

Subdivision Map and Improvement Plan Submittal Process

PURPOSE

This policy identifies the procedure for the submission of parcel/final maps and improvement plans for review for compliance with conditions of approval of an approved tentative map.

GENERAL

This policy/procedure deals only with submittal of parcel/final maps and improvement plans for review for compliance with conditions of approval of an approved tentative map (i.e. the proposed project has been through the planning process and been approved by the decision maker). All submittals should be made directly to the Survey Counter at PRMD.

Because of the site specific nature and highly variable circumstances of each project, it is impossible to provide an all inclusive list of submittal requirements for subdivisions, but an attempt has been made here to identify those entities that may need to review and approve improvement plans.

PROCEDURE

A. Parcel/Final Maps Submittal

1. Engineer or surveyor submits:
 - ▶ six sets of prints of the parcel/final map;
 - ▶ supporting data (e.g. deeds, maps, unrecorded surveys, etc.)
 - ▶ method and reasoning statement;
 - ▶ preliminary title report;
 - ▶ lot and boundary calculations;
 - ▶ a copy of the approved conditions of approval for the subdivision;
 - ▶ map checking fee (note final map fee requires additional per lot fees based upon planning and septic review).

B. Improvement Plans Submittal

1. The submittal package requires the following for review of roadways:
 - ▶ two sets of improvement plans;
 - ▶ a copy of the approved conditions of approval;
 - ▶ supporting information (e.g. geotech or soils reports for major subdivisions and sometimes for minor subdivisions, pavement calculations, etc.)
 - ▶ plan checking fee.

2. Additionally the following must be considered at time of submittal. Each situation is followed by the required actions.
 - A. Improvements made to a public road or connecting to a public road
 1. One additional set of plans is required with the initial submittal for Encroachment staff at PRMD.
 - B. Public roadway improvements where signing, striping or street lighting are required to be shown on the improvement plans.
 1. One set of plans is required with the initial submittal for Traffic Division, Department of Transportation and Public Works.
 - C. Improvements that include any storm drain culverts, ditches, swales or if the conditions of approval have any required drainage improvements.
 1. A second submittal package is required for the PRMD Drainage Review Section. The submittal shall consist of two sets of plans, a copy of the conditions of approval for the project, hydrology calculations, hydrology map delineating watersheds and a drainage review fee (to be submitted to the Survey Counter as a separate package with a separate cover letter to Drainage Review).
 - D. Improvements that show fire hydrant(s) connected to a public or community water system that is not within the City of Santa Rosa
 1. A third submittal package is required to be provided to the County Fire staff in PRMD. The submittal shall consist of two sets of plans, a copy of the conditions of approval for the project, fire/flow calculations for the fire hydrant(s) and a two hour minimum fire review fee (to be submitted to the Survey Counter as a separate package with a separate cover letter to Fire).
 - E. Conditions of approval which call for landscaping plans to be included as part of the improvement plans (often the case for major subdivisions)
 1. A fourth submittal package is required to be provided to the project planner in PRMD. The submittal shall consist of one set of plans, a copy of the conditions of approval for the project, and a conformance letter from the project arborist or landscape architect (to be submitted to the Survey Counter as a separate package with a separate cover letter to the project planner).
 - F. Improvements including sewer mains or laterals
 1. A submittal package is required to be submitted to PRMD's Sanitation Section consisting of two sets of plans, a copy of the conditions of approval for the project, and a sanitation plan checking fee (to be submitted directly to the PRMD Sanitation Section at the Survey Counter).

G. Improvements indicating a community water system that serves from two to 14 residences.

1. A submittal package is required to be submitted to PRMD's Sanitation Section consisting of two sets of plans, a copy of the conditions of approval for the project, and a sanitation plan checking fee (to be submitted directly to the PRMD Sanitation Section at the Survey Counter).

H. Roadway improvements coming close to a designated or existing septic area.

1. Well and Septic Section may need to review the road improvement plans to determine what setbacks will be required. Applicant shall meet with the project sanitarian at PRMD to determine what, if anything needs to be submitted for this review.

The above list of submittal inquiries attempts to determine the specifics of a project in order to determine who needs to review the plans. Additional submittals, fees and review may be required by other agencies/companies in many circumstances. Projects within the sphere of influence of the incorporated cities/towns within the county require review by both the County and the city/town that is adjacent to the project. Projects with water supply from a private company need to deal directly with that utility in order to determine their requirements. PRMD will often request that the utility sign the face of the plans in order to determine their acceptance of the design.

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