## REVERSION TO ACREAGE SUBMITTAL REQUIREMENTS

**A. PREPARE A REVERSION TO ACREAGE MAP FOR FINAL MAP PLAN CHECK BY THE PUBLIC WORKS DEPARTMENT. CONTACT PUBLIC WORKS FOR THE PLAN CHECK FEE AND PROCESSING ITEMS REQUIRED.**

**B. <u>ITEMS REQUIRED FOR FILING AFTER THE CITY ENGINEER HAS COMPLETED PLAN CHECK:</u>**

☐ 1. Complete Application Form.

☐ 2. Processing fee of $8,490.00.

☐ 3. Public Notice fee $135.00

☐ 4. Scanning fee $47.00

☐ 5. Twenty-five (30) folded copies of approved final map.

☐ 6. Evidence of title to the real property within the subdivision to be reverted.

☐ 7. Letter of authorization from all property owners within the map boundaries as identified by #5 if different than applicant.

☐ 8. Completed Environmental Information Form with:

a. Photographs of site and surrounding area (a minimum of 4 site and 4 surrounding) labeled north, east, south, west and mounted on 8.5”x11” paper.

b. Environmental Impact Assessment fee
$3,395 mitigation fee
$340 categorical exemption
“Full Cost” environmental impact report

☐ 9. Noticing package which includes:

a. List of property owners names, addresses and assessors parcel numbers within 500 feet of subject property, prepared and certified by a licensed Title Company, prepared from latest tax roll.

b. List of property occupants addresses (when owner mailing address is different than property address) and assessor parcel numbers for properties contiguous to the site.

c. Assessor's maps (reduced to 8.5”x11”) showing the site and indicating the properties listed in the 500-foot radius.

d. Two sets of gummed mailing labels for 500-foot property owner list and property occupants addresses list (when owner-mailing address is different than property address).

☐ 10. A letter from the applicant, which addresses the following, items:

a. The reason for the request for reversion to acreage.

b. A description of the dedications which will **<u>not</u>** be vacated and dedications which are a condition to reversion as shown on the final map.

c. Reasons to support that the vacated dedications are unnecessary for present or prospective public purposes.

☐ 11. Documentation to support either:
   a. All property owners within the subdivision have consented to the reversion

   **or**

   b. No lots shown on the final map have been sold within 5 years from the date the map was recorded

   **or**

   c. None of the required improvements have been made within 2 years from the date of recordation or within the time allowed by agreement.

☐ 12. A letter from the applicant addressing any requests for the return of fees, deposits or securities associated with the recorded map to be reverted.

☐ 13. Submit one (1) CD containing the following information organized in the following folders:
   a. Application Materials: Including but not limited to a completed application, environmental application, grant deeds, noticing package, letter of authorization, title reports, etc.
   b. Technical/Environmental Studies if applicable.
   c. Plans: Including but not limited to a subdivision maps, site plans, grading plans, utility plans, architectural elevation plans and renderings, floor plans, conceptual landscape plans, sign program, etc. as applicable to the respective application type.

## B. NOTICE TO APPLICANTS:

1. This application will not be accepted until the final map plan check is completed by the Public Works Department.
2. Acceptance of application at the counter **does not** represent a complete application. California Government Code Section 65943 provides for 30 days in which the City can review the application and determine completeness. The applicant will be sent a letter during this time period stating the application is complete or that additional items are necessary.
3. It is recommended that applicant, representative or property owner should be present at all hearings.
4. All correspondence and reports will be mailed to the project proponent only.
5. If you have any questions regarding the above, please call the Community Development Department at (951) 736-2262.
6. All plans or maps submitted shall be folded to a maximum size of 8 x 14" with the title block visible.

## C. ATTACHMENTS:

No attachments.