



CITY OF SAN JUAN BAUTISTA

P.O. Box 1420, 311 Second Street
San Juan Bautista, Ca 95045

PLANNING DEPARTMENT

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APPLICATION REQUIREMENTS FOR FINAL MAPS

Final Maps are required for subdivisions of land in which **five or more lots are created**. The purpose of a Final Map is to ensure that the subdivisions of land are consistent with the Subdivision Map Act and the City of San Juan Bautista Subdivision Ordinance. Final Maps must be approved by the City Council.

APPLICATION REQUIREMENTS:

- ❑ Required deposit of \$8,000.00. Additional fees will likely be charged on a monthly basis. Note that the city may stop work on a project if the project account is near or at zero dollars. The City will notify the applicant of this situation prior to ceasing work).
- ❑ Planning Application Cover Page.
- ❑ All items described and specified by Title X, Article 2 of the City Municipal Code (refer to the attached sheets or to the City web site).
- ❑ Applicant Agreement to Pay Processing Fees for Land Use Application form.
- ❑ Required processing deposit for environmental review under the California Environmental Quality Act (CEQA). The fees listed below are for the type of CEQA review anticipated at the time of application submittal. Additional fees may be charged depending on the final review completed by staff.
 - ❑ \$200 fee for a Notice of Exemption, or
 - ❑ \$5,000 deposit for an Initial Study/Negative Declaration, or
 - ❑ \$5,500 deposit for an Initial Study/Environmental Impact Report
- ❑ Notice of Determination (NOD). An additional fee is charged by the California Department of Fish and Game for their review of all environmental documents. Please contact this state agency as to their current fees. There is also a County Clerk filing fee of \$50.00 for each NOD document filed. CDFG fees are updated each year. This fee can be paid at a later date but no later than two days after approval of the project.

- One Copy of a current (within 6 months) preliminary title report
- One copy of a will serve letter from the agency proposed to provide water and sewer services.
- A soils and/or engineering geology report prepared by a soils engineer and/or a geologist certified in Engineering Geology by the State of California.
- **4 copies** of the Development Plan set, drawn to scale (must be engineering scale) at 1"=40' minimum. A licensed surveyor or registered civil engineer is required to prepare the Development Plan Set. The following plans must be included:
 - Preliminary Grading Plan(s).
 - Final Maps which shall include the following information:
 - The Tract Name
 - North Arrow and Scale
 - Existing and proposed land uses
 - Vicinity map showing an overview of the project location in San Juan Bautista
 - The name and address of:
 - the recorded owners,
 - the subdividers, and
 - the registered civil engineers/licensed surveyors who prepared the map (include their license and registration numbers).
 - Lot dimensions, lot sizes, and lot numbers/letters.
 - Street right of way dimensions and street names (existing and proposed)
 - Existing and proposed easements
 - Existing and proposed street grades
 - Contours at 2' intervals for slopes less than 10% and not less than 5' intervals for slopes 10% or more. Screened or dashed lines shall represent existing contours.
 - Location of existing utility poles and anchors.
 - Location, width, and direction of flow for each water course
 - Location, size, and slope of existing and proposed storm drains
 - Elevations of proposed structures and pads
 - Type, circumference, and dripline of existing trees. Any trees proposed for removal must be designated with an X.
 - Phasing lines
 - Public areas proposed for parks, playgrounds, open spaces, and similar uses.

- ❑ Location of all potentially dangerous areas, including geologic hazards and floods zones. Identify the elevation of the base flood.
- ❑ Location of all existing structures, including existing or abandoned wells and sumps.
- ❑ Property owner names and assessor's parcel numbers for adjacent lots of record.
- ❑ Other plans that the City Planner determines as necessary to review the project, such as grading plans, drainage plans, site sections, and details, or additional copies of aforementioned plans/documents.
- ❑ After the application is deemed complete, **fifteen 11"x 17" copies** of Development Plan set.
- ❑ Other materials that the City Planner determines as necessary to review the project, such as noise, traffic, and geologic studies. Please contact the Planning Department to determine if additional materials will be required.
- ❑ Project Description form
- ❑ Environmental Information form
- ❑ Photographs of the project site and the surrounding properties
- ❑ City staff will prepare typed mailing labels addressed to the current property owners and occupants of all units located on properties within 300' of the project site's property lines. Mailing labels for occupants of rental units will be addressed to "Occupant".

Note: All items must be included in the application in order for it to be deemed complete. Failure to include the requested items may result in a delay of the application process. The City has 30-days to determine if your application is complete or not. If not complete, the City will explain why in a letter within the 30 day timeframe (or emailed or faxed).