COUNTY OF NAPA
PLANNING, BUILDING, AND ENVIRONMENTAL SERVICES

URBAN LOT SPLIT
APPLICATION PACKET

1. Urban Lot Split Application Completeness Checklist
2. Application for Urban Lot Split
3. Urban Lot Split Supplemental Information Form
4. Urban Lot Split Tentative Parcel Map Contents

URBAN LOT SPLITS
APPLICATION COMPLETENESS CHECKLIST

1. ☐ Completed and signed Urban Lot Split application.
2. ☐ Completed Urban Lot Split Supplemental Information Form
3. ☐ To-scale tentative parcel map featuring the required contents itemized on the Urban Lot Split Tentative Parcel Map Content page.
4. ☐ Application Fee. Checks made payable to the County of Napa.
5. ☐ One copy of a preliminary title report, not more than sixty days old, that describes the nature and ownership of all current fee title interests, liens, easements, and other encumbrances of record.
6. ☐ Environmental Health Division Approved Percolation Test if required (Contact Environmental Health division for information if this test will be required).
7. ☐ Will-serve letter from a public water or wastewater service provider if either of the resulting parcels will connect to those services for future development.

FILE #_____

A Tradition of Stewardship
A Commitment to Service

COUNTY OF NAPA
PLANNING, BUILDING, AND ENVIRONMENTAL SERVICES
1195 Third Street, Suite 210 Napa, California 94559 (707) 253-4417

APPLICATION FOR URBAN LOT SPLIT

(Please type or print legibly)

PROJECT NAME: _____

Assessor's Parcel #: _____ Existing Parcel Size: _____

Site Address/Location: _____
No. Street City State Zip

Property Owner's Name: _____

Mailing Address: _____
No. Street City State Zip

Telephone #:(_ __)_____-_____ Fax #: (____)_____-_____ E-Mail: _____

Applicant's Name: _____

Mailing Address: _____
No. Street City State Zip

Telephone #:(____)_____-_____ Fax #: (____)_____-_____ E-Mail: _____

Status of Applicant's Interest in Property: _____

Representative Name: _____

Mailing Address: _____
No. Street City State Zip

Telephone # (____) _____ Fax #: (____) _____ E-Mail: _____

I certify that all above statements are correct and that the information contained on the accompanying Parcel/Subdivision Map is accurate. I hereby authorize such investigations, including access to County Assessor's Records, as are deemed necessary by the County Planning Division for preparation of reports related to this application, including the right of access to the property involved.

_____ _____
Signature of Property Owner Date

_____ _____
Print Name

_____ _____
Signature of Applicant Date

_____ _____
Print Name

URBAN LOT SPLIT SUPPLEMENTAL INFORMATION FORM

Napa County Public GIS Map

**Please reference public GIS map linked above for unknown property attributes for the following questions

I. Locational Information

1. **Zoning District(s) _____**

2. **General Plan Designation(s)_____**

3. **Does the parcel to be subdivided exist within or contain any of the following:**
   - **a.** Prime farmland or farmland of statewide importance, as defined pursuant to the United States Department of Agriculture land inventory and monitoring criteria, as modified for California, and designated on the maps prepared by the Farmland Mapping and Monitoring Program of the Department of Conservation.
     Yes ☐ **No** ☐
   - **b.** Wetlands, as defined in the United States Fish and Wildlife Service Manual, Part 660 FW 2 (June 21, 1993).
     Yes ☐ **No** ☐
   - **c.** Very high fire hazard severity zone, as determined by the Department of Forestry and Fire Protection pursuant to Section 51178, or within the state responsibility area, as defined in Section 4102 of the Public Resources Code.
     Yes ☐ **No** ☐
   - **d.** A hazardous waste site that is listed pursuant to Section 65962.5 or a hazardous waste site designated by the Department of Toxic Substances Control pursuant to Section 25356 of the Health and Safety Code.
     Yes ☐ **No** ☐
   - **e.** Delineated earthquake fault zone as determined by the State Geologist in any official maps published by the State Geologist.
     Yes ☐ **No** ☐
   - **f.** A special flood hazard area subject to inundation by the 1 percent annual chance flood (100-year flood) as determined by the Federal Emergency Management Agency in any official maps published by the Federal Emergency Management Agency.
     Yes ☐ **No** ☐
   - **g.** A regulatory floodway as determined by the Federal Emergency Management Agency in any official maps published by the Federal Emergency Management Agency.
     Yes ☐ **No** ☐
   - **h.** Land identified for conservation in an adopted natural community conservation plan pursuant to the Natural Community Conservation Planning Act (Chapter 10 (commencing with Section 2800) of Division 3 of the Fish and Game Code), habitat conservation plan pursuant to the federal Endangered Species Act of 1973 (16 U.S.C. Sec. 1531 et seq.), or other adopted natural resource protection plan
     Yes ☐ **No** ☐
   - **i.** Habitat for protected species identified as candidate, sensitive, or species of special status by state or federal agencies, fully protected species, or species protected by the federal Endangered Species Act of 1973 (16 U.S.C. Sec. 1531 et seq.), the California Endangered Species Act (Chapter 1.5 (commencing with Section 2050) of Division 3 of the Fish and Game Code), or the Native Plant Protection Act (Chapter 10 (commencing with Section 1900) of Division 2 of the Fish and Game Code)
     Yes ☐ **No** ☐
   - **j.** Land under conservation easement
     Yes ☐ **No** ☐
   - **k.** Is this located within the Napa County defined Groundwater Deficient Area pursuant to Chapter 13.15.010.C of the Napa County Code.
     Yes ☐ **No** ☐

II. Area of resulting parcels

Parcel 1_____ **Percentage of subdivided parcel**_____

Parcel 2_____ **Percentage of subdivided parcel**_____

III. Other Information:

1. **Will the proposed lot split require demolition/alteration of any of the following:**
   - **a.** Housing that is subject to a recorded covenant, ordinance or law that restricts rent to levels affordable for moderate- to very low-income families/persons
     Yes ☐ **No** ☐
   - **b.** Housing subject to any form or rent/price control.
     Yes ☐ **No** ☐
   - **c.** A parcel/parcels where the owner has exercised owner's rights to withdraw accommodations from rent/lease within 15 years before application submittal
     Yes ☐ **No** ☐
   - **d.** Housing that has been occupied in the last 3 years
     Yes ☐ **No** ☐
2. Is the property included on the State Historic Resources Inventory, as defined in Public Resources Code Section 5020.1, or within a site that is designated or listed as a Napa County landmark or historic property or historic district pursuant to a Napa County ordinance?
   Yes ☐ **No** ☐
3. Was the parcel created by an Urban Lot Split previously?
   Yes ☐ **No** ☐
4. Has the owner of the parcel previously subdivided an adjacent parcel using an Urban Lot Split?
   Yes ☐ **No** ☐

URBAN LOT SPLIT
TENTATIVE PARCEL MAP CONTENT

Pursuant to state law, a determination of completeness will be made within thirty (30) days of application submittal.

1. The parcel map number and title of the map;

2. Names and addresses of the record owner(s) and land divider;

3. Name, address, telephone, and license number of the engineer or surveyor under whose direction the map was prepared;

4. The boundary lines of the original parcel. The estimated acreage and overall dimensions of all lots, north point, scale and date shall be indicated, as well as a parcel number or letter designation which shall be placed on each proposed new parcel;

5. Map, book and page numbers of adjoining subdivisions;

6. Existing general plan and zoning designations;

7. Names, locations, rights-of-way and present widths of adjacent or abutting streets, highways, alleys, railroads and rights-of-way. All streets shall be designated as public or private streets;

8. All septic systems, wastewater ponds, sprayfields, sewer lines, wells, springs, storage tanks and pipelines which exist on each of the proposed parcels; water and sewer easements shall be indicated;

9. The distance from existing structures to the boundary lines of the proposed parcels on which the structures are located;

10. The locations, proposed names, and widths of rights-of-way for proposed streets, highways, alleys and easements; the estimated grades of proposed streets; the estimated street centerline radii of curves;

11. Which existing and proposed streets, alleys and rights-of-way are intended to provide legal access to the property. All private streets shall be so noted on the tentative map;

12. The boundaries of areas subject to inundation or stormwater overflow; approximate boundaries of all natural or artificial areas covered by water and the location, width and direction of flow of all watercourses, living or dry;

13. Watercourses, channels, existing culverts and drain pipes, including existing and proposed facilities for drainage and control of stormwater;

14. Existing use or uses of the property, including all existing structures both above and below ground. All existing structures shall be designated by a distinctive symbol which shall be identified in a legend that shall appear on each page of the tentative map;

15. If one of both of the resulting parcels would be vacant, include at least one future residential building site on each lot;

16. Names of utility purveyors and the locations of all existing easements for drainage, sewage or public utilities;

17. A statement that the tentative map includes the entire contiguous ownership of the land divider.