



DEPARTMENT OF RESOURCE MANAGEMENT
Planning Services Division
675 Texas Street, Suite 5500, Fairfield, CA 94533

(707) 784-6765 Phone
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www.solanocounty.com

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MINOR SUBDIVISION

A minor subdivision is the legal process whereby property may be divided, generally into four (4) or fewer parcels through the Tentative Parcel Map process. Minor Subdivisions are governed by Chapter 26 of the Solano County Code which complies with, and supplements, the provisions for Parcel Maps as governed by the State Subdivision Map Act. It is suggested that the applicant contact a land surveyor or civil engineer licensed by the State of California, since one will be required to do the field survey and to prepare the final map.

THE APPLICATION PACKET INCLUDES THE FOLLOWING:

- SUBMITTAL REQUIREMENTS
- APPLICATION FORM
- CONTACT INFORMATION
- PROCESS INFORMATION

For assistance call (707) 784-6765 and ask for the Planner on Duty. Access the Solano County General Plan, Zoning Code, Subdivision Ordinance and property zoning information online at www.solanocounty.com. Click on the Department of Resource Management then Planning Services.

SUBMITTAL REQUIREMENTS:

- 1 copy of pre-application notes, if applicable.
- 1 copy of completed application form signed by applicant and owner.
- 1 copy of an Assessor's Parcel Map. Outline the subject site in red.

Available at the Assessor's Department located at the County Administration Center (2nd floor) or online via www.solanocounty.com. Click on County's Assessor Recorder Department webpage.

- 15 copies of the Tentative Parcel Map full sized (18" x 26" max.) folded
- 3 copies of the Preliminary Title Report dated within 60 days of application.
- 1 copy of the Will Serve Letters (if applicable).
- Proof of legal parcels

2 copies of a recorded deed conveying the parcel(s) as a separate legal lot(s) of record [including owner names, dates of transfer, and description of the lot(s)] dated prior to January 29, 1959.

Deeds must be clear and legible.

or

2 copies of a subdivision map recorded after August 14, 1929 creating the parcel.

or

Other required documentation that has been approved by the Planning Division prior to the submittal of this application.

- 1 copy of each plan reduced to 8.5" x 11"
- 3 sets of photographs of the site and relation to surrounding areas. Minimum of 4 photos.
- Electronic copies of all materials above (pdf or jpeg) and AUTOCAD files for the proposed tentative map, in a CD.
- Filing Fee. Please consult the fee schedule or contact Planning Services at (707) 784-6765 for appropriate filing fees. Cash, ATM/Debit or check made payable to Solano County are accepted.

SUBDIVISION PROCESS INFORMATION:

PUBLIC NOTICE: The Zoning Administrator will hold a public hearing on each minor subdivision application. At least ten (10) days prior to the hearing, the Department of Resource Management will provide written notice by first class mail to the applicant and owners of property located within 500 feet of the property involved (1/2 mile in the Agricultural (A) and Rural Residential (RR) zone districts). Notice will also be published in a newspaper of general circulation or posted in the vicinity of the project location. This public notice is to inform the public of their right to appear and be heard on the matter.

PUBLIC HEARING: The subdivider or his representative should be present at the public hearings. If the representative is unable to attend, the representative may request a continuance in writing. During the hearings, all interested persons will have the opportunity to speak in favor of or in opposition to the subdivision. Persons speaking will usually be asked their interest in the application and other pertinent questions deemed necessary in determining approval or denial of the subdivision. Normally, the applicant is invited to speak first.

DECISION: The application will be considered by the Zoning Administrator at a public hearing. The Zoning Administrator meets on the first and third Thursday of each month at 10:00 a.m. at the Department of Resource Management office.

TENTATIVE MAP APPROVED: When a tentative parcel map has been approved, all conditions of approval must be satisfied and a Final Parcel Map must be prepared in conformity with the approved or conditionally approved tentative map by a civil engineer or licensed land surveyor licensed to practice in the State of California, and be recorded in the office of the County Recorder within two (2) years of the tentative approval. The tentative map becomes null and void if not recorded within the two year period.

APPEALS: Any person or party aggrieved or affected by any determination of the Zoning Administrator may file an appeal pursuant to Section 28-63 of the Solano County Code. The appeal must be in writing outlining the reasons for the appeal, must include the applicable fee, and must be filed within ten (10) days of the decision to be appealed.

PARCEL MAP WAIVER: For any subdivision in which each parcel created by the proposed division has a gross area of forty-one acres or more, or is not less than a quarter of a quarter section, and for lot elimination subdivisions or Mobile Home Park condominium conversions, the applicant may request a waiver from the filing of a Parcel Map. Upon approval of the Tentative Map by the Zoning Administrator with a Parcel Map waiver, a Certificate of Compliance shall be required. Written legal descriptions of the newly created parcels, prepared by a registered land surveyor or civil engineer, licensed to survey in the State of California, shall be filed with the Department of Resource Management in lieu of the Parcel Map. The legal descriptions must be signed and sealed by the professional preparing the descriptions, and will be reviewed for accuracy. All conditions of approval for the tentative map must be satisfied prior to recordation of the Certificate of Compliance with the legal descriptions.

Upon approval by the Planning Division of these legal descriptions and satisfaction of all conditions of approval required prior to recordation of the Certificate of Compliance, a Certificate of Compliance will be prepared and forwarded by the Planning Services Division to the Title Company/Escrow Officer identified on the minor subdivision application, with instructions to the Title Company/Escrow Officer to prepare new grant deeds reflecting the new property boundaries as subdivided. In addition, prior to recordation of the Certificate of Compliance, a certificate signed by the Solano County Tax Collector shall be submitted by the Title Company/Escrow Officer to the Solano County Assessor/Recorder indicating that there are no unpaid real property taxes on the property to be transferred.



DEPARTMENT OF RESOURCE MANAGEMENT
DEVELOPMENT PERMIT APPLICATION
Planning Services Division

675 Texas Street , Suite 5500, Fairfield, CA 94533
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- Application Type: New Extension (maps) Minor Revision Map Modification
- Architectural Review (AR) Minor Subdivision (MS) Sign Permit (SGN)
 General Plan Amendment (G) Major Subdivision (S) Use Permit (U)
 Mutual Agreement (MA) Performance Standards (PS) Variance (V)
 Marsh Development Permit (MD) Policy Plan Overlay (PP) Waiver (WA)
 Mobilehome Storage Permit (MH) Rezone (Z)

For office use only: Application No: _____ Hrg: ZA PC BOS _____ Date Filed: _____ Plnr: _____

Project Name: _____

Subject Site Information

Site Address: _____ City: _____ State: _____ Zip: _____

Assessor's Parcel Number (s): _____ Size (sq. ft/acre): _____

Preferred Property Access by Staff: OK to access Call applicant before access Call owner before access

Contact Information

Property Owner Name: _____

Contact Name: _____ Phone: _____ Email: _____

Mailing Address: _____ City: _____ State: _____ Zip: _____

Architect/Engineer/Land Surveyor Company Name: _____

Contact Name: _____ Phone: _____ Email: _____

Mailing Address: _____ City: _____ State: _____ Zip: _____

Applicant/Company Name: _____

Contact Name : _____ Phone: _____ Email: _____

Mailing Address: _____ City: _____ State: _____ Zip: _____

Other Contacts:

Name: _____ Phone: _____ Email: _____

Mailing Address: _____ City: _____ State: _____ Zip: _____

3 Williamson Act Contract

A. Is any portion of the property under Williamson Act Contract? Yes No

If yes, Contract No. _____ please provide a copy.

If yes, has a Notice of Non-Renewal been filed? Yes No

If yes, please provide a copy.

B. Are there any agricultural conservation, open space or similar easements affecting the use of the project site?
(such easements do not include Williamson Act contracts)

Yes No *if yes, please list and provide a copy.*

4 Additional Background Information

A. Does the proposal propose the demolition or alteration of any existing structures on the subject site?

Yes No *If yes, please describe in the project narrative.*

B. List any permits that are required from Solano County and/or other local, state, federal agencies (i.e. building permit, Department of Fish and Game permits, etc.)

C. List any known previously approved projects located on the property (i.e. Use Permit, Parcel Maps, etc). Identify the project name, type of project and date of approval.

D. List any known professionally prepared reports for the project (i.e. biological survey, traffic study, geologic, hazardous materials, etc.)

E. Does the project involve Housing and Urban Development (HUD) federal funding? Yes No
Is HUD funding anticipated? Yes No

If yes, indicate the type of funding (i.e. CDBG grant, HOME, Investment Partnership Program, etc), funding amount, whether awarded or application pending and fiscal year of award or application request.

H. Is this part of a larger project? If yes, please explain. Yes No

5 Existing Conditions

Describe in general the project site and surrounding properties as they presently exist; including but not limited to, information on existing land uses, unique physical and topographic features, soil stability, plants and animals, cultural, historical, or scenic aspects, and any other information which would assist the Department in understanding the project's environmental setting. Clear, representative color photographs may be submitted to show the project area. Draw in property boundaries on the photographs.

A. Project site:

B. Surrounding properties:

C. Existing use of land:

D. Describe number and type of existing structures:

	Type/Number	Square Feet
Residential		
Agricultural		
Commercial		
Industrial		
Other		

E. Describe existing vegetation on site, including number and type of existing trees.

F. If in agricultural use, describe type of use or crop (cattle, sheep, hay, vegetables, fruit, etc).

G. Slope of property:

Flat or sloping (0 - 6% slope) _____ acres
Rolling (7 - 15% slope) _____ acres
Hilly (16 - 24% slope) _____ acres
Steep (> 24% slope) _____ acres

H. Describe existing drainage conditions on site. Indicate direction of surface flows, adjacent parcels affected.

I. Describe land uses on adjacent parcels (specify types of crops if agricultural).

North		South	
East		West	

J. Distance to nearest residence(s) or other adjacent use(s): _____ (ft/mi)

K. Describe and indicate location of any power lines, water mains, pipelines or other transmission lines which are located on or adjacent to the property.

L. Describe number and location of natural creeks or water courses through or adjacent to the property. Specify names (if any). Indicate whether ephemeral (brief flows following rains), intermittent (seasonal flows during wet season), or perennial (year-round flows).

M. Describe number and location of man-made drainage channels through or adjacent to the property. Specify names, if any.

N. Identify and describe any on-site or adjacent marshes, wetlands, vernal pools, wet meadows, riparian (i.e. dependant on water bodies) vegetation, etc.:

O. Are there any unique, sensitive, rare, threatened, or endangered animals, plants, or habitats on the project site or located in close proximity which may be affected by the project?

Yes _____ No _____ Don't Know _____ If yes, please list:

P. Describe existing vehicle access(s) to property:

Q. List and describe the nature and location of all existing easements serving or affecting the property, including access, utility, and other public or private easements (see deed or recent preliminary title report).

R. List and describe any freestanding and attached signage on the property. Describe the dimensions, area and height. Include the location on the site plan.

6 Proposed Changes to the Site

A. Topography and grading (attach copy of grading plan showing existing and proposed topography and drainage patterns.)

i. Percent of site previously graded: _____%.

ii. Project area (area to be graded or otherwise disturbed): _____sq. ft./acres.

iii. Estimate amount of soil to be moved (cut and/or fill):

_____ Less than 50 cubic yds³ _____ More than 50 cubic yds³ _____ More than 1000 cubic yds³

iv. Estimate amount of soil to be:

Imported _____yd³ Exported _____yd³ Used on site _____yd³.

B. Number, size and type of trees, and type and quantity of vegetation to be removed. (size of trees = diameter at 4ft. above grade)

C. Number, type and use of existing structures to be removed, and removal schedule:

D. Describe proposed fencing and/or visual screening (landscaping):

E. Proposed access to project site (road name, driveway location, etc.):

F. Proposed source and method of water supply:

G. Proposed method of sewage disposal (specify agency if public sewer):

H. Provisions for solid/hazardous waste disposal (specify company or agency if applicable):

I. List hazardous materials or wastes handled on-site:

J. Duration of construction and/or anticipated phasing:

K. Will the proposed use be affected by or sensitive to existing noise in the vicinity? If so, describe source (e.g. freeway, industrial) and distance to noise source.

7 Proposed Site Utilization

A. RESIDENTIAL PROJECTS

1. Number of structures: Single Family: _____ Multi-family: _____ Accessory: _____

 If multi-family, number of units: _____ Maximum height: _____

2. Signage: Freestanding: _____ Dimension(s): _____ Area: _____ (sq.ft)

 Attached/Wall _____ Dimensions(s): _____ Area: _____ (sq.ft)

B. NON-RESIDENTIAL PROJECTS (Commercial, Industrial, Agricultural, Other)

1. Lot coverage:

 Building coverage: _____ (sq.ft.) Surfaced area: _____ (sq.ft.)

 Landscaped or open space: _____ (sq.ft.)

2. Total floor area: _____ (sq.ft.)

3. Number of stories: _____ Maximum height: _____ (ft.)

4. Proposed hours of operation:

 Days: _____

 From : _____ a.m./p.m to _____ a.m./p.m

Year round: Yes No

Months of operation: from _____ through _____

5. Proposed construction schedule:

Daily construction schedule: from _____ a.m./p.m. to _____ a.m./p.m.

Days of construction: _____

6. Will this project be constructed in phases? Describe:

7. Maximum number of people using facilities:

At any one time: _____ Throughout day: _____

8. Total number of employees: _____

Expected maximum number of employees on site: _____

During a shift: _____ During day: _____

9. Number of parking spaces proposed: _____

10. Maximum number of vehicles expected to arrive at site:

At any one time: _____ day: _____

11. Radius of service area: _____

12. Type of loading/unloading facilities:

13. Type of exterior lighting proposed:

14. Describe all anticipated noise-generating operations, vehicles or equipment on-site.

15. Describe all proposed uses which may emit odors detectable on or off-site.

16. Describe all proposed freestanding and wall signage. Include the dimensions, area and height.

8 Environmental Checklist

Indicate the following items applicable to the project or its effects. Discuss in Section 9 all items checked "Yes" or "Maybe". **Attach additional sheets as necessary.**

	YES	MAYBE	NO
A. Change in existing natural features including any bays, tidelands, lakes, streams, beaches, natural landforms or vegetation.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
B. Change in scenic views or vistas from existing residential areas, public lands or roads.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
C. Change in scale, pattern or character of general area of project.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
D. Increased amounts of solid waste or litter.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
E. Dust, ash, smoke, fumes or odors on site or in vicinity.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
F. Change in ground water quality or quantity.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
G. Alteration of existing drainage patterns, or change in surface water quantity or quality.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
H. Change in existing noise or vibration levels.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
I. Construction on filled land or construction or grading on slopes of 25% or more.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
J. Storage, use or disposal of materials potentially hazardous to man or wildlife, including gasoline and diesel fuel. (See Environmental Health Division for assistance or information).	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
K. Increase in demand for public services (police, fire, water, sewer, etc.)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
L. Increase in fossil fuel consumption (electricity, natural gas, oil, etc.).	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
M. Change in use of or access to an existing recreational area or navigable stream.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
N. Change in traffic or vehicular noise on road system in immediate vicinity.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
O. Increased hazards for vehicles, bicycles or pedestrians.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
P. Removal of agricultural or grazing lands from production.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Q. Relocation of people.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

9 Additional Information by Applicant

In order to make this application COMPLETE, please submit any additional data, information or special study reports that may be necessary to determine whether the project may have significant effect on the environment or to evaluate any adverse impacts, and to determine how they may be mitigated. Add additional pages as necessary.

10 Information Verification - Signed by Owner and Applicant

Owner and Applicant must sign below certifying that all information is to the best of his/her knowledge true and correct.

If the applicant is not the owner of record of all property included in this application, the signature given below is certification that the owners of record have knowledge of and consent to the filing of this application and supporting information. Additionally, the undersigned does hereby authorize representatives of the County to enter upon the above mentioned property for inspection purposes and as necessary to evaluate potential environmental impacts of the project. **This certification acknowledges that if the project exceeds double that of the application fee, applicants are subject to the hourly billing rate of staff time. You will be notified if the project is approaching this threshold.**

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.

Owner signature: _____ Date: _____

PRINTED NAME: _____

Applicant signature: _____ Date: _____

PRINTED NAME: _____

For Office Use Only

Planning Permit Fee(s)	Environmental Review Fees
_____ \$ _____	Initial Study \$ _____
_____ \$ _____	Archaeological Study (Sonoma State NWIC) \$ _____
_____ \$ _____	Negative Declaration \$ _____
_____ \$ _____	CA Fish and Games (ND or EIR) \$ _____
_____ \$ _____	Initiate EIR \$ _____
_____ \$ _____	Mitigation Monitoring Plan \$ _____
Total \$ _____	Total \$ _____
Total Fees Paid (P + E) \$ _____	Receipt No.: _____

Staff verify: Zoning: _____ GP Land Use & Consistency: _____

Comments: _____ Staff/Date: _____