



City of Ridgecrest Planning Department

100 West California Ave., Ridgecrest, CA 93555
(760) 499-5071 FAX (760) 499-1580
<https://ridgecrest-ca.gov/>

Date: _____ Case # _____

Project Name and/or description _____

APPLICATION FOR:	TENTATIVE PARCEL MAP (TPM)	_____
	TENTATIVE TRACT MAP (TTM)	_____
	TENTATIVE PARCEL MAP EXTENSION	_____
	TENTATIVE TRACT MAP EXTENSION	_____

PROPERTY DESCRIPTION (ADDRESS, ASSESSOR'S PARCEL NUMBER, PARCEL MAP NUMBER AND LOT, TRACT NUMBER AND LOT, OR OTHER ACCEPTABLE PROPERTY DESCRIPTION):

APPLICANT'S NAME (Print) _____

APPLICANT'S ADDRESS _____

PROPERTY OWNER'S NAME (Print) _____

PROPERTY OWNER'S ADDRESS _____

Owner Signature is required either at this section or on a dated authorization letter

I (we), the undersigned, hereby certify that I am (we are) **the owner(s)** of the above described property or that I am the authorized agent of the owner **(with authorization letter attached)**. Executed under penalty of perjury this

_____ day of _____ 20_____.

Applicant _____
Signature of Applicant

Owner _____
Signature of Owner **(Or attach Letter)**

Telephone _____

Telephone _____

Email _____

Email _____

APPLICATION FOR TENTATIVE PARCEL/TRACT MAP

Consult Planner before submitting application package, incomplete packages will not be accepted. (Please check those that apply)

City of Ridgecrest Review Fees:

Tentative Parcel Map	\$1,010	
Tentative Parcel Map Extension of Time	\$ 760	
Amended TTM for Phasing	\$ 500	
Tentative Tract Map	\$2,980	
Tentative Tract Map Extension of Time	\$ 760	

CEQA Review Fees (Determined by Planner)

Categorical Exemption	\$ 60	
Initial Study & simple Negative Declaration	\$ 500	
Mitigated Negative Declaration	\$ 1575	
EIR (20% deposit/Full Recovery)	\$ <input style="width: 40px;" type="text"/>	TO BE DETERMINED

Seismologic Report Review Fees: Check with Engineering

In compliance with the Alquist Priolo Special Studies Zone Act shall be on a per cost basis

Make Check Payable to “City of Ridgecrest” TOTAL SUBMITTED _____

Check# _____

California Department of Fish and Wildlife “Notice of Determination Fees” are collected by the Kern County Clerk’s office. The following fees apply.

Negative (ND) or Mitigated Declaration (MND)	\$ 2,354.75 + \$ 50.00**
EIR	\$ 3,271.00 + \$ 50.00**
No Effect Filing Form signed by CDFW – The notice should accompany payment	N/C + \$ 50.00**

****\$ 50 is a separate posting fee for Kern County. The first fee is for CDFW.
A [CEQA Transmittal Memorandum](#) is expected with payment to Kern County.**

Fees for Kern County are to be paid with checks made payable to Kern County Clerk

TOTAL SUBMITTED _____

CHECK# _____

For mailed payments to Kern County: Send documents to be filed and payment for the appropriate fees. Enclose a self-addressed, stamped envelope if you wish to have a copy returned to you. You may pay by check (personal, company, bank, or cashier’s) or money order. Credit cards are not accepted for mail orders. Send your payment to:

Kern County Clerk
1115 Truxtun Avenue, 1st Floor
Bakersfield, CA 93301

**MINIMUM APPLICATION PACKAGE REQUIREMENTS
(AS IDENTIFIED BY STAFF CONSULTATION)**

NOTE: INCOMPLETE APPLICATION WILL BE RETURNED TO APPLICANT WITHIN 30 DAYS AND PROCESSING CEASED UNTIL SUBMITTAL OF COMPLETE APPLICATION.

Needed	Received
_____ 1.	_____ APPLICATION
_____ 2.	_____ APPLICATION FEE
_____ 3.	_____ ASSESSOR'S PARCEL MAP
_____ 4.	_____ ENVIRONMENTAL ASSESSMENT FORM
_____ 5.	_____ SITE PLANS (3 COPIES AND ELECTRONIC VERSION IN PDF)
_____ 6.	_____ ELEVATIONS OF BUILDING (max size 11x17 or electronically)
_____ 7.	_____ PICTURES OF SITE FROM ALL FOUR DIRECTIONS
_____ 8.	_____ ONE 8 ½ X 11 REDUCED MAP (or electronically)
_____ 9.	_____ GEOLOGIC REPORT IF IN ALQUIST PRIOLO ZONE
_____ 10.	_____ PROOF OF OWNERSHIP (CURRENT TAX REPORT, TITLE REPORT, or DEED)
_____ 11.	_____ PRE-LIMINARY TITLE REPORT
_____ 12.	_____ MAILING LIST & MAILING LABELS OF PROPERTY OWNERS WITHIN 300 FT
_____ 13.	_____ LOCATION MAP
_____ 14.	_____ ECONOMIC FEASIBILITY REPORT (GPA ONLY)
_____ 15.	_____ GENERAL PLAN REFERRAL FROM COMMITTEE REVIEW
_____ 16.	_____ BIOTA REPORT IF REQUIRED
_____ 17.	_____ LETTER OF REQUEST WITH DESCRIPTION OF PROJECT
_____ 18.	_____ CURRENT TAX STATEMENT
_____ 19.	_____ CHECK MADE OUT TO CITY OF RIDGECREST IN THE AMOUNT OF _____
_____ 20.	_____ OTHER _____

*******OVER-SIZED MAPS/SITE PLANS SHOULD BE FOLDED TO 8 ½" X 11"*******
*******& PC ITEMS MUST INCLUDE ELECTRONIC COPIES EITHER ON A CD OR EMAILED*******

See attached:	Pages 1 - 2	Application Form	Pages 4 - 6	Environmental Information Form
	Page 3	Submittal Requirements	Pages 7 - 8	Map Content per Code

Environmental Information Form
(To be completed by applicant)

Project Title: _____ Date Filed _____

General Information

1. Name and address of developer or project sponsor _____

2. Address of Project _____
3. Name, address and telephone number of person to be contacted concerning this project:

4. Indicate number of the permit application for the project to which this form pertains

5. List and describe any other related permits and other public approvals required for this project, including those required by city, regional, state and federal agencies: _____

6. Existing zoning district _____
7. Proposed use of site (Project for which this form is filed): _____

Project Description

8. Site Size _____
9. Square footage _____ Number of floors of construction: _____
10. Amount of off street parking provided (Existing) _____ (Proposed) _____
11. Attach plans: (type and size) _____
12. Proposed scheduling: _____
13. Associated projects: _____
14. Anticipated incremental (phased) development: _____
15. If residential, include the number of units, schedule of unit sizes, range of sale prices or rents and type of household size expected: _____

16. If commercial, indicate the type, whether neighborhood, city or regionally oriented, square footage of sales area and loading facilities: _____

17. If industrial, indicate type, estimated employment per shift and loading facilities: _____

18. If institutional, indicate the major function, estimated employment per shift, estimated occupancy, loading facilities and community benefits to be derived from the project: _____

19. If the project involves a variance, conditional use or rezoning application, state this and indicate clearly why the application is required: _____

20. Are the following items applicable to the project or its effects? Discuss below all items checked yes (attach additional sheets as necessary).

YES	NO	
		21. Change in existing feature of any bays, tidelands, beaches, lakes, or hills or substantial alteration of ground contours
		22. Change in scenic views or vistas from existing residential areas or public lands or roads.
		23. Change in pattern, scale or character of general area project.
		24. Significant amounts of solid waste or litter.
		25. Change in dust, ash, smoke, fumes or odors in vicinity.
		26. Change in ocean, bay, lake, stream or ground water quality or quantity, or alteration of Existing drainage patterns.
		27. Substantial change in existing noise or vibration levels in the vicinity.
		28. Site on filled land or on slope of 10 percent or more.
		29. Uses of disposal of potentially hazardous materials such as toxic substances, flammable or explosives.
		30. Substantial change in demand for municipal services (police, fire, water, sewage, etc.)
		31. Substantially increase fossil fuel consumption (electricity, oil, natural gas, etc.)
		32. Relationship to a larger project or series of projects.

Environmental Setting (attached additional sheets as necessary)

33. Describe the project site as it exists before the project, including information on topography, soil stability, plants and animals, and any cultural, historical or scenic aspects. Describe any existing structures on the site and the use of the structures. Attach photographs. Use additional sheets as necessary _____

34. Describe the surrounding properties, including information on plants and animals and any cultural, historical or scenic aspects, indicate the type of land use (residential, commercial, etc.), intensity of land use (one-family, apartment houses, shops, department stores, etc.), and scale of development (height, frontage, set-

back, rear yard, etc.). Attach photographs of the vicinity _____

35. Certification: I hereby certify that the statements furnished above and in the attached exhibits present the data and information required for this initial evaluation to the best of my ability and that the facts, statements and information presented are true and correct to the best of my knowledge and belief.

Date: _____ By: _____

Title: _____

For: _____

Planning Department Use

Application No: _____ **Date Application Received** _____

Zone _____ **General Plan Designation** _____ **Staff Assigned** _____

Tentative PC Hearing _____ **Application Complete** _____

Items Missing: _____

Chapter 19 (§19-2.2 Tentative Map Form & Content and 19-2.3 Sub-division Design Requirements) of the Ridgecrest Municipal Code defines a completed application as containing the below listed information.

The tentative map shall be clearly and legibly drawn and contain the following information:
Place a check mark next to each item upon completion

- _____ 1. The title, which shall contain the subdivision number obtained from the County Engineer.
- _____ 2. Names and addresses and telephone numbers for:
 - (a) Legal owner of the property
 - (b) Subdivider, and
 - (c) Persons or person who prepared the map.
- _____ 3. A topographical contour map with approximate contours at one foot intervals and showing in their correct locations existing drainage channels, roads, culverts, overhead and underground utility lines, wells, springs, major structures, irrigation ditches, and other improvements which may affect the design of the subdivision. The map shall be drawn to an engineer's scale large enough to show all information clearly, but no smaller than 100' to the inch. Contour interval shall not be greater than one foot if the ground slope is less than 10% and at such intervals that the contour lines will not be spread more than 150 feet (ground distance) apart. The boundary lines of the subdivision shall be shown by a heavy line. The map will show:
 - _____ 4. The outline of existing areas subject to inundation or ponding.
 - _____ 5. The edges and type of pavement of existing paved roads within public rights-of-way and easements or within private common rights-of-way.
 - _____ 6. Location of existing property lines and approximate boundaries of existing easements within the subdivision with the names of the owners of record, of easements, exclusion, and the properties abutting the subdivision.
 - _____ 7. The proposed lot and street layout with scaled dimensions and area of each lot.
 - _____ 8. The location of all proposed easements for drainage and access.
 - _____ 9. Street names, width of streets and easements, approximate grade, and radius of curves along property lines of each street, as well as intersections on the adjacent properties.
 - _____ 10. Typical geometric sections for streets showing pavement width, curbs, sidewalks, grading in marginal strips, slopes of cuts and fills and other construction proposed or applicable.
 - _____ 11. Areas to be used for public purposes.
 - _____ 12. Location, approximate grade direction of flow and type of facilities of existing drainage channels and storm drains.
 - _____ 13. A vicinity map showing roads, adjoining subdivisions, towns, creeks, railroads, and other data sufficient to locate the proposed subdivision and show its relation to community development including a legal description of the property comprising the subdivision.
 - _____ 14. North arrow and scales for maps and contour interval.
 - _____ 15. Boundary lines of existing land use zones shall be delineated.
 - _____ 16. Statement or plan as to proposed plans for draining the areas subject to flooding or inundation by waters flowing into or from the subdivision.
 - _____ 17. If to be developed in increments, the map shall indicate the approximate sequence of development by units.

Data which shall accompany the tentative map:

- _____ 18. A written statement of the general information which shall contain the following information:

- _____ (a) Existing use or uses of the property
- _____ (b) A description of the proposed subdivision, including the number of lots, their average and minimum size, and nature of development.
- _____ (c) Source of water supply.
- _____ (d) Existing sanitary sewer facilities and proposed method of providing sewer services for the entire property.
- _____ (e) Other improvements proposed.

If the property proposed for subdivision is included in areas of identified seismic hazard as described in the Seismic Safety Element of the General Plan, the following data shall also be submitted at the time the map is filed.

_____ 19. Two copies of a geological site reconnaissance report and a soils report prepared by a registered geologist regarding existing or anticipated seismic conditions, geologic features and soil conditions within or immediately adjoining the proposed development and their effect on the design and layout of the proposed subdivision

_____ 20. Four copies of a preliminary grading and site development plan, including drainage.

_____ 21. A copy of all covenants, conditions or restrictions proposed to be attached to the property.

The City Engineer may require additional information or materials when necessary to accurately and adequately review a tentative map. City Engineer may waive any information described above upon determination that it is not relevant to the review. Any decisions made by the City Engineer pursuant to this subsection shall include a written justification which shall become part of the project record and accompany the application before the Planning Commission.

I have included in this application the above checked information for a tentative parcel map or tentative tract map. I understand that not all of the information is needed for each of the applications and I have provided the appropriate information for this application:

Applicant Signature

Date

Agent Signature

Date

Chapter 19 of the Ridgecrest Municipal Code regulates subdivisions. There may be pertinent sections of the ordinance that may be referenced to your project. All applicants for a tentative parcel map or tentative tract map are responsible for knowing the information within the Subdivision Ordinance.