



**Planning Division**

6617 Third Street  
Riverbank, CA 95367

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**INFORMATION FOR FILING A COMPLETE APPLICATION FOR A TENTATIVE  
PARCEL MAP OR SUBDIVISION MAP (NON-VESTING)**

There may be certain conditions imposed by the City of Riverbank for your application that are not established by the City of Riverbank City Code, which can relate to the aesthetics of your project (i.e.: block wall, colors, materials, trash enclosures, etc.) and other criteria. These conditions shall be implemented and interpreted at the discretion of the Community Development Director. This may create costs to your project which are not clearly identified.

**INITIAL SUBMITTAL**

Prior to the City of Riverbank accepting a complete application, the Community Development Department will provide a precursory review of your proposed project. The following items need to be submitted for this review.

- **Completed standard application and environmental information form**
- **5-sets 24x26 tentative map**
- **5-sets elevations/floor plans**
- **5-sets lot layout**
- **5-sets 11"x17"**
- **Electronic format of all materials– PDF files**

Once the precursory review has been completed, the following requirements are to be followed:

Each application must contain the following information, unless specifically waived by the Community Development Director. Incomplete applications will not be processed or considered by the Planning Commission or City Council. The information described below is required for nearly all parcel/subdivision map applications. Some specialized applications may require additional information. Please consult with the staff of the Community Development Department as to whether additional information is required.

To minimize delay and duplication, the Community Development Department encourages applicants to **apply for all the discretionary permits and approvals** needed for the review of their project(s) **at the same**

**time.** The concurrent review of these applications will also facilitate the environmental review process. Where the same information is required for more than one (1) permit or approval, **it is not necessary to duplicate the information submitted.** If you have any questions about the information required for an application or the number of copies that must be submitted with the application, please call the Community Development Department at (209) 863-7128 for assistance.

In order to process the application **ALL** of the following items must be presented:

<b>1</b>	<p><b>Completed Application Form, including:</b></p> <ul style="list-style-type: none"> <li>• Signature of all property owners</li> <li>• Environmental Questionnaire Form</li> <li>• Indemnification Form</li> <li>• Hazardous Waste Form</li> </ul>
<b>2</b>	<p><b>Payment of all application fees.</b> Applicants are responsible for all fees and costs (cost of postage for Public Hearings, engineer initial review, consultants, etc.) of processing an application with the City of Riverbank. Where a deposit is required, an applicant is responsible for maintaining a positive balance with the City. A negative balance will cause an application to become incomplete, and work on the application may be halted until sufficient funds are deposited with the City of Riverbank.</p>
<b>3</b>	<p><b>Plans and Exhibits as described below.</b> All plans shall be prepared by the appropriately licensed and qualified professional architect, engineer, or surveyor, (Business &amp; Professions Code Chapter 3 Division 3). All plans must be drawn to scale and dimensioned appropriately. Five full size sets of each plan (24 x 36) and 10 copies of each set of plans reduced to 11" by 17" and (1) copy of each set of plans reduced to 8-1/2" by 11" are required.</p> <p style="color: red;">Applicant shall also be required to submit to the City of Riverbank Community Development Department the proposed said Architecture and Site Plans in an electronic format (i.e. pdf)</p> <ul style="list-style-type: none"> <li>• <b>Tentative Map showing or containing the following:</b> <ol style="list-style-type: none"> <li>a. Subdivision name, date, north arrow, scale, boundaries, contour interval (including the source and date of the contour interval), and sufficient information to define the location and surroundings of the proposed map;</li> <li>b. Name and address of the legal owner(s) and name, address and registration or license number of the person preparing the map;</li> <li>c. Name and address of the legal owner(s) and name, address and registration or license number of the person preparing the map;</li> <li>d. Names of adjacent subdivision and/or the owners of adjacent un-subdivided lands;</li> <li>e. Location, pavement and right-of-way width, grade and name of existing streets or highways;</li> <li>f. Location, width and identity of all existing easements;</li> <li>g. Approximate location of all areas of potential storm water overflow or significant ponding, including direction of drainage;</li> </ol> </li> </ul>

- h. Location and size of existing pipelines, wells, sewer lines, water lines, fire hydrants, drainage facilities, utilities (including overhead utility line) and other similar facilities or structures;
- i. Location and outline of all existing buildings, structures, significant trees (trunk diameter of 4 inches or more) and the drip-line of significant trees; the map should show which of these will be removed and which will remain;
- j. Key or location map showing the location of the proposed subdivision in relation to surrounding streets, roads and other significant development;
- k. Contours at two-foot intervals when the average grade is less than 10% and at five-foot intervals when the average grade is over 10%;
- l. Locations, grade, ownership status (public vs. private) centerline radius and arc length of curves, radius of curb returns and cul-de-sacs, pavement, right-of-way width, typical street cross sections and names of all proposed streets;
- m. Lot layout, approximate dimensions of each proposed lot and approximate area (square feet) of each lot, including lot and block numbering and the setback, yard and other building lines for each proposed lot;
- n. Location, identification and dimensions of any remainder lot;
- o. Locations, width and purpose of all easements;
- p. Location and size of all sewer lines (including slope and elevations), water lines, fire hydrants, utilities, storm drains (including slope and elevations) and means of accommodating storm drainage (100-year design storm);
- q. Approximate finished grading of each lot and building pad and the preliminary design of all grading and drainage;
- r. Location and sequence of any units or phases, if the subdivider proposed to build the subdivision in phases;
- s. Location, size, purpose and ownership status (public vs. private) of any proposed common areas, including postal facilities, recreation site, trails, open space and parks all streets, parks and other areas proposed for dedication shall be identified;
- t. Location, size design and landscape plans for any sound walls to be constructed in conjunction with the proposed subdivision

- **Written Statement(s)**, on or accompanying the map which describes or identifies the following: :
  - a. Existing zoning and General Plan designations (including zoning and/or General Plan designations, if Rezoning or General Plan Amendments are proposed);
  - b. Proposed use and disposition of all lots, including any remainder lot;
  - c. Agencies or utilities providing sewer service, water service, drainage, electricity, gas and telephone services;
  - d. Methods and techniques of erosion control (unless waived by the Direction of Public Works and City Engineer);
  - e. The existence of any reports on the soils or geology of the project site (names, addresses, and qualifications of those preparing any such report), or waiver, if granted by the Director of Public Works or City Engineer;

	<ul style="list-style-type: none"> <li>f. Any areas of facilities owned in common, the instrument of their ownership and the means for their long-term maintenance;</li> <li>g. Any sound walls and accompanying landscape areas and the means for their long-term maintenance;</li> <li>h. The creation of or inclusion with any organization or entity for the purpose of financing improvements or the maintenance of improvements;</li> <li>i. Nature and extend of proposed off-site improvements;</li> <li>j. The provisions made to insure solar access;</li> <li>k. Vesting status (a vesting map must contain the appropriate notation)</li> </ul>
<b>4</b>	<b>Request for Exceptions or Waivers</b> shall be in writing and shall explain why the waiver is needed
<b>5</b>	<b>Biological Study</b>
<b>6</b>	<b>Traffic Study</b>
<b>7</b>	<b>Soils Report</b> , unless waived by the Director of Public Works or City Engineer, prepared by a legally qualified professional.
<b>8</b>	<b>Toxic Evaluation</b> Level 1 – minimum
<b>9</b>	<b>Preliminary Title Report</b> , not less than six months old, for all properties involved in the proposed subdivision
<b>10</b>	<b>Site Photos</b> (one set) of the site and surrounding area, if requested.
<b>11</b>	<b>Assessor's Parcel Map</b> (one) identifying the site of the proposed project.
<b>12</b>	<p><b>*TO THE APPLICANT:</b> The City of Riverbank requires that all applications submitted for public hearing by the Planning Commission and/or City Council shall include a list of the current owners of property within 300-feet from the perimeter of the project site. The list shall include the property owners name, mailing address and their Assessor's Parcel Number(s) as identified in the example below.</p> <p>Preparation, verification and submittal of property owners list shall be the responsibility of the applicant/most commonly obtained by a Title Company and shall include the following:</p> <ul style="list-style-type: none"> <li>• 1 to 4-sets of postage-paid self-addressed envelopes without a return address</li> <li>• 1 copy of the mailing labels as shown on the mailing envelopes</li> <li>• 1 copy of the 300-foot radius map</li> </ul> <p><b><u>To Title Companies</u></b> - Please prepare the property owner's list as follows:</p> <p>Type the assessor's property number, property owner's name and mailing address on self-adhesive address label sheets. CONTINUOUS TRACTOR-FED LABELS WILL NOT BE ACCEPTED. The mailing labels will be used in the Public Hearing notices to the property owners. Please include the names and mailing addresses of the applicant and owner of the subject parcel(s).</p> <ol style="list-style-type: none"> <li>1. This list shall be certified by a title insurance company as being from the most recent Stanislaus County Tax Roll;</li> </ol>

	<p>2. A copy of the most current assessment roll including parcel number used to compile the mailing list, which should be all those that you have typed mailing labels for;</p> <p>3. Example mailing labels: (THE LABELS MUST BE IN APN ORDER)</p> <div style="border: 1px solid black; padding: 5px; margin: 10px auto; width: fit-content;"> <p>APN: 000-000-000  John Smith  12 Some Street  Anywhere, CA 91234</p> </div> <p><b>Failure to meet these standards for mailing labels may result in a delay in the Public Hearing date. If there are any questions, you may call the Community Development Department at (209) 863-7128.</b></p>
<b>13</b>	<p><b>Declaration of Posting</b> - NOTICE OF DEVELOPMENT PERMIT APPLICATION (<i>image of sign to be provided to Applicant by Staff once a public hearing date is established</i>). Sign must be posted on the project property 10-days prior to the Planning Commission Meeting</p>
<b>14</b>	<p><b>Fees Due:</b></p> <p>Fees due &amp; payable to City of Riverbank \$ _____</p> <p>Fees due &amp; payable to Stanislaus County Clerk Recorder \$ _____</p>