

**TABLE OF CONTENTS**

I. Executive Summary

- A. Introduction .....I-1
- B. Summary of Topics .....I-1
- C. City Governing Framework.....I-4

II. City Policy, Standards, and Other Regulations

- A. Introduction .....II-1
- B. General Plan .....II-1
- C. Municipal Code.....II-2
- D. Improvement Standards .....II-5
- E. Subdivision Standards.....II-6

III. Discretionary/Entitlements Review

- A. What is a Discretionary Approval/Entitlement? ..... III-1
- B. Kinds of Entitlements and When They Are Required ..... III-1
- C. Submittal Requirements and Deposits ..... III-7
- D. Development Review/Entitlement Processing..... III-12

IV. CEQA Guidelines

- A. What is CEQA and what is the City's Role ..... IV-1
- B. Definitions..... IV-2
- C. Authority Provided by CEQA..... IV-4
- D. Applicability of CEQA..... IV-6
- E. Environmental Review Procedures ..... IV-7
- F. Impact Analysis and Study Preparation Guidelines..... IV-24
- G. Thresholds of Significance ..... IV-40

V. Subdivisions of Land

- A. What is Subdivision of Land? ..... V-1

**TABLE OF CONTENTS**

---

B. Types of Subdivisions ..... V-1

C. Process for Subdividing Property ..... V-2

D. Subdivision Design ..... V-9

E. Improvement Security ..... V-11

VI. Grading and Improvement Plans

    A. Grading Plans ..... VI-1

    B. Improvement Plans ..... VI-3

VII. Building Permits

    A. Overview ..... VII-1

    B. Standards for review ..... VII-1

    C. Permit Process ..... VII-2

    D. Post Approval ..... VII-13

VIII. Other Permits and Allowances

    A. Encroachment Permit ..... VIII-1

    B. Tree Removal Permit ..... VIII-1

    C. Business License ..... VIII-2

IX. Appendices

    Appendix A. Application Forms & Permits

        1) Planning Application Submittal Requirements

        2) Building Permit Application Submittal Requirements

        3) General Entitlement Application

        4) Tree Removal

        5) Business License Application

        6) Building Permit

        7) Encroachment

        8) Grading and Improvement Plan Application

- 9) Final Map/Parcel Map Application
- 10) Sewer Application

Appendix B. CEQA Forms

- 1) Environmental Assessment Questionnaire
- 2) Notice of Exemption Form
- 3) Initial Study – Mitigated Negative Declaration – Negative Declaration Form
- 4) Notice of Intent Form
- 5) Notice of Determination Form
- 6) Notice of Preparation Form
- 7) Consultant Selection Procedures
- 8) Notice of Completion Form
- 9.A) Notice of Availability Form with List
- 9.B) Notice of Availability without List
- 10) MMRP Recording Pages

Appendix C. Application Processing Documents, Example Documents & Other Resources

- 1) Project One Sheet
- 2) Routing Sheet
- 3) Fee Card
- 4) City Staff Project Processing Time Card and Incidental Costs Expense Report
- 5) Impact Fee Calculation Worksheet
- 6) Letter of Completion
- 7) Cost Estimate Sample for Improvements
- 8) Traffic Impact Study Form
- 9) Subdivision Improvement Agreement