CITY OF WASCO

PLANNING DIVISION
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PARCEL MAP

I. Required Information

Each application must contain specific information, unless waived by the Planning Director. Incomplete applications will not be processed or considered by the Planning Commission or City Council. The information described below is required for nearly all Parcel Map applications. Some specialized applications may require additional information. Please consult with the staff of the Community Development Department as to whether additional information is required.

To minimize delay and duplication, the Community Development Department encourages applicants to apply for all the discretionary permits and approvals needed for the review of their project(s) at the same time. The concurrent review of these applications will also facilitate the environmental review process. Where the same information is required for more than one (1) permit or approval, it is necessary to duplicate the information submitted. If you have any questions about the information required for an application or the number of copies that must be submitted with the application, please call the Wasco Planning Division at (661) 758-7200 for assistance.

In order to process the application ALL of the following items must be presented:	**Submitted**	
	Yes	**No**
1. Completed Master Uniform Application.	☐	☐
2. Payment of all application fees. Applicants are responsible for all fees and costs (cost of postage for Public Hearings, engineer initial review, consultants, etc.) of processing an application with the City of Wasco. Where a deposit is required, an applicant is responsible for maintaining a positive balance with the City. A negative balance may cause work on the application to be halted until sufficient funds are deposited with the City of Wasco.	☐	☐
3. **Plans and Exhibits as described below.** All plans shall be prepared by the appropriately licensed and qualified professional architect, engineer, or surveyor). All plans must be drawn to scale and dimensioned appropriately. Five full size sets of each plan (24"x36") and ten (10) copies of each set of plans reduced to 11"x17" and one (1) copy of each set of plans reduced to 8 1/2"x11" are required. **Applicant shall also be required to submit to the City of Wasco Community Development Department the proposed said Architecture and Site Plans in an electronic format (i.e., pdf).** - Each Parcel Map shall contain the following information:	☐	☐

I. Required Information Continued		
1. Number of proposed subdivision as secured from the county planning department proceeded by the word "Parcel" and date of preparation;		
2. Name and address of record owner or owners;		
3. Name and address of registered engineer or land surveyor preparing the map and his registration number;		
4. The name and address of subdivider;		
5. Sufficient description to define the location and boundaries of the proposed subdivision and its relation to existing, adjacent subdivision maps, north point, scale and approximate acreage;		
6. The name, location and width of adjacent streets and alleys; and the location of buildings and other improvements within fifty feet of the boundary of the proposed subdivision;		
7. The location, names and width of proposed streets and alleys within the boundary of the proposed subdivision;		
8. The boundary of the proposed subdivision as delineated by a colored border;		
9. Lot or parcel layout and dimension and square footage of each lot or parcel; with the square footage of each lot or parcel noted in the lot;		
10. Lots or parcel shall be numbered consecutively;		
11. Topographic contours (one-foot minimum contour interval);		
12. Proposed direction of drainage flow in streets and alleys;		
13. Boundaries of areas subject to inundation or stormwater overflow and the locations, width and direction of flow of all watercourses, drainage channels and existing drainage structures;		
14. All physical structures including, but not limited to, buildings, trees, fences, curb and gutter, sidewalks, power poles, etc., shall be shown on the property being subdivided; such structure shall be dimensioned and accurately located by dimension in relation to lot or parcel lines or boundary lines of the proposed subdivision;		
15. The existing use of all buildings located on the proposed subdivision or other uses of property;		
16. Zoning district proposed subdivision lies within;		
17. Land use designation as shown on land use element of the general plan;		
18. Assessor's parcel number;	☐	☐
19. Proposed method of water supply;		
20. Proposed method of sewage and sewage disposal;		
21. Proposed public areas, if any;		
22. Proposed method of storm drainage disposal for each phase; and, drainage calculations to support the proposed method of disposal;		
23. Location of street lights and fire hydrants to be installed;		
24. The width and location of all existing and proposed public or private easements;		
25. The location, size, and description of any underground facilities such as wells, pipelines, telephone lines, septic tanks, etc.;		
26. Radius of each curve;		
27. Statement of improvements and utilities proposed to be made or installed;		
28. Show all dedications and irrevocable offers to dedication on the parcel map or to be made by separate instrument;		
29. A typical cross section on each side of the project that abuts a public street starting from a point fifteen feet inside the rear property line and ending fifteen feet on the street side from the edge of curb. The location of any proposed perimeter wall, any planting area and sidewalk area adjacent to the perimeter wall, curb, and gutter, and bicycle paths shall be shown on the cross section. Additional cross sections may be required depending on the presence of any physical feature that may be located adjacent to the project.		

I. Required Information Continued		
- **Written Statements,** on or accompanying the map which describes or identifies the following: 1. Existing Zoning and General Plan designations (including Zoning and/or General Plan designations, if Rezoning or General Plan Amendments are proposed); 2. Proposed use and disposition of all lots, including any remainder lot; 3. Agencies or utilities providing sewer service, water service, drainage, electricity, gas, and telephone services; 4. Methods and techniques of erosion control (unless waived by the Director of Public Works and City Engineer) 5. The existence of any reports on the soils or geology of the project site (names, addresses, and qualifications of those preparing any such report), or waiver if granted by the Director of Public Works or City Engineer; 6. Any areas of facilities owned in common, the instrument of their ownership, and the means for their long-term maintenance; 7. Any sound walls and accompanying landscape areas and the means for their long-term maintenance; 8. The creation of or inclusion with any organization or entity for the purpose of financing improvements or the maintenance of improvements; 9. Nature and extent of proposed off-site improvements; 10. The provisions made to insure solar access.	☐	☐
4. Request for Exceptions of Waivers shall be in writing and shall explain why the waiver is needed.	☐	☐
5. Environmental Assessment Form.	☐	☐
6. Biological Study, if required by City staff.	☐	☐
7. Traffic Study, if required by City staff.	☐	☐
8. Soils Report, unless waived by the Director of Public Works or City Engineer, prepared by a legally qualified professional.	☐	☐
9. Preliminary Title Report, not less than six months old, for all properties involved in the proposed subdivision.	☐	☐
10. Site Photos (one set) of the site and surrounding area, if requested.	☐	☐
11. Assessor's Parcel Map (one) identifying the site of the proposed project.	☐	☐
12. Declaration of Posting of NOTICE OF DEVELOPMENT PERMIT APPLICATION. Sign must be posted on the project property 10-days prior to the Planning Commission Meeting. (See City Master Uniform Application).	☐	☐
13. A 300 foot Radius Map from the edge of the project site and two sets of mailing labels of surrounding Property Owners within the 300 foot radius. Labels are to have the Name, Address, City, State, Zip Code and Assessor Parcel Number.	☐	☐