



## City of Dixon

# Dixon Planning Application Submittal Checklist for Parcel Maps

### WHAT ARE PARCEL MAPS AND WHY DOES DIXON DO IT?

Parcel Maps are one of California's three ways of dividing ("subdividing") a larger property or contiguous properties into new, additional lots. Parcel Maps, while not limited to, typically involves the creation of 4 or fewer, new lots. The subdivision process is based on California's Subdivision Map Act and includes Parcel Maps, Tentative Maps, and Vesting Tentative Maps. The intent of which, is to allow for the creation of additional new lots, while considering critical factors such as placement and extension of infrastructure to serve the newly created properties, ensuring minimum zoning standards are being met, including meeting minimum new lot sizes and the ability for future development to meet setbacks, as well as adequate consideration of environmental constraints that may exist on the subject property/properties. The complete functions and findings of are identified in DMC Sections 17.08.030 and 17.06.080U which can be found on the City's website: [www.cityofdixon.us](http://www.cityofdixon.us) under the "City Municipal Code" link or can alternatively be found at: <http://www.codepublishing.com/CA/Dixon/> and is subject to all current updates to the California Subdivision Map Act and the California Environmental Quality Act (CEQA).

### HAVE YOU SUBMITTED THE FOLLOWING REQUIRED ITEMS?

✓	#	Required Plan Sheets and Information
	1	Site Plan
	2	Utilities Plan
	3	Site Boundary Survey
	4	Project Information
	5	Preliminary Title Report
	6	Preliminary Geotechnical Report

In addition to a Planning Application and corresponding application processing fees, the items identified above are described in detail below. Please review this submittal checklist thoroughly. Depending on the full scope of your project, additional items, as identified in the Complete Dixon Planning Application Submittal Checklist may be deemed necessary in the review of your application. The complete submittal checklist can be found at the front counter of City Hall or online on the Planning Division's webpage at: <https://www.cityofdixon.us/155/Community-Development>.

### **Plans**

A Parcel Map requires the submittal of three (3) complete copies of the full-size set of plans, one (1) complete reduced copy of the plan set that is 11 inches by 17 inches in size, and one electronic copy of the complete set of plans in pdf format, provided on a flash drive, CD/DVD, or by a common file share program such as Dropbox or File Share. Each full sized set of plans should not exceed 24 inches by 36 inches, be drawn to scale, and must be collated and folded to a size no larger than 11 inches by 17 inches. All plans and reports need to be dated.

Items required on the checklist (e.g. site plan and general project information) may be combined on the submitted plans so long as all of the pertinent information is present and is easy to find.

In addition, two copies of any technical studies or supporting documents must be provided when submitting an application.

# PREPARING APPLICATION MATERIALS

**PLANS** – The following items, on more complicated projects, are often best completed by a civil engineer or surveyor, but can be done without if you closely adhere to the following criteria.

## 1. Site Plan

A Site Plan must be submitted that contains the information listed below. Site plans shall be drawn to a conventional scale, preferably a 1:10 or 1:8. Where this is not possible, a focused site plan may be required. The name, address, and phone number of the plan preparer shall be included on the plans.

### A. *Vicinity Map and Directions*

A vicinity map shall be shown on the site plan that clearly shows the subject property and surrounding roads. The vicinity map shall be accompanied by specific directions to the site from a main road

### B. *Boundaries*

The site plan must show all existing and proposed lot (property) lines, labeled with property line distances, open space, and the boundaries of existing and proposed easements and rights of way. If the property is split zoned, the zoning boundary must be indicated.

### C. *Structures*

The footprints of all existing and proposed structures and buildings on the subject property, including any structures proposed to be removed, must be indicated and drawn to scale. Existing, proposed, and structures and buildings to be removed or demolished shall be clearly identified. Their use, location, and setbacks to all property lines, as well as other structures, must be indicated. The minimum setbacks from the exterior walls of the buildings to property lines and access easements must be dimensioned on the plans.

Plans for retaining walls shall indicate the top and bottom of wall elevations.

For projects that involve additions, the additional building area shall be shaded, walls to be demolished shall be dashed, and setbacks shall be called out. Areas proposed for demolition shall be hatched.

D. *Roofs and Building Height*

Roof plans that indicate existing and proposed pitch, slope direction, hips, valleys, and size and location of any mechanical equipment, vents, ducts, skylights, and chimneys must be shown on the site plan. If possible, the roof plans must be overlaid on the topographic contours and include roof corners and ridgeline elevations.

E. *Lighting*

All exterior lighting (for structures and landscaping), including the location and type of lights, must be shown.

F. *Noise Generators*

The location of any proposed swimming pool equipment, air conditioners, generators, or other noise generators, must be indicated, and specifications including the size, height, and if deemed necessary, details.

G. *Natural Features*

All natural features, such as wetlands, creeks (flow line and top of bank), ponds, water bodies, and all existing significant vegetation, including significant vegetation to be removed as part of the project, must be shown. The approximate location of all areas subject to inundation or storm water overflow and the location, width, and direction of flow of all watercourses must be shown.

The trunk location, dripline, and common and scientific names of all existing trees on the subject property with a 6-inch or greater trunk diameter at breast height measured at a height of 4.5 feet above grade must be shown. Any trees proposed for removal must be indicated.

H. *Topography*

All natural features such as creeks, flood zones, and human-made improvements must be shown. For properties that contain a creek (perennial, intermittent or ephemeral), the plans must show the creek bank contours, approximate centerline of the

creek, the low flow channel, and top and toe of both banks of the creek. In some cases, a topographic survey may be required.

I. *Parking and Access*

Proposed off-street parking and loading areas, including access driveways and maneuvering areas, must be indicated and dimensioned. The necessary turning radius for backout maneuvers, dimensioned parking stalls, driveway profiles, cross-sections through the driveway, turnouts, turnarounds, and access driveway dimensions must be shown.

Unless deemed unnecessary by staff typical cross sections and proposed grades of all streets, and details of curbs, gutters, sidewalks, and other improvements must be included. The site plan must show the legal access from the property to a public right-of-way, the width of the right-of-way, and the edge of pavement and width of the street along the property's frontage. All easements and dedicated areas of the property must be identified. Loading and unloading areas, as well as parking spaces meeting State accessibility requirements and accessible paths of travel, must be shown for non-residential projects.

If a waiver or exception from the Engineering Department's standards is necessary, submit a written request and supporting documentation.

**Tentative Map/Parcel Map/Vesting Tentative Map (Land Division or Subdivision)** applications must include the following:

- The Tentative Map must be prepared by a registered civil engineer or licensed surveyor to clearly show the details of the map (preferably one inch equals 10 feet). Maps must be limited to a maximum size of 24 inches by 36 inches.
- The title of the tract must be shown on the Tentative Map.
- Existing and proposed property lines, easements, and other boundary lines such as zoning and city limits, as well as Assessor's Parcel Numbers are required. At a minimum there shall be two separate sheets: one showing all existing boundary lines and another showing existing and proposed boundary lines. Other site information is also required.
- The location of all areas subject to inundation or storm water overflow and the location, width, and direction of all watercourses must be shown on the Tentative Map.
- The net lot area calculation must be shown on the Tentative Map.

- The applicant shall propose street names and addressing for newly created lots. Consistency with city addressing and street name standards will be considered by staff and a recommendation for approval will ultimately be made to the decision making body.
- If a Vesting Tentative Map is proposed, "Vesting Tentative Map" must be printed in bold letters across the top of the Tentative Map.
- Additional data to be included on the Tentative Map includes: (1) proposed drainage and/or flood control measures; (2) other public utilities; (3) existing and proposed uses of the property; (4) proposed public areas, if any; and (5) justifications and reasons for any exceptions requested.

### **A Utilities Plan**

The location of all public and private utility connections and methods of extension (overhead or underground) must be indicated. The size and capacity of utilities may also be required.

## **PROJECT INFORMATION AND SPECIAL STUDIES AND DOCUMENTS**

In addition to a Planning application, the following items are commonly largely completed by architects and landscape architects. Per the complete submittal checklist referenced above, while required, the work does not need to be completed by these individuals.

### **2. Site Boundary Survey**

A site survey must be prepared and signed by a licensed surveyor or a qualified civil engineer whose name, address and phone number are indicated. Surveys shall show all property lines, boundaries, rights-of-way, easements, locations of structures and other improvements.

### **3. Project Information**

A written description must be included that describes the key components of the project, including a full description of the proposed use(s) and improvements for the site.

All sheets of all maps and plans should not exceed 24 inches by 36 inches and must include the following information:

- North arrow. North should be labeled at the top of every site plan, floor plan, grading plan, and landscape plan sheet. A plan north reference should be used in cases where the property or improvements are not easily aligned to a North-South-East-West axis.
- Scale reference. Scales used for floor plans and elevations should not be less than 1/8 inch to 1 foot, preferably it should be 1/4 inch to 1 foot. Scales used should be consistent between different drawings.
- Contact data. Name, address, and phone number of the property owner, applicant, architect, engineer, or surveyor must be provided on the plans.

Project data must be provided on the site plan, based on applicable definitions in the Dixon Code, including the following information:

1. Existing and proposed lot area
2. Existing and proposed Building Area
3. Existing and proposed Floor Area
4. Proposed Area of additional disturbance
5. Existing Lot Coverage –
  - Impervious coverage
  - Pervious coverage
6. Proposed Lot Coverage –
  - Impervious coverage
  - Pervious coverage
7. Grading calculations (cubic yards) –
  - Cut
  - Fill
  - Off-haul
8. Existing and proposed parking
9. Minimum setbacks for exterior walls of proposed building area

10. Maximum height of proposed building area

**4. A current Preliminary Title Report (2 copies)**

The preliminary title report must reflect the current status of the property and include all recorded easements, provide proof of ownership, and be issued from a Title Company.

**5. A Preliminary Geotechnical Report (2 copies)**

A geotechnical report can be prepared by a certified engineering geologist, a soil engineer, a geotechnical engineer or a civil engineer practicing within the area of his or her competence, which identifies geologic hazards, and recommends construction measures and other precautions to reduce the risk of these hazards to acceptable levels. The term geotechnical report may encompass documents referred to as soils report, soil investigation report, soils stability report, preliminary soils report, and other similar terms.

A preliminary geotechnical report may be divided into two parts:

- A. Soils reconnaissance. The soils reconnaissance shall include a complete description of the site based on a field investigation of soils matters. The soils matters reviewed shall include stability, erosion, settlement, feasibility of construction of the proposed improvements, description of soils related hazards and problems and proposed methods of eliminating or reducing these hazards and problems.
- B. Final soils investigation and report. This investigation and report shall include a field investigation and laboratory tests with detailed information and recommendations relative to all aspects of grading, filling and other earthwork, foundation design, pavement design and subsurface drainage.

The report shall also recommend any required corrective action for the purpose of preventing structural damages to the development. Further, the report shall recommend any special precautions required for erosion control, and the prevention of sedimentation or damage to off-site property.