

**CITY OF WILLIAMS
APPLICATION AND PLAN REQUIREMENT
CHECKLIST FOR PARCEL MAPS**

To Applicants: The following list includes information you must submit for application processing. Some specific types of information may not apply to your project or individual application and, as noted, some items are not normally required. If you are not sure, ask planning staff. Planning staff will use a copy of this list to check your application for completeness after it is submitted. If information is omitted, you may be requested to submit additional information or revise your plans, which may prevent or delay processing of your application.

Application submittal requirements for Parcel and Subdivision Maps are as follows:

- Signed, completed Planning Application Form and application fees
- A list of property owners names, addresses and assessor's parcel numbers within 300' radius
 - 300' radius map (assessor's parcel map, clearly label radius area)
 - Addressed (including assessor's parcel numbers), stamped, envelopes for each property owner
 - Copy of a preliminary title report (legal description and property owner) prepared within 90 days of submittal
- Signed, completed Environmental Initial Study Checklist form
- 10 copies of plan sets folded to 8.5" x 11"
- Project description

All plans must be drawn to standard architects or engineers scale and each sheet must contain and be folded to 8.5" x 11":

- Project name
- Architect/Engineers name, address, and phone number
- Applicants/Representatives and Owners name, address and phone number, (if different from owner)
- North arrow and scale of illustration
- Date of preparation and/or revisions

Statistics and other information in a block:

- General Plan Designation
- Zoning District
- Assessor's Parcel Number
- Land use (vacant, commercial, business office, etc.)
- The total area (acreage or square feet) of the project site
- The total number of proposed and existing structures
- The area of the site to be covered by buildings and by paved surfaces (if applicable)
- Vicinity map

Site Plan:

- Dimensioned property lines and all building setbacks
- Location, name and width, including required widening of existing streets
- Location and dimensions (width) of drainage swales, watercourses, ponds, or wetlands
- Existing and proposed public and private easements
- Dimensioned existing and proposed on and off site improvements (infrastructure)
- Ingress/egress circulation of pedestrians and vehicles
- Location and dimensions of storage facilities, accessory structures and appurtenant equipment

The following statement shall appear on all parcel and subdivision maps:

WE THE UNDERSIGNED, AGREE TO THE FILING OF THIS MAP AND AGREE TO COMPLY WITH THE PROVISIONS OF THE SUBDIVISION MAP ACT OF THE STATE OF CALIFORNIA AND THE WILLIAMS MUNICIPAL CODES AS THEY APPLY TO THE PROCESSING AND APPROVAL OF THIS MAP.

Owner

Date

All record owners of the parcel(s) proposed for subdivision are to sign the statement. The record owners are the same as those listed in the current (within 90 days) preliminary title report as holding title. If one or more individuals have been authorized to act as an agent on behalf of the record owners, then separate documentation confirming that authorization will be required.