



**ATTACHMENTS/MAPS**

SUBMIT TWO (2) LARGE (TENTATIVE MAP SIZE) COPIES AND TWO (2) 11"X17" COPIES OF ALL ATTACHMENTS AND PLANS LISTED BELOW. SUBMIT ALSO, AN AUTOCAD FILE OF EACH ATTACHMENT. (The AutoCAD file shall be a dxf file, in State Plane Coordinate System Zone 3, NAD 83 datum, with feet as units. A Word document describing each layer shall also be submitted with the AutoCAD file.)

- CIRCULATION AND ROADWAY IMPROVEMENTS** *Circulation and Roadway Improvement Plan, shall include plan maps, elevations and typical sections for streets, alleys, bicycle paths/lanes, pedestrian sidewalks/paths, and transit improvements.*
- STREET LIGHTING** *Street Lighting Plan, showing the location of electroliers and traffic signals with lights mounted on top.*
- FENCING AND EDGE TREATMENT** *Fencing and Edge Treatment Plan, including elevations, showing community walls, community edge treatments, and community edge buffers.*
- SOUNDWALL** *Soundwall Plan, including elevations.*
- STREET LANDSCAPING** *Street Landscaping Plan, including elevations, showing neighborhood and community entries and implementation of the MHCS D Roadway Landscaping Plan.*
- PEDESTRIAN, BICYCLE, AND TRANSIT CONNECTIONS** *Pedestrian, Bicycle, and Transit Connection Plan, showing the location of sidewalks, and pedestrian connections, bicycle paths (by type of path), bus routes and transit stops.*
- SECOND UNIT DWELLINGS** *Second Unit Dwelling Plan, showing the location of all required second unit dwellings on a lot by lot basis, in accordance with Mountain House Development Title Section 9-830.5M.*
- OPEN SPACE, RECREATION, AND TRAILS** *Open Space, Recreation, and Trails Plan, including illustrated plans for facilities to be developed as part of the proposed subdivision.*
- SENSITIVE HABITATS MAP** *Sensitive Habitats Map, showing sensitive habitats, waterways, wetlands, and riparian areas.*
- CONCEPTUAL SITE DESIGN** *Conceptual Site Design Plan, showing sidewalks, driveways, pathways, off-street parking, building footprints, setbacks, building coverage, landscaping, and internal circulation for each specific land use type.*
- NEIGHBORHOOD CENTERS** *Neighborhood Center Special Purpose Plan, if applicable, with illustrative drawings and map of the Neighborhood Center showing land use and building types (including childcare centers), sidewalks, driveways, pathways, internal circulation, off-street parking, building footprints, setbacks, building coverage, landscaping, recreational uses, activity areas, and transit stops; and including related documents, such as a School Facilities Plan, Neighborhood Park Plan, and Joint Powers Agreement for joint use of school and park facilities.*
- FUEL LINE & PIPELINE RELOCATION** *Pipeline Relocation Plan, if applicable.*

**PROJECT DESCRIPTION**

A project description shall be submitted with the Application. The project description shall provide sufficiently detailed information, as identified on the application form, to provide for comprehensive consistency findings with the Master Plan, Specific Plan, Development Title, EIR Mitigations and Monitoring Program, and any applicable Special Purpose Plans or MHCS D plans.

- PROPOSED LAND USE** *Information concerning acreage by land use district, and the number and density of housing units by land use type, lot area by lot number, and total number of lots.*
- CONSISTENCY** *Description of how the proposed subdivision implements, or is consistent with, all plans and agreements relevant to it, including documentation of compliance; and identification/documentation of any proposed amendments to standard plans.*
- INFRASTRUCTURE COMPLIANCE** *Documentation concerning compliance with all required MHCS D required studies, plans, and actions relative to the provision of community facilities and services (i.e., schools, parks, fire, police, libraries), and public infrastructure, including phasing and financing components.*
- MITIGATION MEASURES** *Identification of all relevant, previously adopted mitigation measures, and conditions of approval from associated preliminary maps (including fees), and how the proposed subdivision implements or is consistent with them.*
- HOUSING TYPES AND DESIGN DIVERSITY COMPLIANCE** *Description of how the housing types and the design diversity for proposed subdivision demonstrate compliance with Master Plan diversity requirements for type and cost of housing; how housing cost/affordability within the proposed subdivision compares with the projected income of Mountain House employees by income group according to Table 3.9 of the Master Plan; and how the phasing and development of the proposed subdivision will attain jobs/housing balance goals and standards over time.*
- DESIGN THEME** *Description of the neighborhood design theme and architectural styles.*
- TRAFFIC/CIRCULATION IMPROVEMENTS** *Description of the phasing and financing of on-site and off-site traffic/circulation improvements and transit, and identification of Transportation Demand Management (TDM) programs included within the proposed subdivision and construction Truck Management Plan programs.*
- ADJACENT AGRICULTURAL OPERATIONS** *Description of adjacent agricultural operations and proposed protection measures.*
- ENERGY EFFICIENCY** *Description of measures taken to achieve energy efficiency within the proposed subdivision, including measures taken to achieve solar access.*
- COMMUNITY EDGES** *Description of community edge treatments.*
- EASEMENTS** *Description and location of pipelines, power lines, and railroad tracks within, in proximity to, or serving the proposed subdivision.*
- UTILITIES** *Information on telecommunication and fiber optic facilities; natural gas provider, facilities and pipelines, and estimated energy savings; electricity provider, facilities and transmission lines, electric magnetic fields (EMF), and estimated energy savings; other provided utilities, including cable.*
- AIR QUALITY** *Information concerning provisions for attaining air quality requirements of the Master Plan.*
- WATER SUPPLY** *Information concerning Byron Bethany Irrigation District (BBID) annexation of all property in the proposed subdivision; water conservation measures; and water storage and distribution.*
- WATER TABLE MANAGEMENT** *Information on water table management and continued water and drainage service for agricultural uses.*
- STORM DRAINAGE** *Information on storm drainage facilities and phasing, storm drain master plan; flood zones; and Best Management Practices (BMP's) as per the Drainage Plan.*
- PUBLIC SERVICES** *Information on the provision, design, phasing and timing of all public services; financing procedures for public services to serve the proposed subdivision, including medical/emergency services, school design and phasing, and MHCS D annexation of all land within the proposed subdivision.*
- WASTE MANAGEMENT** *Information on waste management services to be provided, including information on the waste transfer station.*
- PARKS** *Information on neighborhood park(s), community park(s), and regional park(s), including location and phasing of these and associated facilities.*

<b>STEP 3</b>	<b>APPLICATION DECLARED COMPLETE</b>	<i>Staff will check your application. If anything is missing, you will be notified in writing. The applicant will be sent a postcard once the application has been determined complete. (Your application cannot be processed until it is complete.)</i>
<b>STEP 4 APPLICATION PROCESSING</b>		
☐	<b>CEQA</b>	<i>The County will determine if the proposal may have an adverse effect on the environment. If no adverse effects are identified, the application will be processed. If there are potential adverse effects, further environmental review will be required. Projects that have the potential to adversely affect the environment will require the preparation of an EIR.</i>
☐	<b>REFERRALS AND ACTION</b>	<i>Staff will refer the application to any County departments, other agencies and surrounding property owners affected by your proposal. At the end of a review and comment period a staff report will be prepared and the Planning Commission will make the required findings and take action on the application.</i>
☐	<b>FINAL ACTION</b>	<i>The action of the Planning Commission can be appealed to the Board of Supervisors. The Planning Commission's action is final unless appealed. For further information on the length of the appeal period, contact the staff.</i>
<b>STEP 5 CONDITIONS AND ADDITIONAL PERMITS</b>		
☐	<b>CONDITIONS</b>	<i>The staff will send you the final action after the appeal period and if it is approved, it will list conditions, by department, that must be met before you can file a final map.</i>
☐	<b>FINAL MAP</b>	<i>A final map must be approved by the County Surveyor within 36 months of approval of the tentative map. For each approved final map, an AutoCAD file shall be submitted to the Community Development Department. (The AutoCAD file shall contain the following layers: parcel lines, survey monuments [with annotation of x, y coordinates of each monument], easements, street center lines, and an annotation layer consisting of lot number, lot square footage, and lot dimensions. The AutoCAD file shall be a dxf file, in State Plane Coordinate System Zone 3, NAD 83 datum, with feet as units. A Word document describing each layer shall also be submitted with the AutoCAD file.)</i>
☐	<b>IMPROVEMENT PLANS</b>	<i>As a part of the Final Map, Improvement Plans are frequently required. They are engineered plans showing sewer, water, drainage, grading, frontage improvements, roads and street lighting facilities.</i>
☐	<b>ENCROACHMENT PERMITS</b>	<i>Encroachment Permits must be acquired from the Public Works Department or MHCSD for any work performed within the public road right of way. If the project fronts on a state highway these permits are obtained from Caltrans.</i>
☐	<b>BUILDING PERMITS</b>	<i>If the project involves construction of a structure on private property, a Building Permit must be approved prior to commencement of work.</i>
☐	<b>OTHER PERMITS</b>	<i>Frequently, other local, state and/or federal agencies will require permits for land use projects (e.g., MHCSD, Air Pollution Control District, Fish &amp; Game, Fish &amp; Wildlife Service, Regional Water Quality Control Board, Caltrans or the Sheriff's Office.) The Community Development Department will identify additional permits we are aware of that may be required for your project.</i>

# MOUNTAIN HOUSE MAJOR & MINOR SUBDIVISION TENTATIVE MAP CHECKLIST

## MAP REQUIREMENTS

- SIZE** *The tentative map must be drawn on 18" x 26" material (unless otherwise authorized by the Director of Community Development.)*
- NORTH ARROW, DATE AND SCALE** *Use an engineer's scale (i.e., 1" to 20' or 1" to 40', preferred.) The direction of "north" should be pointing towards the top of the page.*
- TRACT NUMBER** *The tract number is assigned by the County Surveyor.*
- VICINITY MAP** *A vicinity map showing the location of the property in relation to surrounding streets.*
- CONTOUR LINES** *Contour lines or spot elevation within and beyond the project boundaries relative to mean sea level datum (check with staff for contour interval.)*
- WATERCOURSES** *The location of existing watercourses.*
- FLOODING** *The area subject to flooding from a 100-year flood with elevations. Include also the area that has been subject to historical localized flooding (not shown on Federal Emergency Management Agency [FEMA] Flood Insurance Rate Maps [FIRM]), with depth of flood waters [check with MHCS D].)*

## EXISTING AND PROPOSED DEVELOPMENT

- PROPERTY LINES** *All existing and proposed lots with dimensions and square feet. Number each parcel and "remainder" and circle the last lot. A dark, solid line shall be used around the entire original parcel(s).*
- ADJACENT PROPERTY OWNERS** *Names and Assessor parcel numbers of adjoining property owners, including those across any easements, roads, waterways, etc.*
- EXISTING SITE** *The location of existing buildings, utility lines, septic systems, wells, and other structures. Indicate any structure(s) to be removed.*
- STREETS AND EASEMENTS** *Location and names of all streets and easements within or bordering on the project including, right of way width and grades (check with MHCS D Engineering staff regarding design criteria.) Include:  
Cross Section Details  
Curve Radii  
Proposed Names*
- PARKING AND DRIVEWAYS** *The location, dimensions and surface material of all existing and proposed parking and driveways.*
- WATER SUPPLY** *The proposed water supply including:  
Location of all on-site and off-site wells within 150' of the proposed development  
Location of existing and proposed water mains and distribution system (check with MHCS D Engineering staff regarding design criteria)  
Other water sources*
- SEWAGE DISPOSAL** *The proposed sewage disposal facilities including:  
Location of public sewer hook-up  
Existing and proposed sewage collection, treatment and disposal systems (check with MHCS D Engineering staff regarding design criteria)  
Off-site sewage disposal systems within 150' of the property*
- STORM DRAINAGE AND FLOOD PROTECTION** *The proposed storm drainage and flood protection facilities (check with MHCS D Engineering staff regarding design criteria) including:  
Collection Facilities  
Detention and retention ponds  
Terminal facilities  
Levee improvement facilities  
Other flood protection facilities*
- GRADING** *Typical sloping pad grading and section; typical flat pad grading and section; areas requiring fill or excavation.*
- DEDICATIONS** *Improvements and easements to be dedicated to the County, MHCS D, or other public entity.*

## GENERAL NOTES

- NAMES** *Name, address and telephone number of owner; the name, address and telephone number of the subdivider, surveyor, and engineer filing the map.*
- PHASING** *If the project is going to have phases, a statement to this effect is required.*
- MULTIPLE FINAL MAPS** *Statement concerning whether multiple final maps will be filed.*
- EXISTING LAND USE** *Specify existing land use.*
- MASTER PLAN DESIGNATION AND ZONING** *Specify Master Plan designation and zoning district.*
- PROPOSED LAND USE** *Specify proposed land use.*
- UTILITY PROVIDERS** *Specify entities providing water, sewer, electric, gas, telephone, and cable services.*
- FLOOD ZONE DESIGNATION** *Specify which flood zone designation the project is in per FEMA FIRM number.*
- MAXIMUM CUT AND FILL SLOPE RATIO** *Provide a statement concerning maximum cut and fill slope ratio.*
- CONTOUR INTERVAL** *Specify size of contour interval.*

## TENTATIVE MAPS MUST BE COMPLETE AND LEGIBLE

- Before applying, check your Tentative Map and Required Information to make sure that it contains all of the information cited above. You are encouraged to have one of our counter staff and MHCS D staff review your Tentative Map and Required Information prior to having copies run.**
- Faint prints and light blue lines cannot be accepted because they cannot be reproduced or microfilmed.**



# MAJOR & MINOR SUBDIVISION APPLICATION (MH)

SAN JOAQUIN COUNTY COMMUNITY DEVELOPMENT DEPARTMENT

FILE NUMBER: \_\_\_\_\_ - \_\_\_\_\_

**TO BE COMPLETED BY THE APPLICANT PRIOR TO FILING THE APPLICATION**

**APPLICATION**  MAJOR SUBDIVISION (SU)  
 [CHECK ONLY ONE]  MINOR SUBDIVISION (MS)  
 [SEPARATE APPLICATION NEEDED FOR EACH APPLICATION]

Owner Information	Owner Information
Name:	Name:
Address:	Address:
Phone:	Phone:

Engineer/Surveyor Applicant Information	Subdivider/Developer Information
Name:	Name:
Address:	Address:
Phone:	Phone:

PROJECT DESCRIPTION	
Remainder Parcel: Yes <input type="checkbox"/> No <input type="checkbox"/>	Final Map In Units: Yes <input type="checkbox"/> No <input type="checkbox"/>

**PROPERTY AND VICINITY DESCRIPTION**

Property Information		
Assessor Parcel Number(s)	Property Size	Number of Existing Parcels
Property Address:		

Existing Land Uses
On-Site Uses, including Ag Crops:
Uses to the North:
Uses to the East:
Uses to the South:
Uses to the West:

<b>PROPOSED PARCELS</b>				
Average Parcel Size	Smallest Parcel Size	Largest Parcel Size	Average Parcel Frontage (at setback)	Smallest Parcel Frontage (at setback)

<b>SITE IMPROVEMENTS AND SERVICES</b>				
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<b>Water</b>				
<b>Public Water</b> <input type="checkbox"/>	<b>Service Provider</b>		<b>Annex-Formation Required</b>	<b>Distance to Public Water (Feet)</b>

<b>Private Water</b> <input type="checkbox"/>	<b>Existing Well</b> <input type="checkbox"/>	<b>New Well</b> <input type="checkbox"/>	<b>Well Replacement</b> <input type="checkbox"/>
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<b>Sewage Disposal</b>				
<b>Public Sewage Disposal</b> <input type="checkbox"/>	<b>Service Provider</b>		<b>Annex-Formation Required</b>	<b>Distance to Public Sewer Facility</b>

<b>On-site Sewage Disposal</b> <input type="checkbox"/>	<b>Existing Septic System</b> <input type="checkbox"/>	<b>New Septic System</b> <input type="checkbox"/>	<b>Other</b> <input type="checkbox"/>
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<b>Storm Drainage</b>				
<b>Public Storm Drainage</b> <input type="checkbox"/>	<b>Service Provider</b>		<b>Annex-Formation Required</b>	<b>Terminal Drainage to:</b>

<b>Private Storm Drainage</b> <input type="checkbox"/>	<b>On-site Retention Pond(s)</b> <input type="checkbox"/>	<b>Natural Drainage/No Change</b> <input type="checkbox"/>	<b>Other</b> <input type="checkbox"/>
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<b>Electricity</b>		<b>Natural Gas</b>	
<b>Service Provider</b>	<b>Distance to Service</b>	<b>Service Provider</b>	<b>Distance to Service</b>

<b>Telephone Service</b>		<b>Cable Television Service</b>	
<b>Service Provider</b>	<b>Distance to Service</b>	<b>Service Provider</b>	<b>Distance to Service</b>

<b>School Service</b>		<b>Fire Protection Service</b>	
<b>Service Provider</b>	<b>Distance to Elementary School</b>	<b>Service Provider</b>	<b>Distance to Fire Station</b>

<b>Existing Roads</b>				
<b>Road/Street Name</b>	<b>ROW Width</b>	<b>Pavement Width</b>	<b>Curb/Gutter</b>	<b>Sidewalks</b>
			Yes <input type="checkbox"/> No <input type="checkbox"/>	Yes <input type="checkbox"/> No <input type="checkbox"/>
			Yes <input type="checkbox"/> No <input type="checkbox"/>	Yes <input type="checkbox"/> No <input type="checkbox"/>

<b>PROPOSED ROADS BY WIDTH (NAME)</b>						
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Major Arterial 98'-152'	Minor Arterial 104'-134'	Commercial and Industrial Collector 64'-84'	Residential Collector 62'	Local Residential Type III 53'-58'	Local Residential Type II 49'-54'	Local Residential Type I 45'-50'

**Estimated Vehicle Trips Per Day at Buildout:**      **Auto:** \_\_\_\_\_      **Truck:** \_\_\_\_\_

<b>ENVIRONMENTAL INFORMATION</b>
<b>Water, Drainage and Flooding</b>
<i>Describe the current depth of the ground water and depth to potable water:</i>
<i>Describe any existing drainage courses or eroded areas on or near the project site (e.g., rivers, creeks, swales or drainage ditches):</i>
<i>Describe any areas subject to flooding (e.g., including flood depths and flood panel map number):</i>
<b>Land, Land Use and Biota</b>
<i>Describe the site's topography (e.g., land forms, slopes, etc.):</i>
<i>Describe agricultural land that will be lost as a result of the project (e.g., type of crops, acres, quality of soil, etc.):</i>
<i>Describe any wildlife habitat on-site and species that may be present:</i>
<i>Describe any vegetation on-site by type and extent:</i>
<b>Air Quality</b>
<i>Describe air pollutants that may result from the project (e.g., construction related dust, vehicle trips per day, fire places, incinerators, etc.):</i>
<b>Other</b>
<i>Describe any items of historical or archaeological interest on-site (e.g., cemeteries or structures):</i>
<i>Describe any on-site or off-site sources of noise or vibration (e.g., freeway noise, heavy equipment, etc.):</i>
<i>Describe any on-site or off-site sources of light of glare (e.g., parking lot lighting, or reflective materials used):</i>
<i>Describe any on-site or off-site source of odor (e.g., agricultural wastes):</i>
<i>Describe any displacement of people that will be caused by the project (e.g., numbers of people, housing units):</i>



**AUTHORIZATION SIGNATURES**

**ONLY THE OWNER OF THE PROPERTY OR AN AUTHORIZED AGENT MAY FILE AN APPLICATION.**

*I, the Owner/Agent agree, to defend, indemnify, and hold harmless the County and its agents, officers and employees from any claim, action or proceeding against the Owner/Agent's project.*

*I, further, certify under penalty of perjury that I am (check one):*

- Legal property owner (owner includes partner, trustee, trustor, or corporate officer) of the property(s) involved in this application, or*
- Legal agent (attach proof of the owner's consent to the application of the property's involved in this application and have been authorized to file on their behalf)*

*and that the foregoing application statements are true and correct.*

*Print Name:* \_\_\_\_\_ *Signature:* \_\_\_\_\_ *Date:* \_\_\_\_\_

*Print Name:* \_\_\_\_\_ *Signature:* \_\_\_\_\_ *Date:* \_\_\_\_\_

*Print Name:* \_\_\_\_\_ *Signature:* \_\_\_\_\_ *Date:* \_\_\_\_\_

*Print Name:* \_\_\_\_\_ *Signature:* \_\_\_\_\_ *Date:* \_\_\_\_\_

*Print Name:* \_\_\_\_\_ *Signature:* \_\_\_\_\_ *Date:* \_\_\_\_\_