DEPARTMENTAL USE ONLY
Date Recv'd_____
Receipt No._____ $_____
File No. _____

DEVELOPMENT PERMIT APPLICATION

TENTATIVE MAP / SUBDIVISION MAP

Instructions to applicant(s):

1. Complete the form and mail to: City of Portola
                                      PO Box 1225, Portola, CA 96122

    or take to: 35 Third Avenue, Portola, CA

2. Use additional sheets of paper if necessary to complete the information requested.
3. Pay the filing fee as listed on the current City Fee Schedule.
4. Make the check payable to City of Portola.
5. Attach Hazardous Waste Certificate.

A. Applicant(s)

Name_____   Name_____

Mailing Address_____   Mailing Address_____

_____   _____

Telephone_____   Telephone_____

Interest in Property (Owner, Agent* or Purchaser*)

B. Owner(s)

Name_____   Name_____

Mailing Address_____   Mailing Address_____

_____   _____

Telephone_____   Telephone_____

C. Engineer or Surveyor

Name_____

Mailing Address_____

Telephone_____

*If agent or purchaser is making application, attach letter of authorization signed by the owner.

D. Location

Township_____ Range_____ Section_____

Street Address_____

Assessors Parcel Number(s) _____

Subdivision Name _____

Size of Land to Be Divided _____

Number of Parcels Being Created _____

Size of parcels being created: #1_____ #2_____ #3_____ #4_____ #5_____

#6_____ #7_____ #8_____ #9_____ #10_____

Circle one or more if applicable. For (commercial, industrial, multi-family or single-family residential) use.

Use must coincide with General Plan designation and zoning.

F. Checklist of Required Data
Required information (PMC Title 16)

Type of land division: ( ) Subdivision Map ( ) Parcel Map ( ) Plot Plan

Applicant(s)_____

Submit copies of evaluations, analyses, studies and reviews required to address the overlaying General Plan constraint and policy areas. Those which are required can be determined through preliminary conference.

Check if information is provided or work completed; mark N/A if information is not applicable.
( ) 20 copies of 18" x 26" plot plans at a scale of 1" = 100' or 1" = 200'
( ) Site location sketch with north arrow
( ) Date of map preparation with north arrow
( ) Subdivision name
( ) Township, Ranch & Section
( ) Assessor Parcel Number
( ) Owners names and mailing addresses for property within 300 feet of the project
( ) Soil type/character and evidence or soil depth
( ) Preliminary soils report (for subdivision maps only)
( ) Owner's concurrence if other than subdivider
( ) Contours (5 foot interval for 0 - 10%; 10 foot for 10 - 30%; over 30% slope, written notation indicating top of banks, toes of fill, and changes in grade)
( ) Lot dimensions
( ) proposed land use
( ) Remainder of owner's contiguous lands
( ) Parcels designated by numbers

ROADS
( ) Names or numbers of existing and proposed roads
( ) Width
( ) Grade
( ) Cut-and-fill slope areas
( ) Proposed driveways for all lots where the grade between the road centerline and building site exceeds 15%, measured perpendicular from the road.
( ) If access is not by maintained public road abutting the property, attach documentation demonstrating legal access.
( ) Private road maintenance entity/document
( ) Where existing City or County roads provide access, provide potential traffic generated by development

WATERCOURSES
( ) Location and direction of flow of watercourses. Indicate perennial or ephemeral
( ) Culvert size and location
( ) Overflow areas
( ) Flood plains
( ) Marshy areas
( ) Public waterways, rivers, streams, (top of banks and high water line)
( ) Erosion control measures proposed

FACILITIES ON PREMISES
( ) Existing buildings to remain
( ) Existing wells on property and within 100 feet
( ) Existing developed and undeveloped springs on property and within 100 feet unless served by community sewer
( ) Existing sewage disposal facilities on property and within 100 feet
( ) Sewer lines and operating entity
( ) Easements for surface or underground improvements
( ) Utility lines (location, identification) and easements (width) and operating entity

OTHER INFORMATION
( ) Post lath and ribbon at all existing and proposed property corners. Color of ribbons to be used:_____
( ) Proposed drainage channel changes
( ) Evidence of seasonal high groundwater
( ) Proposed water supply and sewage disposal systems
( ) Application for rezoning, Special Use Permit, Planned Development or Variance included if necessary to permit proposed uses
( ) Proposed street, surface drainage, grading, fire protection and other improvements
( ) Written legal description of resulting parcels (Plot Plans)
( ) Preliminary Title Report
( ) Attach Hazardous Waste Certificate
( ) This is a multiple final map proposal
( ) Statement setting forth reasons for any exceptions requested to the provisions of the Subdivision Ordinance