

CITY OF LAKEPORT

GUIDE TO SUBDIVISIONS OF LAND FACTS AND INFORMATION

The division of land in the City of Lakeport can occur in one of two ways: through a subdivision (5 or more parcels) or a minor lot division (four or less parcels).

A subdivision is required when there are five or more lots being created or when the division involves a condominium conversion.

If you are contemplating a land division, please contact the City Community Development Department for a determination as to proper type of application(s) and a preliminary review of the proposal's conformance with the California Subdivision Map Act and the City's Subdivision and Zoning Codes.

The Community Development staff will discuss the project with you and check the zoning and any other requirements that may be applicable to your project. You will receive all of the necessary information and forms to enable you to make the application for the subdivision.

The next step in the subdivision process is the submission of a complete application package to the Community Development Department. This will include the subdivision and environmental review applications, a tentative parcel map detailing the proposed division, and other information and/or justification statements as deemed necessary, along with the appropriate fees. You must submit fourteen (14) copies of all this material.

It is important that the tentative parcel map be legibly drawn to scale on an 18" x 24" sheet of paper. Please include the following information on the map:

- A. Name, address, and phone number of person filing map.
- B. Name and legal designation of tract or grant in which the subdivision is located and ties to adjoining streets and tracts.
- C. Other data including:
 1. Elevation, where topography is a vital factor.
 2. Center lines of important water courses or floodways.
 3. Existing and proposed lot lines.
 4. Adjoining streets accurately located.
 5. Existing structures and the distance to existing or proposed property lines.
 6. The location, size, and purpose of all existing and proposed roads, utilities, drainage, easements, and other public dedications.
 7. Name and address of surveyor or engineer who prepared the tentative map. The tentative map shall be prepared by a licensed surveyor or engineer and shall set forth their name, address, and California registration number.
 8. The minimum map scale is one inch equals one hundred feet.

9. Names of all adjacent subdivision, location of, names, and width of adjacent streets, highways, alleys and ways, together with the type and location of street improvements thereon.
10. The contour of the land at intervals of not more than two feet, if the general slope of the land is less than ten percent, or of not more than five feet, if the general slope of the land is greater than ten percent.
11. Sufficient data to define the boundaries of the tract, or a legal description of the tract and blue border on the reverse side of the map to indicate tract boundaries.
12. Width, approximate location and purpose of all existing and proposed easements, together with all building and use restrictions applicable thereto.
13. The width and approximate grade of all streets, highways, alleys, and other rights-of-way proposed for dedication or not.
14. The approximate radii of all curves.
15. All lot numbers and the approximate dimensions of all lots. Lot areas shall be shown for all lots not rectangular in shape.
16. The approximate locations of areas subject to inundation by stormwater overflow.
17. The location and outline to scale of each building or structure within the subdivision, noting thereon whether or not such building or structure is to be removed from or remain in the development of the subdivision, and its future use.
18. The approximate surface elevation at street intersections.
19. The location, pipe size, and approximate grades of proposed sewers, water lines, and underground storm drains, including the proposed location of fire hydrants and street lights.
20. The location of all trees over four inches in diameter. Where stands of trees are located, individual trees need not be shown, but as a group.
21. The location of existing fences, wells, cesspools, sewers, culverts, drainpipes, underground structures, or sand, gravel, or other excavation within two hundred feet of any portion of the subdivision, noting thereon whether they are to be abandoned or used.
22. A statement as to the existing zoning and to proposed uses.
23. A statement as to the intention of the subdivider in regard to slope planting, erosion control, and improvements to be constructed.
24. A statement as to front yard depths and building lines.
25. The proposed source of water supply and sewage disposal.
26. The type of street tree planting proposed.
27. Proposed public areas or right-of-way to be dedicated or scenic easements proposed.
28. Statement as to development of lots, whether to be sold as lots or fully developed with houses.

When you bring your application package to the Community Development Department, it will be reviewed to make sure that it is in order. The Community Development Department staff will receive your application and set up a file. The application will be reviewed to assure that it is complete and filed in accordance with the Municipal Code and State laws.

A public hearing/meeting date will be set (usually within four to eight weeks). The Community Development Department will send a letter to you indicating that your application is complete; or in the case where something is lacking, inform you as to what you need to do to make the application complete. If the application is complete, the letter will identify the Planning Commission public hearing/meeting date and advise you that you will receive a staff report and recommendation prior to the Planning Commission meeting.

The Community Development Department will send copies of your subdivision application to the various permitting agencies and other City, County, or State departments that need to comment on it. Generally, these agencies have between seven and ten days to respond back to the City. If your application requires that public notice be sent out, City staff will prepare a list of individuals to be notified and, at least ten days prior to the hearing, will send notice by first class mail to the surrounding property owners. Notice will also be published in the Lake County Record-Bee.

Approximately five days prior to the scheduled Planning Commission meeting, you will receive a staff report which details the proposed land division, conformance with the City Municipal Code, Subdivision Map Act, and compliance with the California Environmental Quality Act (CEQA). The staff report will also set forth a recommendation and identify the CEQA findings. Conditions of approval will also be proposed by staff. Please read this staff report carefully and call the City Community Development Director should you have any questions or comments about what is contained within the report. It is important to keep in mind that the staff report is not a decision, only a recommendation to the City Planning Commission.

For a complete description of the action taken at the Planning Commission or City Council meeting (public hearing), please refer to the Land Use Application/Permit Procedures Facts and Information Guide. You will be notified by mail of the decision of the Planning Commission/City Council. The decision of the Commission/Council will include a list of the conditions of approval for the project.

The City of Lakeport requires certain improvements be made as a condition of approval prior to recordation of the final subdivision map for reasons of public health and safety, to insure the continued orderly growth and development of the City, and to deal with environmental impacts. Improvements to be installed by each subdivider may include, but are not necessarily limited to, the following:

- A. Curbs, gutters, and sidewalks.
- B. Water lines and other utility services to serve each lot and stubbed to the property line prior to paving.
- C. Fire hydrants as deemed necessary by the City Engineer and Fire Department.
- D. Sanitary sewers and laterals to serve each lot and stubbed to the property line prior to paving.
- E. Storm sewers, drains, and channel improvements where required.
- F. Silt basins or other forms of erosion control where required.
- G. Paved streets.

H. Street signs at all block number changes and at locations approved by the Superintendent of Public Works.

When subdivided property abuts an existing public street that has been planned for widening or extension, dedication of the necessary property for this planned street improvement may be required as a condition of approval.

All subdivision improvements shall conform to the specifications of the City as recommended by the City Engineer and the Planning Commission/City Council. Any deviation in these standards shall be by approval of the Planning Commission in accordance with the Subdivision Ordinance. Permission shall be obtained from the City Engineer before construction is started.

If you wish to appeal any of the conditions adopted through the Commission/Council action, you may do so within ten (10) days of that action. The appeal will then be submitted to the City Council for consideration; and again, when the matter is placed on the Council agenda, the petitioner will be informed.

Within one year after Council approval, or conditional approval of a tentative map, the subdivider must have the subdivision surveyed and a final map prepared in accordance with the tentative map as approved or conditionally approved.

Failure to submit a final map for review and recordation within one year, or any extension thereof granted by the City, shall terminate all proceedings and previous approvals.

Final map preparation shall be done in accordance with the City Subdivision Ordinance and the Subdivision Map Act. The final map must be prepared by a licensed surveyor or engineer, according to the Subdivision Map Act requirements, and submitted to the City for review. After the final map is reviewed and signed by the City Engineer, and any dedications accepted by the City, the map must be recorded by the County Clerk. Cost of the City review and recording of the map must be paid for by the subdivider.

No building permit for any of the subdivided lots will be issued until such time as all conditions of the Commission's action have been complied with.

For more information, please contact:

**The City of Lakeport
Community Development Department
225 Park Street
Lakeport, CA 95453
(707) 263-5613**