



PLANNING DEPARTMENT
Community Development Agency

County Administration Center
810 Court Street • Jackson, CA 95642-2132
Telephone: (209) 223-6380
Website: www.amadorgov.org
E-mail: planning@amadorgov.org

LAND DIVISION REQUIREMENTS

Revised July 1, 2024

FEES FOR AMADOR COUNTY PLANNING DEPARTMENT	
Divisions of Land	
Tentative Map Application (Parcel or Subdivision)	\$4,787.00**
Environmental Review	
Scoping Session	\$1,134.00
Negative Declaration Filing:	
Major	\$3,156.00
Minor	\$ 753.00**
EIR – Review of Draft EIR	
Major	\$9,999.00
Minor	\$1,511.00
Environmental Document Filing Fee	\$ 50.00**
**TOTAL For Typical Map Application Fees:	\$5,590.00*
TOTAL PLANNING DEPARTMENT FEES:	* \$

Other Applicable Planning Department Fees: _____

Environmental Health Department Fees – 209-223-6439: _____

Public Works Agency Fees – 209-223-6429: _____

Amador Fire Protection District Fees- 209-223-6391: _____

California Department of Fish and Game Fees:

Environmental Document	Filing Fee Effective January 1, 2024 (NOTE: Fees are adjusted annually)
Negative Declaration (ND)	\$2,916.75
Mitigated Negative Declaration (MND)	\$2,916.75
Environmental Impact Report (EIR)	\$4,051.25

<https://www.wildlife.ca.gov/Conservation/CEQA/Fees>

**APPLICATION FORM AND CHECKLIST FOR
TENTATIVE PARCEL MAP AND SUBDIVISION MAP**

The following information shall be included with this application:

1. Parcel Map Number _____
or Subdivision Name and Number _____
2. Subdivider and/or Land Owner _____
Name _____
Address _____
Phone _____
3. Surveyor _____
4. Assessor Plat Number _____
5. Existing Zoning District _____
6. General Plan Classification _____
7. Date Application Submitted _____
8. Proposed Use of Parcels _____
9. Special Use Districts (if applicable) _____
10. Source of Water Supply _____
11. Sewage Disposal System _____
12. Signature of Landowner/Applicant _____
(May provide Statement of Authorization in lieu of signature)
13. Signature of Surveyor _____

The following shall be included with this application:

- ☐ 14. Five (5) copies of tentative map. PLEASE FOLD MAPS
Five (5) copies: 18" X 26" in size, folded to 6" X 9½" in size
Five (5) copies: 11" X 17" in size, folded in half
- ☐ 15. One (1) copy of Assessor Plat Map.
- ☐ 16. Two (2) copies of deed(s).
- ☐ 17. Two (2) copies of completed environmental information form (sections 29, 30, 31 require description and photos).
- ☐ 18. Two (2) copies of preliminary map report.
- ☐ 19. One (1) reduced (8½" X 11") reproduction of tentative map.
- ☐ 20. Application Fee (see Fee Schedule).
- ☐ 21. Copies of Receipts of Environmental Health Department, Public Works Agency, and Amador County Fire Protection District Fees.
- ☐ 22. Completed and signed Indemnification Agreement.
- ☐ 23. If your project accesses off a State highway, provide encroachment permit or other pertinent information (e.g., a road maintenance agreement if your project accesses from a private road connected to a State highway), or state if no information is available.
- ☐ 24. Oak Woodland Study prepared by a Registered Professional Forester pursuant to PRC 21083.4.

ENVIRONMENTAL INFORMATION FORM

To be completed by applicant; use additional sheets as necessary.
Attach plans, diagrams, etc. as appropriate.

GENERAL INFORMATION

Project Name: _____

Date Filed: _____ File No. _____

Applicant/

Developer _____ Landowner _____

Address _____ Address _____

Phone No. _____ Phone No. _____

Assessor Parcel Number(s) _____

Existing Zoning District _____

Existing General Plan _____

List and describe any other related permits and other public approvals required for this project, including those required by city, regional, state, and federal agencies _____

WRITTEN PROJECT DESCRIPTION (Include the following information where applicable, as well as any other pertinent information to describe the proposed project):

1. Site Size
2. Square Footage of Existing/Proposed Structures
3. Number of Floors of Construction
4. Amount of Off-street Parking Provided (provide accurate detailed parking plan)
5. Source of Water
6. Method of Sewage Disposal
7. Attach Plans
8. Proposed Scheduling of Project Construction
9. If project to be developed in phases, describe anticipated incremental development.
10. Associated Projects
11. Subdivision/Land Division Projects: Tentative map will be sufficient unless you feel additional information is needed or the County requests further details.
12. Residential Projects: Include the number of units, schedule of unit sizes, range of sale prices or rents and type of household size expected.
13. Commercial Projects: Indicate the type of business, number of employees, whether neighborhood, city or regionally oriented, square footage of sales area, and loading facilities.
14. Industrial Projects: Indicate type, estimated employment per shift, and loading facilities.
15. Institutional Projects: Indicate the major function, estimated employment per shift, estimated occupancy, loading facilities, and community benefits to be derived from the project.
16. If the project involves a variance, conditional use permit, or rezoning application, state this and indicate clearly why the application is required.

ADDITIONAL INFORMATION Are the following items applicable to the project or its effects? Discuss below all items checked "yes" (attach additional sheets as necessary).

YES NO

- ☐ ☐ 17. Change in existing features or any lakes or hills, or substantial alteration of ground contours.
- ☐ ☐ 18. Change in scenic views or vistas from existing residential areas, public lands, or roads.
- ☐ ☐ 19. Change in pattern, scale, or character of general area of project.
- ☐ ☐ 20. Significant amounts of solid waste or litter.
- ☐ ☐ 21. Change in dust, ash, smoke, fumes, or odors in the vicinity.
- ☐ ☐ 22. Change in lake, stream, or ground water quality or quantity, or alteration of existing drainage patterns.
- ☐ ☐ 23. Substantial change in existing noise or vibration levels in the vicinity.
- ☐ ☐ 24. Site on filled land or has slopes of 10 percent or more.
- ☐ ☐ 25. Use or disposal of potentially hazardous materials, such as toxic substances, flammables, or explosives.
- ☐ ☐ 26. Substantial change in demand for municipal services (police, fire, water, sewage, etc.).
- ☐ ☐ 27. Substantially increase fossil fuel consumption (electricity, oil, natural gas, etc.).
- ☐ ☐ 28. Does this project have a relationship to a larger project or series of projects?

ENVIRONMENTAL SETTING

- 29. Describe the project site as it exists before the project, including information on topography, soil stability, plants and animals, and any cultural, historical or scenic aspects. Describe any existing structures on the site, and the use of the structures. Attach photographs of the site (cannot be returned).
- 30. Describe the surrounding properties, including information on plants and animals and any cultural, historical, or scenic aspects. Indicate the type of land use (residential, commercial, etc.), intensity of land use (one family, apartment houses, shops, department stores, etc.), and scale of development (height, frontage, setback, rear yard, etc.). Attach photographs of the vicinity (cannot be returned).
- 31. Describe any known mine shafts, tunnels, air shafts, open hazardous excavations, etc. Attach photographs of any of these known features (cannot be returned).

Certification: I hereby certify that the statements furnished above and in the attached exhibits present the data and information required for this initial evaluation to the best of my ability, and that the facts, statements, and information presented are true and correct to the best of my knowledge and belief.

Date _____

(Signature)

For _____

PROCEDURES TO BE FOLLOWED FOR THE APPLICATION OF LAND DIVISIONS WITHIN THE UNINCORPORATED AREA OF AMADOR COUNTY

The subdividing of any parcel of land within the unincorporated area of Amador County shall be in conformance with the State Subdivision Map Act and shall comply with all provisions of the Amador County Codes, Regulations, and adopted procedures, and shall be consistent with the Amador County General Plan.

The Application Form and Checklist for Tentative Parcel Map and Subdivision Map shall be submitted with the following:

- A. Two (2) copies of current title report from acceptable authority.
- B. One (1) copy of current assessor plat map with subject property outlined.
- C. Thirty-five (35) prints of tentative parcel/subdivision map shall be prepared as follows:
 - 1) Option for 35 copies:
 - 15 copies: 18" X 26" in size (folded to 6" X 9-1/2" in size)
 - 20 copies: may be printed on ledger size paper (11" X 17")
 - 2) 1" border on all sides.
 - 3) Lettering to be read from bottom or right side of map only.
 - 4) Map need only show estimated mathematical data, but shall be completed with the following:
 - a) Exterior boundary in heavy line.
 - b) All Parcels numbered or lettered.
 - c) Estimated acreage of each parcel.
 - d) Contours to be shown at 5' intervals on parcels less than 40 acres; at 20' intervals on any parcel over 40 acres.
 - e) Location and outline to scale of all existing buildings, structures, wells, sewage systems, roads, culverts, driveways, fences, corrals, and any other improvements shall be shown with estimated distances from nearest property line or from proposed property line(s). Notation shall be provided as to whether or not such building, structure, or improvement is to be removed from or remain in the development, and its future use.
 - f) Remaining contiguous lands under same ownership shall be indicated by parcel number or letter designation and approximate acreage but need not be diagramed on plat.
 - g) North directional marking and scale. Maps for lots one acre or larger shall be at a scale of one inch equals two hundred feet. Maps for lots less than one acre shall be at a scale of one inch equals one hundred feet.
 - h) Location of areas subject to inundation by storm water overflow, the approximate location of existing or proposed lakes, ponds, springs or reservoirs, the location, width and direction of flow of all watercourses, both existing and proposed.
 - i) Pursuant to County Code Section 15.16.180, location of any special flood hazard area and the elevation of the base flood (as defined in County Code Section 15.16.050).
 - j) Vicinity sketch to show location and distance from nearest community

recognized as such by U.S. topographical map (minimum scale of 1 inch equals 1,000 feet).

- k) All easements, proposed and existing, shall be indicated. Where applicable, deed or other recorded data shall be shown to enable staff to determine legality of easement.
 - l) A title block shall be clearly shown to reflect the name of applicant in letters not less than 1/4". Other data to be shown:
 - (1) Quarter section, section, township and range.
 - (2) Recorded subdivision and lot or parcel in which located (if applicable).
 - (3) Previous Record of Survey or Parcel Map of applicable area.
 - (4) Tentative map number obtained from the Planning Department.
 - m) Ownership and recorded data of any and all contiguous parcels shall be shown with name and deed reference.
 - n) Other data shall include:
 - (1) Name, address and phone number of record owner and subdivider.
 - (2) Name, address and phone number of engineer/surveyor.
 - (3) Purpose of subdivision.
 - (4) Source of water. Also see E. 6) below.
 - (5) Method of sewage disposal. Also see E. 6) below.
 - (6) Existing zone district and any requested change in zoning, if applicable.
 - (7) Existing General Plan classification and any requested amendment, if applicable.
 - (8) Assessor Plat Number(s).
 - (9) Special district and/or city if within one mile of any incorporated City or District.
 - o) Pertinent building setbacks either from zoning regulations (Title 19) or from Chapter 15.30 Fire and Life Safety Regulations.
 - p) Names and width of adjacent streets, highways, alleys and ways, together with the type and location of street improvements thereon.
 - q) The width and approximate grade of all streets, highways, alleys and other rights-of-way proposed for dedication.
 - r) The approximate radii of all curves.
 - s) Existing minimum elevation above sea level and approximate elevation at street intersections.
 - t) Natural features shall be shown including, but not limited to, areas of oak woodland; individual heritage oak trees; rock outcroppings; etc.
 - u) The location of existing fences, wells, cesspools, sewers, culverts, drain pipes, easements and rights-of-way, underground structures or sand, gravel or other excavations within two hundred feet of any portion of the subdivision, noting thereon whether they are to be abandoned or used.
- D. Complete fees: one check made out to the Planning Department, one for Public Works Agency fees, and one check made out to the Environmental Health Department. Fees shall include all those necessary for the application including any requested or required zone changes, general plan amendments, variances, use permits, etc.

- E. At the time of application, the applicant shall provide the County Planning Department with:
- 1) A completed Environmental Information Form with accurate and applicable information. Subject information will be used in the assessment of environmental impacts of the proposed division and the determination of the need for the preparation of an Environmental Impact Report or a Negative Declaration in compliance with the California Environmental Quality Act.
 - 2) Oak Woodland Study prepared by a Registered Professional Forester pursuant to PRC 21083.4.
 - 3) Signed Indemnification Agreement.
 - 4) Two (2) copies of deed(s).
 - 5) Statement as to the intention of the subdivider in regard to improvements to be constructed by him, as required in Chapters 17.40 and 17.48, and other laws of the county.
 - 6) Evidence of compliance with Chapter 17.44 relative to sewage disposal and water availability. Generally these requirements are (contact Environmental Health for further details): Will serve letter from domestic water provider or if no connection of a water system is proposed, letter from licensed well driller giving his opinion as to the quality and quantity of domestic water. If within 500 feet of existing sewage disposal system, project shall be connected, with permission of provider. If no connection to sanitary sewer system is to be made then soils data showing satisfactory conditions for proposed method of disposal for project must be provided to Environmental Health Dept.
 - 7) Statement as to front yard depths and building lines.
 - 8) Proposed public areas to be dedicated or scenic easements proposed.
 - 9) Statement as to development of lots (whether for sale as lots or fully developed with structure and lot).
 - 10) Copy of any condition, restrictive reservation or covenant, existing or proposed, shall be provided.
 - 11) Statement as to whether the project area is within 1000' of a military installation, beneath a low-level flight path or within special use airspace as defined in Section 21098 of the Public Resource Code and within an urbanized area as defined in Section 65944 (maps available in Planning Dept or on-line at <http://atlas.resources.ca.gov/>).
- F. If within the sphere of influence of any incorporated city, or within 200 feet of the boundary of any district, a letter shall be provided from subject city, or governing body, as to its recommendations.

No application shall be considered complete for filing with the Technical Advisory Committee (TAC) until all the above have been completed to the satisfaction of the TAC Secretary.

The TAC will hold meetings for map application completeness or the need for further information and recommendations for conditions/mitigation measures and possible project approval. A Public Hearing will be scheduled before the Planning Commission for a project decision on the environmental document and project with conditions/mitigation.

INDEMNIFICATION

Project: _____

In consideration of the County's processing and consideration of the application for the discretionary land use approval identified above (the "Project") the Owner and Applicant, jointly and severally, agree to defend, indemnify, and hold harmless the County of Amador from any claim, action, or proceeding against the County to attack, set aside, void or annul the Project approval, or any action relating related to the Project approvals as follows:

1. Owner and Applicant shall defend, indemnify, and hold harmless the County and its agents, officers or employees from any claim, action, or proceeding against the County or its agents, officers or employees (the "County") to attack, set aside, void or annul the Project approval, or any prior or subsequent determination regarding the Project, including but not limited to determinations related to the California Environmental Quality Act, or Project condition imposed by the County. The Indemnification includes, but is not limited to, damages, fees, and or costs, including attorneys' fees, awarded against County. The County in its sole discretion may hire outside counsel to handle its defense or may handle the matter internally. Indemnification also includes paying for the County's defense if it elects to hire outside counsel. Indemnification also includes compensating the County for staff time associated with the litigation. The obligations under this Indemnification shall apply regardless of whether any permits or entitlements are issued.

2. The County may, within its unlimited discretion, participate in the defense of any such claim, action, or proceeding if the County defends the claim, action, or proceeding in good faith.

3. The Owner and Applicant shall not be required to pay or perform any settlement by the County of such claim, action, or proceeding unless the settlement is approved in writing by Owner and Applicant, which approval shall not be unreasonably withheld.

IN WITNESS WHEREOF, by their signature below, Owner and Applicant hereby acknowledge that they have read, understand, and agree to perform the obligations under this Indemnification.

Applicant:

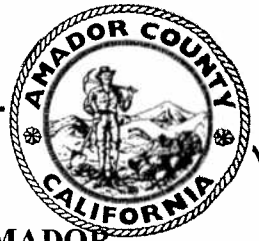
Owner (if different than Applicant):

Signature

Signature

PUBLIC WORKS AGENCY • *Quality service...first*

500 Argonaut Lane • Jackson, CA 95642 • Phone: 209-223-6429 • Fax: 209-223-6395 •
Email: PublicWorks@co.amador.ca.us • Website: www.co.amador.ca.us



TO: ALL SUBDIVIDERS, DESIGN ENGINEERS, SURVEYORS, AND AMADOR COUNTY ASSOCIATION OF REALTORS

FROM: Larry S. Peterson, P.E., Director – Public Works Agency

Larry

RECEIVED
Amador County

OCT 31 2005

PLANNING DEPARTMENT

DATE: October 26, 2005

SUBJECT: PROPOSED LAND DIVISIONS – ACCESS REQUIREMENTS

To determine if a project creating new parcels can be recommended for approval, the Public Works Agency and Amador Fire Protection District have to find that there is adequate offsite access available to each parcel in compliance with County Code Chapter 15.30 FIRE AND LIFE SAFETY REGULATIONS.

The Public Works Agency maintains records on County Maintained roads only, not privately maintained public roads or private roads/driveways. The applicant needs to provide evidence of both legal and physical access in compliance with Chapter 15.30. Chapter 15.30 can be found on the Amador County Website:

<http://www.codepublishing.com/CA/amadorcounty.html>

County Code Chapter 15.30, FIRE AND LIFE SAFETY REGULATIONS, Section 15.30.130 Roadways reads "The roadway networks shall provide safe access for emergency wildland fire equipment and civilian evacuation concurrently and shall provide unobstructed traffic circulation during a wildfire emergency. The roadway network shall also provide all-weather, safe access for emergency personnel responding to medical aids, traffic accidents and structure fires."

County Code Chapter 15.30, FIRE AND LIFE SAFETY REGULATIONS, Section 15.30.130 Roadways A. 11. Dead-End Roadways reads: a. Maximum length shall not exceed the following cumulative lengths regardless of the number of parcels served:

Parcels zoned for less than one acre	800 feet
Parcels zoned for 1 acre to 4.99 acres	1320 feet
Parcels zoned for 5 acres to 19.99 acres	2640 feet
Parcels zoned for 20 acres or larger	5280 feet

b. Lengths shall be measured from the edge of the roadway surface at the intersection that begins the roadway to the end of the roadway surface at its farthest point. Where a dead-end roadway crosses areas of different zones allowing different parcel sizes, the allowable roadway length shall be based on the smallest allowable parcel.

c. Where parcels are zoned five acres or larger, turnarounds shall be provided at a maximum of one thousand three hundred twenty foot intervals.

d. Each dead-end roadway shall have a turnaround constructed at its terminus.

For on-site access, at a potential of two dwelling units per parcel, a common driveway can serve a maximum of two parcels. If three or more parcels (on- and off-site) can potentially use an access, a 50-foot Right Of Way is required.

County Code Chapter 15.30, FIRE AND LIFE SAFETY REGULATIONS, Section 15.30.040 Definitions identifies "private driveway" and "common driveway" as follows: "Private driveway" means private vehicular access to no more than one parcel with a maximum of one residential, commercial or industrial unit or potential unit on the parcel." and "Common driveway" means the private vehicular access to no more than four residential parcels on which no more than four residential units have been built or, as determined by the zoning of parcels, may be built."

As a minimum these access requirements need to be met. If you have any questions please call me or Roger Stuart at our office.

cc: TAC Members:
Mike Isreal
Susan Grijalva
Roger Stuart
Larry Perez
Jim McCart
Martha Shaver

Posted: County Admin Lobby

COUNTY OF AMADOR COMMUNITY FACILITIES DISTRICT NO. 2006-1

What is a Community Facilities District (CFD)?

The Mello-Roos Community Facilities Act of 1982 (GC 53311) allows any county, city, special district, school district, or joint powers of authority to establish a “Community Facilities District” for the financing of public services or facilities. Amador County CFD No. 2006-1 was established to finance Fire Protection Services. Property owners in the District are responsible for payment of an annual “special tax” which is used to provide a funding source for the additional cost of services. This special tax is included on the county tax bill.

When Does the Special Tax Take Effect?

The special tax will be levied each fiscal year after the issuance of a permit for a building on a parcel in the District. The tax is not applied to existing structures (structures permitted before 2006).

How much is the CFD No. 2006-1 Annual Special Tax?

The Rate and Method of Apportionment is the document that outlines how the special tax is applied to a parcel. A single family dwelling is \$525.61 annually. The tax on commercial properties is calculated by using an “equivalent dwelling unit” factor applied to each increment of 2,500 sq. ft. of floor area. The special tax may increase annually up to two percent (2%) of the previous year’s special tax. If you would like further detail, please request a full copy of the Rate and Method of Apportionment (or call our special tax consultant Koppel & Gruber Public Finance at 888-510-0290.)

How Does Property Annex to the District?

If there are fewer than twelve registered voters within the proposed area for annexation then the district can be approved with a two-thirds vote of the landowners by ballot.

What is the Procedure to Annex to the District?

The procedure for annexation to the District requires several steps including an initial Board of Supervisors (BOS) meeting for adoption of various resolutions and the scheduling of a public hearing on the matter and vote by ballot. A deposit of \$1,500 is required for annexation. The annexation fee may be less than \$1,500 and will be dependant upon how many parcel/tract maps choose to annex at a given proceeding.

How Long Does it Take to Complete the Annexation?

That is dependant upon several factors which include the applicant(s) signing a waiver for an expedited election.

The annexation could be completed in approximately 30 days after the initial BOS meeting. If waivers are not signed, the process may take four months or longer.

Who Do I Contact for Further Information?

Our special tax consultant Koppel & Gruber Public Finance at (888) 510-0290.