



## **COUNTY OF YOLO**

# **TENTATIVE PARCEL OR SUBDIVISION MAP**

Department of Community Services  
292 West Beamer Street  
Woodland, California 95695-2598

(530) 666-8775



# County of Yolo

Taro Echiburú,  
DIRECTOR

## DEPARTMENT OF COMMUNITY SERVICES

### **Planning, Building and Public Works**

292 West Beamer Street  
Woodland, CA 95695-2598  
(530) 666-8775 FAX(530) 666-8156  
[www.yolocounty.org](http://www.yolocounty.org)

### **Environmental Health**

292 West Beamer Street  
Woodland, CA 95695  
(530) 666-8646

### **Integrated Waste Management**

44090 CR 28 H  
Woodland, CA 95776  
(530) 666-8852

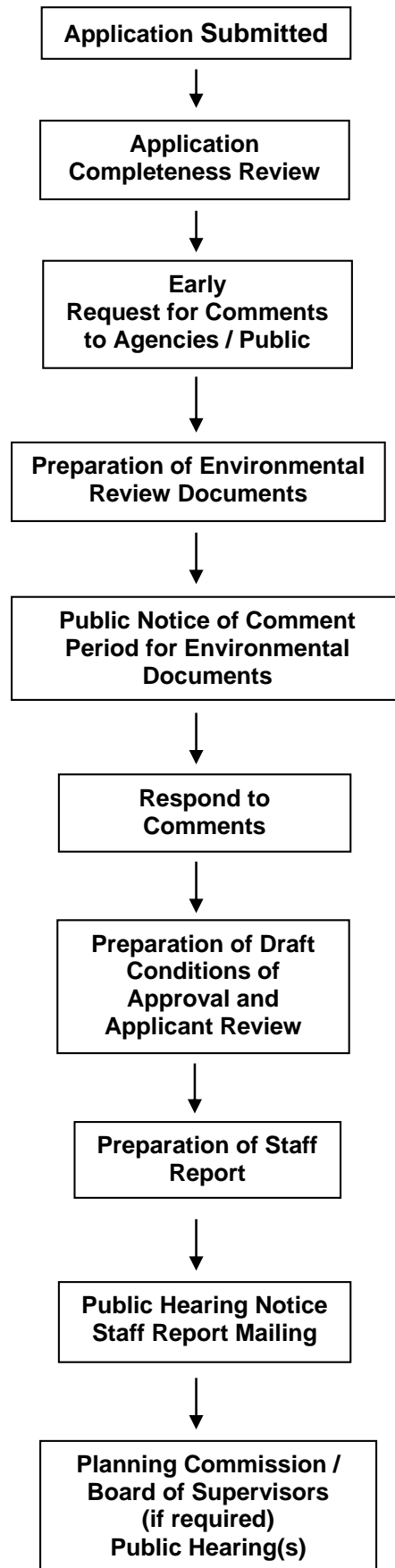
## PARCEL OR SUBDIVISION MAP APPLICATION REQUIRED MATERIALS

The following list specifies the information needed to submit the proposed application.

ITEM	Required Number of copies
<b>Application Fee(s):</b> Please check with a planner regarding applicable fees	
<b>Application Form</b> (both sides, signed)	One (original)
<b>Environmental / Project Site Questionnaire</b>	One
<b>Detailed description</b> of the proposed project including but not limited to number of housing units and proposed amenities, etc.	One
<b>Location Map</b> (may be combined with the Tentative Map, below)	Three
<b>Tentative Subdivision or Parcel Map</b> (see attached Requirements for a Subdivision or Parcel Map)	Three
<b>Site Plan</b> (see attached site plan sample and Site Plan Requirements)	Three
<b>A Planned Development (PD) Ordinance</b> (if rezoning to a unique PD)	One
<b>Development plans</b> showing the proposed distribution, location, and size of public and private transportation, sewage, water, drainage, solid waste disposal, energy, and other essential facilities proposed to be located within the area covered by the plan and needed to support the land uses described in the plan; standards and criteria by which development will proceed; a program of implementation measures necessary to carry out the aforementioned requirements above (if applicable/required)	Three
<b>Building Elevations</b> (if applicable/required) (See attached Building Elevation Requirements)	Three
<b>Architectural elevation drawings</b> and other aesthetic details of proposed buildings, and Floor Plan (if applicable/required)	Three
<b>One 8½ x 11 reduction</b> of all maps, plans, etc.	One
<b>Photos</b> (prints/PDFs) (if applicable/required)	One
<b>Assessor's Parcel Map</b> (project site outlined)	One
<b>Surrounding Property Owners List</b> (one original & three gummed mailing labels) (see attached instructions)	One

Drainage/Storm Drainage Plan (if applicable/required)	Two
Landscape Plan/Irrigation Plan(if applicable/required)	Two
Circulation Plan, Transportation Impact Study (if applicable/required)	Two
Parking Plan/Calculations (If applicable/required)	Two
Lighting Plan, if applicable(if applicable/required)	Two
Master Signage Plan, if applicable(if applicable/required)	Two
<b>Description or conceptual plans</b> of how the project will comply with any required mitigation requirements (agricultural land/habitat loss, Inclusionary Housing)	Two
Any other technical and/or CEQA- related special studies, such as a biological study, air quality or noise analysis Phase I or II soil investigation, etc., as required	Two
<b>Preliminary Title Report</b> or Copy of Deed	One
<b>Digital files</b> of all the application plans and materials,as available	One
Additional Information: Depending upon the exact nature of the application, additional information may be required after submittal of the project application.	

# Tentative Map Process





# County of Yolo

Taro Echiburú,  
DIRECTOR

## DEPARTMENT OF COMMUNITY SERVICES

**Planning, Building and Public Works**  
292 West Beamer Street  
Woodland, CA 95695-2598  
(530) 666-8775 FAX (530) 666-8156  
www.yolocounty.org

**Environmental Health**  
292 West Beamer Street  
Woodland, CA 95695  
(530) 666-8646

**Integrated Waste Management**  
44090 CR 28 H  
Woodland, CA 95776  
(530) 666-8852

## APPLICATION

Applicant Information				
Applicant		Company (if applicable)		
Street Address				
City	State	Zip	Daytime Phone	
Property Owner				
Street Address				
City	State	Zip	Daytime Phone	

Project Information	
Assessor's Parcel No.	Parcel size
Property Address/Location	
Existing use of property	
Tax Rate Area(s) (taken from property tax bill):	
Application Request:	

Required Signatures	
<p>I hereby make application for the above-referenced land use entitlement and certify that this application, other documents, and exhibits submitted are true and correct to the best of my knowledge and belief. <b>Should any information or representation submitted in connection with this application form be incorrect or untrue, I understand that Yolo County may rescind any approval or determination, or take other appropriate action.</b></p> <p>I hereby acknowledge that I have been informed of my right to make written request to the County to receive notice of any proposal by the County to adopt or amend a general or specific plan, or a zoning ordinance or other ordinance affecting building or grading permits, prior to action on said item.</p> <p>I also certify that I am the owner of the above property or have attached the owner's written consent to file this application. If more than one, please attach a consent letter for each property owner. If owner refuses or is unable to sign, provide copy of lease, title report or other documentation. I understand that verification of property ownership or interests in the property or application may be required.</p>	
Applicant's/Owner's Signature	Date

## PERMIT PROCESSING FEE AGREEMENT

I the undersigned, hereby authorize the County of Yolo to process the permit request on the previous side of this application in accordance with the Yolo County Code. I (the land owner and/or the applicant) am depositing a fee to cover staff review, coordination and processing costs in accordance with the adopted Yolo County Fee Resolution. The fee may consist of a one-time "flat" fee for minor applications or a "deposit" fee which will be used as an initial deposit to open one or more Work Order accounts to pay for staff time spent processing the application billed on a "time and materials" basis. By signing below, I agree to pay all permitting costs, plus any accrued interest, if the applicant does not pay costs.

I agree not to alter the physical condition of the property during the processing of this application by removing trees, demolishing structures, altering streams, and grading or filling. I agree not to start construction of any new structures prior to permit approval. I understand that such alteration or new construction may result in the imposition of criminal, civil or administrative fines or penalties, or may result in the delay or denial of the project application.

**FISH AND GAME REVIEW FEES:** I understand that my application and/or any applicable environmental document for my project may be referred to the California Department of Fish and Wildlife (CDFW) for review and comment in accordance with the provisions of the California Environmental Quality Act. Should this review be required, I understand that I must pay all fees for the cost of CDFW review as required by Section 711.4 of the Fish and Game Code (currently \$2,354.75 for Negative Declarations or \$3,271.00 for Environmental Impact Reports, plus \$50.00 County Clerk fee). Should these fees be required, I agree to remit a cashier's check or money order in the required amount, payable to the Yolo County Clerk, to the Planning Division prior to the posting of any Notice of Determination following project approval.

**MITIGATION FEES OR REQUIREMENTS:** I further understand that my project, if approved, may be subject to one or more mitigation fees including the following fees current as of 2018:

**Yolo HCP/NCCP land cover fee\*:** \$12,592 per acre of impact to all applicable land cover types  
**Yolo HCP/NCCP fresh emergent wetland fee\*:** \$71,651 per acre of impact to fresh emergent wetland areas  
**Yolo HCP/NCCP valley foothill riparian fee\*:** \$79,353 per acre of impact to valley foothill riparian areas  
**Yolo HCP/NCCP lacustrine and riverine fee\*:** \$57,464 per acre of impact to lacustrine or riverine areas  
**Agricultural mitigation in lieu fee:** \$10,100 per acre of farmland converted (for projects less than 20 acres)  
**Inclusionary Housing in lieu fee:** sliding scale for projects under 8/10 units (\$1,292 for single family house)

\*Fee amounts subject to change in March of each year per the conditions outlined in the Yolo HCP/NCCP

## AFFIDAVIT OF CERTIFIED PROPERTY OWNERS

I further certify that the attached list of property owners contains the names and addresses of all persons to whom all property is assessed as they appear on the latest available assessment roll of the County within the area described on the attached application and for a distance of three hundred feet (300) from the exterior boundaries of the property described on the attached application.

I certify under penalty of perjury that the foregoing is true and correct.

## CERTIFICATION STATEMENT OF HAZARDOUS WASTE OR SUBSTANCE SITE

Pursuant to the requirements of Section 65962.5 of the California Government Code, I certify that the project site for the above entitlement is not located on the State list of identified hazardous waste/or hazardous substance sites.

## REQUIRED SIGNATURES

I hereby certify that I have read all the above information on this page. All this information is correct and I agree to abide by the requirements therein.

PROPERTY OWNER OR AUTHORIZED REPRESENTATIVE:

NAME \_\_\_\_\_

SIGNATURE: \_\_\_\_\_ DATE \_\_\_\_\_

# ENVIRONMENTAL / PROJECT SITE QUESTIONNAIRE

## A. PROPOSED PROJECT SITE

1. Assessor Parcel Number(s):  
\_\_\_\_\_
2. Location (nearest public road, cross street, community, etc): \_\_\_\_\_
3. Size of Assessor Parcel Areas(s): \_\_\_\_\_ sq. ft./acres. \_\_\_\_\_
4. Existing Land Use(s): \_\_\_\_\_
5. Existing Building(s) and Structure(s): \_\_\_\_\_
6. Distinctive Physical Features (i.e. landslides, streams, faults): \_\_\_\_\_
7. Existing Vegetation: \_\_\_\_\_
8. Existing Access Routes (if any): \_\_\_\_\_
9. Existing Drainage Facilities/Direction: \_\_\_\_\_
10. Existing Water Supply (if any): \_\_\_\_\_
11. Existing Sanitation Facilities (if any): \_\_\_\_\_
12. List and Describe all Existing Easements: \_\_\_\_\_
13. Owner(s) of Mineral Rights: \_\_\_\_\_
14. Existing Land Conservation Contract and/or other deed restrictions (if any):  
\_\_\_\_\_

## B. SURROUNDING PROPERTIES AND LAND USES

1. Land Uses (including type of crops if agricultural).  
North: \_\_\_\_\_ South: \_\_\_\_\_  
East: \_\_\_\_\_ West: \_\_\_\_\_
  
2. Buildings and Structures (indicate distance from project site).  
North: \_\_\_\_\_ South: \_\_\_\_\_  
East: \_\_\_\_\_ West: \_\_\_\_\_

3. Distinctive Physical Features and Vegetation.

North: \_\_\_\_\_ South: \_\_\_\_\_

East: \_\_\_\_\_ West: \_\_\_\_\_

4. Noise characteristics of the surrounding area (include significant noise sources:

---

### **C. PROJECT DESCRIPTION**

1. Proposed use(s) in detail (please attach additional sheets if necessary):

2. Describe in detail the type of materials used, stored, sold and/or processed, and the processes to be involved the proposed operation (attach sheets if necessary):

3. Identify any potentially dangerous, explosive, flammable or hazardous chemical and/or processes to be used or any hazardous wastes to be generated (attach sheets if necessary). Contact the Environmental Health Division for assistance.

4. Describe any potential noise or vibration sources associated with the project (i.e. compressor, machine noise, heavy equipment). State the amount of noise to be generated dB(A). Also describe what methods would be used to reduce the noise or vibration (attach additional sheets if necessary):

5. Describe any uses or operations producing significant light, glare or heat. Describe what methods would be used to shield, enclose, or otherwise control light, glare or heat (attach sheets in necessary):



6. Describe source, type and amount of air pollutant emissions (smoke, odors, steam, gases, water vapor, dust, chemicals) from project. Describe what methods would be used to reduce emissions (attach additional sheets if necessary):

7. Total number of employees: \_\_\_\_\_

8. Hours of operation: \_\_\_\_\_

9. Estimated number of truck deliveries/loadings per day: \_\_\_\_\_

10. Estimated hours of truck deliveries/loadings per day: \_\_\_\_\_

11. How will security be provided? \_\_\_\_\_

12. Grading/area to be graded/total volume to be moved:

Slope ratio of steepest finished slope (horizontal feet/each vertical foot):

Height of highest finished slope: \_\_\_\_\_

Disposition of excavated material:

How will dust be controlled?

Number and size of trees to be removed (by species): \_\_\_\_\_

**D. PROPOSED SERVICES**

**1. Drainage**

Describe how increased runoff will be handled (onsite and offsite):

Will the project require the installation or replacement of storm drains or channels:

\_\_\_\_\_  
If yes, indicate length, size and capacity:

**2. Water Supply**

Estimate existing and proposed yearly water supply needs in acre feet or gallons:

\_\_\_\_\_  
Water wells or water purveyor: \_\_\_\_\_

If wells, attach a copy of a well water quantity and quality report from a testing lab. If water purveyor, attach a copy of a water availability letter from a purveyor.

Will the project require the installation or replacement of new water service mains? If yes, indicate length, size and capacity:

**3. Sanitation**

Sanitation will be provided by private onsite septic system or public sewers:

\_\_\_\_\_  
If private system, attach a copy of a soils report and percolation test data (when required), and describe the proposed system (leech-field or seepage pit):

\_\_\_\_\_  
If public sewers, attach copy of a sewer availability letter from sanitary district. Will the project utilize existing sewer mains? If not, indicate length, size, and capacity:

\_\_\_\_\_  
Describe toxic and chemical wastes to be discharged and amount:

**4. Electricity**

What is the projected amount of electrical usage (peak Kw/hrs/day):

Do existing lines require an increase in number or size: \_\_\_\_\_

Do any overhead electrical facilities require relocation? If so, describe:

---

Indicate length of new offsite electrical transmission and distribution facilities required to serve project (if applicable):

5. **Natural Gas**

Indicate expected amount of gas usage: \_\_\_\_\_

Do existing gas lines have to be increased in size? If yes, please describe:

Do existing gas lines require relocation? If yes, describe:

Indicate length and size of new offsite gas mains (if applicable):

---

6. **Fire Protection**

Indicate number and size of existing and/or proposed fire hydrants and distance from proposed buildings:

Indicate number and capacity of existing and/or proposed water storage facilities and distance from proposed buildings: \_\_\_\_\_

# REQUIREMENTS FOR A TENTATIVE SUBDIVISION MAP

Each Tentative Subdivision Map shall consist of one or more sheets of equal size and shall be drawn to one inch to one hundred-foot or larger scale unless otherwise approved by the Planning Director. All Tentative Maps shall conform with the requirements set forth by the State of California Subdivision Map Act, the Yolo County Subdivision and Related Regulations, (Chapter 1 of Title 8 of the Yolo County Code) and those Improvement Standards set forth by Yolo County Public Works. In addition the map shall show the following information:

1. A small vicinity or area map (no larger than 5 inches by 5 inches in size) showing the major existing circulation pattern, existing major watercourses and existing Yolo County Flood Control District channels within one-half mile of the exterior boundaries of the subdivision.
2. The lower right-hand corner of the first sheet shall include the Tract number, name and address of subdivider, name and address of owner of parent parcel, north point and scale of map, name and address of person preparing the map, the date the map was prepared, the total number of lots or parcels to be offered for dedication excluding any remainder parcel and, if there is a remainder parcel, a notation to that effect.
3. All boundary lines of the subdivision and adjacent properties with approximate bearings and distances. The Basis of Bearings of the Map shall be in the State Plane Coordinate System, NAD 83.
4. Contour lines shall be depicted for a sufficient distance beyond the boundary lines of the subdivision (minimum of 500 feet) to clearly show the relationship of the topography of the subdivision to that of the surrounding land. At least every fifth contour shall be clearly labeled and indicated so as to be distinctive. The contour intervals shall be as follows: (a) One foot when the slope of ground is less than five percent; or (b) Two feet when the slope of ground is between five and ten percent; or (c) Five feet when the slope of ground is between ten and twenty-five percent; or (d) Ten feet when the slope of ground is greater than twenty-five percent; but in no case more than 150 feet apart.
5. The location of each existing lot, the proposed lot layout and typical lot dimension; including sufficient evidence that the design of the subdivision satisfies the energy conservation requirement set forth in Section 66473.1 of the Subdivision Map Act.
6. Proposed individual lot lines and approximate dimensions thereof, and the identifier for each lot which shall be in compliance with the following: (a) Any remainder parcel shall be designated "Remainder"; (b) All lots shall be numbered consecutively commencing with the number "one".
7. The gross area of each proposed lot, and the net area of each proposed lot 10 acres or smaller in size.
8. The location of at least one buildable site for each proposed lot, if a buildable site is required.
9. The proposed uses of each proposed lot (e.g., single-family, multiple-family, commercial, industrial, schools, parks).
10. A rough grading plan, together with preliminary soils data, whenever cuts or fills are five feet or more.
11. All structures, fences, tree rows, significant trees, existing or abandoned water wells, septic tanks, leach lines and replacement areas, public utility lines, other prominent features and land uses within the subdivision which are to remain or be removed, and all those located adjacent to the proposed subdivision.
12. All producing, abandoned or idle oil wells, oil or gas pipelines, existing or abandoned oil sumps, and existing oil or gas Conditional Use Permit boundaries.
13. The approximate location and direction of flow of all watercourses, irrigation ditches, and natural drainage channels setting forth the manner and direction in which storm runoff will be carried through and away from the subdivision.

14. The widths, centerline radii, proposed name, and approximate grades of all rights-of-way for all roads within the proposed subdivision; the approximate finish grades at road intersections and turn-around within the proposed subdivision; the typical geometric cross-sections for streets showing widths, curbs, gutters, sidewalks, slopes of cuts/fills; the widths and approximate locations of all existing or proposed public or private easements either within or outside of the proposed subdivision for roads, drainage, or utilities; and the location within and outside of the proposed subdivision of proposed storm drain lines, inlets and outlets.
15. The approximate location of all easements to be abandoned.
16. The width and location of all necessary off-site access from the proposed subdivision to the nearest public road.
17. Delineation of all flood hazard areas based on 100-year storm frequency as determined in accordance with methodology approved by FEMA and/or the Yolo County Flood Control District.
18. The location of each test boring upon which the preliminary soils report is based.
19. Provisions for park and recreation facilities, schools and other needed public areas.
20. The proposed landscaping, tree planting plan; and irrigation plan.
21. If any of the proposed parcels (or portions of parcels or offsite parcels) are planned for storm water detention/retention purposes, provide detailed engineered hydrology and hydraulics calculations and drainage reports for storm water runoff and detention/retention per current County of Yolo Improvement Standards. Calculations and reports must be signed and sealed by a civil engineer licensed in the State of California, and will be considered by the County to be the final design for detention/retention basin sizing.
22. A tentative map with planned site utility development must contain the following items, as applicable:
  - Typical section view of detention/retention basin with dimensions
  - Longitudinal and cross slopes of bottom of detention basin
  - Field surveyed elevation verification of detention basin outlet connection matching downstream outfall
  - Field surveyed elevation verification that proposed and existing utilities will have required horizontal and vertical clearances per current County of Yolo Improvement Standards, and/or the governing utility agencies, as applicable
  - Field surveyed elevation verification of sanitary sewer outlet connection matching downstream outfall

23. The following statements by the project Engineer/Surveyor and Property Owner:

I, \_\_\_\_\_ [Engineer or Surveyor, (print or type)] do hereby attest that I have met each of the aforementioned requirements as they apply to this subdivision.

SIGNATURE \_\_\_\_\_ LICENSE NO. \_\_\_\_\_ DATE \_\_\_\_\_

I certify that the above statements are correct and that all accompanying documents and maps are accurate.

OWNER'S SIGNATURE \_\_\_\_\_ DATE \_\_\_\_\_

# REQUIREMENTS FOR A TENTATIVE PARCEL MAP

Each Tentative Subdivision Map shall consist of one or more sheets of equal size and shall be drawn to one inch to one hundred-foot or larger scale unless otherwise approved by the Planning Director. All Tentative Maps shall conform with the requirements set forth by the State of California Subdivision Map Act, the Yolo County Subdivision and Related Regulations, (Chapter 1 of Title 8 of the Yolo County Code) and those Improvement Standards set forth by Yolo County Public Works. In addition the map shall show the following information:

1. The Tentative Parcel Map number.
2. The date of preparation of the map, north arrow, scale, gross area of the subdivision and the proposed number of parcels.
3. The names and addresses of the owner or owners of record, the subdivider, and the engineer or surveyor.
4. The legal and/or other sufficient description of the property to be subdivided to define the location and boundaries of the proposed subdivision.
5. The boundary lines of any cities, counties, school districts, and other public districts within the area of the map.
6. An indication of adjacent tentative or recorded subdivisions, property lines, or any development which will affect or be affected by the proposed development.
7. The widths, approximate locations, and identity of all existing or proposed easements, streets, alleys, reserves and drainage ditches on or adjacent to the proposed subdivision.
8. The location and width of adjacent existing and proposed streets and highways, as well as possible future street continuations.
9. Topographic data shown in sufficient detail and contour lines at sufficient intervals, and extending beyond the site (500 feet minimum), as required, to provide for a proper study of drainage, sewage disposal, lot design, and road locations; the location of existing buildings on or near the proposed subdivision, trees more than 10" in diameter and other natural features in the area.
10. The proposed lot layout and typical lot dimension.
11. The location and general description of proposed public improvements.
12. The approximate radii of all curves.
13. Proposed street name/s.
14. The Basis of Bearings of the Map shall be in the State Plane Coordinate System, NAD 83.
15. Provisions for the domestic water supply proposed by the subdivider, including the source, the location of existing, proposed, active, or abandoned wells and the future disposition of each well, and information concerning the approximate quantity of water when the source is other than a public system.
16. Provisions for sewage disposal and data pertaining to soil percolation rates for all areas not on public sewers to the satisfaction of the Public Health Division, including location of existing septic tanks, leach lines and replacement areas.
17. Provisions for all other utilities, including a list of all firms and/or public districts supplying utility services.
18. If any of the proposed parcels (or portions of parcels or offsite parcels) are planned for storm water detention/retention purposes, provide detailed engineered hydrology and hydraulics calculations and drainage reports for storm water runoff and detention/retention per current County of Yolo Improvement

Standards. Calculations and reports must be signed and sealed by a civil engineer licensed in the State of California, and will be considered by the County to be the final design for detention/retention basin sizing.

19. A tentative map with planned site utility development must contain the following items, as applicable:

- Typical section view of detention/retention basin with dimensions
- Longitudinal and cross slopes of bottom of detention basin
- Field surveyed elevation verification of detention basin outlet connection matching downstream outfall
- Field surveyed elevation verification that proposed and existing utilities will have required horizontal and vertical clearances per current County of Yolo Improvement Standards, and/or the governing utility agencies, as applicable
- Field surveyed elevation verification of sanitary sewer outlet connection matching downstream outfall

20. Following statements by the project Engineer/Surveyor and Property Owner:

I, \_\_\_\_\_ [Engineer or Surveyor, (print or type)] do hereby attest that I have met each of the aforementioned requirements as they apply to this subdivision.

SIGNATURE \_\_\_\_\_ LICENSE NO. \_\_\_\_\_ DATE \_\_\_\_\_

I certify that the above statements are correct and that all accompanying documents and maps are accurate.

OWNER'S SIGNATURE \_\_\_\_\_ DATE \_\_\_\_\_

# TENTATIVE SUBDIVISION AND PARCEL MAP REQUIRED FINDINGS

Pursuant to Sections 66473 and 66474 of the State Subdivision Map Act and Section 8-1.312 of the Yolo County Code, the following affirmative findings are required for a Tentative Map:

- (a) That the proposed map is consistent with applicable general and specific plans as specified in Section 65451 of the Government Code.
- (b) That the design or improvement of the proposed subdivision is consistent with applicable general and specific plans.
- (c) That the site is physically suitable for the type of development.
- (d) That the site is physically suitable for the proposed density of development.
- (e) The design of subdivision provides for public improvements on accordance with Article 9 Title 8, Chapter 1.
- (f) That the design of the subdivision or the proposed improvements is not likely to cause substantial environmental damage or substantially and avoidably injure fish or wildlife or their habitat.
- (g) That the design of the subdivision or type of improvements is not likely to cause serious public health problems.
- (h) That the design of the subdivision or the type of improvements will not conflict with easements, acquired by the public at large, for access through or use of, property within the proposed subdivision. In this connection, the governing body may approve a map if it finds that alternate easements, for access or for use, will be provided, and that these will be substantially equivalent to ones previously acquired by the public. This subsection shall apply only to easements of record or to easements established by judgment of a court of competent jurisdiction and no authority is hereby granted to a legislative body to determine that the public at large has acquired easements for access through or use of property within the proposed subdivision.
- (i) That the design of a subdivision for which a tentative map is required pursuant to Section 66426 shall provide, to the extent feasible, for future passive or natural heating or cooling opportunities in the subdivision.  
(Examples of passive or natural heating opportunities in subdivision design, include design of lot size and configuration to permit orientation of a structure in an east-west alignment for southern exposure, and/or to take advantage of shade or prevailing breezes.)
- (j) The discharge of waste from the proposed subdivision into an existing community sewer system would not result in, or add to, a violation of existing requirements prescribed by a California Regional Water Quality Control Board pursuant to Division 7 (commencing with Section 13000) of the Water Code;
- (k) If the proposed subdivision fronts along a public waterway, public river or public stream, it provides for a dedication of a public easement along a portion of the bank of the waterway, river or stream bordering or lying within the subdivision, which easement is defined so as to provide reasonable public use and maintenance of the waterway, river or stream consistent with public safety.
- (l) If the project is within the 100-year and 200-year floodplain the project meets FEMA and local flood requirements and is consistent with the findings required by Government Code 66474.5



# SITE PLAN REQUIREMENTS

The site plan shall be on a sheet NO LARGER than 24" x 36", except as otherwise specified by the pre-submittal planner. A clearly readable and reproducible reduction is also required if your site plan is larger than 8½" x 11". The north side of the lot should be at the top of the plan.

**Please see an attached sample site plan.** The following outline contains those items to be included on your site plan, **if applicable**:

## A. PHYSICAL CHARACTERISTICS

The physical characteristics of the project need be accurately portrayed on the site plan include (where applicable):

1. North arrow and scale (preferably not less than 1" = 20').
2. Exterior dimensions of the property.
3. Setback dimensions (from property lines to structures) and distances between structures.
4. Existing and proposed structures labeled "existing" and "proposed". Locations of existing and proposed wells, septic tanks, leach lines and replacement areas.
5. Physical features of the site, including mature trees, topographical contours, and landmarks.
6. Use(s) of structures, noting those existing structures to be removed, including abandoned wells.
7. Gross floor area of each structure (may be shown on the structure or in the legend).
8. Existing and proposed paved areas, including type of surfacing and widths of all driveways, access easements, walks and rights-of-way.
9. Adjacent streets with names.
10. Location of existing and proposed easements (including utility easements).
11. Existing and proposed drainage facilities, including surface drainage patterns.
12. Location of fire hydrants, freestanding lighting fixtures, walls and fences.
13. Location of existing and proposed signs.
14. Location and dimensions of paved off-street parking (garage or carport will meet the off-street parking requirement).
15. Identify adjacent land uses (residential, commercial, industrial, agricultural)
16. Multi-family Residential and Commercial/Industrial only:

- a. Treatment of open areas, including recreational facilities, landscaping, storage and operations yards, etc.
- b. Location of trash enclosures.
- c. Square footage of proposed and existing construction. If WAREHOUSE or OFFICE, specify what percentage of office to warehouse space.
  - d. On-site parking, circulation and lighting.
    1. Layout and dimensions of parking area and spaces, including those for the handicapped; number the parking spaces and circle the highest number.
    2. Direction of traffic flows (shown with arrows).
    3. Off-street loading spaces and facilities (commercial/industrial only).
    4. Bicycle and motorcycle parking.
    5. Concrete curbing and retaining wall details.

## **B. TITLE BLOCK**

A TITLE BLOCK shall be provided in one corner of each page of the plot plan, and contain the following information:

1. Proposed use(s).
2. Name, address and phone number of property owner and engineer or architect.
3. Assessor's Parcel Number and Project address (if applicable).

## **C. LOCATION MAP**

A LOCATION MAP shall be provided on a separate map or page and include the following:

1. North arrow and scale.
2. Existing street pattern with names (from the property to the first public road). If the property is  $\frac{1}{4}$  mile or more from the nearest public road, an approximate distance shall be shown.
3. Subject property identified with cross-hatching.

## **D. LEGEND**

A LEGEND shall be provided, and shall include the following information:

1. Gross acreage of subject property and net area of property (excluding streets and access easements).
2. Number of required and proposed parking and loading spaces and parking area size in square feet.
3. Building coverage (square footage of structures divided by square footage of property).
4. Percentage of landscaping provided based on the gross area of site, parking and drive areas.



# **BUILDING ELEVATION REQUIREMENTS**

BUILDING ELEVATIONS (north, south, east, west) shall be on maximum 24" x 36" sheets and drawn at a scale of 1/8" = 1" or 1/4" = 1', and shall include the following information:

1. Scale, building dimensions (height and width) for each elevation. If measuring height at the "averaged midpoint", show calculations.
2. Colors, materials and textures to be used.
3. Architectural treatments (entrances, windows, eaves, etc.) and architectural details (retaining walls, fences, planters, etc).
4. Proposed signs, including dimensions and copy.

# INSTRUCTIONS FOR OBTAINING PROPERTY OWNERS' NAMES & ADDRESSES

For the purpose of legal noticing, the Planning Division requires each applicant to submit a typewritten list of the property owners and their addresses for all parcels within 300 feet of the exterior boundaries of the parcel(s) on which the project is to be located.

The property owners' names and addresses should be obtained in the following manner:

1. From the County Assessor's Office obtain the Assessor's Map(s) covering the subject property and all parcels within 300 feet of the exterior boundaries of the parcel(s) on which your project is to be located.
2. Indicate the area of your project by outlining the entire subject parcel in red on the Assessor's Map, even if your request includes only a portion of a parcel.
3. Draw a line that is at a distance of 300 feet around the outer red outline of the boundaries of the parcel you outlined in step 2. This 300 foot line may fall on adjoining maps. Only one copy of each map on which the 300 foot radius line falls is required.
4. Using address label sheets write down the book, page and parcel number of the subject parcel and of all parcels touched by or included within the 300-foot area.
5. Now, using the Assessor's Books, look up the Assessor's Parcel Numbers recorded on the Address Label Sheet and copy down the names and addresses of the owners of each parcel identified. The roll would read as follows:

05003    012-345-67    Drake, John-Linda    7813 El Dorado Street  
Woodland, CA 95695

Type on a gummed label sheet the names and addresses copied down, so they appear like the following example:

JOHN AND LINDA DRAKE  
7813 EL DORADO STREET  
WOODLAND CA 95695  
APN 012-345-67

(Remember that the name in the Roll books will appear last name first)

6. Additionally, add to the ADDRESS LABEL SHEET the names and addresses of ALL PROPERTY OWNERS whose land fronts on or is traversed by any private road used to gain access to the proposed site from a public road.
7. Also add to the ADDRESS LABEL SHEET the property owner's and the project applicant's name and address as well as all parties that you believe should receive notice of the proposed project. These might include mineral rights holders, the home office of the permittee, citizen groups, etc. Be sure to include the applicant's engineer or representative.
8. Include with your application the original typed copy of the property owner sheet, three additional sets on gummed mailing labels, and the signed Affidavit of Certified Property Owners' List.
9. The person completing the 300-foot list must sign the Certified Property Owner's List certifying that the attached property owners' list contains the names and addresses of all property owners as they appear on the latest assessment roll of the county within the area described on the attached application and for a distance of three hundred (300) feet from the exterior boundaries of the property described on the application. NOTE: Failure to submit a complete and correct property owners' list may result in the nullification of your permit or a delay in permit processing.



# COUNTY OF YOLO COUNTY

Department of Community Services  
Environmental Health Division

292 W. Beamer Street, Woodland CA 95695  
Phone: (530) 666-8646 Fax: (530) 669-1448

## ENVIRONMENTAL HEALTH LAND USE REVIEW SURVEY

A building or business license application may require a review from Yolo County Environmental Health (YCEH) to ensure the compliance with County, State and Federal laws and regulations. Please complete this survey and answer questions pertaining to each YCEH unit and submit it as part of your complete application.

Site address:	City:	Zip code:
Existing business? <input type="checkbox"/> Yes <input type="checkbox"/> No	If yes, name of business:	
Property and/or owner of business name:		
Phone number:	Email:	
Mailing address:	City:	Zip code:

Project Description: _____ _____
-------------------------------------

Please answer the questions below pertaining to different units in Environmental Health to the best of your knowledge:

### For Land Use Unit

1. Will your building or facility use a well for your drinking water source?  Yes  No
2. Will your building or facility use an onsite wastewater treatment system (i.e. septic system)?  Yes  No
3. Will your building or facility generate waste tires onsite?  Yes  No
4. Will your building or facility haul 10 or more waste tires at one time?  Yes  No
5. Will your building or facility conduct solid waste related operations including chipping, grinding and composting?  
 Yes  No
6. Are there unused septic tanks and/or wells on this site?  Yes  No

### For Consumer Protection Unit

1. Will your building or facility store, prepare, package, serve, vend, or otherwise provide food for human consumption at the retail level?  Yes  No (*"Retail" means the storing, preparing, serving, manufacturing, packaging, transporting, salvaging, or otherwise handling food (any edible substance incl. beverage and ice) for dispensing or sale directly to the consumer or indirectly through a delivery service.*)
2. Will your building or facility have a public pool/spa? (A public pool/spa includes but is not limited to pools/spas located at hotels, motels, apartments, schools, health clubs etc.)  Yes  No
3. Will your building or facility be used for tattooing, body piercing or permanent cosmetics?  Yes  No

### For Hazardous Materials Unit

1. Will your building or facility handle or store any hazardous materials (a hazardous material is a chemical that is flammable, corrosive, reactive or toxic)?  Yes  No
2. Will your building or facility generate hazardous materials waste (i.e. used oil)?  Yes  No
3. Are there unused/abandoned hazardous materials storage containers on this site?  Yes  No

**\*\* Please turn over to complete and sign form \*\***

**If you answered "yes" to Hazardous Materials questions #1 through #3, please complete questions 1-10 below. Otherwise, you can skip the following questions:**

1. Will your commercial facility handle any hazardous materials in quantities greater than 500 pounds, 55 gallons or 200 cubic feet of compressed gas?  Yes  No
  
2. Will your commercial facility repair or maintain motor vehicles or motorized equipment?  Yes  No  
If yes, will your facility handle any of the following?  
Motor oil  Yes  No      Gasoline  Yes  No      Grease  Yes  No  
Antifreeze  Yes  No      Hydraulic Oil  Yes  No      Diesel  Yes  No
  
4. Will your commercial facility have an above ground storage tank (AST?)  Yes  No
  
5. Will your commercial facility sell motor vehicle fuel?  Yes  No  
If yes, will your commercial facility have an underground storage tank (UST?)  Yes  No
  
6. Will your commercial facility engage in welding operations?  Yes  No  
If yes, will your commercial facility handle more than one cylinder of acetylene, oxygen, shielding or other welding gases?  Yes  No
  
6. Will your commercial facility operate forklifts?  Yes  No  
If yes, will your facility store more than one extra cylinder of propane?  Yes  No
  
7. Will your commercial facility store batteries with 55 gallons or more of acid?  Yes  No
  
8. Will your commercial facility engage in photography?  Yes  No  
If yes, will your commercial facility generate photographic waste fluid?  Yes  No
  
9. Will your commercial facility engage in x-ray processing?  Yes  No  
If yes, will your commercial facility generate x-ray processing waste fluid?  Yes  No
  
10. Will your facility handle yard trimmings, untreated wood wastes, natural fiber waste, or construction and demolition wood waste?  Yes  No  
If yes, are these materials managed in a way which would allow them to reach 122 degrees Fahrenheit?  Yes  No

If you answered "yes" to any of the above questions under hazardous materials unit, you may be required by State law to submit a Hazardous Materials Business Plan to YCEH. Failure to comply with this requirement could result in fines of up to \$2,000.00 per day. As of January 1, 2013, business plans must be filed by going to the California Environmental Reporting System (CERS) website (<http://cers.calepa.ca.gov>), creating an account, entering required hazardous materials information, and submitting the information for approval by YCEH. For assistance with CERS submittal, please call our office at (530) 666-8646 and ask to speak with a hazmat specialist.

***I hereby certify that the information in this document is true and correct to the best of my knowledge.***

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Print Name: \_\_\_\_\_ Title: \_\_\_\_\_



## 2 PRELIMINARY EVALUATION OF FEES AND AVOIDANCE AND MINIMIZATION MEASURES FOR PRIVATE PROJECTS



### PURPOSE OF THIS FORM

Complete Form 2 only if Form 1A results in a determination that the project requires coverage under the Yolo HCP/NCCP. Completion of Form 2 will provide preliminary information about estimated fees and potential avoidance and minimization measures that may apply to the project. Applicants should use Form 2 as a guide, but not a final determination of fees and applicable avoidance and minimization measures. Applicants will determine final fees and measures based on planning surveys and field verification as part of Form 3, the formal application. Form 1A and Form 2 are for informational purposes and are not applications for permit coverage.

### RESOURCES YOU WILL NEED TO COMPLETE THIS FORM

Yolo HCP/NCCP Permitting Guide, Chapter 6  
[www.yolohabitatconservancy.org/documents/permitguide](http://www.yolohabitatconservancy.org/documents/permitguide)

Yolo HCP/NCCP GeoMapper  
[www.yolohabitatconservancy.org/geomapper](http://www.yolohabitatconservancy.org/geomapper)

#### BOX A: COVERAGE SCREENING

- |  |   |
|--|---|
| <p>1 Per <b>Form 1A: Coverage Screening Form</b>, is Plan coverage required for your project/activity or do you intend to seek coverage as a Special Participating Entity?</p> | <p><input type="checkbox"/> <b>Yes. Go to <i>Box B</i>.</b></p> <p><input type="checkbox"/> <b>No. Do not continue with this form; Yolo HCP/NCCP coverage is not required for your project, and Yolo HCP/NCCP fees and conditions do not apply.</b> Submit the Coverage Screening Form (Form 1A) to the appropriate local planning office (see bottom of form for addresses.)</p> |
|--|---|

#### BOX B: EVALUATION APPROACH

- |  |  |
|--|--|
| <p>2 Identify how land cover at the project's area of impact was determined for the purpose of completing this form.</p> | <p><input type="checkbox"/> <b>Preliminary Land Cover and Covered Species Habitat Assessment</b> (i.e., GeoMapper and Aerial Photography)</p> <p><input type="checkbox"/> <b>Member agency land use planner</b> name: _____<br/> <i>(For sites that are entirely on land defined as "urban or built up" as defined in Table 2-1 of the Permitting Guide.)</i></p> <p><input type="checkbox"/> <b>Qualified biologist site visit</b> name: _____</p> <p><input type="checkbox"/> <b>Qualified biologist planning level survey</b><br/>         (Attach survey when submitting Form)</p> |
| <p>2 Identify how potentially applicable AMMs were determined for the purpose of completing this form.</p>               | <p><input type="checkbox"/> <b>Preliminary Land Cover and Covered Species Habitat Assessment</b> (i.e., GeoMapper and Aerial Photography)</p> <p><input type="checkbox"/> <b>Based on current understanding of the project site and using definitions in Table 2-2 and distances identified in Table 2-3 of the Permitting Guide to identify AMMs that may apply</b></p> <p><input type="checkbox"/> <b>Qualified biologist planning level survey</b><br/>         (Attach survey when submitting Form)</p>  |

**BOX C: NATURAL COMMUNITY AND LAND COVER IMPACTS AND MITIGATION FEES**

Complete *Items 1-26* below, referring to the *Permitting Guide* for calculation methods;

- Acreages must include buffer areas associated with the project, as described in Chapter 6 of the *Permitting Guide*.
- Total fee amount per each land cover type will be auto generated after acreage amount, and years for temporary impacts (if applicable), are inserted in the respective table cells
- Temporary Impact Fee Formula = Land Cover Fee x area of temporary effect in acres x (F/50) where F = the number of years in which the activity will occur during the rest of the permit term (until 2068).
- Fees will be updated annually in March.

Land Cover Types	Land Cover Permanently Impacted by Project (in acres)	Land Cover Temporarily Impacted by Project (in acres)	Years of Temporary Impact	Fees (Auto Generated)			Total (Auto Generated)
				Land Cover & Wetland Fee (per acre)	Permanent Impact Fee	Temporary Impact Fee	
1 <input type="checkbox"/> Developed <sup>1</sup>				\$0	\$	\$	\$
2 <input type="checkbox"/> Barren, No Covered Species Habitat				\$0	\$	\$	\$
3 <input type="checkbox"/> Barren, With Covered Species Habitat				\$12,952	\$	\$	\$
4 <input type="checkbox"/> Vegetated Corridor with Giant Garter Snake Habitat				\$12,952	\$	\$	\$
5 <input type="checkbox"/> Grassland (all types)				\$12,952	\$	\$	\$
6 <input type="checkbox"/> Serpentine (all types)				\$12,952	\$	\$	\$
7 <input type="checkbox"/> Chamise (all types)				\$12,952	\$	\$	\$
8 <input type="checkbox"/> Mixed Chaparral				\$12,952	\$	\$	\$
9 <input type="checkbox"/> Oak-Foothill Pine (all types)				\$12,952	\$	\$	\$
10 <input type="checkbox"/> Blue Oak Woodland				\$12,952	\$	\$	\$
11 <input type="checkbox"/> Closed-Cone Pine-Cypress (all types)				\$12,952	\$	\$	\$
12 <input type="checkbox"/> Montane Hardwood (all types)				\$12,952	\$	\$	\$
13 <input type="checkbox"/> Valley Oak Woodland				\$12,952	\$	\$	\$
14 <input type="checkbox"/> Alkali Prairie				\$12,952	\$	\$	\$
15 <input type="checkbox"/> Vernal Pool Complex				\$12,952	\$	\$	\$
16 <input type="checkbox"/> Fresh Emergent Wetland (all types)				\$84,603	\$	\$	\$
17 <input type="checkbox"/> Valley Foothill Riparian				\$92,305	\$	\$	\$
18 <input type="checkbox"/> Lacustrine and Riverine				\$70,416	\$	\$	\$

**BOX C: NATURAL COMMUNITY AND LAND COVER IMPACTS AND MITIGATION FEES**

Complete *Items 1-26* below, referring to the *Permitting Guide* for calculation methods;

- Acreages must include buffer areas associated with the project, as described in Chapter 6 of the Permitting Guide.
- Total fee amount per each land cover type will be auto generated after acreage amount, and years for temporary impacts (if applicable), are inserted in the respective table cells
- Temporary Impact Fee Formula = Land Cover Fee x area of temporary effect in acres x (F/50) where F = the number of years in which the activity will occur during the rest of the permit term (until 2068).
- Fees will be updated annually in March.

Land Cover Types	Land Cover Permanently Impacted by Project (in acres)	Land Cover Temporarily Impacted by Project (in acres)	Years of Temporary Impact	Fees (Auto Generated)			Total (Auto Generated)
				Land Cover & Wetland Fee (per acre)	Permanent Impact Fee	Temporary Impact Fee	
19 <input type="checkbox"/> Cultivated Land (Rice/ Row Crops/Pasture)				\$12,952	\$	\$	\$
20 <input type="checkbox"/> Citrus/Subtropical				\$12,952	\$	\$	\$
21 <input type="checkbox"/> Deciduous Fruits/Nuts				\$12,952	\$	\$	\$
22 <input type="checkbox"/> Vineyards				\$12,952	\$	\$	\$
23 <input type="checkbox"/> Turf Farm				\$12,952	\$	\$	\$
24 <input type="checkbox"/> Flowers/Nursery/ Tree Farms				\$12,952	\$	\$	\$
25 <input type="checkbox"/> Semiag/Incidental to Agriculture				\$12,952	\$	\$	\$
26 <input type="checkbox"/> Eucalyptus				\$12,952	\$	\$	\$
27	<b>ESTIMATED TOTAL LAND COVER IMPACTS AND MITIGATION FEES</b>					\$	
	(This is just an estimate. Fee payment is not due until the application (Form 3) is submitted.)						

<sup>1</sup> Exception - land cover fees may be applicable if covered species habitat is present, as defined in Table 2-2 of the Permitting Guide.

28 In lieu of payment of a portion of land cover and/or wetland fee an applicant may convey a land owned by the applicant (either part of the development site or separate from the development site) or credits from a Conservancy-approved mitigation receiving site. Land proposed in lieu of fee payment must meet the Conservancy's reserve system requirements and is subject to Conservancy and wildlife agency approval. Please refer to the Permitting Guide for more information.

Does the applicant intend to request the use of land in-lieu of paying a portion of the land cover and/or wetland fee?

- Yes.** Contact the Yolo Habitat Conservancy immediately to discuss your options for providing land or purchasing credits in lieu of fee payment.
- No.**

**BOX D: PRELIMINARY IDENTIFICATION OF APPLICABLE AVOIDANCE AND MINIMIZATION MEASURES**

**Reminder:** This form only provides a guide, not a final determination, of the avoidance and minimization measures applicable to your project/activity.

1 Refer to the Chapter 8 of the Permitting Guide for information about each measure’s requirements and Chapter 7 for how to determine how to determine if measures apply to your project. Check the AMMs that apply to your project.

- AMM 1: *Establish Buffers*
- AMM 2: *Design Developments to Minimize Indirect Effects at Urban-Habitat Interfaces* (this AMM does not apply to new development where it is immediately adjacent to existing developed lands)
- AMM 3: *Confine and Delineate Work Area*
- AMM 4: *Cover Trenches and Holes during Construction and Maintenance*
- AMM 5: *Control Fugitive Dust*
- AMM 6: *Conduct Worker Training*
- AMM 7: *Control Nighttime Lighting of Project Construction Sites*
- AMM 8: *Avoid and Minimize Effects of Construction Staging Areas and Temporary Work Areas*
- AMM 9: *Establish Buffers around Sensitive Natural Communities*
- AMM 10: *Avoid and Minimize Effects on Wetlands and Waters*
- AMM 11: *Minimize Take and Adverse Effects on Palmate-Bracted Bird’s Beak*
- AMM 12: *Minimize Take and Adverse Effects on Habitat of Valley Elderberry Longhorn Beetle*
- AMM 13: *Minimize Take and Adverse Effects on Habitat of California Tiger Salamander*
- AMM 14: *Minimize Take and Adverse Effects on Habitat of Western Pond Turtle*
- AMM 15: *Minimize Take and Adverse Effects on Habitat of Giant Garter Snake*
- AMM 16: *Minimize Take and Adverse Effects on Habitat of Swainson’s Hawk and White-Tailed Kite*
- AMM 17: *Minimize Take and Adverse Effects on Habitat of Western Yellow-Billed Cuckoo*
- AMM 18: *Minimize Take and Adverse Effects on Western Burrowing Owl*
- AMM 19: *Minimize Take and Adverse Effects on Least Bell’s Vireo*
- AMM 20: *Minimize Take and Adverse Effects on Habitat of Bank Swallow*
- AMM 21: *Minimize Take and Adverse Effects on Habitat of Tricolored Blackbird*

**BOX E: SIGNATURES**

1  **By checking the box and signing below I understand that the total fees in Box C and AMMs checked in Box D are estimates and subject to change until completion and approval of Form 3.**

2	Property owner name and contact information	Phone		Email	
3	Property owner signature		Date		
4	Agent/consultant name and contact information	Phone		Email	

5	Agent/consultant signature		Date		
Permissions					
6	Local agency and/or the Conservancy may contact the Property Owner directly	<input type="checkbox"/>	Yes	<input type="checkbox"/>	No
7	Local agency and/or the Conservancy may contact the Project Agent/Applicant directly	<input type="checkbox"/>	Yes	<input type="checkbox"/>	No

<b>FORM SUBMITTAL INSTRUCTIONS AND APPLICATION FEE PAYMENT</b>	
1 Submit this form along with <b>Form 1A: Coverage Screening Form for Private Projects</b> as soon as possible in your project's development process to the contact below.	
2 <b>Application Fee Payment</b> This amount will be credited to the applicant as an advanced payment of a portion of HCP/NCCP land cover impact and mitigation fees when submitting a completed application and HCP/NCCP fee payment	<input type="checkbox"/> Check for \$1,981 made out to the Yolo Habitat Conservancy is included in this submittal

<b>LOCAL PLANNING/BUILDING OFFICE CONTACT INFORMATION</b>				
<b>Yolo County</b> Stephanie Cormier Charlie Tschudin Planning Division 292 West Beamer Street, Woodland (530) 666-8041 (530) 666-8850	<b>City of West Sacramento</b> David Tilley Community Development Department 1110 West Capitol Ave., 2 <sup>nd</sup> Floor, West Sacramento (916) 617-4645	<b>City of Davis</b> Katherine Hess Community Development & Sustainability 23 Russell Blvd., Suite 2, Davis (530) 757-5610 ext. 5652	<b>City of Woodland</b> Cindy Norris Planning Division 300 First Street, Woodland (530) 661-5911	<b>City of Winters</b> Dagoberto Fierros Community Development Department 318 First Street, Winters (530) 794-6760

<b>YOLO HABITAT CONSERVANCY CONTACT INFORMATION</b>
Website: <a href="http://www.yolohabitatconservancy.org">www.yolohabitatconservancy.org</a> Address: 611 North Street Woodland, CA 95695 Phone: 530-723-5504 Email: <a href="mailto:info@yolohabitatconservancy.org">info@yolohabitatconservancy.org</a>

<b>FOR STAFF USE ONLY</b>			
Project Planner			
Phone Number			
Email		Date	