



## COMMUNITY DEVELOPMENT DEPARTMENT

**Community Development Department**  
**Planning Services Division**  
300 Seminary Avenue  
Ukiah, CA 95482  
Phone: 707-463-6203  
Email: [planningdivision@cityofukiah.com](mailto:planningdivision@cityofukiah.com)

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### Minor Subdivisions

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#### Submittal Requirements

- Completed and signed Planning Permit Application form
- All items indicated in the Development Permit Application Submittal Requirements Matrix (page 3)
- Tentative Map with the following information:
  - existing and proposed property lines with dimensions
  - proposed lot layouts and dimensions for each lot
  - each lot consecutively numbered
  - gross and net square footage of each lot
  - location of all existing and proposed streets within and adjacent to the subject property
  - existing easements and right(s)-of-way
  - existing and proposed structures
  - existing and proposed driveway access
  - existing and proposed utilities (water, sewer and electric)
  - existing and proposed improvements (structures, curb, gutter, sidewalk, etc.)
  - existing creeks, ponds, drainage ditches, and culverts
  - contours based on the average slope of the lot: 2-foot intervals where slope is 1%; 5-foot interval where slope is greater than 1% and less than 5%; 10-foot interval where the slope is greater than 5% and less than 10%; and 25-foot interval where the slope is 10% or greater
  - north arrow and scale
  - name, address, and phone number of Record Owner, Subdivider, and Project Engineer/Land Surveyor
- Preliminary Title Report issued within 30 days of submission of the application
- Plans minimum 18" x 26" folded to 8 ½" x 11" size (see Planning Permit Application for required number of plan sets). Map scale must be large enough to clearly show the proposal along with all required information.
- Check made payable to Mendocino County Clerk for the required posting fee for legal notices

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#### Recommendations

Prior to submitting an application, applicants are encouraged to do the following:

- Discuss your project with Staff to discover what fees (sewer, water, in-lieu park fees, traffic impact fees, etc.) may be required for your project. Also, ask about street tree requirements, required sidewalk repairs, drainage issues, frontage improvements, etc.
- Submit plans to the Planning Department for preliminary review.
- Review Ukiah City Code Division 9 (Planning and Development), Chapter 1 (Subdivision), Article 18 (Minor Subdivision).
- Notify surrounding property owners of the proposed project.

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**See Back Page**

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## **Post Approval – Final Map**

After approval of the tentative map, the applicant will be required to hire a land surveyor to conduct a property survey and prepare a Parcel Map for recording purposes. The draft Parcel Map shall be submitted to the Department of Public Works along with applicable fees for review and approval. The Parcel Map must be filed for recording and any conditions of approval satisfied within the specified time frames.

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## **City of Ukiah Contacts**

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