



PARCEL MAPS / LAND DIVISION

The Land Division process is for the subdivision of parcels which are exempt from filing a Tentative Map application under the provisions of the Subdivision Map Act. In requesting approval of a parcel map, the resulting lots must meet all area, width, and depth requirements for the zoning district and/or policy plan area in which the parcel is located. Land Division applications are reviewed by the Community Development Director who must make the required findings for approval. Land Division requests may be processed for a residential subdivision of four or fewer lots in accordance with Vacaville Municipal Code Section 14.11.010.040.

SUBMITTAL REQUIREMENTS

The completed master planning application and application fees shall be submitted at the time the application is filed. Project submittals that do not include the application, fees or submittal checklist items will not be accepted. All full size plans (24"x36") listed below shall be folded no larger than 9" x 12".

Initial Study

The Initial Study form shall be completed and submitted with the application. Depending on the type of environmental review required for the project, separate payment will be required to file a Notice of Exemption or Notice of Determination with the Solano County Clerk. Please include a separate check for \$50.00 check, made payable to Solano County, for the County Clerk processing fee. Additional environmental fees not listed here may be required by the California Department of Fish and Wildlife.

Parcel Map

Ten (10) full size copies of a legible and accurately drawn plan at a minimum scale of 1" = 50' are required. A smaller scale may be used with approval by the City Engineer. The map must be prepared by a licensed civil engineer or licensed land surveyor. Plans shall delineate the following:

1. The name and address of the person who prepared the map and the date of preparation.
2. The north point and scale.
3. All property lines with dimensions.
4. Locations of all existing or proposed structures, with dimensions of all wall lines and distances to nearest property lines noted.
5. Existing frontage improvements (curbs, sidewalks, edge of paving, sewer and water mains, etc.).
6. Adjoining streets (names, location)
7. Existing or proposed driveways, parking, pedestrian walkways, and service areas (fully dimensioned).
8. Location, dimensions, and use of any outdoor activity areas.
9. Site landmarks (trees, pathways). Trees with a trunk diameter of 10" or greater measured at a height of two feet above ground level must be shown.
10. The existing and proposed right-of-way lines of City streets or roads within or abutting the land and the location and width of pavement including the roadway pavement, curbs, gutters, and sidewalks, both existing and proposed.
11. The locations of drainage provisions, water courses, and areas subject to flooding.
12. The location, with dimensions, and the use of any existing structures or improvements on the land or underground including wells, sewerage, etc.
13. Any existing or proposed easements which may influence the location of buildings.

Electronic Copies

Digital (PDF/Word) copies of all submittal items shall be included with the application.

Mailing Notice Requirements

A mailing list and adhesive labels of property owners and site occupants within **400 ft.** of the project site shall be submitted with the application. The list shall include the names, addresses and Assessor's Parcel Number of property owners and existing residents/tenant. Verification of accuracy of the list shall be the responsibility of the applicant. The list shall be certified by a title insurance company as being from the most recent County tax roll. The submittal shall include base maps at the same scale used by the Assessor's Office and a copy of the Assessment Roll. On the base map, the subject property shall be outlined in red and noted as the subject parcel(s). An additional red line shall be drawn at a radius specified above.

Grading Information

Ten (10) full size copies of Preliminary Grading Plan showing existing and proposed grading for the project site. For projects with significant grade differences, include cross sections. Show Project Post-Best Management Practices of cleaning storm water before it goes into the public system. The Grading Plan shall show all existing trees with elevations and identified protection zones, and the location and elevations of proposed retaining walls (including bottom of wall and top of wall).

Utility Information

Ten (10) full size copies of Preliminary Utility Plan showing (1) all service connections and connections to existing utilities and (2) all proposed layouts of future utilities.

Supplemental Studies

One (1) full size copy of supplemental studies (will be determined at pre-application/completeness review), which may include, but not limited to, a Preliminary Drainage Study, Preliminary Water System Analysis, Traffic Report, Preliminary Sewer System Analysis, or Soils Report.

Topographic Boundary Survey

Ten (10) full size copies of Topography Boundary Survey (Topo Map) of entire site and outside areas as needed. The survey must illustrate the project's property boundaries, existing easements, along adjacent properties and street improvements, both sides of the street (including right-of-way) and 100 feet on either side of the project boundaries. This should include striping, driveways and curbs, and dimensions of street widths.

Title Report

One (1) copy of Title Report with up-to-date information on all easements on the subject property. Title reports can be obtained from any Escrow and/or Title Company.

Deviations

Deviations to standards shall be identified on the plan and a written justification for the deviation shall be provided. If no deviations to standard, identify this on the plan. Any deviation not shown on the plan risks not being evaluated by Public Works and may require an approved project to go back through the process.

Redistribution of Water Rights (if applicable)

Two maps are required. 1) A copy of the County Assessor's map depicting the property with the number of water rights currently assigned to the parcel(s) shown thereon; and 2) a copy of the map showing the configuration of the parcels after the proposed split and redistribution of water rights.