TENTATIVE MAP APPLICATION
CHECKLIST FOR TIME EXTENSIONS AND REVISED MAPS
ZONING DIVISION

TIME EXTENSION

- Applicant’s letter requesting Time Extension.
- Discretionary Permit Application (PDS-346).
- Ownership Disclosure Statement (PDS-305).
- New Project Service Availability Letters (fire, school, sewer, water) (PDS-399F, Sc, S, W), if service letters are older than one year. Not applicable for condominium conversion.
- New Health Department (DEH) certification if on septic and/or wells.
- Environmental Review:
  - Four (4) copies of Request to Review Prior Environmental Documents (PDS-366)
  - AND one (1) copy of the original AEIS (Application for Environmental Study)
- Public Notice Package:
  - Current Assessor’s maps covering the site and a designated distance from the subject property (see table on PDS-515).
  - Typed list of all affected property owners by Assessor’s Parcel Number with name and address.
  - One set of gummed labels on 8-1/2” X 11” sheet with names and addresses of affected property owners.
  - One set of stamped (use ONLY USPS “Forever” stamps), business size envelopes with names and addresses of affected property owners.
  - Notice of Proposed Subdivision Activity with vicinity map (PDS-524).
  - Public Notice Certification (PDS-514).
  - Supplemental Public Notice Certification (PDS-299).
- Acknowledgement of filing Fees and Deposits (PDS-126).
- Two copies of a Stormwater Management Plan.
- Applicable fees.

REVISED MAP

- Applicant’s letter requesting revision and describing changes, if any.
- Discretionary Permit Application (PDS-346).
- Ownership Disclosure Statement (PDS-305).
- New Project Service Availability Letters (fire, school, sewer, water) (PDS-399F, Sc, S, W), if service letters are older than one year. Not applicable for condominium conversion.
REVISED MAP (continued)

☐ New Health Department (DEH) certification if on septic and/or wells.
☐ Environmental Review:
  ☐ Four (4) copies of Request to Review Prior Environmental Documents (PDS-366) AND one (1) copy of the original AEIS (Application for Environmental Study)
☐ Public Notice Package:
  ☐ Current Assessor’s maps covering the site and a designated distance from the subject property (see table on PDS-515)
  ☐ Typed list of all affected property owners by Assessor’s Parcel Number with name and address.
  ☐ One set of gummed labels on 8-1/2” X 11” sheet with names and addresses of affected property owners.
  ☐ One set of stamped (use ONLY USPS “Forever” stamps), business size envelopes with names and addresses of affected property owners.
  ☐ Notice of Proposed Subdivision Activity with vicinity map (PDS-486).
  ☐ Public Notice Certification (PDS-514).
  ☐ Supplemental Public Notice Certification (PDS-299).
☐ Copies of the map:
  ☐ see coversheet of application; folded to 8-1/2” X 11” with lower right hand corner exposed.
☐ Resource Protection Study (PDS-374 & 394).
☐ Acknowledgement of filing Fees and Deposits (PDS-126).
☐ Two (2) copies of a Storm Water Quality Management Plan.
☐ Applicable fees.

REPLACEMENT MAP

☐ Discretionary Permit Application (PDS-346) (Only if additional deposits are required by scoping letter.)
  ☐ Copies of the map:
    ☐ 20 legible prints folded 8 1/2 X 11”, with lower right hand corner exposed.