

CITY OF GONZALES
REQUEST FOR SUBDIVISION APPROVAL
Submittal Information Package

Attached is the Development Application Package for the submission of a Tentative Map or Parcel Map Subdivision Approval application to the Planning Department.

The following documents are enclosed as part of the submittal package:

- Standard Development Application
- Subdivision Application Package Checklist
- Tentative Map Form and Contents
- Hazardous Materials Questionnaire

In addition, the following information is provided to assist you in filing the application package and guide you through the approval process.

1. **APPLICATION PROCESS.** Subdivisions are ultimately approved by the City Council after Planning Commission review and recommendation. A brief summary of the application process is as follows:
 - a. Preapplication meeting(s) to review development proposal on an informal basis with staff to work out details early in process and to help insure a complete submittal.
 - b. Formal submittal of application package with plans and filing fees.
 - c. Review of project and environmental assessment questionnaire with City staff Project Review Committee. Usually occurs within two (2) weeks of submittal of completed application.
 - d. If project not subject to further environmental review, Committee either determines that submittal is complete and makes recommendation for approval, or determines what information is deficient or needs clarification. A written determination of this action is provided to the applicants.
 - e. If project subject to further environmental review, Planning Department staff prepares or requires preparation of required environmental documentation.
 - f. Once the City determines that the project application is complete and the environmental documentation is approved, Planning Department staff will prepare approval documents with conditions of approval as appropriate.
2. **PREAPPLICATION REVIEW.** You may request a preapplication review of your project by staff of the Planning, Public Works, Building, Engineering, and Fire Departments. Depending upon the complexity of the project, this process can take from one to three weeks but can save time later by resolving issues in the review process. One pre-application meeting can be requested without fee. Any staff time beyond two (2) hours for preapplication review requires the submittal of an application and payment of fees.
3. **APPLICATION.** The submittal requirements for a subdivision application are set forth in Chapter 13 of the Gonzales Municipal Code. Incomplete applications are often the main cause of delays in processing any application. Please submit each of the items listed.

State law requires that a determination be made on the completeness of an application within 30 days of submittal. You will be notified by mail of the status of your application within 30 days.

4. **DEVELOPMENT APPLICATION FEES.** Development application fees are specified by the City Council and must be submitted with the application package. Development application fees are placed in a deposit account upon received. All costs to process the application are paid from this deposit account. If, during the processing of that application it is determined that there will be insufficient funds to cover the total cost, the applicant will be required to place additional funds in that account before the processing can continue. The City fee is based on an “actual cost” incurred and a deposit.
5. **JOINT APPLICATIONS.** In many cases, two or more development applications (also known as a “Combined Development Application”) may be required for a specific project. While separate fees are assessed for each development application and the fees placed in the same deposit account, it is noted that certain economies of scale take place in joint application processing. Therefore, staff will insure that the applicant is not charged two or more times for the same work.
6. **ENVIRONMENTAL REVIEW.** All development applications are subject to the Environmental Review process, as required by the California Environmental Quality Act (CEQA). If staff determines that your project is not a listed exempt project, additional environmental review and documentation will be required before the project application process can be continued. If additional environmental review is required, you will be notified in writing. Additional forms and fees will be required.
7. **SCHEDULING.** The subdivision review and approval process is potentially subject to the CEQA process thereby if subject no action by the Planning Commission and City Council will be taken until the CEQA process is completed.
8. **PLANNING COMMISSION AND CITY COUNCIL MEETINGS.** Per Gonzales Municipal Code Section 13, Planning Commission and City Council review is required and meeting dates will be set for public hearings upon completion of all application requirements and environmental documentation. Staff will prepare a staff report and recommendation for Planning Commission consideration. The applicant will receive a copy of the staff report and the Planning Commission agenda prior to the public hearing. At the public hearing, the Planning Commission will hear all appropriate testimony, and will make a recommendation to the City Council for their consideration.
9. **RESULTS.** No application shall have any force or effect until the applicant acknowledges receipt thereof and acceptance of all conditions applicable thereto.
10. **OTHER PERMITS.** Prior to construction, a building permit must be secured. Prior to operation of a business, a business license must be secured.

For further information, please contact the City of Gonzales Planning Department at 147 Fourth Street, P.O. Box 647, Gonzales, CA 93926, or call (831) 675-4203.