



## **APPLICATION PROCESS**

### **STEP 1**

#### **INITIAL CONSULTATION**

Applicants are encouraged to consult with Community Development Department staff prior to submittal of an application.

### **STEP 2**

#### **APPLICATION SUBMITTAL**

##### **FEE**

A list of current fees are available at the Community Development Department (Planning Counter) or on the Community Development Department website. The following forms of payment are accepted: cash, credit card (processing fee of \$1.35 or 2.29% [whichever is greater] applies), debit card (processing fee of \$1.35 applies) and check (made payable to San Joaquin County Treasurer).

##### **FORM**

Seven (7) copies of the completed application with signatures from all owners

##### **TENTATIVE MAP**

Twelve (12) copies of a folded 24" x 36" tentative map, and two (2) reduced 8½ x 11 copies

##### **CONTAMINATION REPORT RECEIPT**

A surface and subsurface contamination report is required. This report shall be submitted to the Environmental Health Department prior to submittal of a tentative map application. A copy of the receipt from the Environmental Health Department is required at the time subdivision application.

##### **AIRPORT LAND USE COMMISSION**

One (1) copy of a receipt from the Airport Land Use Commission (ALUC), if applicable. Projects requiring ALUC review include:

- All projects located within Airport Influence Areas

For current fees visit: <https://www.sjcog.org/DocumentCenter/View/5043/2019-ALUC-Fee-Schedule>

For project review guidelines visit: <https://sjcog.org/DocumentCenter/View/5041/2019-ALUC-Project-Review-Guidelines?bidId=>

##### **DEED**

One (1) copy of the recorded deed(s) of the property

##### **SERVICES**

If a connection to any public facility (water, sewer, or storm drainage) is proposed, a "will-serve" letter from the appropriate entity is required at the time of filing.

##### **PARCEL MAP WAIVER**

If a Parcel Map Waiver is requested, a Parcel Map Waiver application shall be submitted with this application. If a Parcel Map Waiver is submitted after project approval, additional fees may apply

##### **APPLICATION COMPLETE**

The Community Development Department will review the application for completion. Pursuant to Government Code §65943; 14 California Code of Regulations §§ 15060(a), 1510, the Community Development Department will notify the applicant in writing within 30 days from the date of submittal whether the application is deemed complete for processing.

### **STEP 3**

#### **APPLICATION PROCESSING**

##### **CEQA**

The Community Development Department will determine if the project is subject to the California Environmental Quality Act (CEQA), and process the applicable environmental document accordingly. Processing times may vary depending on the applicable level of environmental review.

##### **REVIEW**

Minor Subdivision applications are reviewed using the Staff Review with Notice Procedure (Development Title Chapter 9-215). Major Subdivision applications are reviewed using the Public Hearing Review Procedure (Development Title Chapter 9-220).

##### **APPEAL**

Unless otherwise specified, staff's determination may be appealed to the Planning Commission. Planning Commission decisions may be appealed to the Board of Supervisors (Development Title Section 9-215.12).



**SAN JOAQUIN**  
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## COMMUNITY DEVELOPMENT DEPARTMENT

Business Hours: 8:00 am to 5:00 pm (Monday through Friday)

Closed 12:00 pm to 1:00 pm

## SUBDIVISION

### STEP 4

#### ADDITIONAL PERMITS

#### NOTICE OF DETERMINATION

#### CONDITIONS AND ADDITIONAL PERMITS

Approved projects may be subject to additional permitting requirements.

A Notice of Determination for approved development projects subject to CEQA shall be filed by the Community Development Department within five (5) working days of project approval. A fee, as determined by the Department of Fish and Wildlife, shall be required prior to filing. (Public Resource Code § 15075)

For current fees visit: <https://www.wildlife.ca.gov/Conservation/CEQA/Fees>



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

PRE-APPLICATION: ☐

Owner Information	Applicant Information
Name:	Name:
Mailing Address:	Mailing Address:
Phone:	Phone:
Email:	Email:
Applicant's Representative Information	Design Professional Information
Name:	Name:
Mailing Address:	Mailing Address:
Phone:	Phone:
Email:	Email:

Project Details (Attach additional sheets as necessary)			
Type of Subdivision (check only one, separate applications required for each):	<input type="checkbox"/> Minor Subdivision or <input type="checkbox"/> Major Subdivision	For Minor Subdivisions, is a Parcel Map Waiver Proposed? <i>If yes, please submit the Parcel Map Waiver application with this application.</i>	Yes: <input type="checkbox"/> No: <input type="checkbox"/>
Project Description:			
Does the proposed subdivision include a Homesite Parcel or a Homesite Parcel for Financing Purposes Only? (See Section 9-610.3 of the Development Title for Homesite Regulations)		<input type="checkbox"/> Homesite Parcel  <input type="checkbox"/> Homesite Parcel for Financing Purposes Only	
Is this application tied to another discretionary application?	Yes: <input type="checkbox"/> No: <input type="checkbox"/>	Related Planning Application (PA) number(s):	

Property Information			
Assessor Parcel Number	Property Address	Property Size	Williamson Act Contract
			Yes: <input type="checkbox"/> No: <input type="checkbox"/>
			Yes: <input type="checkbox"/> No: <input type="checkbox"/>
			Yes: <input type="checkbox"/> No: <input type="checkbox"/>



**FILE NUMBER:** \_\_\_\_\_

**Airport Land Use Commission**

Within an Airport Area of Influence?	Yes: <input type="checkbox"/> No: <input type="checkbox"/>	ALUC fees paid?	Yes: <input type="checkbox"/> No: <input type="checkbox"/>
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**SERVICES**

**Water**

Public <input type="checkbox"/>	Service Provider:	Will Serve Letter Provided <input type="checkbox"/>	Distance to Existing Public Water:	
Private <input type="checkbox"/>	Existing Well <input type="checkbox"/>	New Well <input type="checkbox"/>	Well Replacement <input type="checkbox"/>	

**Wastewater Disposal**

Public <input type="checkbox"/>	Service Provider:	Will Serve Letter Provided <input type="checkbox"/>	Distance to Public Sewer:	
Private <input type="checkbox"/>	Existing Septic System <input type="checkbox"/>	New Septic System <input type="checkbox"/>	Septic System Replacement <input type="checkbox"/>	

**Storm Drainage**

Public <input type="checkbox"/>	Service Provider:	Will Serve Letter Provided <input type="checkbox"/>	Distance to Public Storm Drain:	
Private <input type="checkbox"/>	Existing On-site Retention Pond <input type="checkbox"/>	New On-site Retention Pond <input type="checkbox"/>	Natural Drainage <input type="checkbox"/>	

**Other Public Services**

School Service			Fire Protection Service		
Service Provider	Distance to School:		Service Provider	Distance to Fire Station:	



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

**ENVIRONMENTAL INFORMATION**

*(Attach additional sheets as necessary)*

**Topography**

Describe the project site's topography:

Describe any existing drainage courses or eroded areas on or near the project site:

**Biological Resources**

Describe any wildlife habitat or species on-site:

Identify any waterways and/or riparian habitat that may be disturbed by the proposed project: (See Chapter 9-1510 of the Development Title for Riparian Habitat Regulations):

Identify any Native Oak trees, Heritage Oak trees, or Historical trees that may be disturbed by the proposed project: (See Chapter 9-1505 of the Development Title for Tree Regulations):



**FILE NUMBER:** \_\_\_\_\_

**LEVINE ACT**

Effective January 1, 2023, California Political Reform Act of 1974, Government Code § 84308, known as the Levine Act, prohibits any San Joaquin County Board of Supervisor member from participating in any agenda item involving a discretionary land use permit or other entitlements if the Board member has received any political contributions from the owner, applicant, or agent for the owner or applicant totaling more than \$250 in the 12 months before the decision (but not before January 1, 2023) and for the 12 months following the decision. The Act also prohibits an owner, applicant, or agent for the owner or applicant from making a contribution of more than \$250 to a member of the Board of Supervisors while the item is pending and for the 12 months following the date a final decision is rendered.

I have read and understand  
that this application is  
subject to these provisions:

\_\_\_\_\_  
Initial

\_\_\_\_\_  
Date

**AUTHORIZATION SIGNATURES**

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

I, the Owner/Applicant/Agent agrees to indemnify, defend (with counsel reasonably approved by County), and hold harmless the County and its officers, officials, employees, agents, boards and commissions (collectively "County") as follows:

**1. INDEMNITY:**

**A.** From and against any and all claims, demands, actions, proceedings, lawsuits, losses, damages, judgments and/or liabilities arising out of, related to, or in connection with the application and applied for project or to attack, set aside, void, or annul, in whole or in part, an approval of the applied for project by the County, the adoption of environmental review documents related to the applied for project, and any related development approvals or project conditions for the applied for project (hereinafter "Claim");

**B.** For any and all costs and expenses incurred by the County on account of any Claim, except where such indemnification is prohibited by law, including but not limited to damages, costs, expenses, attorney's fees, or expert witness costs that may be asserted by any person or entity, private attorney general fees claimed by or awarded to any party against the County, and the County's costs incurred in preparing an administrative record which are not paid by the petitioner.

**C.** Except as to the County's sole negligence or willful misconduct.

**2. DEFENSE:**

**A.** The County may participate or direct the defense of any Claim. The County's actions in defense of any claim shall not relieve me of any obligation to indemnify, defend, and hold harmless the County.

**B.** In the event of a disagreement between County and me regarding defense of any Claim, the County shall have the authority to control the litigation and make litigation decisions, including, but not limited to, the manner in which the defense is conducted.

**C.** If the County reasonably determines that having common counsel presents such counsel with a conflict of interest, or if I fail to promptly assume the defense of any Claim or to promptly employ counsel reasonably satisfactory to the County, then County may utilize the Office of the County Counsel or employ separate outside counsel to represent or defend the County, and I shall pay the reasonable attorneys' fees and costs of such counsel.

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 properties 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: \_\_\_\_\_



**TENTATIVE MAP CHECKLIST**

*(Tentative maps must contain all applicable information contained in this checklist)*

**\*\*\*Incomplete tentative maps will not be accepted\*\*\***

**TENTATIVE MAP FORMAT:**

The tentative shall include the following;

- ☐ Size: 24" x 36"
- ☐ North Arrow pointing towards the top of the page, date and scale
- ☐ Location and names of all streets and easements bordering on the property with access details
- ☐ All property lines or boundary lines of the parcel with dimensions
- ☐ Identify and label each proposed parcel including any designated remainder
- ☐ Identify and label all existing structures with dimensions, square footage, distances from other structures and property lines, and addresses
- ☐ Vicinity map showing the location of the property in relation to surrounding streets
- ☐ Owner Information: Name, address, telephone number of the owner(s)
- ☐ Engineer/Surveyor Information: Name, address, telephone number of the engineer or surveyor
- ☐ Adjacent Property Owner Information: Names of adjoining property owners, including those across any easements, roads, waterways, etc.
- ☐ Contour Lines: Contour lines or spot elevation relative to mean sea level datum
- ☐ Dedications: Improvement and easements to be dedicated to the County
- ☐ Existing Improvements: Identify and label all existing structures with dimensions, square footage, and distances from other structures and property lines. This includes existing wells, private wastewater treatment systems, and storm drainage facilities *(Contact the Environmental Health Department at 209-468-3420 for wastewater regulations and/or water well regulations) (Contact the Department of Public Works at 209-468-3000 for storm water regulations)*
- ☐ Watercourses: Location of existing watercourses and the extent of any levee, with toe and crown indicated
- ☐ Flooding: Identify areas subject to flooding from an intermediate regional flood and depth of floodwaters, if applicable. Also, identify any proposed methods of flood protection if property is subject to inundation from an intermediate regional flood or flood hazard



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