



DEPARTMENT OF PUBLIC WORKS  
**C O U N T Y O F H U M B O L D T**

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FACILITY MANAGEMENT	445-7493	ROADS	445-7421

LAND USE 445-7205

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**LAND USE DIVISION INTEROFFICE MEMORANDUM**

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**RE: SUBDIVISION REQUIREMENTS FOR A SB9 URBAN LOT  
SPLIT PARCEL MAP**

**DATE: 06/30/2022**

**1.0 MAPPING**

**1.1 EXPIRATION OF TENTATIVE MAP:** Applicant is advised to contact the Planning & Building Department to determine the expiration date of the tentative map and what time extension(s), if any, are applicable to the project. Applicant is responsible for the timely filing of time extension requests to the Planning & Building Department.

Pursuant to Humboldt County Code ("County Code") §326-1, applicant is responsible for completing all of the subdivision requirements prior to expiration of the tentative map. Applicant is advised to promptly address all of the subdivision requirements in order to avoid the tentative map expiring prior to completion of the subdivision requirements. Applicants are encouraged to contact a land development professional for advice on developing a realistic schedule for the processing of the project.

**1.2 MAP TYPE:** Applicant must cause to be filed a parcel map showing monumentation of all property corners to the satisfaction of this Department in compliance with County Code §326-15. Subdivision map checking fees shall be paid in full at the time the subdivision map is submitted for checking. County Recorder fees shall be paid prior to submittal of the map to the County Recorder for filing. The subdivision map must be prepared by a Land Surveyor licensed by the State of California or by a Civil Engineer registered by the State of California who is authorized to practice land surveying.

All Department charges associated with this project must be paid in full prior to the subdivision map being submitted to the County Recorder for filing.

Pursuant to California Business and Professions Code §8774.5(a) and Government Code §66466(f), applicant shall submit to this Department a ".pdf" scan of the subdivision map as filed by the County Recorder.

Prior to submitting the subdivision map to the County Surveyor for map check, applicant shall submit the subdivision map to the utility providers to provide input on necessary public utility easements. Copies of the responses from the utility providers shall be included with the first submittal of the subdivision map to the County Surveyor.

**1.3 DEPOSIT:** Applicant shall be required to place a security deposit with this Department for inspection and administration fees as per County Code §326-13, prior to review of the improvement plans, review of the subdivision map, or the construction of improvements, whichever occurs first.

**1.4 LEGAL ACCESS:** If the property does not take access from a public right of way, access shall be noted on the Parcel Map pursuant to County Code §324-3.

**1.5 EASEMENTS:** All easements that encumber or are appurtenant to the subdivision shall be shown graphically on the subdivision map. The map must show the location, width, and purpose of all existing and proposed easements, including avigation easements. Those easements that do not have a metes and bounds description shall be noted on the subdivision map and shown as to their approximate location. [Reference: Government Code §66436]

**1.6 QUITCLAIM OF EASEMENTS:** Existing easements that need to be quitclaimed shall be quitclaimed prior to the subdivision map being filed with the County Recorder. This includes, but is not limited to, easements that make a lot/parcel undevelopable or easements that make the project as proposed unbuildable.

**1.7 FURTHER SUBDIVISION:** If any of the parcels can be further subdivided, the applicant shall conform to County Code §323-6(a)(5), Statements to Accompany a Tentative Subdivision Map.

**1.8 PRIVATE ROADS:** If the proposed parcel map is creating a private road, the following apply:

1. Pursuant to County Code §324-2(c)(3), the subdivision map shall show the lanes clearly labeled "Non-County Maintained Lane" or "Non-County Maintained Road".
2. Pursuant to County Code §324-2(c)(5), the following note shall appear on the map or instrument of waiver, which shall read substantially as follows:

"If the private lane or lanes shown on this plan of subdivision, or any part thereof, are to be accepted by the County for the benefit of the lot owners on such lane rather than the benefits of the County generally, such private lane or lanes or parts thereof shall first be improved at the sole cost of the affected lot owner or owners, so as to comply with the specification as contained in the then applicable subdivision regulations relating to public streets."

**1.9 DEDICATIONS:** When needed, access and utility easements shall be provided for the benefit of the parcels in the subdivision. [Reference: County Code §324-4 and Government Code §66447]

**1.10 LINES OF OCCUPATION:** Applicant shall provide prospective buyers with notice of any fences that are not on the property lines.

## **2.0 IMPROVEMENTS**

**2.1 CONSTRUCTION PLANS:** Pursuant to County Code §326-3, construction plans shall be submitted for any required road, drainage, landscaping, and pedestrian improvements. Construction plans must be prepared by a Civil Engineer currently registered by the State of California. Construction plans shall be on a sheet size of 22" x 34", unless approved otherwise by this Department. Construction of the improvements shall not commence until authorized by this Department. This Department shall require the submittal of 1 full size (22" x 34") set and 1 reduced (11" x 17") set of the approved construction plans prior to start of work.

The construction plans shall show the location and size of all proposed new utilities, and any existing utilities within 10 feet of the improvements. The plans shall be signed as approved by the local fire response agency and public utility companies having any facilities within the subdivision prior to construction authorization by this Department.

Construction plans shall be tied into elevation datum approved by this Department. Projects located within McKinleyville Community Services District (MCSD) area shall be tied to MCSD elevation datum unless waived by this Department.

Unless otherwise waived by this Department, record drawing (“As-Built”) plans shall be submitted for any road, drainage, landscaping, and pedestrian improvements that are constructed as part of this project. Record drawing plans must be prepared by a Civil Engineer currently registered by the State of California. Once approved by this Department, one (1) set of “wet stamped” record drawings on 22” x 34” mylar sheets shall be filed with this Department.

**2.2 CONSTRUCTION PERIOD:** Construction of improvements for this project will not be allowed to occur between October 15 and April 15 without permission of this Department.

**2.3 ADA FACILITIES:** Pursuant to California Building Code (CBC) 11B-201.1 and 28 CFR part 36, all pedestrian facilities shall be ADA compliant. This includes, but is not limited to, providing curb ramps at intersections and sidewalks behind driveway aprons (or ADA compliant driveway aprons).

Fire hydrants, neighborhood box units for mail, utility poles (including down guys), street lights, or other obstructions, will not be allowed in sidewalks unless approved by this Department.

Applicant shall replace/retrofit to meet current standards any non-ADA compliant pedestrian improvements within the public right of way (or access easements that the subject property has a legal right to use) contiguous to the project.

**2.4 IMPROVEMENTS:** Pursuant to County Code §324-1, the following improvements shall be constructed by the applicant:

1. Along the road frontages of the subject property, in-fill curb, gutter, sidewalk, shoulder/parking lane improvements shall be constructed. In areas where a landscape strip exists, a landscape strip shall be provided. Sidewalk is typically 5 foot wide Portland Concrete Cement. Curb and Gutter is typically constructed to Caltrans Standard Plans Type A2-6. Landscape strips are typically 5 feet wide (4.5 foot useable). When roads are paved, in-fill paving shall have a minimum structural section of 0.2 Caltrans Type A 1/2" hot mix ("asphalt") over 0.67 foot of Caltrans Class 2 aggregate base. When roads are not paved, the road shall have a minimum structural section of 0.5 foot of Caltrans Class 2 aggregate base.
2. Along the road frontages of the subject property, any existing sidewalk shall be retrofitted to comply with current State and Federal ADA requirements. At intersections curb ramp(s) shall be provided to comply with current State and Federal ADA requirements. [Reference: CBC 11B-201.1 and 28 CFR part 36]
3. Along the road frontages, all existing sidewalk that is damaged shall be repaired. [Reference: Humboldt County Resolution No. 21-39 and Streets and Highway Code §5600-5630]
4. Existing and proposed driveway aprons shall be constructed (or retrofitted) for conformance with County Code §411-51 and to comply with State and Federal ADA requirements.

5. Existing and proposed driveways shall be paved (i.e., surfaced with asphalt or concrete) pursuant to County Code §411-51(b)(3).
6. In areas where the storm water conveyance system has downstream capacity limitations, storm water detention facilities shall be provided to mitigate runoff associated from increased impervious surfaces. In the case where detention cannot be provided; retention facilities shall be provided.

**2.5 STRUCTURAL SECTION:** Pursuant to County Code §324-1, the access road(s) shall be constructed to a structural section recommended in the soils report and as approved by this Department.

- (a) **For paved road surfaces**, the structural section shall include a minimum of 0.2 feet of Caltrans Type A 1/2" hot mix ("asphalt") over 0.67 foot of Caltrans Class 2 aggregate base. If required by this Department, the structural section of all roads shall be determined by Caltrans R-Value method using a Traffic Index (T.I.) approved by this Department. Based upon soil conditions, this Department may also require a geotextile fabric to be placed on top of the sub grade.

When widening hot mix ("asphalt") roads, the widened road shall be paved with hot mix. A sawcut is required to ensure a uniform joint between the existing and new pavements. The location of the sawcut shall be approved by this Department based upon the condition of the existing road surface.

- (b) **For unpaved road surfaces**, the structural section shall include a minimum, of 0.5 foot of Caltrans Class 2 aggregate base.

**2.6 PERMITS:** Pursuant to County Code §411-11 (a)&(b), an encroachment permit is required to be obtained prior to construction from this Department for all work within the right of way of a County maintained road.

**2.7 COMPLETION OF IMPROVEMENTS ON PARCEL MAP SUBDIVISION:** Pursuant to Government Code §66411.1 (improvement timing), when improvements are not constructed before the subdivision map is filed with the County Recorder, the following apply:

- (a) The following apply if both parcels are developed:

Fulfillment of reasonable on-site and off-site construction requirements may be imposed prior to Parcel Map filing with the County Recorder if found necessary for the public health or safety or orderly development of the area. The improvements are necessary for the public health or safety or orderly development of the area and shall be completed: (1) within twenty-four (24) months after the filing date of the Parcel Map, or (2) prior to issuance of a building permit on any property subject to this notice, or (3) prior to any other grant of approval for any property subject to this notice, whichever occurs first.

- (b) The following apply if one or both parcels are vacant:

Improvements shall be completed: (1) prior to issuance of a building final on any property subject to this notice, or (2) prior to occupancy of any property subject to this notice, whichever occurs first.

- (c) The following note shall be placed on the development plan:

"This subdivision was approved with requirements to construct improvements. At the time the parcel map was filed, the improvements were not completed. The subdivision improvements must be completed within the timelines specified in the *Notice of Construction Requirements*. The improvements required in the *Notice of Construction Requirements* are shown on the improvement plans prepared by \_\_\_\_\_, dated \_\_\_\_\_, and are signed as approved by the County on \_\_\_\_\_. Contact the Land Use Division of the Department of Public Works for details."

- (d) The Department shall cause to be recorded at the time of filing of the parcel map with the County Recorder a *Notice of Construction Requirements*.

### **3.0 DRAINAGE**

**3.1 DRAINAGE ISSUES:** Pursuant to County Code §324-1(e), applicant shall be responsible to correct any involved drainage problems associated with the subdivision to the satisfaction of this Department.

**3.2 DRAINAGE FEES:** Projects located within the area subject to McKinleyville drainage fees are required to comply with County Code §328.1-16 regarding McKinleyville Drainage Area Fees.

**3.3 STORM WATER DETENTION FACILITIES:** Projects are required to provide storm water detention facilities unless exempted by Public Works. In the event that detention is not feasible, retention facilities shall be provided.

**3.4 LOW IMPACT DEVELOPMENT (LID):** Properties located within the MS4 area shall comply with County Code §337-13, *Requirement to Prevent, Control and Reduce Stormwater Pollutants*.

### **4.0 GRADING**

<NONE>

### **5.0 MAINTENANCE**

**5.1 MAINTENANCE OF IMPROVEMENTS:** Pursuant to County Code §324-2(b), if the access road(s) serving the subject property are not maintained by a government entity one of the following applies:

- (a) Applicant shall join an existing road maintenance association.
- (b) Applicant shall attempt to form a road maintenance association to the satisfaction of the Department of Public Works.

### **6.0 DEVELOPMENT PLAN**

<NONE>

### **7.0 LANDSCAPING**

<NONE>

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