



# COMMUNITY DEVELOPMENT DEPARTMENT

## PLANNING DIVISION

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## Supplemental Planning Entitlement Application

### Minor Land Division

The following information is requested to expedite the review process necessary to process your permit request. Please complete thoroughly and attach reference materials as appropriate. Contact Planning if you have any questions; omissions and errors could delay your project.

#### Requirements for a Complete Application

The following items are **REQUIRED** for a complete application:

- Property Owner's Written Consent on Planning Entitlement Application (if the applicant is not the Property Owner) (separate form)
- Current Preliminary Title Report
- 8 ½" x 11" Location Map drawn to scale
- 8 ½" x 11" Plat Map of properties being subdivided (see Plat Map Checklist)
- Minor Land Division Quick Check (see below)
- Environmental Questionnaire (separate form)

#### Plat Map Checklist

- |  |   |
|--|---|
| <input type="checkbox"/> Name of Applicant   | <input type="checkbox"/> Existing Features: structures (description and size), landscaping, utility poles, hydrants, streetlights, trees (note whether to be retained or removed)   |
| <input type="checkbox"/> Street Address/Assessor's Parcel Number(s)  | <input type="checkbox"/> Professional seal with wet signed signature  |
| <input type="checkbox"/> Vicinity Map  | <input type="checkbox"/> Reference City of Chico standard layout as illustrated in Figures 1 and 2 including owner and file number reference [e.g. MLDXX-XX (Owner)]; file number to be provided after application submitted. |
| <input type="checkbox"/> Workable Scale (not less than 1" = 100')  |   |
| <input type="checkbox"/> North Arrow   |   |
| <input type="checkbox"/> Existing and proposed property lines with dimensions, acreage, and location of structures |   |
| <input type="checkbox"/> Adjacent streets, alleys, and properties  |   |
| <input type="checkbox"/> Existing and proposed off-street parking.   |   |

#### Legal Description

- |   |  |
|---|--|
| <input type="checkbox"/> Legal lot description  | and file number reference [e.g. MLDXX-XX (Owner)]; file number to be provided after application submitted. |
| <input type="checkbox"/> Reference City of Chico standard layout as illustrated in Figure 3 including owner |  |

#### Monuments Required:

The requirements for setting monuments for a lot line adjustment shall be the same as that for a parcel map as set forth in the Subdivision Map Act. The Director may waive any or all requirements for the setting of monuments for lot line adjustments when it is demonstrated that sufficient monuments exist or setting monuments will serve no practical purpose. A request for waiver shall

be in writing setting forth the circumstances of the particular case and submitted at the time of the Application for a Minor Land Division is filed.

**Minor Land Division Quick-Check**

If you can answer “Yes” to all of the questions or statements below, a Minor Land Division may be appropriate. Any questions which result in a “No” answer will require a Parcel Map or Subdivision Map.

<b>Proposal must reflect the following requirements for Minor Land Divisions:</b>	<b>Yes</b>	<b>No</b>
The proposed subdivision will create four or fewer parcels?		
Will all parcels abut an existing dedicated public street (not including an alley), a previously created private street or access easement to which the parcels have the legal right of access and use?		
Prior to filing the minor land division application, the street frontage of any proposed parcel contains fully improved existing development (curb, gutter, sidewalk, shoulder paving, etc.)?		
The subdivision will not require the dedication or abandonment of easements or right-of-way for streets or public utilities and services?		
The subdivision will not require the reservation of private easements to provide access, required parking or utility services to the proposed parcels?		
Do all proposed parcels conform to Chico Municipal Code Titles 18, 18R and 19 as to size, dimension and design?		
Do all proposed parcels have access to the sanitary sewer system or are of sufficient size to allow the installation of a septic system in accordance with the standards of the Butte County Environmental Health Department?		
Do all proposed parcels have access to all public utilities, including domestic water supply?		

Figure 1

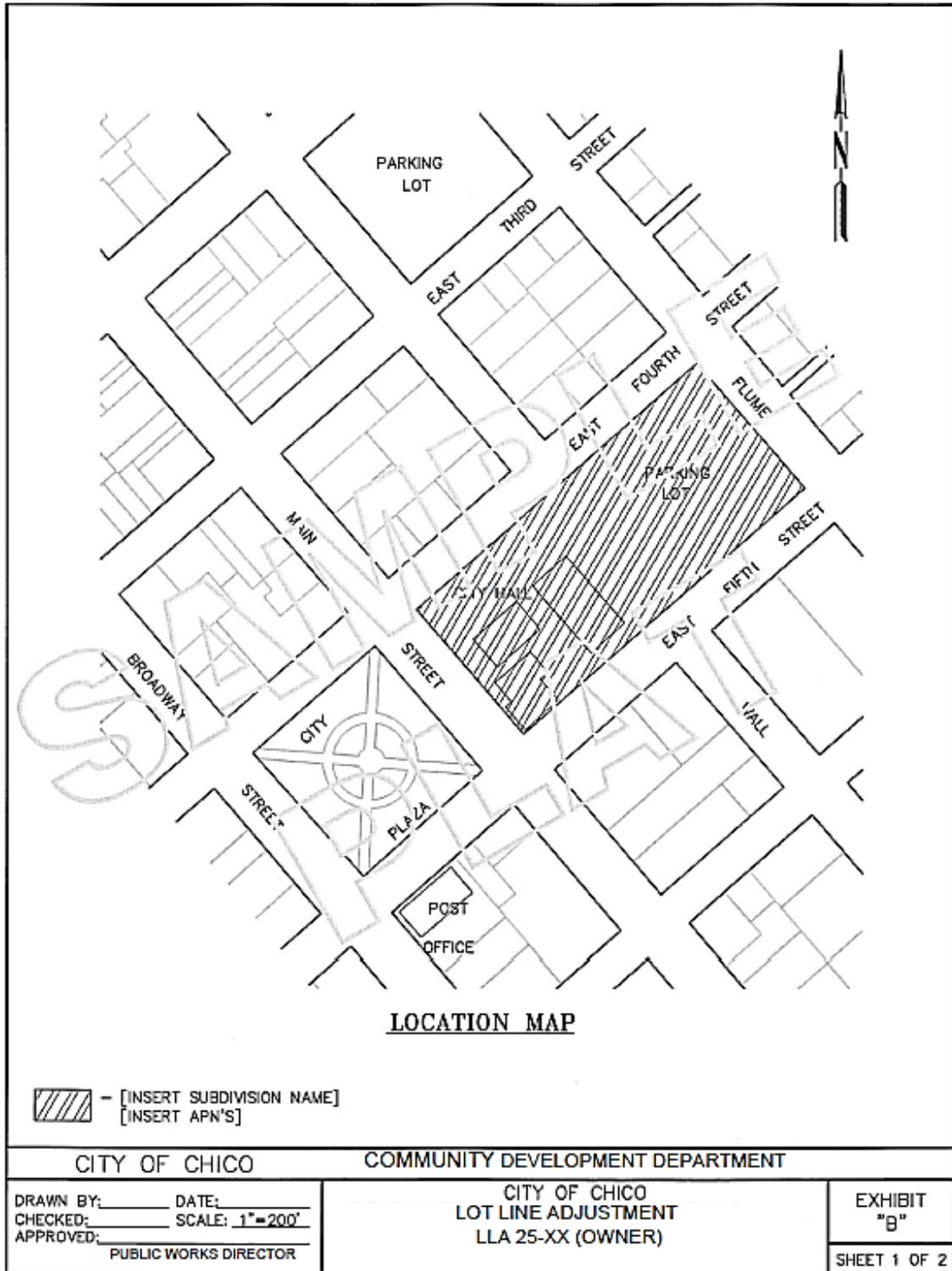


Figure 2

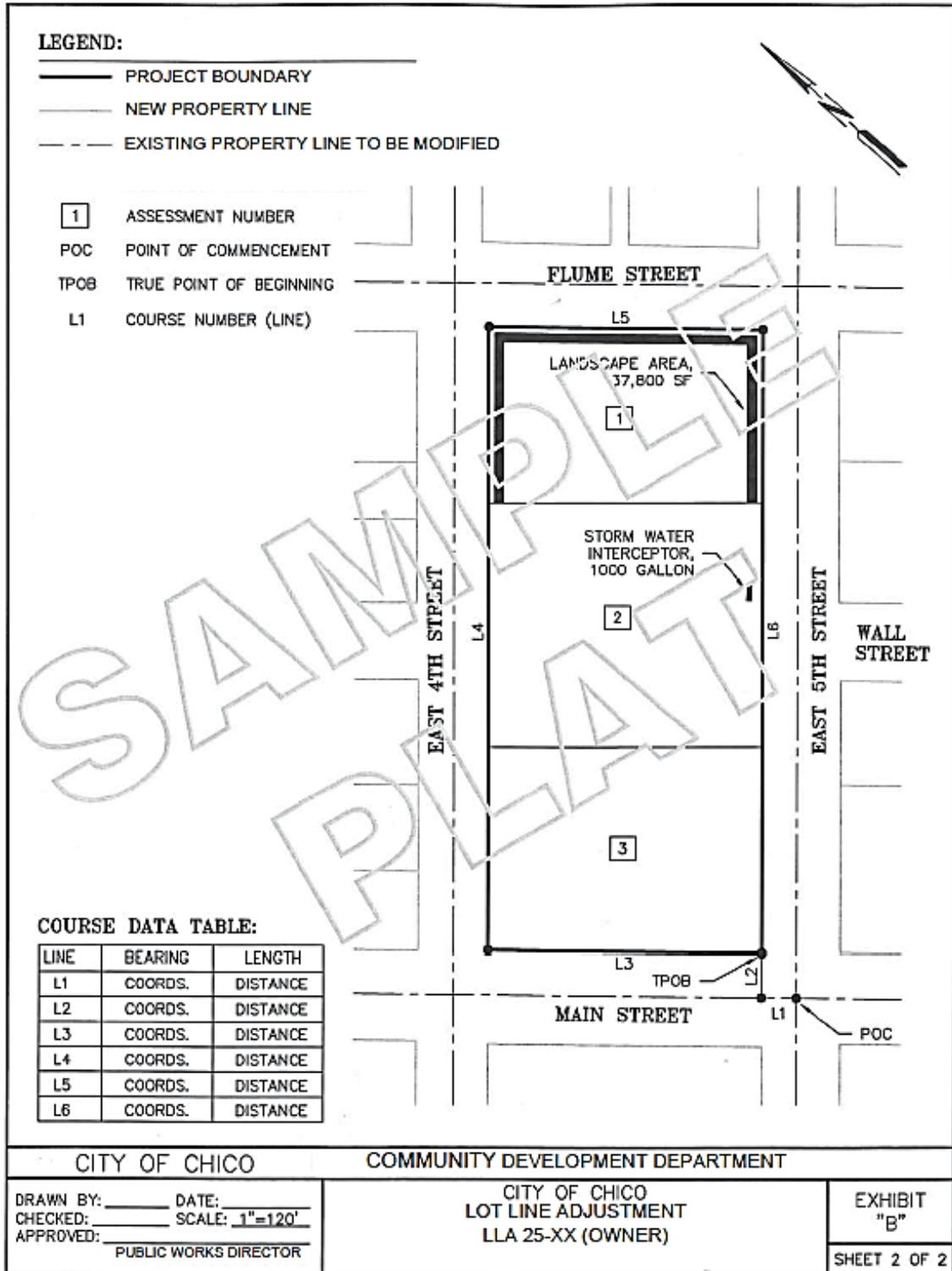


Figure 3

EXHIBIT "C"  
CITY OF CHICO  
LOT LINE ADJUSTMENT  
LLA 25-XX (OWNER)

All that certain real property situate in the City of Chico, County of Butte, State of California described as follows:

[Insert legal lot identification (i.e. a portion of Lot 22 as shown on that map entitled.... recorded in the Office of the Recorder of the County of Butte, State of California...)]

[Insert district boundary description starting point (i.e. commencing or beginning at the...)]

[Insert description of each course along district boundary, must match plat]

[Last course description must close with to the "TRUE POINT OF BEGINNING" or "POINT OF BEGINNING"]

Containing \_\_\_ acres, more or less.

The description above is all of Assessor's Parcel Number \_\_\_\_\_ and a portion of Assessor's Parcel Number \_\_\_\_\_

By: \_\_\_\_\_  
Checked: \_\_\_\_\_  
Approved: \_\_\_\_\_  
Date: \_\_\_\_\_

