
SUBDIVISION
APPLICATION PROCESS

APPLICABILITY

The process and procedures described herein apply to all applications for land division governed by the City of Ferndale Subdivision Ordinance Number 99-04, including Parcel Maps and Tentative Subdivision Maps.

All subdivision processes are described in the Ferndale Subdivision Ordinance Number 99-04, of the Ferndale Municipal Code, also referred to as the Subdivision Ordinance. Requirements for Tentative Subdivision Maps are described in Section 1.502 and Section 1.601 and requirements for Final and Parcel Maps are described in Section 1.503 and Section 1.602 of Ordinance Number 99-04. Requirement checklists for tentative and parcel/final maps are part of this package.

The lot line adjustment process is described separately in the Lot Line Adjustment process description included in this Administrative Procedures Manual.

PROCESS

1. Pre-application Review (optional)

This is an optional step recommended by staff as a means of providing initial feedback to the prospective applicant. This step can include a review of preliminary subdivision map and/or a meeting with City Staff. Staff may provide feedback in verbal and/or written form. Any feedback provided at this time is preliminary only, and subject to further refinement or change in the formal review process.

A cash deposit is required to cover City consultant staff time which will be billed to the prospective applicant at prevailing hourly labor rates.

2. Application Completeness Check - Tentative Map Stage

- a. Applicant submits all materials as required by the Ferndale Subdivision Ordinance, Standard Application Form, Environmental Information Form, tentative map, other written materials (see attached checklist), and all required fees and deposits as stipulated in the most current Fee Resolution. Two (2) copies of all materials are required, initially.
- b. Within 30 days of submission at City Hall, the City Planner reviews application materials to determine whether the application includes all information required by the Subdivision Ordinance. At the City Planner's

**QUICK CHECK LIST FOR
SUBMITTAL**

- Standard Application Form
- Tentative Parcel Map (see enclosed checklist) Additional data and reports may be required
- Environmental Information form
- Owner's Statement
- Consent & Certificate
- Fee Deposit

discretion, application materials may be referred to the City Engineer, or other staff, to obtain opinions regarding application completeness. In such instances, a date by which response is required will be indicated on the Routing Sheet. If the City Planner fails to make his determination within 30 days, the application will be deemed accepted as complete.

- c. If the application is deemed to be incomplete, the City Planner will provide a written explanation of deficiencies to the applicant by letter within the 30-day review period. The 30-day review period starts over again once additional materials are provided in response to the letter.
 - d. Following written notification of the applicant, incomplete applications are held without processing until such time as all deficiencies are corrected.
3. Application Processing
- a. Once the application is deemed complete, the applicant is contacted and requested to provide additional copies of application materials. A total of ten (10) complete sets of materials are required, unless otherwise indicated.
 - b. In accordance with City Planner direction, City Hall staff distributes materials to the following individuals or agencies with a Routing Sheet from the City Planner which specifies the date by which response is needed, and any other relevant information: City Engineer; Fire Chief, Director of

ABBREVIATED TIMELINE as detailed in this process

- City has 30 days to consider if application is complete
- City sends application to City Engineer for review.
- Within 5 days after application is deemed complete, City routes to agencies for comment.
- City forms review committees
- Agencies have 30 days to respond. They may request additional information.
- City has 30 days after application is deemed complete to complete the Initial Study. The initial study will show if a Negative Declaration (NegDec) or an Environmental Impact Report (EIR) must be prepared.
- If a NegDec, City has 105 days after application is deemed complete to prepare.
- If an EIR, City circulates a Notice of Preparation (NOP) to responsible agencies.
- Responsible Agencies have 30 days to respond to NOP.
- At close of 30 days, City prepares and circulates a Draft Environmental Impact Report (DEIR) and prepares a Notice of Completion (NOC).
- Concerned agencies and the public have 45 days to respond to the DEIR.
- At close of review and comment period, city prepares a Final EIR and certifies that it is complete and has been considered by the decision makers. (Planning Commission and City Council).
- Public Hearings before the Planning Commission and City Council. Conditions and mitigations may change.
- City prepares and files a Notice Of Determination (NOD) with the County Clerk and the State Clearinghouse (if required). Additional fees may be required at this time.
- Applicant deals with conditions and mitigations and prepares Final Map (see checklist)
- City Engineer reviews improvement plans (if required) and Final Map, makes recommendation to the City Council.
- City Council accepts improvement plans and Final Map.
- City Engineer records Final Map.
- After recordation, lots may be sold.

- Public Works, Chief of Police, the Water Company and City Schools.
- c. Each reviewer provided a set of application materials evaluates the application in accordance with his area of responsibility, in accordance with standards contained in the Subdivision Ordinance.
 - d. Reviewers provide written comments and recommendations to the City Planner within the timeframe specified on the Routing Sheet.
 - e. In most instances, a meeting of pertinent City Staff will be convened for the purpose of discussing the application. The applicant may also be invited to attend.
 - f. City Planner prepares the Initial Study, as required by the California Environmental Quality Act (CEQA). The CEQA procedure involves a number of steps which produces an environmental document which becomes a part of the record which supports the permit decision by the Lead Agency. The first step is to determine whether the proposed project is subject to CEQA.

Exempt from CEQA – There are a number of statutory and categorical exemptions to CEQA (CEQA Guidelines, Article 19). If the proposal is not covered by CEQA, the lead agency prepares and files a Notice of Exemption (NOE).

Covered by CEQA – If the project is covered by CEQA, the lead agency prepares an Initial Study to determine whether the project may have a significant adverse impact on the environment. The initial Study must be completed within 30 days after accepting an application as complete.

Negative Declaration – If the Initial Study shows that the project will not have a significant effect on the environment, the lead agency prepares and circulates a Negative Declaration. Where the Initial Study reveals potential significant effects by the project is modified such that the effects are rendered insignificant, the lead agency prepares a Negative Declaration for the project as modified (Mitigated Negative Declaration). The Negative Declaration must be ready for adoption by the lead agency within 105 days after a completed application is accepted. The lead agency submits a Notice of Determination (NOD)** to the County Clerk and/or State Clearinghouse.

Environmental Impact Report (EIR) – If the Initial Study shows that the project may have one or more significant effects, and that an Environmental Impact Report (EIR) is required, the lead agency must circulate a Notice of Preparation (NOP) and consult responsible agencies as to the content of environmental analysis. Responsible agencies must respond to the NOP within 30 days.

At the close of the NOP period, the lead agency prepares and circulates a Draft EIR (DEIR). Upon completion of the DEIR, a Notice of Completion (NOC) is filed which provides a 45-day review and comment period by all concerned agencies and the public.

At the close of the review and comment period, the lead agency responds to comments and prepares a Final EIR and certifies that it is complete and that it has been considered by the decision makers. The lead agency must also find that each significant impact will be mitigated where feasible, or that a statement of overriding consideration justifies the approval of the project.

*** Department of Fish and Game – Presumption of Adverse Effect and “de minimis” Impact. Effective January 1, 1991, AB 3158 requires filing fees to be collected at the time lead agencies file a “Notice of Determination” (NOD) with the County Clerk. Section 753.5 (d) Title 14, CCR lists types of resources which, if impacted, would result in a “Presumption of Adverse Effect” on fish and wildlife. Certain projects which are supported by factual findings are “de minimis” in their effects on fish and wildlife and, therefore, are exempt from the filing fee.*

Lead agencies must file a “de minimis” impact finding along with CEQA mandated determinations and findings. For a project to be “de minimis” there must not be any adverse effect on fish and wildlife or their habitat. The “no impact” standard is in contrast with the concept of significant adverse effect, which exists under CEQA. Many projects which will not exceed the CEQA “significant adverse impact” threshold may have some incremental adverse impact on fish and wildlife and be required to pay fees.

All projects are subject to the following fee schedule:

- 1. Projects that are Statutorily and Categorically Exempt from CEQA incur no fee.*
- 2. Projects found by the lead agency to be de minimis incur no fee.*
- 3. Projects for which a Negative Declaration has been prepared incur a fee of \$1,250.*
- 4. Projects for which an Environmental Impact Report has been prepared incur a fee of \$850.*

Fee Exemption for “De Minimis” Impact Finding – Considering the record as a whole, a project involves no potential for adverse effect, either individually or cumulatively on wildlife. At the time that a lead agency approves a project it shall complete a Certificate of Fee Exemption.

IMPORTANT: The applicant or an authorized representative must be present at the Public Hearing to represent the application.

5. Processing of Final Parcel and Subdivision Maps (the following steps apply to approved maps prior to recordation):
 - a. City Engineer receives final map, improvement plans (when required), and all other necessary supporting documentation (see Subdivision Improvement Plan and Final Map Checklist Forms and City of Ferndale Public Works Construction Standards, Improvement Plans, Required Contents.)
 - b. City Engineer reviews submitted information in accordance with The City of Ferndale Standard Improvement Specifications.
 - c. City Engineer refers map to appropriate City Staff for recommendations concerning consistency of map with approved Tentative Map.
 - d. The City Engineer may convene a meeting of staff in order to discuss the final map prior to taking further action.
 - e. The City Engineer makes recommendations to City Council concerning consistency, adequacy of improvement plans (when required) and improvement plan bonding (where required).
 - f. The City Engineer is responsible for coordinating recording of the final map and any accompanying documentation.
 - g. The City Engineer is responsible for the improvement plan review process.

APPEALS

The decision of the Planning Commission acting on a parcel map application is final unless appealed by the applicant or other affected party to the City Council. Appeals must be made within 10 calendar days of the date of Planning Commission action, as set forth in the Zoning Ordinance.

Administrative decisions, including determinations relative to application completeness, may be appealed to the City Council within 10 days of staff's determination.

SUBMITTAL REQUIREMENTS

A complete application consists of required forms, plans, and other materials, and the required fees and deposits, as described below.

1. Forms
 - a. Standard Application Form
 - b. Environmental Information Form
 - c. Owner's Statement (sample attached at end of this section)

d. Consent & Certification

2. Plans and Other Materials

Refer to map submittal requirements described in Section 1.5 and 1.6 of the Ferndale Subdivision Ordinance (see attached checklists).

Note: All plans must be folded by the applicant to a size of 8 ½ x 11". Two (2) sets are submitted initially. When deemed complete, a total of 10 sets are required.

3. Required Fees and Deposits - Consult City Clerk or City Planner for current fee and deposit requirements.

TIME REQUIRED FOR PROCESSING

Following are processing time limits established by state law:

- Maximum time to determine application completeness: 30 days
- Maximum time to either approve or deny application: 105 days (Negative Declaration)
- Maximum time to either approve or deny application: 1 year (Environmental Impact Report)

Note: The preceding time limits are the maximum allowable as specified by state law, unless waived in writing by the applicant. In most instances, applications will be processed in less time than described above. In all instances, applications will be processed as quickly as possible.

Subdivision Map Denial

Government Code Section 66473. A local agency (that is, a City) shall disapprove a map for failure to meet or perform any of the requirements of conditions imposed by this division (i.e. State Subdivision Map Act) or local ordinance enacted pursuant thereto (i.e. Ferndale Subdivision Ordinance).

Government Code Section 66464. A legislative body of a city or county (or advisory agency (i.e. Planning Commission) shall deny approval of a tentative map if it makes any of the following findings:

- a. That the proposed map is not consistent with applicable general and specific plans.
- b. That the design or improvement of the proposed subdivision is not consistent with applicable general and specific plans.
- c. That the site is not physically suitable for the proposed density of development.

- d. That the site is not suitable for the type of development.
- e. That the design of the subdivision or the proposed improvements is likely to cause substantial environmental damage or substantially and avoidably injure fish or wildlife or their habitat.
- f. That the design of the subdivision or the type of improvements is likely to cause serious public health problems.
- g. That the design of the subdivision or the type of improvements will conflict with easements, acquired by the public at large, for access through or use of, property within the proposed subdivision.

Government Code Section 66473 – Disapproval of a map for failure to meet or perform any of the requirements of the State Subdivision Map Act or Ferndale Subdivision Ordinance shall be accompanied by a finding identifying the requirements of conditions which have not been met or performed.

Map Disapproval Options

The Planning Commission may deny a map either:

1. Without prejudice – meaning that the map may be resubmitted at a later date with the inclusion of provisions which satisfy the finding and reasons of denial; or
2. with prejudice – meaning that the map resubmission would be considered a new application. The complete application, staff review process would be required. The subdivider would be notified at the application stage of the provisions which the Planning Commission requires to be included in the subdivision map; the map would not be certified for hearing until it contains the required inclusions (i.e. access).

FEES

City of Ferndale processing fees are intended to cover all costs typically incurred by the City in processing of applications. Fees are based on estimates of the City's administrative costs. A cash deposit is required to cover City consultant staff time which will be billed to the applicant at prevailing hourly labor rates. Applicants may be required to make additional deposits in instances where processing costs exceed initial deposit amounts.

ADDITIONAL INFORMATION

For additional information concerning planning application requirements and procedures, contact Ferndale City Hall at 707.786.4224 or cityplanner@ci.ferndale.ca.us

FROM THE COUNTY OF HUMBOLDT

Treasurer and Tax Collector; 825 Fifth Street, Eureka, CA 95501 Phone (707) 476-2450

It is very important that all work is completed and the map is recorded by December 31, or the taxes for the next fiscal year become a lien on the property!

Please be aware that before maps can be recorded for subdivision or combinations, all the property taxes for the year, any back taxes, and most assessments must be **paid in full**.

The staff of the Treasurer-Tax Collector's office will research the parcel(s) involved and advise of any delinquent and current taxes, assessments, and if it will be necessary to pay a tax performance bond. The Treasurer-Tax Collector's office will collect an application fee of \$83.00. Contact the Treasurer-Tax Collector's staff at 707-476-2448 for further information and to obtain the amount of the performance tax bond.

If the map is recorded between

1. January 1 through October 31
 - a. All delinquent property taxes (secured and unsecured) must be paid in full
 - b. Bonded assessments usually must be paid in full
 - c. Current fiscal year taxes must be paid in full.
 - d. A deposit in the estimated amount of the tax for the next fiscal year, which became a lien on January 1, must be posted with the treasurer.
2. November 1 through December 31
 - a. All delinquent property taxes (secured and unsecured) must be paid in full
 - b. Bonded assessments usually must be paid in full
 - c. Current fiscal year taxes must be paid in full.

We request that you contact the Treasurer-Tax Collector NOW and not wait until you are ready for recording the subdivision maps. This will allow you more time to prepare and plan for the payments and avoid delays and additional costs.

**TENTATIVE MAP CHECKLIST
FOR MINOR AND MAJOR SUBDIVISIONS**

Applicant: _____ Worksheet date: _____
For _____ Subdivision
Date Received _____

_____ Filing Fee \$ _____
_____ Checking Fee \$ _____
_____ Inspection Fees Paid

Form and Content. The tentative map shall be prepared in a manner acceptable to the Planning Department and shall be prepared by a registered civil engineer or land surveyor.

The tentative map shall be clearly and legibly drawn on one sheet (minimum 18 x 26”) and contain not less than the following:

1. A title which shall contain the subdivision name, type of subdivision, and assessors parcel number.
2. Name and address of legal owner, subdivider, and person preparing the map (including registration number).
3. Sufficient legal description to define the proposed subdivision. (Subject parcel with dimensions.)
4. Name and assessor’s parcel number of contiguous property owners.
5. Date, north arrow, scale and contour interval.
6. Existing and proposed land use of all parcels and remainders.
7. A vicinity map showing existing streets and other physical features sufficient to locate the proposed subdivision and show its relation to the community.
8. Existing topography of the proposed site and at least 100’ beyond its boundary, including but not limited to: existing contours at 2’ intervals if the existing ground slope is less than 10% and at not less than 5’ intervals for existing ground slopes equal to or greater than 10%. Contour intervals should not be spread more than 150’ apart. Existing contours shall be represented by dashed lines or by screened lines.
9. Type, circumference and drip line of existing trees. Any trees proposed to be removed shall be so indicated.
10. The approximate location and outline of existing structures identified by type with accurate dimensions to all primary dwelling within ten feet (10’) of property lines. Buildings to be removed shall be so marked. Accessories to existing buildings shall also be shown such as septic systems, driveways, wells, parking, etc.
11. The approximate location of all areas subject to inundation or storm water overflow and the location, width and direction of flow of each watercourse. Also indicate direction of surface runoff.
12. The location, pavement and right-of-way width, grade and name of existing streets or highways. Include all existing and proposed access roads within the subject parcel.
13. The widths, location and identity of all existing and proposed easements.

14. The location and size of existing sanitary sewers, water mains and storm drains. The approximate slope of existing sewers and storm drains shall be indicated. The location of existing overhead utility lines on peripheral streets. The location and type of all street improvements.
15. The approximate location of the 60, 65 and 70 CNEL (Community Noise Equivalent Level) contours, if any.
16. Existing hazardous areas such as steep or unstable slopes, earthquake faults, etc.
17. Sensitive habitat areas including ponds, natural waterways, marshes, beaches, sand dunes, etc.
18. Historical buildings as known archaeological or paleontological resources.
19. Land uses and buildings on adjacent parcels.
20. The proposed location, grade, centerline radius and arc length of curves, pavement, and right-of-way width and name of all streets. Typical sections of all streets shall be shown.
21. The location and radius of all proposed curb returns and cul-de-sacs.
22. The location, width and purpose of all proposed easements.
23. The angle of proposed intersecting streets if such angle deviates from a right angle by more than four degrees.
24. The approximate proposed lot layout and the approximate dimensions of each building site. Engineering data shall show the approximate finished grading of each lot, the preliminary design of all grading, the elevation of proposed building pads, the top and toe of cut and fill slopes to scale and the number of each lot. An estimate of proposed grading and fill volumes shall be provided.
25. Proposed contours at 2' intervals shall be shown if the existing ground slope is less than 10% and not at less than 5' intervals for existing ground slopes greater than or equal to 10%. A separate grading plan may be submitted.
26. Proposed recreation sites, trails and parks for private or public use.
27. Proposed common areas and areas to be dedicated to public open space.
28. The location and size of proposed sanitary sewers, existing floodways, water mains and storm drains. Proposed slopes and approximate elevations of sanitary sewers, water main, storm drain and flood control channels shall be indicated.
29. A statement that all easements of record are shown on the tentative map and will appear on the recorded subdivision map.
30. The name or names of any geologist or soils engineer whose services were required in the preparation of the design of the tentative map.
31. The source and date of existing contours.
32. All letter size shall be 1/8" minimum.
33. Certificates for execution by the Secretary of the Planning Commission indicating the approval of the tentative map and the date thereof by the Planning Commission, and a certificate by the City Clerk indicating the approval by the City Council if the map was reviewed by the City Council.
34. If the subdivider plans to develop the site as shown on the tentative map in units, then he shall show the proposed units and their proposed sequence of construction on the tentative map.
35. The Planning Department may waive any of the foregoing tentative map requirements whenever it finds that the type of subdivision is such as not to necessitate compliance with these requirements, or that other circumstances justify such waiver. The Planning Department or City Engineer may require other such drawings, data or other information as deemed necessary.

Accompanying Data and Reports. The Tentative Map shall be accompanied by the following data or reports:

36. Soils Report – A preliminary soils report, prepared by a registered civil engineer, and based upon adequate test borings, shall be submitted. If the preliminary soils report indicates the presence of critically expansive soils or other problems which, if not corrected, would lead to structural defects, the soils report accompanying the final map shall contain an investigation of each lot within the subdivision.
37. Title Report – A preliminary title report, prepared within sixty (60) days prior to the filing of the tentative map.
38. Engineering Geology Report – If the subdivision lies within an area of low- or moderate-slope stability, as shown on maps in file with the Planning Department, a preliminary engineering geology report, prepared in accordance with guidelines established by the Planning Department, shall be provided. If the preliminary engineering geology report indicates the presence of geologic hazards which, if not corrected, would lead to structural defects, an engineering geology report shall accompany the final map and shall contain an investigation of each lot within the subdivision.
39. Environmental Assessment – The Tentative Map shall not be deemed complete until the subdivision is found exempt or an “initial study” is prepared by the Planning Department in accordance with the provisions of the California Environmental Quality Act. The subdivider shall provide such data and information and pay such fees as may be required for the preparation and processing of environmental review documents.
40. Utility Certification – Certification in writing from all utilities that the proposed subdivision can be adequately served. The City Engineer may defer the required certifications until after the filing of the Tentative Map.
41. Other Reports – Any other data or reports deemed necessary by the Planning Department.

Submittal to the Planning Department. The Tentative Map shall be considered for filing only when such map conforms to Section 1.502.2 and when all accompanying data or reports, as required by Section 1.502.3, have been submitted and accepted by the Planning Department.

The subdivider shall file with the Planning Department the number of Tentative Maps the City Planner may deem necessary.

PARCEL AND FINAL MAP CHECKLIST

Applicant: _____ Worksheet date: _____
For _____ Subdivision
Date Received _____

_____ Filing Fee \$ _____
_____ Checking Fee \$ _____
_____ Inspection Fees Paid

1. General. The form, contents, accompanying data, and filing of the Final Map shall conform to the provisions of this section.

The Final Map shall be prepared by or under the direction of a registered civil engineer or licensed land surveyor.

2. Survey Required. An accurate and complete survey of the land to be subdivided shall be made by a registered civil engineer or licensed land surveyor. All monuments, property lines, centerlines of streets, alleys and easements adjoining or within the subdivision shall be tied into the survey. The allowable error of closure on any portion of the final map shall not exceed 1/10,000 for field closures and 1/20,000 for calculated closures.

At the time of making the survey for the final map, the engineer or surveyor shall set sufficient durable monuments to conform to the standards described in Section 8771 of the Business and Professions Code so that another engineer or surveyor may readily retrace the survey. At least one exterior boundary line shall be monumented prior to recording the final map. Other monuments shall be set as required by the City Engineer.

3. Form. The form of the final map shall conform to the Subdivision Map Act as provided.

The final map shall be legibly drawn, printed or reproduced by a process guaranteeing a permanent record in black on tracing cloth or polyester base file. Certificates, affidavits and acknowledgements may be legibly stamped or printed upon the map with opaque ink. If ink is used on polyester base film, the ink surface shall be coated with a suitable substance to assure permanent legibility.

The size of each sheet shall be 18 by 26". A marginal line shall be drawn completely around each sheet, leaving an entirely blank margin of one inch. The scale of the map shall be not less than 1" = 100' or as may be necessary to show all details clearly, and enough sheets shall be used to accomplish this end. The particular number of the sheet and the total number of sheets comprising the map shall be stated on each of the sheets, and its relation to each adjoining sheet shall be clearly shown. When four or more sheets including the certificate sheet are used, a key sheet will be included.

All printing or lettering on the map shall be of 1/8" minimum height and of such shape and weight as to readily legible on prints and other reproductions made from the original drawings.

The final form of the final map shall be as approved by the City Engineer.

4. Boundary. The boundary of the subdivision shall be designated by a heavy black line in such a manner as not to obliterate figures or other data.
5. Title. Each sheet shall have a title showing the subdivision number and name and the location of the property being subdivided with reference to maps which have been previously recorded, or by reference to the plat of a United States Survey. The following words shall appear in the title, "In the City of Ferndale."
6. Owner's Certificate. A certificate, signed and acknowledged by all parties having record title interest in the land subdivided, excepting those parties having rights of way, easements, or other interests which cannot ripen into a fee, or exceptions provided by the Subdivision Map Act and consenting to the preparation and recordation of the map and offering for dedication to the public certain specific parcels of land.
7. Engineer's Certificate. A certificate by the engineer or surveyor responsible for the survey and final map shall appear on the map. The certificate shall give the date of the survey, state that the survey and final map were made by or under the direction of the engineer or surveyor, and that the survey is true and complete as shown.

The certificate shall also state that all monuments are of the character and occupy the positions indicated, or that they will be set in such positions on or before a specified later date. The certificate shall also state that the monuments are, or will be, sufficient to enable the survey to be retraced.

The certificate shall state that the map complies with the Subdivision Map Act and the provisions of this ordinance.

8. City Engineer's Certificate. A certificate by the City Engineer stating that the map has been examined and that it is in accord with the tentative map and any approved alterations thereof, complies with the Subdivision Map Act of the State and the provisions of this ordinance.
9. Map Reviewer's Certificate. A certificate stating that the map is technically correct.
10. Planning Commission Certificate. A certificate by the secretary of the Planning Commission stating that the tentative map was approved by resolution of the Planning Commission. The date and number of the resolution shall appear in the certificate.
11. City Clerk's Certificate. A certificate for execution by the City Clerk stating the date and number of the resolution adopted by the City Council approving the Final Map and stating that the City Council accepted, accepted subject to improvement or rejected on behalf of the public, any real property offered for dedication for public use in conformity with the terms of the offer of dedication.
12. County Recorder's Certificate. A certificate to be executed by the County Recorder stating that the map has been accepted for filing; that the map has been examined and that it complies with the provisions of State laws and local ordinances governing the filing of Final Maps.

The certificate shall show who requested the filing of the map, the time and date the map was filed and the book and page where the map was filed.

13. County Clerk's Certificate. A certificate to be executed by the County Clerk stating that all taxes due have been paid or that a tax bond assuring the payment of all taxes which are a lien but not yet payable has been filed with the County.
14. Scale, North Arrow and Basis of Bearings. There must appear on each map sheet the scale, the north arrow and the basis of bearings, and the equation of the bearing to true north. The

- basis of bearings shall be approved by the City Engineer.
15. Linear, Angular and Radial Data. Sufficient linear, angular, and radial data shall be shown to determine the bearings and lengths of monuments lines, street centerlines, the boundary lines of the subdivision and of the boundary lines on every lot and parcel which is a part thereof. Length, radius and total central angle or radial bearings of all curves shall be shown. Ditto marks shall not be used in the dimensions and data shown on the map.
 16. Monuments. The location and description of all existing and proposed monuments shall be shown. Standard City monuments shall be set at (or from offsets as approved by the City Engineer) the following locations:
 - a. The intersection of street centerlines.
 - b. Beginning and end of curves in centerlines.
 - c. The corners of all lots, parcels, and remainders.
 - d. At other locations as may be required by the City Engineer.
 17. Lot Numbers. Lot numbers shall begin with the number 1 in each subdivision and shall continue consecutively with no omissions or duplications except where contiguous lands, under the same ownership, are being subdivided in successive units, in which event, lot numbers may begin with the next consecutive number following the last number in the preceding unit. Each lot shall be shown entirely on one sheet of the final map, unless approved by the City Engineer. Block and tract numbers shall be noted when necessary.
 18. Adjoining Properties. The adjoining corners of all adjoining subdivisions shall be identified by subdivision number, or name when not identified by official number, and reference to the book and page of the filed map showing such subdivision; and if no such subdivision is adjacent, then by the name of the owner and reference to the recorded deed by book page number for the last recorded owner of such adjacent property.
 19. City Boundaries. City boundaries which cross or join the subdivision shall be clearly designated.
 20. Street Names. The names of all streets, alleys, or highways within or adjoining the subdivision shall be shown.
 21. Easements. Easements for roads or streets, paths, storm water drainage, sanitary sewers or other public use as may be required, shall be dedicated to the public for acceptance by the City or other public agency, and the use shall be specified on the map. If at the time the final is approved, any streets, paths, alleys or storm drainage easements are not accepted by the City Council, the offer of dedication shall remain open and the City Council map, by resolution at any later date, accept and open the streets, paths, alleys or storm drainage easements for public use, which acceptance shall be recorded in the office of the County Recorder.
 22. Vicinity Map. Showing existing streets and other physical features sufficient to locate the proposed subdivision and show its relation to the community.
 23. Match Lines and References to Adjoining Sheets. Shall be shown where necessary.
 24. Legend. Provide a legend for all monuments and map symbols.
 25. California Coordinate System (If Used). List references of all records used to check survey.
 26. Survey Method. Indicate method of establishment of all lines and corners shown on map.
 27. Access Status. Right-of-way of record or no right-of-way of record note.
 28. Areas. Show areas and dimensions of all lots and blocks.
 29. Preliminary Submittal. The sub divider shall submit four sets of prints of the final map to the City Engineer for checking. The preliminary prints shall be accompanied by two copies of the following data, improvement plans (if necessary), reports and documents in a form as approved by the City Engineer.
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30. Improvement Plans. Improvement plans as required by Section 1.806 of the Subdivision Ordinance.
31. Soils Report. A soils report as required by Section 1.502.3(a) of the Subdivision Ordinance
32. Title Report. A title report showing the legal owners at the time of submittal of the Final Map.
33. Improvement Bond Estimate. The improvement bond estimate shall include all improvements within public rights of way, easements, or common areas and utility trench backfill as provided by the developer, except for those utility facilities installed by a utility company under the jurisdiction of the California Public Utilities Commission.
34. Deeds for easements or rights of way. Deed for easements or rights of way required for road or drainage purposes which have not been dedicated on the final map. Written evidence acceptable to the City in the form of right of entry or permanent easements across private property outside of the subdivision permitting or granting access to perform necessary construction work and permitting the maintenance of the facility.
35. Joint Use of Right-of-Way Agreement. Agreements, acceptable to the City, executed by all owners of all utility and other easements within the proposed right-of-way consenting to the dedication of the road or consenting to the joint use of the right-of-way, as may be required by the City for public use and convenience of the road shall be required. These owners shall join in the dedication and subordinate their rights to the right of the public in the road.
36. Traverse Closures. Traverse closures for the boundary blocks, lots, easements, street centerlines and monument lines.

The error of field closures in the traverse around the subdivision and around the interior lots or blocks shall not exceed one part in twenty thousand (1/20,000)

37. Hydrology and Hydraulic Calculations. Complete hydrology and hydraulic calculations of all storm drains.
38. Organization Documents. The submittal of the final map or parcel map shall include the proposed Declaration of Covenants, Conditions and Restrictions, and all other organizational documents for the subdivision in a form as prescribed in Section 1355 of the Civil Code of the State of California. All documents shall be subject to review by the City Engineer and City Attorney.

OWNER'S STATEMENT

Tentative Map No. _____ Date _____
Parcel Map No. _____

The following information is required by the various City Departments. Failure to furnish the required information will delay action.

LEGAL DESCRIPTION: (All ownerships comprising the proposed division of land.)
Use extra sheet if necessary.

AREA: What is the acreage of this division: _____ acres. Number of lots _____

DOMESTIC WATER: Source _____

SEWAGE: Method of Sewage Disposal _____

GRADING: Show on tentative map existing contours.

Is any grading of lots contemplated? _____

If yes, show preliminary grading design on the tentative map.

STREET IMPROVEMENTS: Are standard street improvements contemplated? _____

ZONING: Present _____ Proposed _____

USE: Indicate lot numbers under proposed use.

Single Family		Commercial	
Multiple		Industrial	
Other		Agricultural	

CONSENT & CERTIFICATION

RECORD OWNER(S)			
NAME		NAME	
ADDRESS		ADDRESS	
CITY ST ZIP		CITY ST ZIP	
PHONE NO.		PHONE NO.	
SUB DIVIDER		SUB DIVIDER'S AGENT Engineer, Licensed Surveyor, Other	
NAME		NAME	
ADDRESS		ADDRESS	
CITY ST ZIP		CITY ST ZIP	
PHONE NO.		PHONE NO.	

CONSENT: (To be signed if owner of record is not sub divider.)

I consent to the submission of the tentative map accompanying this statement.

Signed _____ Date _____
(at least one record owner)

CERTIFICATION:

I hereby certify that the above information is correct to the best of my knowledge.

Signed _____ Date _____
(Sub divider or Sub divider's Agent)

CITY OF FERNDALE
Environmental Information Form

Date Filed _____
(To be completed by Applicant)

GENERAL INFORMATION

1. Name and address of developer or project sponsor: _____

2. Address of project: _____
Assessor's Block and Lot Number: _____
3. Name, address, and phone number of person to be contacted concerning this project: _____

4. Indicate number of the permit application for the project to which this form pertains: _____
5. List and describe any other related permits and other public approvals required for this project, including those required by city, regional, state and federal agencies: _____

6. Existing zoning district: _____
7. Proposed use of site (project for which this form is filed): _____

PROJECT DESCRIPTION

8. Site Size:
9. Square footage
10. Number of floors of construction.
11. Number of off-street parking spaces provided.
12. Attach plans.
13. Proposed scheduling (time line).
14. Associated project
15. Anticipated incremental development
16. If residential, include the number of units, schedule of unit sizes, range of sale prices or rents, and type of household size expected.
17. If commercial, indicate the type, whether neighborhood-, city- or regionally-oriented, square footage of sales area, and loading facilities
18. If industrial, indicate type, estimated employment per shift, and loading facilities.
19. If institutional, indicate the major function, estimated employment per shift, estimated occupancy, loading facilities, and community benefits to be derived from the project.

20. If the project involves a variance, conditional use or rezoning application, state this and indicate clearly why the application is required.

Are the following items applicable to the project or its effects? Discuss below all items checked yes (attach additional sheets as necessary).

Yes	No		
		21.	Change in existing features of any bays, tidelands, beaches, lakes or hills, or substantial alteration of ground contours.
		22.	Change in scenic views or vistas from existing residential areas or public lands or roads.
		23.	Change in pattern, scale or character of general area of project.
		24.	Significant amounts of solid waste or litter.
		25.	Change in dust, ash, smoke, fumes or odors in vicinity.
		26.	Change in ocean, bay, lake, stream or ground water quality or quantity, or alteration of existing drainage patterns
		27.	Substantial change in existing noise or vibration levels in the vicinity.
		28.	Site on filled land or on slope of 10 percent or more.
		29.	Use of disposal of potentially hazardous materials, such as toxic substances, flammables or explosives.
		30.	Substantial change in demand for municipal services (police, fire, water, sewage, etc.)
		31.	Substantially increased fossil fuel consumption (electricity, oil, natural gas, propane, etc.)
		32.	Relationship to a larger project or series of projects.

ENVIRONMENTAL SETTING:

- 33. Describe the project site as it exists before the project, including information on topography, soil stability, plants and animals, and any cultural, historical or scenic aspects. Describe any existing structures on the site, and the use of the structures. Attach photographs of the site. Snapshots or Polaroid photos will be accepted.
- 34. Describe the surrounding properties, including information on plants and animals and any cultural, historical or scenic aspects. Indicate the type of land use (residential, commercial, etc.), intensity of land use (one-family, apartment houses, shops, department stores, etc.), and scale of development (height, frontage, set-back, rear yard, etc.). Attach photographs of the vicinity. Snapshots or Polaroid photos will be accepted.

CERTIFICATION:

I hereby certify that the statements furnished above and in the attached exhibits present the data and information required for this initial evaluation to the best of my ability, and that the facts, statements, and information presented are true and correct to the best of my knowledge and belief.

Date

Signature

For _____