



## TENTATIVE MAP INFORMATION SHEET

### GENERAL INFORMATION

This information sheet explains how your Tentative Map application will be processed, what fees you must pay, and what plans you must submit. If you have any questions after you have read this information, please contact the Planning Division.

### REVIEW AND APPROVAL AUTHORITY

The creation of four or fewer lots requires the recordation of a Parcel Map and is sometimes referred to as a minor subdivision. The creation of five or more lots requires the recordation a Final Map and is sometimes referred to as a major subdivision. Both Parcel Maps and Final Maps must be processed through the Town by means of a Tentative Map in accordance with State law. After approval of the Tentative Map and compliance with all conditions, a Parcel or Final Map may then be approved by the Town Engineer and recorded with the County of Nevada. It is generally unlawful to sell, lease, finance or convey, any portion of real property until the division of the property has been approved by the Town, all conditions of that approval satisfied, and a Parcel or Final Map has been recorded.

There are two levels of review for Tentative Maps. Tentative Maps with four or less proposed parcels will be reviewed and acted upon by the Zoning Administrator. Tentative Maps with five or more proposed parcels will be reviewed and acted upon by the Planning Commission. Please see the "Public Hearing Information Sheet" for additional information on hearing format and presentation expectations.

### HOW YOUR APPLICATION WILL BE PROCESSED

The steps involved in reviewing your Tentative Map application are summarized below:

1. Within thirty (30) days after submittal of the application, Tentative Maps, and appropriate fee, staff will review the submittal for completeness. If the submittal is complete, the application is formally accepted for processing and continues through the review process. If the application submittal is incomplete and additional information or clarification is required, you will be notified in writing. Until the application is deemed complete, it will not proceed through the process.
2. After the application is deemed complete, Town staff will route the Tentative Map and other materials to Town Departments and other agencies for review and comment. All responses, comments, and corrections will be forwarded to the applicant for your information. At this stage of the review process, staff will analyze the agency comments and the project to determine if additional information is required to complete the environmental document for the project and determine if the project complies with the Development Code. If additional information is needed, the applicant will be notified in writing within 30 days of the additional information required. If additional information is not needed, staff will continue with the review of the project and the preparation of the environmental document in accordance with California Environmental Quality Act (CEQA) Guidelines.
3. Once staff has completed the necessary environmental review/document preparation, the application is considered ready for Zoning Administrator or Planning Commission consideration. A public hearing will be scheduled and a public notice will be published in the newspaper and given by mail to surrounding property owners and other interested parties of the hearing. At the public

hearing, the public, including neighboring property owners and residents, will be given the opportunity to provide input.

4. Staff will then complete the staff report that includes a staff recommendation on the approval or denial of the Tentative Map and any recommended conditions of approval. The staff report on the project will be provided in writing to the applicant at least five days prior to the public hearing.
5. At the public hearing, the Zoning Administrator or Planning Commission will consider the staff report and all written and verbal input submitted on the project by the applicant and any other interested party. At the conclusion of the hearing, the Zoning Administrator or Planning Commission will take action to approve, conditionally approve, or deny the Tentative Map. A written report on the findings of the action taken at the public hearing will be provided to the applicant after the hearing. Please note that approval of a Tentative Map does not finalize the subdivision and that approval of either a Parcel Map or Final Map is required. For additional information please see the "Parcel Map/Final Map Application Information Sheet."

### APPEAL

Any decision on the Tentative Map made by the Zoning Administrator or Planning Commission may be appealed to the Town Council within ten (10) days after the action is taken. An appeal must be submitted in the form specified by the Planning Division along with appropriate fee.

### FEES

The fee for processing a Tentative Map application with *four or less* proposed parcels is a set fee of \$2,000.00.

The fees for processing a Tentative Map application with *five or more* proposed parcels will be based on the actual costs of Town staff time spent on processing the application and any direct costs (e.g. publication costs for the hearing notice). A fee deposit must be submitted with the application to cover these anticipated costs. The fee deposit that must be submitted with the application is \$6,500.00. If the actual application costs are less than the fee deposit, the applicant will be given a refund of the unused fees at the end of the application process.

A Nevada County Department of Environmental Health fee of \$132.62 and a Nevada County Environmental Health "Agreement to Pay Form" may also be required to be submitted along with the application fee deposit. The environmental health fee may be added to the application fee deposit into one check or money order made payable to the Town of Truckee. Please talk to a planner to determine whether the Environmental Health fee will be required for your project.

There are special rules and fees for the conversion of existing multi-family residential projects into condominiums or townhouses. Please contact the Planning Division for further information.

### SUBMITTAL REQUIREMENTS

The items listed in the "Tentative Map Application Submittal Checklist" must be submitted as part of the application package in order for the application to be considered complete for processing. The signed checklist must also be submitted with the application. Your application will not be accepted if all of the items listed are not submitted.

## Tentative Map Application Submittal Checklist

Applicant Name: \_\_\_\_\_ Project Site APN: \_\_\_\_\_

Application Number (to be filled out by Town staff) \_\_\_\_\_

**Applicant must fill out the checklist below by placing a check mark in the boxes listed under Column A (for Applicant) and signing below. Column S is for staff to verify that your submittal requirements have been met.**

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- 1. Completed Land Use/Zoning Application. (The property owner must sign the application or the applicant must submit a letter or other documentation signed by the property owner authorizing the applicant to submit the application.)
- 2. Completed Environmental Application.
- 3. Nevada County Environmental Health Fee Agreement and fee (if required).
- 4. Fee deposit made payable to the Town of Truckee.
- 5. Legal Description - The lot and parcel/tract number must be provided on the application forms and the site plan. If lot and parcel/tract numbers are not available, a metes and bounds description of the property or a copy of the most recent deed conveying the property must be submitted.
- 6. A preliminary title report on the subject property dated no earlier than six (6) months prior to submittal of the application.
- 7. Affected Property Owner's (APO) Notification Map & List and Stamped, Addressed Envelopes. (See the APO Notification information sheet on how to complete the APO map and list and to prepare the envelopes.)
- 8. Letter of Justification – Provide a letter that discusses the following items:
  - a. Proposed Use. (This discussion should provide a summary of the project and information that is not provided on the Tentative Map.)
  - b. Information supporting the following findings. (Do not simply rewrite the findings. You must discuss *why* you believe the findings below can be made for your project.)
    - 1) The site is physically suitable for the type and density/intensity of development being proposed by the Tentative Map.
    - 2) The subdivision will not be detrimental to the public health, safety, or welfare of the Town, or injurious to the property or improvements in the vicinity in which the property is located.

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- 3) There are adequate provisions for public and emergency vehicle access, fire protection, sanitation, water, and public utilities and services to ensure that the proposed development would not be detrimental to public health and safety.
- 4) The subdivision, together with the provisions for its design and improvement, will not conflict with easements acquired by the public at large for access through or use of property within the proposed subdivision.
- 5) There will be no potential significant adverse effects upon environmental quality and natural resources.
- 9. If exemptions or modifications to Development Code standards will be requested for the project through a planned development, provide a letter that discusses the following:
  - a. Each requested exemption or modification to the Development Code.
  - b. Information in support of each exemption or modification (i.e., why the exemption or modification should be approved).
  - c. Information supporting the following findings (Do not simply rewrite the findings. You must discuss *why* you believe the findings below can be made for your project.):
    - 1) The proposed development generally complies with all applicable provisions of the Development Code and Public Improvement and Engineering Standards relating to both on- and off-site improvements that are necessary to accommodate maximum flexibility in site planning and property development and to carry out the purpose, intent, and requirements of the respective zoning district, including prescribed development standards and applicable design guidelines.
    - 2) The proposed project would produce a comprehensive development of superior quality than which might otherwise occur from the strict application of the provisions and standards identified in the Development Code.
- 10. Copies of "will serve" letters from the TDPUD or private water company (for water service) and TSD (for sewer service).
- 11. Copies of any special studies required for the project, which *may* include the following. For Tentative Maps with five or more proposed parcels, a preliminary soils report prepared by a California registered engineer must be submitted with the application unless the applicant has received a written waiver from the Town Engineer.:
  - a. Traffic Study (General Plan Circulation Element Policy 1.8);
  - b. Cultural Resource Analysis (Section 18.30.040);
  - c. Geotechnical Study (Soils Report) (Section 18.96.010.B);
  - d. Noise Analysis (for CEQA compliance);
  - e. Biological Assessment Study (for CEQA compliance)
  - f. Wetland Delineation (for CEQA compliance);

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- 12. Tentative Map Requirements – The Tentative Map must be of sufficient scale to show all information clearly and must be readable and understandable. If the Tentative Map is not legible, the application will not be accepted. Ten full-size sets of maps and one reduced copy (11" x 17") must be submitted, and the maps must be folded.
  
- a. General Information
  - 1) Name, address, and telephone number of applicant
  - 2) Name, address, telephone number, license, registration number, and signature of map preparer
  - 3) Assessor's Parcel Number and Street Address
  - 4) North arrow and scale
  - 5) Vicinity map of area that clearly identifies the relationship of the project site with adjacent streets and parcels
  - 6) Total size of subdivision property (in square feet for parcels less than one acre, in acres for larger parcels)
  
- b. Property Information
  - 1) Subdivision boundary (heavy double width solid line)
  - 2) Distance and bearings of existing property lines (light solid line)
  - 3) Existing topography indicated with contour lines of not greater than a 5-foot interval, including natural features (e.g., trees, rock, outcroppings, watercourses, drainage channels).
  - 4) Location of slopes between 20% and 30%
  - 5) Location of slopes greater than 30%
  - 6) Location, dimensions, boundaries, and direction of flow of all watercourses
  - 7) Location and elevation of 100-year flood plains within the property and within 100 feet of the property.
  - 8) For properties along Donner Lake, the historic highwater mark of Donner Lake (elevation 5,935.8 feet ASL)
  - 9) Location, width, and name of streets and access easements that border or are located within the site (heavy single width solid line).
  - 10) Location, width, grade, and surfacing type of actual street and driveway improvements that border or are located within the site (light single width solid line)
  - 11) If access to the subdivision is provided by an off-site private road or driveway, the location, width, grade, name, and surfacing type of the easement and actual street improvements
  - 12) Location, width, and purpose of non-access easements within the property (e.g. recreational, drainage, public utility, snow storage) (light dashed line)
  - 13) Location, type, and specifications of any existing and proposed utility lines (above and underground) within the property (heavy dashed line)
  - 14) Location, dimension, and type/use of existing buildings adjacent to and within 150 feet of the project site and setback distance from property lines, streets, and 100-year flood plains
  - 15) Location and dimensions of septic tank and leach lines including replacement area within the property
  - 16) Location of wells within the property
  - 17) Assessor's Parcel Number and property owner name of all adjoining parcels (including parcels across streets)

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c. Subdivision Information

1) Number, dimensions, and size of proposed parcels

2) Location, size, and purpose of all common areas designated for private use

3) Location, width, and grade of proposed streets and access and driveway easements

4) Location, width, and purpose of proposed non-access easements

5) Location and dimensions of proposed septic disposal areas and private wells

6) Building envelopes for future building sites and areas proposed to be designated as open space

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

I certify that I have completed and have included all material checked above in the attached application submittal.