



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 A PARCEL MAP

Parcel Maps are required for subdivisions of land in which **four or less lots are created**. A Parcel Map is required for property owners who have had a Tentative Map approved or approved with conditions by the Planning Commission. Parcel Map applications must include and conform to the requirements and specifications outlined in Title X, Article 2 of the Municipal Code.

APPLICATION REQUIREMENTS:

- ❑ Required deposit of \$5,000.00 for time and materials associated with processing application. 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: \$1,993.00 for Initial Studies and \$2,768.25 for EIRs. There is also a County Clerk filing fee of \$50.00 for each NOD document filed. Fees are updated each year.

- ❑ 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).