

MAJOR SUBDIVISION APPLICATION PACKET

The City of Ripon



Community Development Department

FILING INSTRUCTIONS: Complete applications must be received by the planning department no later than sixty (60) days prior to the next scheduled planning commission meeting.

PROCESSING PROCEDURE: Major Subdivision applications are reviewed during a public hearing by the planning commission and acted on by the City Council in accordance with the Development Code, Title 16, Chapter 16.96, and unless otherwise advised by the planning department, applicants or their authorized representatives are required to attend the meeting to present their project to the commission. A copy of the agenda and staff report will be mailed no later than seventy-two (72) hours prior to the commission meeting. Meetings may be held between the applicant and the project review team prior to the completion of the staff report to address issues identified during the review period. **Contact the following department(s) and/or Agency(ies) during processing of this application for possible additional requirements:** - SJ County COG 209-468-3913 - Ripon Engineering Dept 209-599-2108 - Ripon Consolidated Fire Dist. 209-599-4209 - SJC Air Pollution Control Dist. 209-545-7000

APPLICATION SUBMITTAL REQUIREMENTS: Unless otherwise determined by the planning department, an application for a tentative subdivision map must include the following:

- Application and preliminary environmental assessment fees (\$1,800.00 environmental filing fee may be required)
- The property owner or record's name and mailing address and resident's address if property owner is absentee for every property within a 300 foot radius of the project site, measured from the perimeter of the project boundary line(s). Two formats must be provided: 1) self adhesive mailing labels which include property owner of record's name and mailing address, and 2) the assessor parcel number (APN) and the property owner of record's name and mailing address in label format on single sheet, one sided white copy paper.
- Vicinity Map (8 ½ x 11)
- Site Plan Diagram (Twenty (20) copies at 18" x 24" folded to approximately 8 ½ x 11" and one (1) 8 ½" x 11" reduction) containing the following information:
 - A key or location map on which shall be shown the general area, including adjacent property, subdivisions and roads;
 - The tract name or number, date, north point, scale and sufficient description to define location and boundaries of the proposed tract;
 - Name and address of recorded owner or owners;
 - Name and address of the subdivider;
 - Name and business address of the person who prepared the map;
 - Acreage of proposed tract to the nearest tenth of an acre;
 - Sufficient elevations or contours to determine the general slope of the land and the high and low point thereof;
 - The locations, names, widths, and grades of all roads, streets, highways and ways in the proposed subdivision or to be offered for dedication;
 - The locations, names and existing width of all adjoining and contiguous highways, streets and ways;
 - The widths, location and purposes of all existing easements;
 - Lot layout, dimensions of each lot and lot numbers;
 - City limit lines occurring within the general vicinity of the subdivision;
 - Bearings and distances to quarter section bounds within the general vicinity of the subdivision;
 - Boundaries of any units within the subdivision if the subdivision is to be recorded in stages;
 - Names and owners of land immediately adjacent to the subdivision;
- Legal Description
- Executed Development Agreement
- Preliminary Title Report
- CD containing PDF of site plan

APPEAL PROCEDURE: Any applicant or person claiming to be directly and adversely affected by any action of the Planning Commission may, within ten (10) days after said action, file a written appeal along with the appropriate fee, with the City Clerk for transmittal to the City Council. Said appeal shall stay the issuance of any permits in connection with the action, pending the decision of the City Council. Upon the receipt of an appeal, the City Council shall, after receiving a report from the Planning Commission, and after at least one (1) Public Hearing, render a decision sustaining, amending, or overruling the Planning Commission action.

Major Subdivision Application

City of Ripon
259 North Wilma Ave.,
Ripon, CA 95366
FAX 209-599-2685
Phone 209-599-2108

For Official Use Only	
S# _____	Fee _____
PEA# _____	Fee _____
Completed App. () Yes () No	

PROPERTY OWNER:

Name: _____ Phone No. _____
(Print)

Address: _____
(Street) (City) (State) (Zip)

APPLICANT: () Same as Above

Email: _____

Name: _____ Phone No. _____
(Print)

Address: _____
(Street) (City) (State) (Zip)

PROJECT SITE INFORMATION:

Address: _____

Assessor Parcel Number (APN): _____ General Plan Designation: _____

Present Zone: _____ Actual Use: _____

Project Description: _____

Special Circumstances: () YES () NO If yes, describe: _____



I hereby certify, under penalty of perjury, that the information provided herein is true and correct.

Signature of Applicant

Date

Signature of Property Owner if Different from Above

Date