

Chapter 16.12

MINOR PARTITIONS

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16.12.010 Standards and procedures for submission of tentative maps.

A. The map shall be of a size and scale as prescribed by the planning director and shall contain the following:

1. North point, scale and date of application;

2. Names and addresses of the partitioner and of the surveyor employed to make the survey and map;

3. Written legal description of the entire property and of the proposed partitions;

4. Description and location of all permanent and reference monuments found or set within the area, with all descriptions being by metes and bounds and not by reference to lot and block.

5. Names of existing streets and the planned location of any future proposed streets on land retained by partitioner;

6. Location and outline of existing buildings on the lots being partitioned and

within one hundred (100) feet thereof;

7. Location of all existing and proposed utilities, easements, sewer and waterlines;

8. Zoning districts and restrictions in that area. (Ord. 258 § 6(B), 1974)

9. Proposed lot numbers;

10. Other information may be required to show compliance with the requirements of Section 16.04.120 as determined by the Planning Director.

B. In addition there shall be accompanying information which shall include:

1. Any unusual topographic or geologic feature;

2. A statement indicating that there have been no lots created or sold from the tract within the past 5 years. (Ord. 2007-02 § 020B, 2006) (Ord. 2009-02 § 010 thru 050, 2008)

16.12.020 Action by the planning director and planning commission.

A. The planning director shall maintain a file properly indexed for all applications and plans. One copy of such shall be marked "file copy" and shall be permanently filed. Each such permanent copy shall show the date of filing, name of person filing the same and the amount of fee paid.

B. When the application has been deemed complete the planning director shall make an investigation of the proposed minor partition. The planning director may refer the application to the Planning Commission for their consideration and decision. All of the timelines set forth in Chapter 17, Section 17.04.155 Final Action on certain applications required within 120 days, are applicable.

C. Conditions and requirements of tentative approval, or any reasons for disapproval of the

tentative plan shall be provided to the applicant in writing.

D. The final map shall comply with all applicable sections of Chapter 16.20.

16.12.030 Time limit for tentative approval.

Time Limit for Tentative Approval. Tentative approval shall be null and void if the final map is not submitted to the city within one year after the tentative approval, except when the Planning Director has granted an extension. Filing the extension within the required time frame is the responsibility of the applicant.

16.12.040 Extension of tentative approval.

Any extension on the time limit for tentative approval of partitioning beyond the time limits set forth in Section 16.12.030 shall be requested in writing by the applicant along with the reasons why the applicant is requesting the extension. Any request for an extension shall be submitted to the Planning Director prior to the date on which the tentative approval will be null and void. The Planning Director may grant a one (1) year extension of the approval of the tentative approval beyond the original one-year limitation when it is determined that there is sufficient reason to allow the extension due to circumstances beyond the control of the applicant.

16.12.050 Limitations on minor partitioning.

Minor partitions shall be allowed only one time on any parcel or tract, within any 5-year period. Subsequent partitions within a 5-year period shall comply with all the requirements for Major Partitions and Subdivisions. (Ord. 2009-02 § 010 thru 050, 2008)