



# CITY OF ISLETON PLANNING DEPARTMENT TENTATIVE AND PARCEL MAP LOT LINE ADJUSTMENT APPLICATION CHECKLIST

**TO APPLICANTS:** The following list includes all the items you must submit for a complete application. **Planning Staff will use a copy of this list to check your application for completeness after it is submitted.** If your application is not complete, or information is omitted, then a copy of the list will be returned to you marked according to the legend at the end. This may prevent or delay processing your application. If submitting blueprints, Planning Staff encourages that you submit one copy of the plans to allow for application completeness check and, if necessary, allow you to revise the plans and then submit the required number of plan sets.

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*When a tentative map or lot line adjustment application is submitted, staff will conduct an environmental compliance evaluation to determine the project's application to the CEQA (California Environmental Quality Act) as mandated by state law. Lot line adjustments are exempt from CEQA. Based on this assessment additional information may be required above than required in this checklist, such as a preliminary geotechnical study, archaeological inventory, traffic impact analysis and/or biological inventory. To expedite processing staff will parallel this review with the normal City architectural review process.*

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APPLICATION NUMBER: \_\_\_\_\_

- A. **Planning Application Form** complete and signed.
  - 1. Copy of a preliminary title report (legal property description and legal property owner) prepared within 90 days.
  - 2. Copy of a Soils report (not for lot line adjustments)
  
- B. **Base Application Fee:** In accordance with the City's Planning Fee Schedule.
  
- C. **Fifteen (15) Copies of Plan Sets** on standard 24" X 36" size paper fan-folded to 9" X 12" fan-folded to 9" x 12". All plans must be drawn to standard architects or engineers scale Each such map shall contain the following information:

Phone: (916) 777-7770

City of Isleton  
P.O. Box 716  
Isleton, Sacramento Co, CA 95641  
Email: [yvonne.zepeda@cityofisleton.com](mailto:yvonne.zepeda@cityofisleton.com)

Fax (916) 777-7775

1. Name and address of the owner of property proposed to be subdivided.
2. Name, address, and phone number of registered civil engineer, licensed surveyor, landscape architect or other person who prepared the map.
3. Approximate acreage.
4. North point.
5. Scale.
6. Date of preparation.
7. Boundary lines.
8. Vicinity map Site Plan:
9. General Plan Designation
10. Zoning District
11. Assessor's Parcel Number
12. Land use (vacant, commercial, business office, etc.)
13. The total area (acreage or square feet) of the project site
14. The location and width of all streets within the boundaries of proposed subdivision.
15. The location and width of alleys.
16. Name, location and width of adjacent streets.
17. The approximate grade of any street or part of street having a grade of more than six percent. Profiles may be required where topography may be a problem.
18. Lot lines and approximate dimensions.
19. Approximate location and width of water courses or areas subject to inundation from floods, or location of structures, irrigation ditches and other permanent physical features.
20. Description of the exterior boundaries of the subdivision or legal description of the property comprising the subdivision.
21. Width and location of all existing or proposed public or private easements.
22. Classification of lots as to intended residential, commercial, industrial or other uses.
23. Approximate radii of curves.
24. Topography shall be shown drawn to contour intervals prescribed by the city engineer.

D. The tentative map shall show thereon, or be accompanied by reports and written statements from the subdivider giving essential information regarding the following matters (not for lot line adjustments):

1. Source of water supply.
2. Type of street improvement and utilities which the subdivider proposes to install.
3. Proposed storm water sewer or other means of drainage (grade and size).
4. Proposed method of sewage disposal.
5. Protective covenants to be recorded, if any.
6. Proposal tree planting, if any.

The following statement shall appear on all parcel and subdivision maps:

**WE THE UNDERSIGNED, AGREE TO THE FILING OF THIS MAP AND AGREE TO COMPLY WITH THE PROVISIONS OF THE SUBDIVISION MAP ACT OF THE STATE OF CALIFORNIA**

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AND THE ISLETON MUNICIPAL CODES AS THEY APPLY TO THE PROCESSING AND APPROVAL OF THIS MAP.

\_\_\_\_\_ Date \_\_\_\_\_

Owner

All record owners of the parcel(s) proposed for subdivision are to sign the statement. The record owners are the same as those listed in the current (within 90 days) preliminary title report as holding title. If one or more individuals have been authorized to act as an agent on behalf of the record owners, then separate documentation confirming that authorization will be required.

If multiple owners, such as for lot line adjustments, please sign for those:

\_\_\_\_\_ Date \_\_\_\_\_

Owner 2

\_\_\_\_\_ Date \_\_\_\_\_

Owner 3

\_\_\_\_\_ Date \_\_\_\_\_

Owner 4