



600 Sixth Street ♦ Lincoln, California 95648 ♦ [www.ci.lincoln.ca.us](http://www.ci.lincoln.ca.us)

## TENTATIVE SUBDIVISION MAP AND FINAL MAP

NOTE: IF YOU HAVE ANY QUESTIONS OR WOULD LIKE TO SET UP A  
PRE-APPLICATION MEETING WITH STAFF PRIOR TO FORMAL  
SUBMITTAL CONTACT THE PLANNING DIVISION (916) 434-2470

## FILING PROCEDURES FOR APPLICANTS

After your application is filed with the Community Development Department, it will be checked to determine if all accompanying documents and required information have been submitted and if the application is complete. If the application is complete, your project will be scheduled for the next available Design Review Board meeting.

**Since no approval can be granted by the Planning Commission until a project has been considered by the Design Review Committee**, it is in the applicant's best interest to supply as much technical information and data as possible. This information will assist the City in making a determination on the project. The consequence of not providing clear and accurate information could result in processing delays and/or denial. Depending upon the simplicity of the project, some discretionary applications do not need to be reviewed by the Design Review Committee. The Planner assigned to the project will notify the applicant if this is the case and provide the date of the Planning Commission meeting which the application will be heard.

The Design Review Board will review the application according to Lincoln Municipal Code section 18.68 and evaluate the application based upon general site utilization and general architectural considerations. At which time the Design Review Board will make a report and present it to the Planning Commission, which will – approve, approve with conditions, deny or modify the recommendations of the Design Review Board.

I have read and understand the information contained on this page:

\_\_\_\_\_  
Applicant Signature

\_\_\_\_\_  
Date

## **TENTATIVE MAP FILING INSTRUCTIONS**

NOTE: BEFORE STARTING THE SUBDIVISION DESIGN IT IS RECOMMENDED THAT AS A FIRST STEP THE SUBDIVIDER CONTACT THE PLANNING DEPARTMENT TO SET UP A PRE- APPLICATION CONFERENCE. THE SUBDIVIDER SHOULD PROVIDE A SKETCH OF THE PROPOSED DESIGN SHOWING THE GENERAL LAYOUT, STREETS, MAJOR DRAINAGE WAYS, AND OTHER FEATURES ALONG WITH THE VICINITY MAP.

ALL applications submitted for processing shall contain the following information:

### **Form of Tentative Map**

The tentative map shall contain the following information in addition to such information as may be required by the Subdivision Map Act.

1. Proposed subdivision name.
2. Names, addresses, and telephone numbers of the record owner and subdivider of land.
3. Name, address and telephone number of the persons who prepare the map and the applicable registration or license number.
4. Provide a detailed vicinity map of appropriate scale.
5. North point, scale, and date prepared.
6. Boundaries of the subdivision with sufficient information to locate the property. Name of adjacent subdivisions, if any, and property lines sufficient to show their relationship to the proposed subdivision.
7. The location, names, and width of adjacent or abutting streets.
8. The location of all existing easements on or adjacent to property covered by the subdivision.
9. All structures, including fences and signs within the subdivision, indicating dimensions and distances to other structures and to existing and proposed street and lot lines. Please note the present and future use of all structures.
10. Contour lines at intervals of not more than two unless waived by the City engineer prior to submission. Topographic information shall be sufficient to fully show the configuration of the land and any and all depressions that may present drainage problems and shall extend beyond the tract boundaries where necessary to show drainage conditions on surrounding property which may affect the subdivision.
11. Show the location of all areas subject to inundation or flood hazard on or adjacent to property involved. Include the width and direction of flow for all water courses.
12. The location, width and names or designations of all existing and proposed streets, alleys, pedestrian ways, and other rights-of-ways, whether public or private.
13. Location, width and purpose of all existing and proposed easements for utilities, drainage, and other public purposes, whether public or private, shown by dashed lines within the adjacent to the subdivision including proposed building setback lines.
14. Statement of proposed utility services. The tentative map shall also show the size and location of all existing and proposed utilities (sewer and water lines, as well as storm drains).

15. The boundaries and dimensions of all lots with all lots consecutively numbered. In subdivisions of five or more lots, the minimum, maximum, and average square footage of lots shall be stated. Subdivisions of four or less shall state the square footage or acreage of each lot.
16. The approximate location and general description of any trees of a diameter of 6 inches or greater and shrubs with notations as to their retention or destruction. Additionally, where groves of trees exist, the perimeter of the canopy wall shall be shown symbolically on the map.
17. Boundaries of existing and proposed public areas including but not limited to, parks, public libraries, and fire stations in and adjacent to the subdivision with the nature of each indicated. If land is to be offered for dedication for park or recreation purposes, the same shall be so designated.
18. Radii of all curves.
19. If separate parcel maps are to be filed on portions of the property, who on the tentative map the subdivision boundaries which will appear on said parcel maps and the sequence, if any, in which said parcel maps will be filed.

#### **Other information to appear or accompany Tentative Map**

1. Two copies of a preliminary title report on the subject property (current within six months).
2. A statement of any proposed phasing of development.
3. Environmental Impact Assessment Questionnaire and picture with location of map where picture was taken.
4. See **APPLICATION SUBMITTAL REQUIREMENTS** on the following pages for number of copies, information on the plans, etc. to be submitted.
5. Completed application form and appropriate filing fees.
6. Any other required information as a prerequisite to approval of the tentative map including plans, reports, fees, etc.

#### **Instructions for Filing Final Maps**

The final map shall substantially conform to the tentative map approved or conditionally approved by the Council and shall include the following:

1. Boundary line of subdivision designated by heavy colored border line.
2. Areas shown on map which do not constitute a part of the subdivision shall be labeled "Not A Part of This Subdivision" or N.A.P.O.T.S. – all lines delineating such areas shall be dashed.
3. All survey data and information.
4. All lots or parcels intended for sale or reserved for private purposes, and all parcels offered for dedication to the City with all dimensions, boundaries and courses clearly shown and defined in each case.
5. All lots numbered consecutively without omissions or duplications throughout the subdivision. Only parcels offered for dedication other than that for streets and easements shall be designated by letters.
6. Location and total width of all streets, pedestrian ways, biking trails, and street names.
7. The location and width of any other right-of-ways within the subdivision.
8. Building setback lines.
9. All necessary data, including widths and boundaries relating to all public easements; the same shall be clearly labeled and identified as to nature and purpose. Previously recorded easements shall be identified by reference to record data. Any easement not definitely located of record shall appear on the title sheet.

10. The lines of any natural water course, channel, stream, creek or body of water in or adjacent to the subdivision.
11. All limitations on rights of access to or use of any natural water course, channel, stream or body of water in or adjacent to the subdivision.
12. All limitations on rights of access to and from streets and lots and other parcels of land.
13. Any City boundary crossing or adjoining the subdivision shall be clearly designated and identified.

#### **PROCEDURE FOR FILING A FINAL MAP (SUBDIVISION)**

1. File all required certificates, properly executed with the original tracing of the final map with as many prints as the City Engineer requires.
2. If the map is in substantial conformity with the approved tentative map and with improvement plans and specifications, the City Engineer will file the map with the City Clerk.
3. The City Council will approved the map if it conforms to all requirements of the Subdivision Map Act and City Ordinances.
4. If, at the time of approval of final map, all public improvements have not been completed and accepted, the City requires, as a condition precedent to the approval of the final map, that the Subdivider enter into an agreement which is secured by improvement security as provided by Title 17 of the Lincoln Municipal Code.
5. After approval by the City, the City Clerk will transmit the map to the Clerk of the County Board of Supervisors for ultimate transmittal to the County Recorder.

The following information shall be filed with the final map:

1. Names, addresses, and telephone number of record owners, subdivider, and person preparing final map.
2. A guarantee of title, or a letter from a title company, certifying that the signatures of all persons whose consent is necessary to pass a clear title to the land and all acknowledgements thereto appear and are correctly shown on the final map.
3. The agreement to make improvements and the security for such improvements required by Article 9 of the Subdivision Ordinance.
4. All protective covenants, conditions, and restrictions in the form in which the same are to be recorded.
5. All offers of dedication whether the same are by separate instrument or are part of the final map.
6. All necessary fees.

**Tentative Subdivision Map  
APPLICATION SUBMITTAL REQUIREMENTS**

- A) **One (1)** copy of the completed Development Application form with all required signatures.
  - B) Required processing fee (see fee schedule on the City's website)
  - C) **Two (2)** copy of a 400-foot property owner's radius map, mailing list and typed address labels, current within a year (see instructions)
  - D) **Two (2)** copies of a preliminary title report, current within 6 months.
  - E) Required exhibits are as follows:
    - One (1)** - 11" x 17" plan sets
    - Five (5)** full-sized 24" x 36" plan sets
    - One (1)** set of all exhibits in an 8 ½" x 11" reproducible copy
    - One (1)** CD or thumb drive with all above noted exhibits and documents
- **NOTE:** All exhibits should be collated, stapled on left-hand corner, and folded to an 8 ½" x 11" size.

Use the following checklist to ensure completeness of submittal:

- Site Plan - Fully dimensioned, drawn to scale showing the following:
  - Property name, north arrow, scale and a vicinity map (must be engineer's scale - no smaller than 1"=40')
  - Date of preparation and signature of documentation author
  - Property lines, building setback lines, and all easements of record
  - Lot numbers and dimensions along with square footage/acreage of site
  - Roads, alleys, pedestrian ways and other right-of-way dimensions, whether public or private
  - Location and name of all streets and alleys which border the subject property
  - All existing oak trees shall be numbered as assigned in Arborist Report
  - Trees to be removed shall be designated with an "X". Show perimeter of canopies and building footprints
  - Indicated measures to be taken to comply the City's Oak Tree Guidelines (if applicable)
- Grading, Drainage and Utilities Plan – drawn to scale showing the following:
  - Project name, north arrow and scale
  - Grades and slopes for all accessible paths of travel
  - Surrounding street grades and pad elevations of proposed buildings
  - All cut/fill slopes
  - Location and elevations of proposed retaining walls
  - Method of drainage
  - Water and sewer plan
  - Any natural features, including wetlands, streams, slopes, etc.
  - All existing and proposed utility structures
  - Proposed utility locations
- If applicable:

- Three (3) copies of an Arborist report – required if there are any oak trees located on the property or within 25-feet of the project site.
- Additional information as deemed necessary by the City of Lincoln (e.g. traffic studies, wetland reports, noise studies, etc.)

**CITY OF LINCOLN**  
**COMMUNITY DEVELOPMENT DEPARTMENT**

**400 FOOT RADIUS MAP CHECK LIST**

THE FOLLOWING INFORMATION MUST BE SHOWN AND SPECIFICATIONS ADHERED TO IN THE PREPARATION OF THE RADIUS MAP.

I. MAP FORMAT

- A. Title the map as follows:
  - 1. 400 foot Radius Map
  - 2. Type of Application
  - 3. Name, Address and Phone Number of Applicant(s)
- B. Name, address and phone number of person or firm who prepared the map and the date of preparation.
- C. North arrow and scale (drawing shall not be less in scale than 1" = 100' unless approval has been granted by the Planning Division).

II. SUBJECT PROPERTY SPECIFICATIONS

- A. Parcel boundaries and distances from subject property out to 400 feet.

III. SPECIFICATIONS FOR PROPERTY WITHIN 400 FOOT RADIUS

- A. Show all streets, highways, alleys and rights-of-ways.
- B. All property within or partially within the 400 foot radius.
- C. A radius line of 400 feet around the site's property line.
- D. Lot and block numbers surrounding properties.
- E. Consecutive numbering of each lot to required property owners' list.

IV. SPECIFICATIONS FOR TYPING PROPERTY OWNERS'

- A. Type all applicable property owners' addresses in the format shown on the next page, as well as on the self-sticking labels, see sample attached.
- B. Fill out Certification of Property Owners' List



## SAMPLE 400' MAILING LABELS

008-240-030-000

ESWAY ROSSI CONSTRUCTION INC  
P O BOX 925  
ROCKLIN CA 95677

008-240-031-000

PEARSON BRETT & THERESA  
P O BOX 778  
ROCKLIN CA 95677

008-240-033-000

INCRETA HUGO A & MARIA M  
195 FLOCCHINI CIR  
LINCOLN CA 95648

008-240-036-000

ALLEN DANIEL & MICHELE  
C/O ALLENS CABINET & FIXTURE  
140 FLOCCHINI CIR  
LINCOLN CA 95648

008-240-037-000

TARTER ROBERT L & BRENDA J  
5630 LIONS CROSS CIR  
GRANITE BAY CA 95746-9027

008-240-038-000

DUFF GEORGE D & JEANNETTE W T  
PO BOX 5760  
AUBURN CA 95604

008-240-039-000

DUFF GEORGE D & JEANNETTE W T  
PO BOX 5760  
AUBURN CA 95604

008-240-040-000

DUFF GEORGE D & JEANNETTE W T  
PO BOX 5760  
AUBURN CA 95604

008-240-041-000

DUFF GEORGE D & JEANNETTE W T  
PO BOX 5760  
AUBURN CA 95604

008-240-042-000

DUFF GEORGE D & JEANNETTE W T  
PO BOX 5760  
AUBURN CA 95604

008-240-043-000

DUFF GEORGE D & JEANNETTE W T  
PO BOX 5760  
AUBURN CA 95604

008-240-045-000

MCCARTHY THOMAS J & KATHERINE  
8740 GOLDEN SPUR DR  
GRANITE BAY CA 95746

008-240-046-000

VALLEY TURF LANDSCAPING MATER  
130 FLOCCHINI CIR  
LINCOLN CA 95648

008-240-047-000

SUPERIOR CONCRETE TOOL & SUPP  
6240 BIRDCAGE ST  
CITRUS HEIGHTS CA 95610

008-240-048-000

BRASHEAR CHARLES A JR  
8442 TWIN TRAILS DR  
ANTELOPE CA 95843

**CERTIFIED PROPERTY OWNERS' LIST**

I, \_\_\_\_\_, HEREBY CERTIFY THAT THE ATTACHED LIST CONTAINS THE NAMES AND ADDRESSES OF ALL PERSONS TO WHOM ALL PROPERTY IS ASSESSED AS THEY APPEAR ON THE LATEST AVAILABLE ASSESSMENT ROLL OF THE COUNTY OF PLACER WITHIN THE AREA DESCRIBED ON THE ATTACHED APPLICATION AND FOR A DISTANCE OF FOUR HUNDRED (400) FEET FROM THE EXTERIOR BOUNDARIES OF THE PROPERTY DESCRIBED ON THE ATTACHED APPLICATION.

I CERTIFY UNDER PENALTY OF PERJURY THAT THE FOREGOING IS TRUE AND CORRECT AND THAT THIS DECLARATION WAS EXECUTED ON \_\_\_\_\_ (DATE) AT \_\_\_\_\_(CITY), CALIFORNIA.

\_\_\_\_\_  
(SIGNATURE)

\_\_\_\_\_  
(PRINTED NAME)