



CITY OF GONZALES
COMMUNITY DEVELOPMENT DEPARTMENT
147 FOURTH STREET * GONZALES, CALIFORNIA 93926
(831) 675-5000

**SUBDIVISION APPLICATION PACKAGE CHECKLIST FOR MINOR
SUBDIVISIONS (TENTATIVE PARCEL MAP) AND STANDARD
SUBDIVISIONS (TENTATIVE MAP)**

The following materials, data and reports are required for submittal of your subdivision application package. ***This form must be returned with your application.***

1. _____ Completed and fully signed Standard Development Application.
2. _____ Filing fees (Actual cost billed against a deposit – see current fees).
3. _____ ***Initial Submittal: Two full-sized sets*** of plans (18" x 26" or 24" x 36"), and one set of 8-1/2" x 11" reduction of each sheet AND e-copy of plans. Each full-sized plan set to be stapled and folded to 9" x 12" minimum size. ***Subsequent Submittal: One full-sized set*** of plans will be required following initial review and prior to scheduling of public hearings, along with an 8-1/2" x 11" reduction of each sheet AND another e-copy of plans. Each full-sized plan set to be stapled and folded to 9" x 12" minimum size.
4. _____ A photocopy of the Assessor's parcel page(s) showing the parcel(s) involved and parcels within 300 feet of the subject property. Indicate on the Assessor's map which parcels are included on the list of property owners. **[CITY STAFF TO COMPILE THIS INFORMATION]**
5. _____ A list of the names, addresses, and Assessor's parcel numbers of all property owners within 300 feet of the subject property, including the owner of the subject property for which this application is filed. The list shall be taken from the most recent records of the Monterey County Assessor. **[CITY STAFF TO COMPILE THIS INFORMATION]**
6. _____ Two (2) sets of pre-addressed stamped envelopes (**including sufficient first-class postage affixed**) to be sent (no return address) to all persons listed on the Assessor's parcel page within 300 feet of the subject property, including the applicant, owner, and representative. **[CITY STAFF TO USE CITY ENVELOPES and will mail out]**
7. _____ One hard copy and one e-copy of a preliminary title report showing the current legal owners at the time of submittal of the application, and all easements on the property.
8. _____ A description of prior development activity on the site, such as the removal of any vegetation, grading, previous uses, etc., which may affect the proposed subdivision.
9. _____ Completed Hazardous Materials Questionnaire.

10. _____ Such additional information as the applicant deems appropriate to support the subdivision application.

14. _____ If the proposal is for conversion of a mobile home park to another use, a report as prescribed in Government Code Section 66427.4 shall be submitted to address the impact of the conversion upon displaced residents of the mobile home park to be converted.

15. Provide an electronic copy of each of the above.