



Town of Tiburon
Community Development Department
Planning Division (415) 435-7392
www.townoftiburon.org

**SUPPLEMENTAL INFORMATION FOR
APPLICATION FOR MINOR SUBDIVISION**

Specific information on the proposed MINOR SUBDIVISION is as follows:

1. Total site area in square feet: _____ in acres:
2. Proposed Parcel 1 area in sq ft: _____ in acres:
3. Proposed Parcel 2 area in sq ft: _____ in acres:
4. Proposed Parcel 3 area in sq ft: _____ in acres:
5. Proposed Parcel 4 area in sq ft: _____ in acres:
6. Existing use of site: _____
7. Proposed use of site: _____
8. Describe provisions for the following:

Water service: _____

Fire Protection: _____

Storm Drainage: _____

Sewage Disposal: _____

Other Utilities: _____

9. Other pertinent information (add separate sheet if necessary): _____

| | CIVIL ENGINEER: | SOILS ENGINEER: | SURVEYOR(S): |
|---------|------------------------|------------------------|---------------------|
| NAME | _____ | _____ | _____ |
| ADDRESS | _____ | _____ | _____ |
| CITY | _____ | _____ | _____ |
| PHONE | _____ | _____ | _____ |

INSTRUCTIONS FOR APPLICATION FOR MINOR SUBDIVISION

1. **Definition:** A Minor Subdivision is generally the division of land into four or fewer parcels.

2. **General Procedure:** The Planning Commission acts upon applications for Minor Subdivision. The Commission may approve, approve with conditions, or deny an application for Minor Subdivision. All property owners within 300 feet of the subject property will be sent a notice of public hearing prior to the action that states the nature of the application and the time and date of the public hearing. Applicants often find it helpful to discuss the project with neighboring residents and property owners prior to filing the application. Staff strongly encourages this practice. Within 30 days after an application for Minor Subdivision is filed, staff will advise the applicant whether the application is complete and is accepted for filing and processing. If an application is deemed incomplete, a list of items necessary to complete the application will be attached. Once an application is deemed complete, a tentative date for hearing may be scheduled. Before the meeting, a staff report describing the project and containing staff's recommendation will be prepared and sent to the Planning Commission and applicant. The Town staff will contact applicants if there are major problems with the project or application.

Filing Fees: See the current Community Development Department and Department of Public Works Fee Schedules for current application fees. Additional fees (exactions, improvement fees, etc.) may also be required as conditions of approval.

3. **At the Meeting:** The applicant or representative must be present at the Planning Commission meeting. The staff report is presented first. The applicant follows with a presentation (optional) and may be questioned by the Commission or staff. Other members of the public may then speak on the proposed project. The Commission will consider the merits of the application based upon the Town's General Plan, Zoning Ordinance, Subdivision Ordinance, and other applicable regulations and will render a decision or continue the item for further information, revisions, or deliberation.

4. **After the Meeting:** The applicant or any interested party may appeal a decision of the Planning Commission to the Town Council in writing. Following approval of a Tentative Map or Vesting Tentative Map, applicants will be required to file a Parcel Map or Final Map for review by the Planning Division and Town Engineer and approval by the Town Council.

REQUIRED MATERIALS FOR MINOR SUBDIVISION APPLICATION

The following materials shall accompany all submittals for Minor Subdivision:

1. A completed Land Development Application form.
2. Filing fees as shown on the latest Town of Tiburon Fee Schedules.
3. A completed Environmental Data Submission form.
4. A completed Cost Recovery Agreement (short form).
5. Fifteen (15) full-size Tentative Map print sets and ten (10) reduced (11" x 17") copy sets showing existing and proposed lot lines with bearings and distances, general location of existing and proposed structures, driveways, proposed and existing easements, percentage and direction of slope, existing frontage improvements and drainage, all proposed public improvements, lot areas, setbacks, and any other required information. Said map (or maps) shall be to scale (preferably 1" = 20') and shall contain a bar scale, north arrow, and vicinity map inset.
6. A preliminary grading plan depicting existing and proposed contours, areas of cut and fill or balancing, with estimates as to the amounts of material to be cut, filled, imported, or exported from the site in cubic yards. A narrative explaining how the grading plan is consistent with the retention of the natural terrain and will not create slopes in excess of 30% shall accompany the grading plan.
7. At least two (2) cross-section drawings showing existing and proposed profiles.
8. A current preliminary title report for the property with copies of the exception documents listed on the title report and a copy of the instrument creating the property.
9. Draft Covenants, Conditions & Restrictions (if any).
10. A narrative description of the proposal.
11. Additional maps or drawings may be required to satisfy requirements of the supplemental application forms. Such maps should depict all significant vegetation on the site (including all trees greater than four (4) inches in diameter at a height two feet above the ground). In addition, all structures and significant physical features within

100 feet of the property line should be depicted.

12. Recent photographs of the site.
13. Three sets of self-addressed envelopes listing those parties who wish to receive mailed copies of notices or staff reports.
14. A "Resource Conservation Map" showing the location of any of the following features on-site and describing how they will be preserved:
 - a. Flood plain(s) or areas where flooding or ponding occurs
 - b. Rare or endangered plant or animal species (survey may be required)
 - c. Rare or endangered animal habitat areas (survey may be required)
 - d. Areas of riparian vegetation
 - e. Archaeological or paleontological resource areas (survey may be required)
 - f. Rock outcroppings
 - g. Existing trails
 - h. Existing stands of trees
 - i. Knolls, ridges, or other promontories where long-range views are possible
 - j. Other noteworthy or unusual site characteristics
15. A soils report prepared by a licensed soils engineer, complete with sub-surface investigations, recommendations for restrictions on development where development would pose a hazard, and proposed mitigation measures for hazardous conditions.
16. A preliminary drainage plan.
17. A completed Construction Erosion and Sediment Control Plan Applicant Package.
18. An Erosion & Sedimentation Control Plan prepared by a qualified individual.