



City of Arcata Community Development Department

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www.cityofarcata.org

SUBDIVISION

OVERVIEW

Any subdivision of an existing legal parcel into two or more parcels must be consistent with state law (Subdivision Map Act) and the City's Land Use Code § 9.80 – 9.88, and follow applicable procedures. The process of subdividing land applies to all subdivisions regardless of the number of parcels and whether or not the land is improved. Minor, or Parcel Map, subdivisions involve four or fewer parcels. Major, or Final Map, subdivisions involve five or more parcels.

HOW TO APPLY

Subdivision applications are available at the Community Development Department, or on the Department's website at www.cityofarcata.org. Staff can assist you with the materials needed for a complete application packet; however, most maps are prepared by an engineer or surveyor. Submit the completed application packet along with the application fee to the Department for processing.

THE PROCESS

Step 1: Application & Tentative Map Filing

Once your application has been submitted and fees collected, Staff will perform an initial application review for completeness. Should your application be found incomplete, you or your designated agent will be contacted and advised what items must be submitted before processing can continue.

Preliminary Review Option: Applicants can pay a fee to get the permit review process started rather than waiting until all required items are submitted for staff to begin review of your project. This will provide you with an assessment of how the proposed subdivision complies with applicable standards. The application must be complete to proceed beyond that.

Step 2: Environmental Review

The assigned planner will review the project in accordance with the California Environmental Quality Act (CEQA) to determine if the project is statutorily or categorically exempt from CEQA, or if it is subject to CEQA and further environmental review is required. If the project is exempt from CEQA, then Step 2 is complete. If the project is not exempt from CEQA, then an initial study will be prepared, which determines the required environmental document that must be prepared and circulated for agency and public comment.

Step 3: Department and Agency Referrals

Once your application has been accepted as complete, the assigned planner will send copies of your application materials to other City departments and public agencies having jurisdiction or authority over your project. If the responding Departments or agencies identify issues to be resolved prior to the continued processing of your application, or if additional information is required by those Departments or agencies, you or your designated agent will be advised as to what is needed. These Department and agency comments may affect the form and content of the environmental document.

Step 4: Planning Commission/ Zoning Administrator Staff Report

Staff will prepare a written report that describes the proposed project, discusses the legal findings, presents staff's recommendation, and lists conditions for approval. The findings will determine whether the proposed subdivision, together with the provisions for its design and improvements are consistent with applicable general or specific plans adopted by the City. A copy of the staff report will be sent to you prior to the public hearing.

Step 5: Conditions of Approval and Findings

Staff reports will include the findings the City must make to approve the requested subdivision, and conditions under which the subdivision would be finalized and recorded. Typical findings are that the subdivision is consistent with the City General Plan and would not result in adverse affects to the health and safety of the community (§ 9.81.060 A.). Conditions would include public improvements (e.g. roadways, waterlines) that must be constructed, payment of applicable fees, and/or onsite features that are needed (e.g. landscaping).

Step 6: Public Notice and Hearing

The Zoning Administrator is the minor subdivision review authority and the Planning Commission is the major subdivision review authority. A noticed public hearing is required for both.

The Notice of Public Hearing will be sent to all property owners within 300 feet of the property being subdivided if the project is exempt from CEQA. For projects not exempt from CEQA, notice will be sent to all property owners within 500 feet of your property. The notice, which must be mailed at least 10 calendar days prior to the hearing will state the date, time, and place for the public hearing. You and/or your agent should attend the public hearing in case there are project specific questions. At the public hearing, any person may present verbal and/or written testimony for or against the project. The review authority will take into account the whole record, including all of the public testimony before making a decision. The review authority may make a decision at the hearing, or may continue the matter if more information is needed.

Step 7: Appeals

Zoning Administrator actions are appealable to the Planning Commission and Planning Commission actions are appealable to the City Council by you as the subdivider, or any other adversely affected person. Appeals to the Planning Commission must be filed with the Community Development Department; appeals to the City Council must be filed with the City Clerk both within 10 calendar days of the actual date of the final decision. Appeals must be submitted in writing and be accompanied by the required fees.

Step 8: Complying with Conditions of Approval

The conditions of approval discussed in Step 5 must be completed prior to recordation of the subdivision map. For physical public improvements, such as roadways and waterlines, these must be constructed to the City's satisfaction, or bonded for in some cases, prior to Parcel or Final map recordation. Others such as landscaping or other improvements on the lot may be tied to building permit issuance. In all cases the City staff must determine that all conditions will be completed, prior to final subdivision approval.

Step 9: Finalizing and Recording Subdivision Maps

A Parcel Map must be filed and approved to complete the minor subdivision process. A Parcel Map must be submitted to the City Engineer for review and approval; after approval the City Engineer will transmit the map to the County Recorder for filing.

A Final Map must be filed and approved to complete the major subdivision process. A Final Map must be submitted to the City Engineer for review; the City Engineer will forward the Final Map to Council for review and approval. After action by the Council and the required signatures and seals have been affixed, the City Clerk will transmit the Final Map to the County Recorder for filing.

TIME LIMITS AND EXPIRATION

Once your subdivision is approved, you have 24 months to record a Parcel or Final Map. If the map cannot be recorded within the initial 24 month period, you may apply for an extension. An extension request must be in writing and filed with Community Development Department on or before the date of expiration of the approval with the required filing fee. The original review authority may grant one 12, 24, or 36 month extension to the initial time limit only when the circumstances and conditions of the original approval have not changed.

Subdivision Application Checklist

Visit the Community Development Department page at www.cityofarcata.org. Select the Land Use Code from the menu and then see § 9.80 – 9.88 for complete Subdivision regulations.

- Preliminary Review Option: Applicants can pay a fee to get the permit review process started rather than waiting until all required items are submitted for staff to begin review of your project.

Talk with Arcata Community Development Department Planning Staff to determine which of the following items must be submitted along with a completed and signed application form. **Incomplete or inaccurate information will cause a delay in permit processing.**

- Application form with signatures of all owners of the affected parcels.
- Application fee deposit as indicated on the application form.
- Tentative Map - 24"x36" (six copies); and 11"x17" (one copy). Map shall be prepared pursuant to § 9.81.020. Additional copies may be required for agency distribution.
- To request an exemption from the California Environmental Quality Act (CEQA), submit justification and evidence to support a CEQA exemption; or
- For projects not exempt from CEQA, submit a CEQA checklist. See staff for a Negative Declaration or Environmental Impact Report determination.
- Technical Studies – 3 paper copies and one electronic copy, including: soils report; wetland delineation, noise study, traffic study, solar access, and others as deemed necessary.
- Project description - three paper copies and one electronic copy, including discussion on timing, phases, uses, code exceptions, amenities, etc.
- Preliminary Title Report – dated not more than 3 months from the date of the subdivision application date (one copy).
- Utility Certificate (one copy) - certification in writing from all utilities that the proposed subdivision can be adequately served.
- Written responses for each Subdivision Finding (§ 9.81.060). One paper copy and one electronic copy compatible with MS WORD. Also review the State Subdivision Map Act, Section 66474. Access via internet at: http://ceres.ca.gov/planning/pzd/sub_ch4.html
- If also a Planned Development, complete the items on the Planned Development Permit checklist.
- If subject to Historic and Design Review requirements, complete the items on the Historic and Design Review checklist.
- Cultural Resource Review from North Coastal Information Center (NCIC) - Refer to the latest fee schedule and make checks payable to: The City of Arcata.

Subject to changes or additions at any time. Applications may require additional information for continued processing.

Tentative Map Checklist

Please submit the following Tentative Map copies: **six** 24"x36"; and **one** 11"x17". Additional copies may be required for agency distribution.

The Tentative Map must be prepared by a qualified professional, be clearly and legibly drawn, and must contain at least the following:

- Project name (containing subdivision name and type).
- Name, address, and phone number of applicant, legal owner, and agent (if applicable).
- Date, north arrow, scale, contour interval, vicinity map.
- Existing and proposed land use.
- Existing topography to 50 feet beyond boundary (contour lines).
- Location and size of all existing structures.
- Note any building to be removed.
- Location, width, grade, and name of existing streets.
- Location, width, and identity of all easements on record.
- Location of sewer, water, storm drains, telephone, power, gas, and cable television facilities.
- Existing water courses and water bodies.
- Existing easements, including location and identity.
- Approximate location of all areas subject to inundation or stormwater overflow (100 year floodplain)
- All proposed improvements.
- Lot layout, approximate dimensions, and areas of all proposed lots.
- Location, width and purpose of proposed easements.
- Name and assessor's parcel numbers of all contiguous property owners.

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