

# RESOURCE MANAGEMENT AGENCY

5961 S. Mooney Blvd  
Visalia, CA 93277  
559-624-7000  
559-615-3002

Aaron R. Bock  
Reed Schenke  
Sherman Dix

Economic Development and Planning  
Public Works  
Fiscal Services

REED SCHENKE, DIRECTOR

MICHAEL WASHAM, ASSOCIATE DIRECTOR

## REVISIONS TO TENTATIVE SUBDIVISION OR PARCEL MAPS

TENTATIVE MAP/SUBDIVISION:  
 PARCEL MAP:

MINOR REVISION  MAJOR REVISION  
 MINOR REVISION  MAJOR REVISION

### General Information:

#### Applicant

Mailing Address \_\_\_\_\_ City \_\_\_\_\_ State \_\_\_ Zip \_\_\_\_\_

Phone \_\_\_\_\_ Cell Phone \_\_\_\_\_ E-Mail \_\_\_\_\_

#### Property Owner (if different)

Mailing Address \_\_\_\_\_ City \_\_\_\_\_ State \_\_\_ Zip \_\_\_\_\_

Phone \_\_\_\_\_ Cell Phone \_\_\_\_\_ E-Mail \_\_\_\_\_

#### Agent (if applicable)

Mailing Address \_\_\_\_\_ City \_\_\_\_\_ State \_\_\_ Zip \_\_\_\_\_

Phone \_\_\_\_\_ Cell Phone \_\_\_\_\_ E-Mail \_\_\_\_\_

#### Site Address:

Physical Location of Site (cross streets & nearest community): \_\_\_\_\_

Assessor's Parcel No(s): \_\_\_\_\_

### THIS SPACE FOR OFFICE USE ONLY

Application Received/Reviewed by: \_\_\_\_\_ Project Number(s) \_\_\_\_\_

Use Description \_\_\_\_\_

Current Zoning: \_\_\_\_\_ Economic Development Project: \_\_\_\_\_

Land Use Designation: \_\_\_\_\_ Exceptions Requested: Yes \_\_\_ No \_\_\_

Agricultural Preserve & Contract Nos. (if applicable) \_\_\_\_\_

Filing Fee(s): \_\_\_\_\_ Total Amount Paid: \_\_\_\_\_

Date Received: \_\_\_\_\_ Payment Type: \_\_\_\_\_

Receipt Number(s) \_\_\_\_\_ Existing Entitlements/References: \_\_\_\_\_

PERMIT CENTER HOURS: Monday-JULGD\9:00 a.m. to 4:30 p.m.

# REVISIONS OF TENTATIVE SUBDIVISIONS or PARCEL MAPS

**Requirements, Fees and Instructions (Please use dark blue or black ink)**

The application form must be filled out completely and in every respect with all questions answered and all required attachments before the County can officially accept the application for processing. In the course of accepting and processing the application, the Permit Center Official or Planner may ask the applicant to clarify, correct or otherwise supplement the required information. The application may be filed with the Resource Management Agency Permit Center, at 5961 S. Mooney Blvd., Visalia CA 93277. Phone No.: 559-624-7000.

1. Ordinance No. 352, as amended, requires a filing fee to be paid at the time of filing an application for a Subdivision Map. This fee is to cover the cost to the County for advertising, investigations and processing the application through its various stages.

| <b>Fees Due at Time of Application Submittal</b>                                 |  |   |   |
|--|--|---|---|
| <b>Tentative Parcel Maps</b> (SUBJECT TO CHANGE AT ANY TIME)                     |  | <b>Subdivisions</b> (SUBJECT TO CHANGE AT ANY TIME) |   |
| <b>Minor Revisions</b>   | <b>Major Revisions</b>   | <b>Minor Revisions</b>                              | <b>Major Revisions</b>  |
| Filing Fee: \$1,312.00   | Filing Fee: ½ the fee for tentative map, but not less than \$1,354 | Filing Fee: \$1,976.00                              | Filing Fee: \$612.00, plus ½ of the fee for tentative map, but not less than \$ 2,140 |
| Revised maps: minimum of 6 copies  | Revised maps: minimum of 12 copies                                 | Revised maps: minimum of 6 copies                   | Revised Maps: minimum of 25 copies  |
| <b>Additional Fees Due Prior to Setting the Public Hearing</b> (if applicable)   |  |   |   |
| Compliance Monitoring Fee (2 follow-up site visits @ \$65.00)                    |  |   | \$130.00 deposit  |
| State Fish & Game fee for Negative Declaration or Mitigated Negative Declaration |  |   | \$2,280.75  |
| State Fish & Game fee for Environmental Impact Report (EIR)                      |  |   | \$3,168.00  |
| County Clerk Filing Fee for Notice of Determination/Notice of Exemption          |  |   | \$58.00   |
| Recording Fee (Including SB2 - Building Homes and Jobs Act Fee)                  |  |   | \$150.00  |

**IMPORTANT NOTICE:** The applicant is responsible for the payment of all fees associated with this application.

**SUMMARY OF REQUIREMENTS FOR SUBMITTAL OF REVISIONS TO PARCEL OR SUBDIVISION MAPS**

Applicant      Staff

1. Completed Application
2. Owner's Affidavit (*signed by property owner(s)*)
3. Filing Fee(s)
4. Copies of maps as indicated (*Note: additional copies may be required*)
5. "Will Serve" letter from the appropriate off-site community water and/or sewage disposal provider
6. Water availability information for all existing and/or proposed on-site domestic wells
7. Indemnification and Cost Recovery Agreement (*separate attachment*)
8. Request for Unused Fees Form (Signed by Applicant)

**Requests for Minor Revisions**

1. Only the following changes or revisions to approved tentative maps qualify as Minor Revisions.

|    |  |  |
|----|--|--|
| ✓  | If the proposed change is a <u>Minor Revision</u> , check in the appropriate space and provide a complete explanation for the request. |  |
| 1  |  | Changes to size, shape and dimensions of individual lots, provided, however, that all lots conform to the requirements specified in the Conditions of Approval of the tentative map and the requirements specified in the Tulare County Subdivision Ordinance.   |
| 2  |  | Changes to the use of lots, provided, however, that such changes are from one of the following uses to another of the following uses: public utilities, drainage or residential.   |
| 3  |  | Reduction in the number of lots contained in the subdivision or parcel map.  |
| 4  |  | Increase in the number of lots contained in the subdivision or parcel map, but not to exceed the following: <ul style="list-style-type: none"> <li>a) Subdivisions of twenty-five (25) lots or less; no more than one (1) additional lot.</li> <li>b) Subdivisions with twenty-six (26) to one-hundred (100) lots; no more than five percent (5%) of the number of lots in the subdivision.</li> <li>c) Subdivisions in excess of one hundred (100) lots; no more than five (5) lots for the first one-hundred (100) lots plus one (1) additional lot for each full one-hundred (100) lots in excess of the first one-hundred(100) lots.</li> </ul> Provided, however, that all lots shall conform to the requirements specified in the Conditions of Approval of the tentative map and the requirements specified in the Tulare County Subdivision Ordinance. |
| 5  |  | Changes in the curve radii of streets and/or alleyways.  |
| 6  |  | A decrease in the overall length of stubbed streets and/or cul-de-sacs.  |
| 7  |  | Changes in the centerline alignment of streets, when such changes are 30 feet or less in any one direction.  |
| 8  |  | Changes in the grade of streets or drainage easements.   |
| 9  |  | Changes in location of public utility and drainage easements.  |
| 10 |  | Other – If the applicant believes that the type of change proposed should constitute a minor revision, but is not identified above, please provide the type of revision and full explanation. <i>Applicants wishing to pursue this course of action shall confer with a representative from the Resource Management Agency to discuss, prior to completing this portion of the application.</i>  |

2. The application for Minor Revisions must be accompanied by a minimum of **6 copies** of the revised map (**for parcel maps and subdivisions**). All revised maps must clearly show the proposed revision. The form of the map must comply with all the requirements that apply to a tentative map under the Tulare County Subdivision Ordinance.

3. Explanation for request: \_\_\_\_\_  
 \_\_\_\_\_

**Requests for Major Revisions**

1. If the proposed revision to the proposed tentative map does not qualify for a Minor Revision **or** if the proposed revision is one of the following types, it must be processed under the Major Revision procedure.

|   |  |   |
|---|--|---|
| ✓ | Check in the space available and provide a complete explanation for the request. |   |
| 1 |  | Any changes requested in the improvements required to be constructed by the subdivider.   |
| 2 |  | Any change which requires an exception under Article 8 of the Subdivision Ordinance. In such cases, the subdivider must file an application for an exception, in addition to the application for revision of the tentative map. |

2. The application for Major Revisions must be accompanied by a minimum of **12 copies** of the revised map **for parcel maps** and **25 copies** of the revised map **for subdivisions**. All revised maps must clearly show the proposed revision. The form of the map must comply with all the requirements that apply to a tentative map under the Tulare County Subdivision Ordinance.

3. Explanation for request: \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

**ENVIRONMENTAL SETTING**

1. Describe the project site, prior to the proposed revision, including all existing improvements (types of structures (residences, outbuildings, barns, sheds, covers, shop buildings), septic tank-leach line systems, domestic/agricultural wells, fuel or storage tanks, and include the size of each.

---

2. Describe the slopes (% and direction) and general terrain of the subject site:

---

3. Trees: identify the type and size of any large trees on site.

---

4. Water courses: identify the type and location of any on-site or nearby water courses (rivers, canals, ditches, streams, creeks, etc.).

---

5. Describe the character and land use of the surrounding properties (orchards, vineyards, row crops, pasture, open space, water courses, railroads, roads, rural residential, subdivisions, commercial, schools, churches, vacant, city or county boundary, etc.):

| <u>DIRECTION</u> | <u>CHARACTER/LAND USE</u> |
|------------------|---------------------------|
| North            |                           |
| South            |                           |
| East             |                           |
| West             |                           |

6. Liquid waste disposal (*please check appropriate box*):  Existing  Proposed

Septic Tank-Leach Lines: Size of tank \_\_\_\_\_gallons & length of lines \_\_\_\_\_ft.

Seepage Pit - Size\_\_\_\_\_

Community System – Name:\_\_\_\_\_

Aerobic tank - Size of tank \_\_\_\_\_

7. Water supply (*please check appropriate box*):  Existing  Proposed

Domestic Well – Size of pump\_\_\_\_\_ Gallons per minute \_\_\_\_\_

Irrigation Well: \_\_\_\_\_

Irrigation District – Name: \_\_\_\_\_

Private Water Company – Name: \_\_\_\_\_

Community System – Name: \_\_\_\_\_

**Note:** A “Will Serve” letter must be provided from any off-site community water and/or sewage disposal provider and must be submitted as part of this application. In addition, water availability information for all existing and/or proposed on-site domestic wells must also be submitted with this application.

8. Source of energy (*please check appropriate box*):

Electricity – Company name: \_\_\_\_\_

Natural Gas – Company name: \_\_\_\_\_

Propane: Size of tank \_\_\_\_\_ Provider \_\_\_\_\_

9. Will the project require the development of public service facilities (roads, sewer lines, water lines, etc.)? If so, describe the required development:
- 

Provide any additional information that may be helpful in evaluating this requested revision. *(Use the back of this form or attach separate sheet, if needed.)*

---

---

### **PROCESSING INFORMATION**

The following is a summary of various deadlines and processing requirements for revisions of approved tentative subdivision and parcel maps.

1. For **minor revisions**, the Planning Director will review and approve or disapprove the revisions(s) within 15 days after the filing of the revised tentative map.
2. For **major revisions**, the same procedures are followed in processing and acting upon a revised tentative map as are applicable to a tentative map under Article 9 (commencing with Section 7-01-1690) or Article 15 (commencing with Section 7-01-2150) of the Tulare County Subdivision Ordinance. The same body must take final action on the revised tentative map as previously took final action on the tentative map.
3. Not less than 30 days after filing an application, the Project Review Division must determine whether the application is complete and inform the applicant of the determination. In the event the application is found to be incomplete, the Project Review Division will specify those parts of the application, which are incomplete and indicate the manner in which they can be made complete. This procedure is waived, however, for those minor revisions found to be categorically exempt from the provisions of the California Environmental Quality Act (CEQA). In those cases, the proposal will be taken directly to the Planning Director within 15 days as previously described in No. 1.
4. All minor revisions to approved tentative maps are categorically exempt from the requirements of CEQA under the Tulare County California Environmental Quality Act Guidelines (class 5f). The exemption is applicable, however, only when no increase in the number of lots or general intensity of the particular type of use is proposed.
5. If the application requires the preparation of a Negative Declaration under CEQA, the appropriate County Division will set the matter for consideration by the acting body.
6. If the application requires the preparation of an Environmental Impact Report (EIR) under CEQA, the applicant will be informed and requested to authorize the preparation of the EIR if authorization was not previously given. The County Project Review Division is not permitted to initiate work on the EIR until the applicant agrees to the preparation of the EIR. (Note: The applicant has the right to appeal the decision to prepare an EIR to the Board of Supervisors within 5 days of the decision.) Once the applicant agrees to the preparation of the EIR, the EIR is completed, and the fees have been paid, the Department is free to set the matter for consideration before the appropriate acting body.
7. For **minor revisions**, the Planning Director will give written notice of his/her action to the subdivider and to the body which took final action on the tentative map. Notice is also given to all agencies to which a copy of the tentative map was transmitted.
8. If the Planning Director denies the minor revision(s), the subdivider may file an application for a major revision.
9. For **major revisions**, written notice will be given to the subdivider in advance of the meeting at which time the body which originally took action on the tentative map will consider the revised map.

10. In those cases where the body acting on the major revision is either the Planning Commission or Site Plan Review Committee, the subdivider may appeal the decision in writing to the Board of Supervisors within 15 days of the date the decision was made.
11. Upon approval of a revised tentative map, it becomes for all purposes the approved tentative map for the project and the tentative map which was originally approved is no longer of any force and effect for any purpose.
12. Approval of a revised tentative map does not change any of the time limits established for filing a final subdivision map or parcel map. The time limits for filing final maps continues to run from the date of approval of the original tentative map rather than the date of approval of the revised tentative map.

**OWNER'S AFFIDAVIT**  
*(Must be signed by property owner)*

STATE OF CALIFORNIA    )  
  SS.  
COUNTY OF TULARE    )

I, (We,) the undersigned, say:

I (We) own property involved in this application and I (we) have completed this application and other documents and maps required hereby to the best of my (our) ability and the statements and information above referred to are, in all respects, true and correct to the best of my (our) knowledge and belief.

I (We) declare under penalty of perjury that the foregoing is true and correct.

Executed on \_\_\_\_\_, 20\_\_\_\_, at \_\_\_\_\_

Name: \_\_\_\_\_ Signature: \_\_\_\_\_

Address: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

*Optional – additional property owner*

Name: \_\_\_\_\_ Signature: \_\_\_\_\_

Address: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

If there is an agent, title company, or prospective buyer who desires notification of the Director's action on this application, please enter name here.

Name: \_\_\_\_\_

Relationship: \_\_\_\_\_

Address: \_\_\_\_\_

State: \_\_\_\_\_ Zip: \_\_\_\_\_

Telephone: \_\_\_\_\_

FAX No.: \_\_\_\_\_

In the case of applications which are subject to the authority of the Zoning Administrator, (see list of projects), the Zoning Ordinance provides that the applicant has the right to request that the Planning Commission hear the application rather than the Zoning Administrator. Please sign below if you wish to have your application heard by the Planning Commission. Note: An additional fee is required for the Planning Commission process.

Signed: \_\_\_\_\_ Date: \_\_\_\_\_

**The County of Tulare**  
**“INDEMNIFICATION AND COST RECOVERY AGREEMENT”**  
**(must accompany this application)**

**Please download or print out the form from the  
County Web Site  
(located with the list of land use applications).**

**The Indemnification and Cost Recovery Agreement  
must be filled in and signed by the applicant and must be  
submitted as part of any land use application requiring  
discretionary review by the County.**

**This Agreement must be signed by the Applicant**

**Please sign the Agreement in blue ink (preferred)  
and submit the original, signed document with the appropriate  
land use application.**

---

**WITHDRAWAL OF APPLICATION**

**Should you, at any time during the processing of your application, wish to withdraw your application and request a refund of fees paid, you may do so by forwarding a letter to the Resource Management Agency making that request. Please state clearly that you no longer wish to proceed with your land use project (*state the project number*), and that you are requesting a withdrawal of your project and a refund of any fees that have not been expended for the processing of your application.**

**Please date and sign the letter and include a mailing address where you would like any refund of fees (if applicable) to be mailed. Forward the request to the attention of the project planner.**

## REQUEST FOR REFUND OF FEES

Resource Management Agency  
5961 S. Mooney Blvd.  
Visalia, CA 93277

Project Number: \_\_\_\_\_

Please refund any unused fees associated with this application to the designated name and address below.

\_\_\_\_\_  
*(please print name)*

\_\_\_\_\_  
*(Street Address, Suite/Apt. No.)*

\_\_\_\_\_  
*(City, State, Zip)*

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date