

CITY OF GONZALES PLANNING DEPARTMENT.  
147 FOURTH STREET  
GONZALES, CALIFORNIA 93926  
(831) 675-4203

**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 development application.
2. \_\_\_\_\_ Filing fees.
3. \_\_\_\_\_ Eighteen (18) copies of the tentative map or tentative parcel map. All maps shall be folded to an approximate size of 8 ½ " x 11". If multiple pages, the maps shall also be stapled and collated.
4. \_\_\_\_\_ One transparency of each page of the tentative parcel map or tentative map (maximum size: 8 ½" x 11").
5. \_\_\_\_\_ 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.
6. \_\_\_\_\_ 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.

**(The information requested in #5 and #6 above can be obtained from the Monterey County Assessor's Office, 240 Church Street, Salinas.)**

7. \_\_\_\_\_ 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.
8. \_\_\_\_\_ Two (2) copies of a preliminary title report showing the current legal owners at the time of submittal of the application, and all easements on the property.
9. \_\_\_\_\_ Four (4) copies of a preliminary geotechnical investigation by a registered Geotechnical Engineer based upon adequate test borings. If the preliminary geotechnical investigation indicates the presence of critically expansive soils or other soils problems that, if not corrected, would lead to structural defects, the Planning Director or Public Works Director may require a geotechnical investigating each lot within the subdivision. This geotechnical investigation shall recommend corrective action which is likely to prevent structural damage to each structure proposed to be

constructed in the area where such soils problems exist as well as precautions required for erosion control and prevention of sedimentation and damage to adjacent property. The report shall address seismic hazards, faulting, slope stability and liquefaction potential, and contain measures recommended by the geologist for any geological hazards that are shown as a result of the investigation.

10. \_\_\_\_\_ Three (3) copies of an archaeological report prepared by a certified archaeologist (SOPA, Society of Professional Archaeologists) where the proposed project is located in a "moderate or high sensitivity" archaeological zone, or as directed by the Public Works Director or Planning Director.

11. \_\_\_\_\_ 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.

12. \_\_\_\_\_ Completed Hazardous Materials Questionnaire.

13. \_\_\_\_\_ Completed Environmental Assessment Questionnaire.

14. \_\_\_\_\_ One complete set of photographs of site and all structures on site.

15. \_\_\_\_\_ Such additional information as the applicant deems appropriate to support the subdivision application.

16. \_\_\_\_\_ 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.