



**MODOC COUNTY PLANNING  
DEPARTMENT**  
203 WEST 4TH STREET  
ALTURAS, CALIFORNIA 96101  
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Melissa Carnahan, Admin. Assistant

**TENTATIVE MAP**  
Application Packet

<b><i>Included in this packet:</i></b>	A. Definition / Statutory Authorization
	B. Application Filing
	C. Map Requirements
	D. Application Processing
	E. Criteria for Review
	F. Final Submittal Processing

➤ ***Please note that incomplete applications will not be accepted*** ◀

**A. DEFINITION / STATUTORY AUTHORIZATION**

This application is for the division of land into more than four parcels or the successive division of land where the proposed division together with other previous divisions of contiguous land by the same owners total more than four parcels.

Land divisions are authorized under the California Government Code (Subdivision Map Act), Section 66410 et seq. and Modoc County Subdivision Ordinance 238, adopted by the Board of Supervisors. The Subdivision Map Act specifies when a parcel map and final map are ultimately filed. A tentative map is filed for the purpose of making a decision and need not be based on a survey. When public improvements are proposed or required, the application involves conversion of housing or other special cases apply, as stated in the Subdivision Map Act, these procedures are accordingly modified.

**B. APPLICATION FILING**

Because the services of a surveyor, title company and other private entities will be required, there can be confusion about who is responsible for providing which services. It is the responsibility of the applicant to assign and oversee the duties of each entity, ensuring that each party is providing the required information. The applicant should be actively involved in coordinating the activities of persons under his/her employ.

After consulting with the Planning Department, submit all the following items <b>concurrently</b> :		
✓	Item	Description
	Tentative Map Application	1) Planning Application 2) Supplemental Information - The property owner must sign the applications or provide other written authorization
	Fees (payable to <b>Modoc County Planning Department</b> )	- \$5000 + 200/parcel + ER*/C**/R† <small>*Environmental Review (CEQA) = \$600</small>
	Maps	**Refer to C (below) for list of map requirements**
	Deed	Copy of current deed to property proposed for division; if property owner is a partnership, corporation or holding company, submit current documents identifying the names and addresses of all partners or officers

**Application: Tentative Subdivision Map**

	Proof of Access	Proof of officially recorded access to a public road unless access is obtained directly off a public road (must include all parcels proposed)
	Preliminary Title Report	Obtain a current Preliminary Title Report from the title company; it must include all properties involved in the land division
	Agreements / Restrictions	Copy of existing or proposed improvement maintenance agreements, deed restrictions, homeowner's association restrictions or other similar documents
	Soils Report	Preliminary soils report prepared by civil engineer registered in the State of California, based on adequate test borings to indicate suitability for sewage disposal, surface drainage, stability, expansiveness or other soil problems leading to structural defects
	Phasing	When multiple Final Maps will be submitted (phased), show the location of phasing and provide a description of how services and improvements will be phased
	Land Use Plan	When the project is a "land project" (generally consisting of the development of 50+ parcels in an area where fewer than 1500 voter live within two miles), a specific land use plan must be prepared including a map of the ultimate boundaries of the project. Applicant <b>must</b> consult with the Planning Department prior to plan preparation.
	Environmental Documents	As required by the California Environmental Quality Act and implementing guidelines
The following items are required before the project will be recorded:		
✓	<b>Item</b>	<b>Description</b>
	Fish and Game Filing Fees	Fees apply to all projects subject to CEQA; exemptions may only be granted by the Department of Fish and Game (SB1535). <input type="checkbox"/> \$2044.00 (payable to the <b>Modoc County</b> ) <input type="checkbox"/> \$50.00 (payable to the <b>Modoc County Clerk</b> )
	**County Surveyor Review Fees	Survey checking fees must be paid prior to recording – the applicant will be notified of the costs (which vary depending on the project)
	†Recording Fees	Payable to the <b>Modoc County Recorder</b> – fees based on how many pages are included in the document
	Taxes Paid Current	Taxes must be paid current to the <b>Modoc County Tax Collector</b> on <u>all</u> parcels involved in the transaction

➤ *Please note that additional information or steps may be required after a decision is made on the project* ◀

**C. MAP REQUIREMENTS**

1. Tentative Map:
  - \_\_\_\_\_ Submit 20 copies, no larger than 18X26; all maps must be legible and of reproducible quality
  - \_\_\_\_\_ Draw to scale, include scale and north arrow
  - \_\_\_\_\_ Name and address of person preparing map and license number; Tentative maps and accompanying plans must be prepared by an engineer/surveyor
  - \_\_\_\_\_ Clearly indicate exterior boundary of land within subdivision with solid line; state size of total area to be subdivided
  - \_\_\_\_\_ Indicate and label any additional contiguous property under the same ownership or any remainder parcel
  - \_\_\_\_\_ Proposed lot lines - indicate with dash lines; state size and dimensions of each parcel; state lot numbering system

## Application: Tentative Subdivision Map

\_\_\_\_\_ Location and width of any proposed building or other setbacks

2. From the Supplemental Application (must be shown on map):

### Part 3: Services/Improvements

- \_\_\_\_\_ Location and size of all existing and proposed buildings; indicate buildings to be removed and approximate distances from exterior and proposed lot lines and streets
- \_\_\_\_\_ Location of existing and proposed wells, sewage disposal septic tanks, leach lines or other systems
- \_\_\_\_\_ Location of off-site wells and developed springs within 100 feet of exterior property boundaries (excluding community systems)
- \_\_\_\_\_ Location of off-site sewage disposal systems within 100 feet of exterior property boundaries
- \_\_\_\_\_ Location of existing and proposed easements for surface or underground improvements
- \_\_\_\_\_ Location and identification of utility line locations and easements including width (water, sewer, telephone, power, irrigation features, etc.)
- \_\_\_\_\_ Location of any fire protection improvements

### Roads

- \_\_\_\_\_ Width and location of all existing road and utility easements - note recording information
- \_\_\_\_\_ Location, surface type and width, right-of-way width, approximate grade and curve radii of all existing or proposed on-and-off site roads to be used for access; width and approximate location of all easements for drainage
- \_\_\_\_\_ Existing and proposed road names; indicate whether proposed is to be dedicated for public use
- \_\_\_\_\_ Name, width, grade, cut and fill slope areas and locations of any grade exceeding 15%; label whether for public dedication
- \_\_\_\_\_ Location, length and radii of all existing and proposed cul-de-sacs
- \_\_\_\_\_ Location of all existing and proposed encroachments to county roads and State and Federal highways
- \_\_\_\_\_ Map showing how the proposed road systems interfaces with the road systems on-and-off site
- \_\_\_\_\_ Proposed (typical) cross-section and materials class; plan, location and size of culverts; profile may be required
- \_\_\_\_\_ On parcels under one acre, demonstrate that adequate room for required parking, sewage disposal area and building area exists

### Part 4 (B-D): Setting / Vegetation

- \_\_\_\_\_ Designate land uses and major physical features, such as watercourses, hills, agricultural uses, developed areas, timber lands, and vegetation types
- \_\_\_\_\_ Location of drainage/erosion control measures

### Part 4 (F): Soils / Geology

- \_\_\_\_\_ Soil type, character and evidence of soil depth
- \_\_\_\_\_ General slope of land and contours (state intervals/slope); outline areas with slope at/or exceeding 30% grade
- \_\_\_\_\_ Geological hazards, rock walls, cliffs and landslide areas
- \_\_\_\_\_ Location of cuts, fills, excavation and grading

### Part 4 (G): Watercourses / Drainage

- \_\_\_\_\_ Location and direction of flow of water bodies and watercourses, (lakes, streams, rivers, irrigation ditches, etc.), indicate perennial or ephemeral
- \_\_\_\_\_ Indicate overflow areas, marshy areas and flood plains

## Application: Tentative Subdivision Map

- \_\_\_\_\_ If the property/properties are in a Floodplain Zone, the requirements of the Modoc County Floodplain Management Ordinance (236-74) must be met:  
*A person authorized to practice land surveying will identify flood hazard areas, elevation of base flood and prepare the Flood Elevation Certificate. Indicate location of improvements and utilities with respect to flood area, drainage structures and culvert size. If existing or proposed access to the property requires crossing an area within the A zones, provision for the safe crossing of the area in flood time will be demonstrated.*
- \_\_\_\_\_ Designate lands subject to adjudicated water right

### Part 4 (H-L) Other

- \_\_\_\_\_ Location of endangered or threatened species, nesting territories and migration routes
- \_\_\_\_\_ Historic, cultural and archaeological resources
- \_\_\_\_\_ Major noise sources on or near the site
- \_\_\_\_\_ Air pollution sources on or near the site
- \_\_\_\_\_ Location and design of mitigation features
- \_\_\_\_\_ Location of any other features in the project vicinity that may affect or have some concerns on the proposed uses or lots

## D. APPLICATION PROCESSING

1. Within 30 days of receiving the application, the Planning Department will make the required notifications of application completeness. Incomplete or missing information will be requested and each re-submittal is subject to a 30-day check for completeness.
2. When an application is determined to be complete, the Planning Department will initiate the CEQA process. Depending on the nature and scope of the proposal, a negative declaration or environmental impact report may be required. At the conclusion of the environmental process, the matter will be placed on the Planning Commission agenda.
3. The Planning Commission will conduct a public hearing and will recommend that the Board of Supervisors approve, conditionally approve or deny the proposal.
4. The Board of Supervisors will conduct a hearing, at which time they will approve, conditionally approve or deny the proposal.
5. Following the appeal periods for the map and environmental document, the applicant should proceed to have the final map prepared in accordance with State and County law, meet conditions of approval and provide final submittal items.

**Final recordation of the map must be completed within two years from the date of approval. An extension of time may be requested in writing prior to the end of the two-year period. If no action is taken within two years or the extension is denied, the approval will expire and a new application will be required. Until the Final Map is recorded, the proposed parcels may not be sold, financed, leased or transferred per the Subdivision Map Act.**

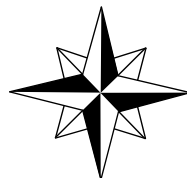
## E. CRITERIA FOR REVIEW

1. The application must conform to the requirements for a tentative map and final map under State and/or County law. The application must be completed in full. Time limits for submittal of information required by law must be complied with.
2. The application must be consistent with the General Plan, an adopted Specific Plan, the Zoning Ordinances and any other adopted plans, regulations or laws.
3. Successful completion of the environmental review process (CEQA).
4. The application must conform to the required findings for a tentative map, including specific findings for housing, energy conservation and other specialized cases as applicable under the Government Code and the Modoc County Subdivision Ordinance.
5. Other factors include: compliance with subdivision standards; ability to meet water, sewage and access requirements; topography and site suitability and design; availability of public services and facilities; and compatibility with surrounding uses.

## **Application: Tentative Subdivision Map**

### **F. FINAL SUBMITTAL: ITEMS REQUIRED AND PROCESSING**

1. Following approval and expiration of appeal periods, the final steps may be taken. The final map must be prepared and the conditions of approval must be met.
2. Submit evidence of compliance with conditions of approval to the Planning Department.
3. Submit a final map check-print.
  - i. Map must be prepared by person authorized to practice land surveying in the State of California; preparation and content must conform to the Modoc County Subdivision Ordinance and the Subdivision Map Act.
  - ii. Map statements must be included as required by the Modoc County Subdivision Ordinance and the Subdivision Map Act. When there is a conflict in requirements, state law governs.
  - iii. Include, as appropriate, all information required as conditions of approval on the map or by concurrent document cross-referenced.
  - iv. An updated title report must be submitted with the Final Map for checking.
  - v. An itemized cost estimate of all public improvements, monumentation, road improvements and other improvements must be submitted with map.
  - vi. Draft copies of all subdivision agreements, restrictions, bonds and any other documents to be recorded with the map or as a result of the subdivision should be submitted at the time the map is submitted for checking.
4. Required revisions will be sent to the applicant/surveyor. Corrections shall be made as required. When the map has been corrected to its final form and conditions of approval have been met and cleared with the Planning Department, the Final Map may be submitted for approval.
5. When improvements are required to be constructed, the applicant should contact the Planning Department to discuss preparation and submittal of required plans and standards. When the plans have been approved and construction is completed, the applicant should contact the Planning Department to arrange for an inspection.
6. The project will be placed on the Planning Commission agenda for certification of the map. Subsequently, the map will be placed on the Board of Supervisors' agenda for final approval and certification.
7. Submit the original map.
  - i. An updated subdivision map guarantee must accompany the map when submitted for recording.
  - ii. Finalized, signed copies of all subdivision agreements, restrictions, bonds and any other documents to be recorded with the map or as a result of the subdivision are to be submitted with the Final Map.
8. After obtaining all necessary signatures on the map, the map and fees will be delivered to the Planning Department for recording.
9. If conditions are made part of the approval, it is the responsibility of the applicant to present evidence of compliance to the Planning Department.
10. Required corrections/revisions will be sent to the applicant/surveyor. When the map has been revised to its final form, submit to the County Surveyor.
11. Upon satisfaction of all requirements, the County will record the map. If the subdivision is on conjunction with an escrow, arrangements can be made at the request of the applicant with the title company to coordinate recording.





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**SUPPLEMENTAL INFORMATION**

The following is required, in addition to the Planning Application, in order to evaluate your project. Answer all questions to the best of your ability. If more space is required, please use a separate sheet of paper.

**PART 1: GENERAL INFORMATION**

**A. Project Location**

\_\_\_\_\_  
**Assessor's Parcel Number**

\_\_\_\_\_  
**Subdivision** \_\_\_\_\_ **Block** \_\_\_\_\_ **Lots** \_\_\_\_\_

**B. Project Site: Total Area:** \_\_\_\_\_ **Access Road(s):** \_\_\_\_\_

**C. Existing use of property:**  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**D. Provide a summary of the proposed project, including the size, purpose, phasing and uses.**  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**E. Do the owners presently own other contiguous property? Yes** \_\_\_\_ **No** \_\_\_\_  
**If so, Assessor's Parcel Number(s):** \_\_\_\_\_

**PART 2: SERVICES / IMPROVEMENTS**

**A. Improvements:**

**Existing**

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**Proposed**

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**B. Access:**

**Application:** Tentative Subdivision Map

**Existing**

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**Proposed**

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C. Water:

**Existing uses of water on project site**

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**Proposed water uses**

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**Existing water source**

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**Proposed water source**

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D. Sewage / Wastewater:

**Existing uses that generate sewage / wastewater**

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**Proposed uses that generate sewage / wastewater**

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**Existing sewage disposal method**

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**Proposed sewage disposal method**

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List any unusual wastewater characteristics of the existing / proposed uses. What special treatment processes are necessary?

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- E. Is electricity extended to the project site? Yes \_\_\_\_\_ No \_\_\_\_\_
- F. Is telephone service extended to the project site? Yes \_\_\_\_\_ No \_\_\_\_\_
- G. Name of agency that presently provides, will provide or could provide service to the project, if required:

(Please complete for all projects)

Elementary School \_\_\_\_\_

High School \_\_\_\_\_

Electricity \_\_\_\_\_

Telephone \_\_\_\_\_

Fire Protection \_\_\_\_\_

Hospital / Other Emergency \_\_\_\_\_

Water Supply \_\_\_\_\_

Sewage Disposal \_\_\_\_\_

PART 3: ENVIRONMENTAL ASSESSMENT

- A. Do any of the following items apply to or affect the project?  
Discuss all items checked "yes" below (attach additional sheets as necessary).

YES

NO

- |       |       |   |
|-------|-------|---|
| _____ | _____ | Change in existing features of any lakes or hills or substantial alteration of ground contours.         |
| _____ | _____ | Change in scenic views or vistas from existing residential areas or public lands or roads.              |
| _____ | _____ | Significant amounts of solid waste or litter.   |
| _____ | _____ | Change in dust, ash, smoke, fumes or odors in the vicinity.   |
| _____ | _____ | Change in any surface or ground water quality or quantity or alteration of existing drainage patterns.  |
| _____ | _____ | Construction or placement of any structures or uses affecting any watercourse.                          |
| _____ | _____ | Substantial change in existing noise or vibration levels in the vicinity.                               |
| _____ | _____ | Site on filled land or on slope of 10% or more.   |
| _____ | _____ | Use or disposal of potentially hazardous materials, such as toxic substances, flammables or explosives. |
| _____ | _____ | Substantial change in demand for services (police, fire, water, sewage, etc.)                           |
| _____ | _____ | Substantially increase fossil fuel consumption (electricity, oil, natural gas, etc.)                    |
| _____ | _____ | Portion of a larger project or series of projects.  |



**Application:** Tentative Subdivision Map

\_\_\_\_\_ **On-site or off-site grading, fill or excavation in connection with the project.**

**Discuss:**

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B. Topography / General Setting **(Check all that apply)**

\_\_\_\_\_ **Valley Bottom**                      \_\_\_\_\_ **Near Stream**                      \_\_\_\_\_ **Hillside**                      \_\_\_\_\_ **Near Lake**  
\_\_\_\_\_ **Foothill**                      \_\_\_\_\_ **Canyon**                      \_\_\_\_\_ **Flat**                      \_\_\_\_\_ **Rolling**  
\_\_\_\_\_ **Steep**                      \_\_\_\_\_ **Other – Specify:** \_\_\_\_\_

C. Cover **(Check items that best describe type available)**

\_\_\_\_\_ **Tree Covered**                      \_\_\_\_\_ **Brush Covered**                      \_\_\_\_\_ **Dryland Cultivated**  
\_\_\_\_\_ **Barren**                      \_\_\_\_\_ **Open**                      \_\_\_\_\_ **Built up**  
\_\_\_\_\_ **Irrigated cropland**                      \_\_\_\_\_ **Logged (within 10 years)**                      \_\_\_\_\_ **2<sup>nd</sup> growth timber**

D. Plants **(Check all that are present on project site)**

\_\_\_\_\_ **Pines**                      \_\_\_\_\_ **Firs**                      \_\_\_\_\_ **Junipers**                      \_\_\_\_\_ **Cottonwoods**  
\_\_\_\_\_ **Sagebrush**                      \_\_\_\_\_ **Bitterbrush**                      \_\_\_\_\_ **Rabbitbrush**                      \_\_\_\_\_ **Greasewood**  
\_\_\_\_\_ **Meadow grasses**                      \_\_\_\_\_ **Other grasses**                      \_\_\_\_\_ **Other –**

**Specify:** \_\_\_\_\_

**Endangered Plants**

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**Others**

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**Is timber presently, historically (within 10 years), or proposed to be harvested on adjacent lands?**

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E. Fire Hazard

**Is the project located in a High fire hazard area (hillside with moderate to dense vegetation, area with dense vegetation)?** Yes \_\_\_\_\_ No \_\_\_\_\_ **(Check with Planning Department to confirm your fire hazard area)**

**Nearest source of water for fire protection**

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**Application:** Tentative Subdivision Map

**Fire hazard / fire protection needs created**

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**F. Soils / Geology**

**Check terms that best describe the soil factors found within and around the project area. Attach soil descriptions and maps from Soil Conservation Service or other sources if you desire.**

- Deep                       Shallow                       Wet                       Sandy  
 Loamy                       Clay                       Rocky                       Gravelly  
 Hardpan                       Salty or Alkali

**Describe building or soil setting, landslides, slumps, faults, rock falls or other natural geologic hazards observed on the property or immediate vicinity.**

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**Will the project result in the direct or indirect discharge of sediments into any water body?  If so, state source and name of water body**

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**How much of the site will be disturbed by grading, fill or excavation? \_\_\_\_\_**

**Maximum proposed depth / slope of any excavation**

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**Type of grading (roads, lots, building, etc.)**

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**Number cubic yards material for grading**

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**Will there be any blasting during project construction?**

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**Name any known economic resources on the property such as sand, gravel, road base rock, mineral deposits**

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**G. Watercourses / Drainage (Check all that apply)**

- Stream                       River                       Creek                       Irrigation Ditch  
 Slough                       Wetland                       Pond                       Springs  
 Wells                       Other Drainage – Specify \_\_\_\_\_

**Names of above, if known:**

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**Application:** Tentative Subdivision Map

Will any land with an adjudicated water right or land now or recently in irrigated production, be subdivided into parcels less than 80 acres or otherwise be developed?  Yes  No

Specify any areas subject to flooding

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**H. Animals (Check those found on the project site or in the vicinity)**

Deer       Antelope       Sandhill Crane       Bald Eagle  
 Swainson's Hawk       Lost River Sucker       Modoc Sucker  
 Migratory Birds       Other – Specify \_\_\_\_\_

**I. Historic / Cultural / Archaeological Resources (Check all that apply)**

Historic Buildings       Historic points of interest / monument       Cemeteries  
 Artifacts       Other

Specify \_\_\_\_\_

**J. Noise**

Name any major noise sources near project site

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Name any major noise sources during project construction / operation

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List major sources of noise after construction / during operation or build out

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**K. Other**

List major sources of air pollution (odors, particulate, fumes, etc.) in project area

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Type / quantity of air pollutants created by project construction / operation / build out

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Aesthetic impacts that might result from the project during construction / operation / build out

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What energy-conserving design or materials will be used?

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**L. Mitigation Measures**

**Application:** Tentative Subdivision Map

**With regard to the above environmental factors, discuss impacts that have been checked above. What measures are proposed to reduce environmental impacts? (Attach separate sheets as necessary)**

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**PART 4: PLANS AND PERMITS**

**A. Current Zoning**

**Current General Plan designation**

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**B. Will development occur in phases? Explain**

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**C. Are there plans for future expansion that are not included under this request? Explain**

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**D. Why are you undertaking this project at this time?**

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**E. Other county applications pending or approved for same project**

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**Permits approved or pending from agencies other than the county in connection with the proposed project**

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**Other permits that are required**

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**Previous land use applications made to the county involving this project site (1963-present)**

**PART 5: NOTIFICATIONS TO APPLICANT / CERTIFICATIONS**

Pursuant to Government Code Section 65945, do you request to receive notice from the county of proposal types 1, 2, 3 and or 4 below, which may come before the county during the processing of this permit (you will only be notified of proposals that the county determines are reasonably related to your permit request):

1. Adopt or amend the general plan.

**Application: Tentative Subdivision Map**

- 2. Adopt or amend a specific zone.
- 3. Adopt or amend the zoning ordinance.
- 4. Adopt or amend an ordinance affecting building or grading permits.

\_\_\_\_\_ Yes, notices for \_\_\_\_\_ (Specify 1, 2, 3 and/or 4). If yes, you must add \$5.00 to your application fee.

\_\_\_\_\_ No, I do not wish to receive notices for 1, 2, 3 or 4.

Pursuant to Government Code Section 65962.5, I have examined the Hazardous Wastes and Substances Sites List on file with the Planning Department, compiled by the State Office of Planning and Research, and certify:

\_\_\_\_\_ The site that is the subject of any project under this application is located on the list titled \_\_\_\_\_ in the above publication.

\_\_\_\_\_ The site that is the subject of any project under this application is not located on any list in the above publication.

Pursuant to Government Code Section 65943, this is an application for a development permit.

\_\_\_\_\_ Yes \_\_\_\_\_ No

**PART 6: ITEMS TO BE SUBMITTED WITH GENERAL APPLICATION**

The items to be submitted with this general application are listed in the "Detailed Application Packet" for the specific project type. Package – All Land Use Permits must be submitted as part of this application.

(All items must be completed for this application to be considered a complete application.)

**PART 7: CERTIFICATION, AUTHORIZATION AND SIGNATURES**

By signing this application, Modoc County Planning Department staff is authorized to enter your property for the purpose of project review. This authorization is valid from the date signed until the end of the project review period unless ongoing monitoring or maintenance are required.

*I hereby certify under penalty of perjury that the information provided in this application is true, accurate and complete to the best of my / our knowledge. I also certify that I have read and understand the applicable application requirements pertaining to my project.*

**Owner(s)** \_\_\_\_\_ **Date** \_\_\_\_\_

\_\_\_\_\_ **Date** \_\_\_\_\_

**Applicant / Authorized Agent** \_\_\_\_\_ **Date** \_\_\_\_\_