

# CITY OF CORNING TENTATIVE MAPS

## APPLICANT'S GUIDE TO PROCEDURES

### **WHAT IS A TENTATIVE MAP?**

A division of land for the purpose of sale, lease, or finance requires submittal of a map for City approval showing the design and improvement for the proposed division and the existing conditions in and around it. Land divisions must be consistent with the General Plan, zoning requirements, development standards, and must conform with public health requirements, the Subdivision Map Act and related City ordinances, and usually must not cause substantial environmental damage or substantially and avoidably injure fish or wildlife or their habitat. The tentative map procedure is the method for determining if a land division meets those requirements.

The City Code provides for a land divider or his authorized agent to confer with City officials regarding a proposed division before submitting a tentative map. **A PRELIMINARY CONFERENCE CAN EXPEDITE THE PROCESSING OF A TENTATIVE MAP BY IDENTIFYING THE OVERLAYING GENERAL PLAN CONSTRAINTS AND POLICIES FOR WHICH EVALUATIONS, ANALYSES, STUDIES, AND REVIEWS ARE REQUIRED TO MAKE AN APPLICATION COMPLETE.**

### **WHERE TO FILE?**

City Hall  
794 Third Street  
Corning, CA. 96021

(530) 824-7036

### **WHAT TO FILE?**

1. Submit a completed application and five (5) copies of a tentative map that conforms to the requirements of the City of Corning subdivision regulations available in the City of Corning Planning Department. In most cases, the licensed land surveyor or engineer who will be doing the final survey prepares this map.
2. Filing fee of :
  - a.) for subdivision maps creating 4 or fewer parcels (Tentative Parcel Map)  
\$480.00 + \$50.00/parcel + Environmental Review Fee – See Procedure below
  - b.) for Subdivision maps creating 5 or more parcels (Tentative Tract Map)  
\$580.00 + \$50.00/parcel + Environmental Review Fee – See Procedure below

### **PROCEDURE**

A tentative map is reviewed by the Planning Department and evaluated, in coordination with other agencies, for consistency with the General Plan, zoning requirements and development standards, and conformance with public health requirements and the Subdivision Map Act and related County ordinances, and for the physical suitability of the site for the type and density of the proposed development, and for potential environmental impact pursuant to the California Environmental Quality Act (CEQA).

## **ENVIRONMENTAL REVIEW**

Subdivision Maps must be evaluated for potential environmental impacts. The City charges a fee to complete this analysis. The fee for environmental review is:

- 1.) Notice of Exemption \$60.00
- or**
- 2.) Negative Declaration or Mitigated Negative Declaration \$350.00
- or**
- 3.) Environmental Impact Report-5% of Preparation Contract Fee

For more complicated projects, an environmental consultant may be retained to complete the CEQA Initial Study and prepare the environmental document. In that case the City would contract with the consultant. The applicant will be responsible for paying the contract amount to the City.

After preparation, the Environmental determination is circulated for public review. After the appropriate review, a staff recommendation is prepared and mailed to the applicant and his engineer, surveyor, or agent. The tentative map is scheduled for the next regular meeting of the Planning Commission, for which it can be scheduled, while meeting all requirements for notice.

The recommendation of the Planning Commission is made at the public hearing. If the recommendation is positive the subdivision is then presented for City Council consideration at a public hearing.

After approval of a tentative subdivision map, subsequent to any appeal, the property is to be surveyed, and a final map is to be submitted to the City Engineer with appropriate documents or bonds. The City Clerk then presents the map to the County Recorder for recording after the conditions of approval have been met.

For additional information, contact the City of Corning Planning Department at (530) 824-7036.

**City of Corning-Tentative Maps  
Checklist of Required Data**

Type of land division:     Tract Map    Parcel Map    Plot Plan  
                                          Accompanying PD Permit    Modification of a Recorded Map

Applicant(s) \_\_\_\_\_

Submit copies of evaluations, analyses, studies and reviews required to address the overlaying General Plan constraint and policy areas. Those which are required can be determined through preliminary conference.

**Check if information is provided or work completed; mark N/A if information is not applicable.**

- 5 copies of 18" x 26" tentative map at a scale of 1" = 100' or 1" = 200'
- Site location sketch with north arrow
- Date of map preparation with north arrow
- Subdivision name
- Township, Range & Section
- Assessor Parcel Number(s)
- Preliminary soils statement or report from engineer regarding suitability of soils for proposed development **(for tract maps only)**
- Owner's concurrence if other than subdivider
- Existing Contours (1 foot interval for 0 – 10%; 5 foot for 10 – 30% slope)
- Preliminary Grading Plan (with written notation indicating top of banks, toes of fill, and changes in grade)
- Lot areas and dimensions
- Proposed land use
- Remainder of owner's contiguous lands
- Parcels designated by numbers
- 1 copy of reproducible 8 ½" x 11" Tentative Map

**STREETS**

- Names of existing and proposed streets
- Widths by labeling or typical cross-sections
- Grades
- Cut-and-fill slope areas
- If access is not by maintained public road abutting the property, attach documentation demonstrating legal access.

**WATERCOURSES**

- Location and direction of flow of watercourses. Indicate perennial or ephemeral.
- Culvert size and location
- Overflow areas
- Flood plains with Base Flood Elevations from FIRM Map
- Marshy areas or wetlands
- Public waterways, rivers, streams, (top of banks and highwater line)

**FACILITIES ON PREMISES OR ON ADJACENT STREETS**

- Existing buildings to remain
- Existing wells on property
- Existing sewage disposal facilities on property
- Sewer lines
- Water lines
- Drainage pipes
- Irrigation pipes or ditches
- Easements for surface or underground improvements
- Utility lines (location, identification) and easements (width) and operating entity
- Evaluate adequacy of existing sewer, water and drainage systems to accommodate proposed development.

**OTHER INFORMATION**

- ( ) Proposed drainage channel changes
- ( ) Evidence of seasonal high groundwater
- ( ) Application for rezoning, Use Permit, Planned Development or Variance included if necessary to permit proposal uses
- ( ) Proposed street, surface drainage, grading, fire protection and other improvements
- ( ) Current (<6 mos. old) Preliminary Title Report and a deed
- ( ) Phasing Plan
- ( ) Statement setting forth reasons for any exceptions requested to the provisions of the Subdivision Ordinance

**CERTIFICATE and WAIVER**

I, having prepared this application, certify that the information provided is correct and waive any action against the City of Corning in the event the City's action is set aside due to erroneous information provided herein.

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

I (we), as owner(s) of this property, concur in this proposal and in the above certification/waiver.

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

# PUBLIC WORKS

794 THIRD STREET, CORNING, CA 96021, (530) 824-7025, fax:(530) 824-2489

## Subdivision Improvement Plan Submittal Checklist

THIS FORM MUST BE SUBMITTED WITH FIRST PLAN CHECK  
(submittal is deemed incomplete until all applicable items are received for department review.)

Project Name: \_\_\_\_\_

1. \_\_\_\_\_ 2 Sets Street and Drainage Plans
2. \_\_\_\_\_ 2 Sets Water and Sewer Plans (if required)(w/ Master Water and Sewer Plans and calculations for 1<sup>st</sup> phase)
3. \_\_\_\_\_ 2 Sets Joint Utility Trench Plans (if required)(w/ vault and pedestal locations – electric, phone and cable)
4. \_\_\_\_\_ 2 Sets Rough Grading Plans w/ Erosion and Sediment Control (w/ copy of N.O.I. or SWPPP if over 5 acres)
5. \_\_\_\_\_ 2 Sets Signing and Striping Plans (striping plans requires for all public roads and private roads above class 7)
6. \_\_\_\_\_ 2 Sets Street Lighting Plans or Provisions for Future Street Lighting (if required by conditions)
7. \_\_\_\_\_ 2 Sets Final Subdivision Map (Required w/ all Improvement Plan submittals for cross checking)
8. \_\_\_\_\_ 2 Copies of current Approved – Tentative Map, Map Conditions, Planned Development Permit and Development Agreement (as applicable)(specifically address how each condition is satisfied in submittal letter)
9. \_\_\_\_\_ 2 Sets Hydraulic and Hydrological Maps and Calculations (w/ both 25 year and 100 year flood event calculations) including storm water Detention/Retention plan.
10. \_\_\_\_\_ 1 Soils Report (Required on all Subdivision Maps)
11. \_\_\_\_\_ 1 Itemized Engineer's Estimate of Construction Costs (Stamped and Signed by CA Engineer)
12. \_\_\_\_\_ 1 check in the amount of 1% of Itemized Engineer's Estimate for Improvement Plan Checking Fee is due upon submittal of Improvement Plans for plan check. A fee for inspection of public improvements equal to 2% of the Engineer's Estimate is required prior to approval of the Improvement Plans.
13. \_\_\_\_\_ 1 Draft Subdivision Agreement and draft of proposed security.(if other than cash deposit with City Clerk)

NOTE: Each approved unit of a phased subdivision shall be submitted on a separate and complete set of plans. It should be complete on its own merit. No combining of improvement plans of units allowed, except for grading plans, which can be combined for all the units of an approved tentative map.

I, the undersigned engineer, do verify that all the items necessary for review of this project and checked above are attached.

\_\_\_\_\_  
Engineer's Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Name (Printed or Typed)

Civil Engineer's Stamp  
Exp. Date \_\_\_\_\_