



City of Biggs
 Planning Department
 3016 Sixth Street
 P.O. Box 1134
 Biggs, CA 95917

Application for: Minor Land Division

Applicant /Subdivider

Name: _____ Daytime Phone: _____

Address: _____

City: _____ State: _____ Zip: _____

Property Owner

Check box if same as applicant

Name: _____ Daytime Phone: _____

Address: _____

City: _____ State: _____ Zip _____

Project Engineer/Surveyor

Firm Name: _____ Daytime Phone: _____

Name: _____ License Number: _____

Address: _____

City: _____ State: _____ Zip: _____

Property/Project Description

Property Address: _____ AP# _____

Number of Proposed Lots: _____ Average Lot Size: _____ Project Acreage: _____

Existing Lot Use: _____

Proposed Land Use: _____

Present Zoning: _____ General Plan Designation: _____

Related Applications: _____

I hereby certify that this application and all other documents submitted are true and correct to the best of my knowledge and belief. (Before signing, see note on back.)

Applicant's Signature _____ Date _____

For Office Use Only

Submittal Information
 Application received by: _____ Date: _____
 Planning Commission Action: Approved _____ Denied _____
 Date _____ Vote _____

Fees: Application Fee \$ _____
 Receipt No. _____ Environmental Review \$ _____
 Total Fee \$ _____
 City Council Action: Approved _____ Denied _____
 Date _____ Vote _____
 Resolution No. _____

See back and attachments for additional information.

Requirements For A Complete Minor Land Division Application

The following items are **required** for a complete application:

- Completed and Signed Application Form (Note: If the applicant is not the owner, a letter from the owner authorizing the applicant to act as their representative must be submitted.)
- Current Title Report (within past 9 months)
- One 8 1/2" X 11" location map depicting the subdivision location, adjacent parcels and area streets
- One original 8 1/2" X 11" reproducible preliminary minor land division plat and attachments, depicting the proposed modification clearly and legibly with accurate dimensions, including: existing and proposed zoning; existing and proposed uses of the property; and, proposed improvements
- Completed Environmental Questionnaire Form
- Application and Environmental Fees

As a result of the environmental review process, additional information may be required to determine if significant adverse environmental impacts could result from the proposal.

Time Limits

The total time for processing a complete minor land division application is usually 30 to 60 days. However, pursuant to California Government Code Sections 65943 and 65940, the City has 30 days from the date of submittal to determine if an application is complete; and six months from the date of complete application to take final action in those cases when an environmental impact report is not required.

Notice of Pending Amendments

Pursuant to California Government Code Section 65945, an applicant can make a written request to receive notice of any pending amendments to: the General Plan, Specific Plans, the land use regulations, ordinances affecting building permits, or to regulations pertaining to development permits, if the amendment is reasonably related to the applicant's project.

Note

By signing the front of this application form, the applicant is indicating that the project site is not included on any state or local list of hazardous waste sites compiled pursuant to California Government Code Section 65962.5, effective July 1, 1987.



Attachment "A"

REQUIRED FORM AND CONTENT OF A MINOR LAND DIVISION PRELIMINARY PLAT

This check list is a processing aid to assure compliance with the requirements of the Subdivision Map Act and the Biggs Municipal Code. This review ensures that the application contains sufficient information to allow City staff and any reviewing body to render an accurately informed recommendation or approval.

Preliminary Plat Requirements

The preliminary plat shall contain the following information:

1. Existing lot lines;
2. Proposed lot lines;
3. Existing structures and their distance to any existing or proposed property line;
4. Existing and proposed off-street parking;
5. The approximate location and general description of any trees with notations as to their retention or destruction.
6. The location of all existing wells, sumps, and septic tanks; and an indication of any physical restrictions or conditions which affect the use of the property;
7. The locations, widths, and purposes of all existing and proposed easements for utilities, drainage and other purposes.

Monuments Required

The requirements for setting monuments for minor land division shall be the same as that for a parcel map as set forth in the Subdivision Map Act. The City Engineer may waive any or all requirements for the setting of monuments for minor land division when it is demonstrated that sufficient monuments exist or setting monuments will serve no practical purpose. A request for waiver shall be in writing setting forth the circumstances of the particular case and submitted at the time the application for a minor land division is filed.