

## **PRELIMINARY REVIEW CHECKLIST FOR PARCEL MAP WAIVER (PMW)**

**This checklist has been prepared to assist Land Surveyors and Registered Civil Engineers in preparing documents and illustrations for preliminary review submittal. This checklist contains information contained in the Land Division Ordinance and Development Standards, which are utilized by Staff during the preliminary review process.**

(SMA – Subdivision Map Act; LDO – Land Division Ordinance; DS – Development Standards)

### **USE OF PARCEL MAP WAIVER PROCESS** (LDO 18.30.020)

The requirements for filing a parcel map may be waived at the discretion of the Planning Director in any of the following cases:

- \_\_\_\_\_ A minor land division in which each parcel created has a gross area of forty (40) acres or more and each resulting parcel, including any designated remainder, has approved access to a public street or highway. In the case of properties subject to a Williamson Act Land Use Contract and designated 8.2, 8.3, or 8.5 by the Kern County General Plan or equivalent designation of any other adopted General or Specific Plan, each resulting parcel, including any designated remainder, shall contain a minimum gross area of eighty (80) acres.
  
- \_\_\_\_\_ A minor division of land within a lot shown on a recorded final parcel or tract map which has been improved according to standards equal to or more stringent than those required under this title at the time the application is accepted as complete.
  
- \_\_\_\_\_ A division of land zoned for commercial or industrial purposes that complies with all of the following:
  1. The property to be divided has previously been divided by either a parcel map or tract map;
  2. The property is located totally within the boundaries of one (1) of the maps contained in Appendix A;
  3. All improvements required by this title have been constructed and approved by the County of Kern.

### **APPLICATION FORM** (LDO 18.30.030)

- \_\_\_\_\_ contains the subdivider's (engineer's client) name, actual address, actual phone # (if subdivider is a corporation then list officers/owners)
  
- \_\_\_\_\_ contains the engineer/surveyor's name, address, phone #, contact person
  
- \_\_\_\_\_ contains the current property owner's name, address, phone #
  
- \_\_\_\_\_ contains the current Assessor's parcel number(s)
  
- \_\_\_\_\_ contains current legal description of existing parcel
  
- \_\_\_\_\_ contains signature of agent
  
- \_\_\_\_\_ contains signature(s) of all current property owner(s) or letter(s) of authorization
  
- \_\_\_\_\_ form is typewritten or handwriting is legible
  
- \_\_\_\_\_ application form is latest version of official legal size form or 8 1/2 x 11 internet form (no fax copies)

## CONSISTENCY WITH GENERAL PLAN, ZONING, AND OTHER REQUIREMENTS

- \_\_\_\_\_ proposed lot sizes are consistent with the general plan (LDO 18.55.050.G.1) (**FOR GENERAL PLAN DESIGNATIONS WITH A 2.4 CONSTRAINT CODE, SEE SECTION 19.88 (HILLSIDE DEVELOPMENT) OF THE ZONING ORDINANCE**)
  
- \_\_\_\_\_ proposed lot sizes are consistent with the applicable specific plan (LDO 18.55.050.G.1) (**FOR SPECIFIC PLAN DESIGNATIONS WITH A 2.4 CONSTRAINT CODE, SEE SECTION 19.88 (HILLSIDE DEVELOPMENT) OF THE ZONING ORDINANCE**)
  - \_\_\_\_\_ all submittal requirements of specific plan have been met
  - \_\_\_\_\_ lot design reflects any unique requirements of the specific plan
  
- \_\_\_\_\_ existing site zoning is consistent with the general plan
  
- \_\_\_\_\_ proposed lot sizes meet zoning minimum lot size requirements (LDO 18.55.050.G.2)
  - \_\_\_\_\_ concurrent zone change application submitted
    - \_\_\_\_\_ zone change application reviewed for completeness
  - \_\_\_\_\_ zone change to FPS/FPP included, if applicable
  - \_\_\_\_\_ zone variance/modification application submitted because of reduction in gross/net area
  
- \_\_\_\_\_ land is under Ag Preserve Contract
  - \_\_\_\_\_ Prime farm land = 20-acre minimum lot size per zoning (10-acre min. per 66474.4)
  - \_\_\_\_\_ Non-prime farm land = 40-acre min. lot size (per 66474.4)
  - \_\_\_\_\_ Non-prime farm land, designated 8.2, 8.3, 8.5 = 80-acre min. lot size (General Plan)

**NOTE:** Homesite parcels (Kern County GP) – parcels proposed to be created as a homesite parcel must be encumbered by an existing Williamson Act Land Use Contract/Farmland Security Zone Contract. Sites not encumbered by a Williamson Act Land Use Contract/Farmland Security Zone Contract will need to be processed as a substandard parcel.

Section 18.25.060.F of the Land Division Ordinance and Section 66474.4 of the Subdivision Map Act contains the following requirements for division of land subject to a contract entered into pursuant to the California Land Conservation Act of 1985 (Chapter 7 (commencing with Section 51200) of Division 1 of Title 5), and that the resulting parcels following a subdivision of that land would be too small to sustain their agricultural use. Land shall be presumed to be in parcels too small to sustain their agricultural use if the land is less than twenty (20) acres in size in the case of prime agricultural land, or less than forty (40) acres in size in the case of land which is not prime agricultural land. Agricultural land shall be presumed to be in parcels large enough to sustain their agricultural use if the land is at least twenty (20) acres in size in the case of prime agricultural land, or at least forty (40) acres in size in the case of land which is not prime agricultural land.

1. The Planning and Natural Resources Director may approve a tentative parcel map with parcels smaller than those specified in this subsection if he/she makes either of the following findings:
  - a. The parcels can nevertheless sustain an agricultural use permitted under the contract or are subject to a written agreement for joint management pursuant to Section 51230.1 of the California Government Code, provided that the parcels which are jointly managed total at least twenty (20) acres in size in the case of prime agricultural land or forty (40) acres in size in the case of land which is not prime agricultural land; or

- b. One of the parcels contains a residence and is subject to Section 428 of the California Revenue and Taxation Code; the residence has existed on the property for at least five (5) years; the landowner has owned the parcels for at least ten (10) years; and the remaining parcels shown on the map are at least twenty (20) acres in size if the land is prime agricultural land, or at least forty (40) acres in size if the land is not prime agricultural land.
- 2. No other homesite parcels as described in Section 18.25.060.F.1.b may be created on any remaining parcels under contract for at least ten (10) years following the creation of a homesite parcel pursuant to this subsection.
  - 3. This subsection shall not apply to land which is subject to a contract when any of the following has occurred:
    - a. The Local Agency Formation Commission has approved the annexation of the land to a city, and the city will not succeed to the contract as provided in Sections 51243 and 51243.5 of the California Government Code.
    - b. Written notice of nonrenewal of the contract has been served prior to March 7, 1985, as provided in Section 51245 of the California Government Code.
    - c. Written notice of nonrenewal of the contract has been served on or after March 7, 1985, as provided in Section 51245 of the California Government Code, and, as a result of that notice, there are no more than three (3) years remaining in the term of the contract.
    - d. The Board of Supervisors has granted tentative approval for cancellation of the contract as provided in Section 51282 of the California Government Code, and the cancellation penalty fees have been paid.

\_\_\_\_\_ map is consistent with requirements imposed by the Board of Supervisors on a previous action, such as GPA or Zone Change, (must read the previous resolution or ordinance to determine if any requirements were imposed)

\_\_\_\_\_ This subdivision can be done by Parcel Map Waiver because:

\_\_\_\_\_ it is the creation of 4 or fewer parcels each containing 40 acres gross or more, and each parcel has approved access to a maintained public street (LDO 18.30.020.A); **or**

\_\_\_\_\_ it is the creation of 4 or fewer parcels within a lot shown on a recorded final parcel or tract map which has been improved according to standards equal to or more stringent than those required under this title (LDO 18.30.020.B); **or**

\_\_\_\_\_ it is a division of land zoned commercial or industrial where all of the following are true: (LDO 18.30.020.C)

\_\_\_\_\_ the property has been previously divided by a tract or parcel map; **and**

\_\_\_\_\_ the property is located within a Type A improvement area (Appendix A); **and**

\_\_\_\_\_ all improvements required by this title have been constructed and approved by the County of Kern

\_\_\_\_\_ Does the project require a field survey? Survey with submittal of a Record of Survey is required except for projects that qualify for waiver because of Section 18.30.020.A.

\_\_\_\_\_ Is the proposed project consistent with the Airport Land Use Compatibility Plan

- \_\_\_\_\_ the original parcel has been legally created
- \_\_\_\_\_ Is a Zone Variance/Modification/Conditional Use Permit needed?
  - \_\_\_\_\_ Setbacks?
  - \_\_\_\_\_ Lot Size?
  - \_\_\_\_\_ Density?
  - \_\_\_\_\_ Land Use?
- \_\_\_\_\_ If zoning approval is needed, has it been submitted on the correct form?
- \_\_\_\_\_ Do all the parcels have access? Is it public or private? Does private need a variation? (LDO 18.55.030.A.1.h(4)(a))
- \_\_\_\_\_ if private streets are proposed, they conform to street width and construction standard of a public street? (LDO 18.55.030.A.1.h(4)(d))

**OTHER REPORTS/STUDIES**

- \_\_\_\_\_ legal description of each proposed parcel, prepared, signed, and dated by a surveyor or engineer licensed to survey in California (LDO 18.30.030.B)
- \_\_\_\_\_ title report (no older than 90 days) - 1 copy of report (LDO 18.30.030.C)
- \_\_\_\_\_ Hazardous Waste Verification Statement submitted (LDO 18.30.030.D)
  - \_\_\_\_\_ signed by applicant
  - \_\_\_\_\_ is or is not is circled
- \_\_\_\_\_ written acknowledgement of forfeiture of fees if a zone change or other zoning matter must be approved before this map is tentatively approved
- \_\_\_\_\_ If septic tanks are proposed, then all lots are at least 10,000-square-feet (LDO 18.55.050.G.3)
- \_\_\_\_\_ If well and septic tank proposed, then lots contain a minimum of 2.5 acres (LDO 18.55.050.G.3)

**PARCEL MAP WAIVER CONTENTS**

- \_\_\_\_\_ illustration prepared by engineer or surveyor (Last RCE license #33965 (1/1/82)) (LDO 18.30.030.E)
- \_\_\_\_\_ map, plats, descriptions, etc., prepared by engineer or surveyor shall include name and license number (PLS 8761)
- \_\_\_\_\_ illustration size is 8 1/2 inches by 11 inches (8 ½ inches by 14 inches maximum) (LDO 18.30.030.E)
- \_\_\_\_\_ illustration is drawn to sufficient scale (standard engineering scale) (LDO 18.30.030.E.11)
- \_\_\_\_\_ illustration shows original parcel lines (LDO 18.30.030.E.2)
- \_\_\_\_\_ illustration shows gross or net area of each existing parcel (gross for lots  $\geq$  1/2 acres, net for lots < 2 1/2 acres; net square feet for lots < 1 acre) (LDO 18.30.030.E.1)
- \_\_\_\_\_ all lot lines are shown WITH DIMENSIONS (LDO 18.30.030.E.1)

- \_\_\_\_\_ each proposed parcel contains a number or letter (LDO 18.30.030.E.1)
- \_\_\_\_\_ illustration shows location and dimension of the following items: (LDO 18.30.030.E.2)
  - \_\_\_\_\_ all existing structures
  - \_\_\_\_\_ distance between structures
  - \_\_\_\_\_ illustration contains distances from existing and proposed lot lines to existing structures
  - \_\_\_\_\_ location of existing and proposed domestic water supplies
  - \_\_\_\_\_ existing and proposed septic tanks and disposal fields
  - \_\_\_\_\_ If none of the above exists then illustration shall be clearly labeled as follows:  
I, engineer/surveyor name, HEREBY STATE THAT THERE ARE NO STRUCTURES WITHIN THIS MAP.
- \_\_\_\_\_ illustration contains distances from existing and proposed lot lines to existing structures (LDO 18.30.030.E.2)
- \_\_\_\_\_ illustration contains the words: THIS MAP IS FOR ILLUSTRATION PURPOSES ONLY (LDO 18.30.030.E.13)
- \_\_\_\_\_ map shows location of all on-site easements (LDO 18.30.030.E.4)
  - \_\_\_\_\_ all easements listed in the title report are shown on the map
  - \_\_\_\_\_ name or recording info., location, width, purpose, road number are shown
  - \_\_\_\_\_ location, width, purpose of proposed easement(s) are shown on map
- \_\_\_\_\_ map shows location of existing water courses, drainage channels, drainage structures, and springs (LDO 18.30.030.E.6)
- \_\_\_\_\_ map shows location of high water mark of lake, reservoir, rivers, or streams (LDO 18.30.030.E.7)
- \_\_\_\_\_ map contains a north arrow (LDO 18.30.030.E.11)
- \_\_\_\_\_ map contains a scale (LDO 18.30.030.E.11)
- \_\_\_\_\_ map shows location of any Alquist-Priolo Special Studies Zones (seismic) (LDO 18.30.030.E.12)
- \_\_\_\_\_ map contains a vicinity map (LDO 18.30.030.E.11)
- \_\_\_\_\_ Parcel Map Waiver number, assigned by Planning and Natural Resources Department, is indicated (LDO 18.30.030.E.8)
- \_\_\_\_\_ Name and address of the person/firm who prepared the map (LDO 18.30.030.E.10)
- \_\_\_\_\_ map contains a legal description, including 1/4 section, Section , Township/Range

**PARCEL MAP WAIVER STREET AND LOT DESIGN**

- \_\_\_\_\_ Dedications are shown along section and mid-section lines in desert and valley areas. (KCGP – Circulation Element 2.3.3 Highway Plan – Policy 2)
- \_\_\_\_\_ Specific Plan line or Official Plan line is shown correctly (LDO 18.55.050.B.1.d)
- \_\_\_\_\_ State highway is shown correctly (LDO 18.55.050.B.1.e)
- \_\_\_\_\_ new cul-de-sac (dead-end road) length does not exceed 800 feet (for lots larger than 1 acre, see

Section 18.55.050.B.1.j.(1) for maximum dead-end road lengths)

- \_\_\_\_\_ new residential cul-de-sacs have 50-foot radius (DS Plate R-39)
- \_\_\_\_\_ new commercial and industrial cul-de-sacs have 75-foot radius (LDO 18.55.050.B.1.h)
- \_\_\_\_\_ new frontage roads are shown as 44-feet, (42-feet if approved by Engineering and Survey Services and Roads Department) (LDO 18.55.050.B.1.g)
- \_\_\_\_\_ map complies with road criteria of Fire Department, if within State Response Areas (LDO 18.55.050.B.1.i)
- \_\_\_\_\_ each existing lot that has frontage on a public street is proposed to have frontage on a public street (LDO 18.55.050.C.1.a)
- \_\_\_\_\_ primary means of access to each lot is the abutting street frontage (prove through use of lot use feasibility study, if necessary) (LDO 18.55.050.C.1.b)
- \_\_\_\_\_ single-family residential parcels (with Type A or B improvements) do not front upon a major or secondary highway except if: (LDO 18.55.050.C.1.i)
  - \_\_\_\_\_ lots are double-frontage lots where the primary means of access is an abutting local street, and an access control wall prevents access to the major or secondary highway; or
  - \_\_\_\_\_ a frontage road is provided
- \_\_\_\_\_ for residential subdivisions, alleys are not provided (LDO 18.55.050.C.2.c)
- \_\_\_\_\_ for Type B or C subdivisions, alleys are not provided (LDO 18.55.050.C.2.d)
- \_\_\_\_\_ for multi-family, commercial or industrial subdivision, a 30-foot alley is provided (LDO 18.55.050.C.2.a)
- \_\_\_\_\_ alley intersections contain a 20-foot x 20-foot cutoff, where appropriate (LDO 18.55.050.C.2.b)
- \_\_\_\_\_ For Type A or B areas: (If proposal does not comply, may need a Limited Design Variation)
  - \_\_\_\_\_ blocks in excess of 1,320 feet (LDO 18.30.075.B.1 & 18.55.050.D.1)
  - \_\_\_\_\_ block less than two tiers of lots wide, except where double-frontage is allowed (or PMW does not make existing situation worse) (LDO 18.30.075.B.2 & 18.55.050.D.2)
  - \_\_\_\_\_ lot depths greater than three times the width (LDO 18.30.075.B.3 & 18.55.050.F.3)
  - \_\_\_\_\_ double-frontage lots (if permitted, dedication of vehicular access rights will be required - or LLA does not make the existing situation worse) (LDO 18.30.075.B.4 & 18.55.050.F.4)
  - \_\_\_\_\_ key (reverse corner) lots (only if no other design is available/practical) (LDO 18.30.075.B.5 & 18.55.050.F.5)
  - \_\_\_\_\_ pedestrian easements are shown to provide access to schools, parks, shopping centers, or transportation facilities (LDO 18.55.050.D.3)
- \_\_\_\_\_ For Type A or B areas: (If proposal does not comply, may need a Development Variation)
  - \_\_\_\_\_ property line corner cutoffs at intersections are 20-feet by 20-feet (LDO 18.55.050.E)
  - \_\_\_\_\_ each interior lot has a minimum width of 55 feet and a minimum depth of 100 feet (LDO 18.55.050.F.1.a)
  - \_\_\_\_\_ each corner lot has a minimum width of 60 feet and a minimum depth of 100 feet (LDO 18.55.050.F.1.b)
  - \_\_\_\_\_ each lot fronting on a cul-de-sac or knuckle has a minimum frontage of 30 feet (LDO

18.55.050.F.2)

- \_\_\_\_\_ all flag lots comply with the following: (LDO 18.55.050.F.7)
  - \_\_\_\_\_ panhandle is at least 20 feet wide
  - \_\_\_\_\_ maximum length of panhandle is 200 feet (>200 feet with development variation if approved by Fire and Planning)
  - \_\_\_\_\_ gradient of panhandle does not exceed 15%
  - \_\_\_\_\_ lot use feasibility study has been submitted for all flag lots
  - \_\_\_\_\_ lot use feasibility study has been submitted for all flag lots (if necessitated by lot size or topography)
  - \_\_\_\_\_ net area of flag lot is shown, and the net area does not include the area of the panhandle (LDO 18.55.050.G.4)
  
- \_\_\_\_\_ if greenbelts are provided, for maps within mountainous areas, they are located to reduce fire hazard (LDO 18.55.050.G.5)
  
- \_\_\_\_\_ if map has frontage on a watercourse, it complies with Section 18.55.050.H

**STREET AND LOT DESIGN** (Subdivision Standards)

- \_\_\_\_\_ minimum centerline radius of horizontal curvature for major highway or secondary highway is 1,400 feet (300 if warranted by topography) (DS Sec 104-1.01.a)
  
- \_\_\_\_\_ minimum centerline radius of horizontal curvature for local or industrial streets is 200 feet (100 feet if warranted by topography) (DS sec 104-1.01.b)
  
- \_\_\_\_\_ all intersections are either directly opposite each other or there is a distance of 150 feet between centerlines (DS Sec 104-1.02.e & Plate R-41)
  
- \_\_\_\_\_ all streets intersect at right angles (15% skew by limited exception) (DS Sec 104-1.02.a)
  
- \_\_\_\_\_ maximum grade on any street is:
  - \_\_\_\_\_ 6% for major and secondary highways (8% with limited exception) (DS Sec 104-2.02.a)
  - \_\_\_\_\_ 10% for local and cul-de-sac streets (15% with limited exception) (DS Sec 104-2.02.b)
  - \_\_\_\_\_ 8% for commercial and industrial streets (no exceptions) (DS Sec 104-2.02.c)
  - \_\_\_\_\_ 10% for alleys (15% with limited exception) (DS Sec 104-2.02.d)
  
- \_\_\_\_\_ maximum vertical curve for certain circumstances, as follows:
  - \_\_\_\_\_ refer to Development Standards - Section 104-2.04.a & b for major, secondary and locals
  - \_\_\_\_\_ maximum grade of cul-de-sac street turning area is 8% (DS Sec 104-2.05)
  - \_\_\_\_\_ maximum grade at intersection is 8% (DS Sec 104-2.06)
  - \_\_\_\_\_ minimum grade for any cross gutter is 0.35% (DS Sec 104-2.08)
  
- \_\_\_\_\_ intersections on major highway are a minimum distance of 400 - 660 feet apart (DS Plate R-41)
  
- \_\_\_\_\_ there are no more than 4 intersections on a major highway within a half-mile distance (including the secondary and major highway intersections) (DS Plate R-41)