

**SUBDIVISION MAPS
APPLICATION REQUIREMENTS**



TENTATIVE MAPS

	Number of Copies
<input type="checkbox"/> Application Form	1
<input type="checkbox"/> Project Information Questionnaire	1
<input type="checkbox"/> Assessor's Parcel Map (with property outlined)	2
<input type="checkbox"/> Mailing Labels (including applicant; see attached instructions)	3 sets
<input type="checkbox"/> 300' Radius Property Owners List	1
<input type="checkbox"/> 100' Radius Resident List (if in Coastal Zone)	1
<input type="checkbox"/> Public Notice Affidavit (form attached)	1
<input type="checkbox"/> Title Report	2
<input type="checkbox"/> Verification of County Assignment of Tract Number	1
<input type="checkbox"/> Tentative Subdivision or Parcel Map (fold to 8 ½" x 11" with number visible)	27
<input type="checkbox"/> Reduced 8 ½" x 11" Copy of Map	1
<input type="checkbox"/> Digital Copy of Map	1
<input type="checkbox"/> Hazardous Waste Site Affidavit (attached)	1
<input type="checkbox"/> Planning Application Fees (Make check payable to "City of Oxnard")	1
<input type="checkbox"/> Building & Engineering Division Map Processing Fee	1

FINAL AND PARCEL MAPS

	Number of Copies
<input type="checkbox"/> Application Form	1
<input type="checkbox"/> Appraisal for subject property (Residential only)	1
<input type="checkbox"/> Vicinity Map (8 ½" x 11")	1
<input type="checkbox"/> Copies of final map (fold to 8 ½" x 11," with number visible)	25
<input type="checkbox"/> Reduced 8 ½" x 11" Copy of Map	1
<input type="checkbox"/> Digital Copy of Map (JPG format)	1
<input type="checkbox"/> List of Lot Sizes	1
<input type="checkbox"/> Planning Division Application Fees (Make check payable to "City of Oxnard")	1
<input type="checkbox"/> Verification of Payment of Building & Engineering Division Processing Fee	1
<input type="checkbox"/> Street Naming Committee Approval Letter	1

APPLICANT CERTIFICATION

I, _____, applicant (or representative of the applicant) for this planning permit, do hereby state that I have submitted the materials listed above, and that these materials have been completed following the instructions provided by Planning and Environmental Services in the application requirements form for this permit.

Date

Signature

APPLICATIONS ARE ACCEPTED BY APPOINTMENT ONLY

SUBDIVISION MAP SUBMITTAL REQUIREMENTS

In order to complete an application for a subdivision, specific materials are required. The required materials described are intended to accurately describe the features of a proposed project, as required by law, and assist in uninterrupted processing of your project request. **Please note that all of the required information must be provided when the application is submitted.** Additional fees may be required based upon specifics of the applicant's request (i.e. DAC review).

Parcel and Final Maps must be prepared by a Registered Civil Engineer or Licensed Land Surveyor in accordance with Section 66433 *et seq.* of the Government Code (Subdivision Map Act) and Chapter 27, Division 3 of the Oxnard City Code (Subdivision Ordinance).

The minimum size of any drawing is 18 inches by 26 inches (except as listed in this document), and must include all the information described below.

All materials shall include project address, Assessor Parcel Number(s), and the date of preparation (or revision).

Final Map applications will not be accepted by the Planning Division until the Building & Engineering Division has provided Planning Staff with a Verification of Status form for the subject project. The Building & Engineering Division provides the Verification of Status from after Engineering staff has checked the proposed map for conformance with the tentative map and determined that the map is ready for consideration by the City Council.

Street Names will be assigned to new streets prior to the public hearing for the tentative map. The chairperson of the Oxnard Street Naming Committee will prepare street naming criteria and give the applicant an opportunity to propose names that comply with the criteria. Street names must be assigned prior to Planning Commission recommendation of approval of the tentative map to City Council. Approved street names must be included on the Final Map submittal.

TENTATIVE MAPS

APPLICATION FORM must be completed including project address, signature, email address, and daytime phone numbers of the applicant, property owner, architect and engineer. For all purposes of processing the application Planning Staff will list the property owner as the applicant, unless the owner designates an agent. The owner may designate an agent to process the project and act on their behalf by using the "Designation of Attorney in Fact" box on the application form. The address of the project (if available; otherwise use location) and assessor's parcel number must be included on the application. A separate application must be completed for each permit. In the box "Describe Project," state the number of lots resulting from the proposed subdivision, and the number of acres included in the application. If the property is in escrow, the current owner must sign the application.

PROJECT INFORMATION QUESTIONNAIRE must have all appropriate sections filled in with as much detail as possible. Be sure to sign the questionnaire on the last page.

ASSESSOR'S PARCEL MAP must be provided with the project property clearly outlined. Assessor's parcel maps are available at the Ventura County Assessor's Office, 800 South Victoria Avenue, Ventura, CA 93009.

MAILING LABELS are required for all projects requiring a public hearing or notification of adjacent property owners (and residents, in the Coastal Zone). The applicant must submit the necessary information to allow the City to mail the public notices. If the City conducts the public hearing six months or more after the project application is filed, a new property owners list, mailing labels and affidavit will be required from the applicant. Planning Division staff will notify you if this happens

The information must come from the latest Ventura County Assessor's roll, available at the Ventura County Assessor's Office, County Government Center, 800 South Victoria Avenue, Ventura, CA, (805) 654-2181.

The mailing labels must include:

1. All property owners and their corresponding assessor's parcel numbers within a 300-foot radius of the exterior property boundaries.
2. The applicant and any other persons the applicant wishes to receive notices of public hearings (e.g. project architect, engineer and other consultants).
3. If the project is within the Coastal Zone, the mailing addresses of all *residents*, other than property owners, residing within a 100-foot radius of the exterior property boundaries must be included (see below).

The mailing labels must be prepared as follows, in all capital letters:

PZ NUMBER ASSESSOR'S PARCEL NUMBER FULL NAME(S) ADDRESS ST APT/SUITE# CITY STATE ZIP
--

*The Postal Service asks street suffixes a Sample Label (1" x 2-5/8" size) PL, BL, CA, etc.) and that periods and commas not be used.

Please provide separate sets of labels (i.e., do not combine the two sets of labels on one sheet.)

Print the mailing addresses on **1" x 2-5/8" labels** on 3-column 8 1/2" x 11" sheets of mailing labels (available in stationery stores). Avery Stock No. 5160 (self-address labels for plain paper copiers) is the most common brand of these labels. **Other label formats are not acceptable.**

NOTE: If more than 6 months elapses between the date of application and the time for providing public hearing notices, an updated set of property owners/residents labels and list will be required.

300' RADIUS PROPERTY OWNERS LIST is a list of all property owners, their addresses and their assessor's parcel numbers within a 300-foot radius of the exterior boundaries of the property. This list is a photocopy of the labels described above.

100' RADIUS RESIDENT LIST is a list of the addresses of all residents (occupants) and their assessor's parcel number within a 100 foot radius of the exterior boundaries of the property. This information is available at the Ventura County Assessor's Office. A field inspection should be done to verify apartment numbers. The names of residents (occupants) are not required; only their addresses. This list is a photocopy of the mailing labels above.

PUBLIC NOTICE AFFIDAVIT is a signed statement from the applicant or applicant's agent stating that the list of property owners is accurate and complete. (Use the attached form.)

TITLE REPORT not more than 6 months old shall be provided at time of application submittal. If the public hearing is scheduled more than six months after the date of application submittal, an updated title report may be required.

VERIFICATION OF COUNTY "ASSIGNMENT OF TRACT NUMBER" is a copy of the form provided to you by the County of Ventura that states your assigned tract number for the project. Parcel map numbers are assigned by the City after application submittal.

TENTATIVE SUBDIVISION OR PARCEL MAPS must include:

1. The names, addresses and telephone numbers of the property owners, the applicant, and the registered civil engineer or licensed land surveyor who prepared the map.
2. Source of data from which the map was drawn.
3. A vicinity map not to exceed four inches by four inches in the upper right-hand corner.
4. Scale; ratio is optional, except it shall not be less than 100 feet equals 1 inch.
5. North arrow.
6. Tract number (obtained from the County) or place holder for parcel map number (assigned by the City), project address, name of subdivision and/or planning permit number. (The Planning Division assigns Parcel Map numbers at the time of application submittal, so your initial tentative parcel map submittal will not have a Parcel Map number on it. Please include the number on all subsequent submittals)
7. Acreage within proposed subdivision.
8. Date of tentative map (and revisions).
9. Legal description of property comprising subdivision.
10. Existing use(s) of the property and proposed use(s) of property.
11. Proposed land use classification of lots.
12. Statement of the improvements and public utilities proposed to be made or installed, and of the time at which these improvements are proposed to be completed.
13. Boundary lines of the entire lot, including the area to be divided with dimensions, based on existing survey data or property descriptions.
14. The proposed property lines, with dimensions.
15. Square footage of each proposed lot with each lot identified by number or letter in consecutive order.
16. Approximate location of each area covered by brush or trees with a statement of the nature of each cover, and the species, trunk size, and approximate location of all trees standing within the proposed rights-of-way.
17. All existing buildings and structures located on the land to be divided, together with their major exterior dimensions, and dimensions from the existing buildings and structures to the boundary lines of the lots which are to be created by the proposed land division.
18. Location of all existing facilities (street, sewer, water, storm drain, water wells, fire hydrants, transformers, power poles, overhead utilities or other structures) onsite, directly adjacent to the site (within 100 feet) or within the adjacent right of way. Information shall include size, material and grades. Label facilities that are to be removed.
19. Location of all proposed facilities (street, sewer, water, storm drain, water wells, fire hydrants, transformers or other structures).
20. Name, location, and width of all existing streets or alleys which traverse or abut the property

21. Location and width of existing and proposed curb cuts onsite and within 100 feet of the project, including ~~these~~ driveways on the opposite side of the street or alley. Additional information may be required depending on the project-specific conditions.
22. Dimensioned typical cross-sections of all new or widened street or alleys (label as public or private)
23. Location and width of proposed streets and alleys. Proposed street and alleys must be labeled with a letter designation in consecutive order (e.g. "A" Street, "B" Street, etc.). After the Street Naming Committee has approved the street names, show the approved names of the map.
24. Sufficient elevation and contours to determine the general slope of the land, and the high and low points of the property.
25. Location of railroads and rights-of-way widths.
26. Location, dimensions, purpose, and disposition of all existing and/or proposed easements which traverse or abut the property.
27. Approximate location of all areas subject to inundation or stormwater overflow, and the location, width, and direction of flow of all watercourses.
28. Preliminary drainage scheme including spot elevations. Plan must include enough offsite information to determine if the project will affect adjoining properties. Typically, 50 feet of offsite contour information is required unless existing walls or other structures clearly prevent drainage from or to adjacent properties.
29. Proposed location of any existing or proposed detention basins and drainage inlets on or adjacent to the property.
30. If detentions basins are required, plan shall show side slopes limited to 4:1, top of slopes set back three feet or more from property lines and shall specify anticipated volume required.
31. A written submittal of the project's proposed long term National Pollutant Discharge Elimination System (NPDES) Best Management Practices (BMPs) such as oil/water separators, sand filters, landscape areas for infiltration, detention basins, or other stormwater quality devices that will be constructed with the project to prohibit pollutants from entering the storm water system. This submittal should only include the long term BMPs that will remain in place after completion of construction. Show location, and if appropriate, contours or spot elevation of all such BMPs. Contact the Development Services Department, Building and Engineering Division for assistance with the City's specific permit requirements.
32. Clearly show how the proposed project improvements will join existing improvements, including providing widths of adjoining improvements. This must include sidewalks, curb & gutter, site walls, drive aisles etc.
33. Wheel tracking for trucks (including fire and refuse vehicle access paths). Refuse and fire vehicles must be provided with a WB50 radius path which does not require vehicle to back up.

REDUCED & DIGITAL COPY OF THE MAP is the original tentative map, reduced to 8 ½" x 11" in size. A CD shall also be submitted that contains an 8 ½" x 11" JPG version of the original map. The pixel resolution of the image must allow the Planning Division to make quality copies. When submitting revisions of the map, always submit the JPG of the revised map.

HAZARDOUS WASTE SITE AFFIDAVIT (use attached form) is a statement required by State law indicating if the proposed project is located on a site included on any of the hazardous waste lists compiled by the State Office of Planning and Research. The applicant shall consult the list available at Planning Division to determine if the proposed project is included on the hazardous waste list. A blank copy of the form is attached.

PLANNING DIVISION PROCESSING APPLICATION FEES are included in the "Fee Schedule." Please contact the Planning Division to verify the amount of the fees required. Make checks payable to "City of Oxnard."

BUILDING & ENGINEERING DIVISION MAP PROCESSING FEE are included in the "Fee Schedule". Please contact the Building & Engineering Division to verify the amount of the fees required. Make checks payable to "City of Oxnard."

FINAL MAPS

APPLICATION FORM- same as described above.

APPRAISAL OF THE SUBJECT PROPERTY shall be of the fair market value of the land subject to the map, prepared by a qualified appraiser and dated no more than 30 days prior to the date of such filing. This requirement applies to residential projects only.

VICINITY MAP is an 8 ½" x 11" map identifying the area of the project site in relation to major streets within the City. If this is a phased tract map, show the subject phase in relation to the entire tentative map and previously approved tract phase(s). This map will be used as an attachment to the City Council report, so it must be professionally prepared, clear, and accurate. You may submit this as a PDF as well as a paper copy.

COPIES OF FINAL MAP are provided by the applicant to the Planning Division after Building & Engineering Division completes a plan check of the map and provides a Verification of Status form to the Planning Division. The original mylars of the final map will be provided to the Planning Division by Building & Engineering Division. The application shall provide a title company name, contact person, order number for the map, and phone number. The City will call this person after approval of the Final Map by City Council for pick-up and recordation at the County.

REDUCED & DIGITAL COPY OF THE MAP- is the final or parcel map, reduced to 8 ½" x 11" in size. A CD shall also be submitted that contains an 8 ½" x 11" JPG version of the original map. The pixel resolution of the image must allow the Planning Division to make high quality copies. When submitting revisions of the map, always submit the JPG of the revised map.

LIST OF LOT SIZES shall be submitted with the Subdivision Map. This list shall be a table identifying (by lot number and/or letter) the square footage of each lot within the land division.

PLANNING DIVISION PROCESSING APPLICATION FEES- same as described above

VERIFICATION OF PAYMENT OF BUILDING & ENGINEERING FEE is a copy of the receipt the applicant received from the Building & Engineering Department for processing of the final map.

STREET NAMING COMMITTEE APPROVAL LETTER is a letter from the Street Naming Committee Chairperson to the applicant designating approved street names for the project. The street names must be shown on the Final Map.

References:

City of Oxnard Zoning Ordinances (Chapters 16 and 17 of the Oxnard City Code)

City of Oxnard Subdivision Ordinance (Chapter 15 of the Oxnard City Code)

City Staff Contacts:

Planning Division385-7858	Building & Engineering Division 385-7925
Landscape Architect385-7412	Fire..... 385-7720
Dave Gorcey	Sal Velasquez
Env. Resources/Refuse385-8069	Building & Engineering (Public Works)385-7894
Steve Soliz	Paul Wendt
Traffic385-7872	City Surveyor 385-7826
Jason Samonte	Warren Smith

PUBLIC NOTICE AFFIDAVIT

I, (print name) _____
hereby certify that the attached lists contain the names and addresses of all property owners as they appear on the latest available assessment roll of the County of Ventura within 300 feet of the exterior boundaries of the project property. Additionally attached I hereby certify that the attached lists contain the addresses of all the residents as they appear on the latest available assessment roll of the County of Ventura within 100 feet of the exterior boundaries of the project property (Coastal Zone Requirement Only. Check here if this **does not** apply .

I certify, under penalty of perjury, that the foregoing is true and correct.

(Signed) _____
Name _____
Address _____
Phone _____
Check one: Agent Owner Other
Date _____
Permit No. _____

HAZARDOUS WASTE SITE AFFIDAVIT

I, _____ (property owner, agent, etc.)
hereby certify that I have read and understand Section 65962.5 of the California Government Code (reprinted on reverse side) and hereby confirm that the proposed project to be located at _____ (**is***) (**is not**) contained on the hazardous site lists as prepared by the State Department of Health Services, State Water Resources Board and the California Waste Management Board.

I certify, under penalty of perjury, that the foregoing is true and correct.

(Signed) _____
Name _____
Address _____

Phone _____
Check one: Agent Owner Other
Date _____
Permit No. _____

*If the project site is on one of the lists specified by Section 65962.5, the project applicant is required to submit a signed statement, as a separate document, that contains the following:

Name of Applicant: Address: Phone Number: Address of site (street name and number if available, and ZIP Code): Local agency (city/county): Assessor's book, page, and parcel number: Specify any list pursuant to Section 65962.5 of the Government Code: Regulatory identification number: Date on list.

Government Code Section 65962.5 "Cortese" List

65962.5. (a) The Department of Toxic Substances Control shall compile and update as appropriate, but at least annually, and shall submit to the Secretary for Environmental Protection, a list of all of the following:

(1) All hazardous waste facilities subject to corrective action pursuant to Section 25187.5 of the Health and Safety Code.

(2) All land designated as hazardous waste property or border zone property pursuant to Article 11 (commencing with Section 25220) of Chapter 6.5 of Division 20 of the Health and Safety Code.

(3) All information received by the Department of Toxic Substances Control pursuant to Section 25242 of the Health and Safety Code on hazardous waste disposals on public land.

(4) All sites listed pursuant to Section 25356 of the Health and Safety Code.

(5) All sites included in the Abandoned Site Assessment Program.

(b) The State Department of Health Services shall compile and update as appropriate, but at least annually, and shall submit to the Secretary for Environmental Protection, a list of all public drinking water wells that contain detectable levels of organic contaminants and that are subject to water analysis pursuant to Section 116395 of the Health and Safety Code.

(c) The State Water Resources Control Board shall compile and update as appropriate, but at least annually, and shall submit to the Secretary for Environmental Protection, a list of all of the following:

(1) All underground storage tanks for which an unauthorized release report is filed pursuant to Section 25295 of the Health and Safety Code.

(2) All solid waste disposal facilities from which there is a migration of hazardous waste and for which a California regional water quality control board has notified the Department of Toxic Substances Control pursuant to subdivision (e) of Section 13273 of the Water Code.

(3) All cease and desist orders issued after January 1, 1986, pursuant to Section 13301 of the Water Code, and all cleanup or abatement orders issued after January 1, 1986, pursuant to Section 13304 of the Water Code, that concern the discharge of wastes that are hazardous materials.

(d) The local enforcement agency, as designated pursuant to Section 18051 of Title 14 of the California Code of Regulations, shall compile as appropriate, but at least annually, and shall submit to the California Integrated Waste Management Board, a list of all solid waste disposal facilities from which there is a known migration of hazardous waste. The California Integrated Waste Management Board shall compile the local lists into a statewide list, which shall be submitted to the Secretary for Environmental Protection and shall be available to any person who requests the information.

(e) The Secretary for Environmental Protection shall consolidate the information submitted pursuant to this section and distribute it in a timely fashion to each city and county in which sites on the lists are located. The secretary shall distribute the information to any other person upon request. The secretary may charge a reasonable fee to persons requesting the information, other than cities, counties, or cities and counties, to cover the cost of developing, maintaining, and reproducing and distributing the information.

(f) Before a lead agency accepts as complete an application for any development project which will be used by any person, the applicant shall consult the lists sent to the appropriate city or county and shall submit a signed statement to the local agency indicating whether the project and any alternatives are located on a site that is included on any of the lists compiled pursuant to this section and shall specify any list. If the site is included on a list, and the list is not specified on the statement, the lead agency shall notify the applicant pursuant to Section 65943. The statement shall read as follows:

The development project and any alternatives proposed in this application are contained on the lists compiled pursuant to Section 65962.5 of the Government Code. Accordingly, the project applicant is required to submit a signed statement that contains the following information:

Name of applicant; Address; Phone number; Address of site (street name and number if available, and ZIP Code); Local agency (city/county); Assessor's book, page, and parcel number. Specify any list pursuant to Section 65962.5 of the Government Code; Regulatory identification number; Date of list, Applicant's printed or typed name, signature and Date signed.

(g) The changes made to this section by the act amending this section, that takes effect January 1, 1992, apply only to projects for which applications have not been deemed complete on or before January 1, 1992, pursuant to Section 65943.