/2 minute USGS quadrangle map.
  2. For parcels from 5 acres to 20 acres total in size, the maximum acceptable interval is 5 feet for slopes under 20 %. Slopes over 20 % may have a contour interval of 10 feet or more.
  3. If the smallest parcel is 5 acres total or less in size, the maximum acceptable interval is 2 feet for slopes under 10 %. Slopes over 10 % may have a contour interval of 5 feet or more.
  4. Upon approval in advance by the Community Development Director, these requirements may be waived.
- l. Natural and man made features:
  1. Perennial or intermittent water course.
  2. Known onsite wells or septic tanks.
  3. Ponds, lakes or reservoirs onsite and within 100 feet of the perimeter boundaries.
  4. Onsite structures.
  5. Onsite mine shafts.
  6. Power and utility lines, sewer and water mains.
  7. Delineate all large trees (12" dia. or larger) within proposed right-of-ways.
- m. Notes on Public Service suppliers:
  1. Source of potable water.
  2. Method of sewage disposal.
  3. Source of fire protection.
  4. School district.
  5. Power and telephone companies.
- n. Notes on land use information:

1. Total acreage of the subject property.
  2. General Plan designation.
  3. Existing and proposed (if any) zoning district.
  4. Number of lots (for tentative subdivisions).
  5. Archaeological sensitivity, if high or medium, provide assessment or prior assessment information location.
- o. Proposed new Roads:
    1. State whether proposed road is to be built to County public or private standards, and indicate the proposed template.
    2. State whether materials are to County standards or indicate specifications.
    3. Indicate the total length of all roads and cul-de-sacs.
    4. Indicate the method of road maintenance.
    5. Include separate identification or road names for each proposed road.
  - p. Indication of adjacent recorded subdivisions and known proposed subdivisions, lot lines, or any other development which will affect or be affected by this development.
  - q. A certificate on the tentative map that says, "I am (We are) the (owner (s) of record) (agent /consultant for the owner of record) and (I) (he) (she) (we) consent (s) to the filing of this map in compliance with the requirements of Title 16 of the Calaveras County Code, and Title 7 Division 2 of the California Government Code, the Subdivision Map Act." Sign and date the certificate.
9. Any parcel that is designated as part of a Special Assessment District and/or all BONDED parcels will require contact with the Auditor and the Tax Collector for information regarding fees, notices, amortization schedules, as well as Bonding Agency for Amended Diagram procedures.
  10. If the property is currently zoned "U" (Unclassified), "HS" (Highway Service), or if new zoning is needed to match the proposed parcel sizes, a Zoning Amendment Application shall be submitted concurrently.
  11. According to Section 65943 of the California Government Code, your application shall be reviewed within thirty days and you or your agent shall receive written notice regarding the completeness of your application. According to Section 65944 (C), additional information may be requested in order to comply with division 13 of the California Public Resources Code. The aforementioned application requirements Items 1 through 7, are necessary for a complete application. Any application which is submitted in person or by mail, lacking the required information will not be accepted.
  12. After recordation of the map, the County Assessors office will assign new Assessor Parcel Number(s). New APN's are required PRIOR to issuance of building permits.

*Revised 08/09*