

EXHIBIT A



DEPARTMENT OF PUBLIC WORKS
C O U N T Y O F H U M B O L D T
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LAND USE	445-7205

LAND USE DIVISION INTEROFFICE MEMORANDUM

TO: Steven Santos, Senior Planner

FROM: Erin Cearley, Senior Engineering Technician

**RE: SUBDIVISION REQUIREMENTS - IN THE MATTER OF SIENNA NELSON
AND ELIJAH STOCKWELL, APPLICATION PLN-2025-19465 PMS,
APN 313-081-028, FOR APPROVAL OF A TENTATIVE MAP, CONSISTING
OF 2.1 ACRES INTO 2 PARCELS/LOTS**

01/16/2026

The following requirements and standards are applicable to this project and must be completed to the specifications and satisfaction of the Department of Public Works (Department) before the subdivision map may be filed with the County Recorder. If there has been a substantial change in the project since the last date shown above, an amended report must be obtained and used in lieu of this report. Prior to commencing the improvements indicated below, please contact the Subdivision Inspector at 445-7205 to schedule a pre-construction conference.

These recommendations are based on the tentative map prepared by Kimberly Preston dated 12/22/25 and dated as received by the Humboldt County Planning Division on 12/30/2025.

NOTE: All correspondence (letters, memos, faxes, construction drawings, reports, studies, etc.) with this Department must include the Assessor Parcel Number (APN) shown above.

**READ THE ENTIRE REPORT BEFORE COMMENCING WORK ON THE
PROJECT**

1.0 MAPPING

1.1 EXPIRATION OF TENTATIVE MAP

Applicant is advised to contact the Planning & Building Department to determine the expiration date of the tentative map and what time extension(s), if any, are applicable to the project. Applicant is responsible for the timely filing of time extension requests to the Planning & Building Department.

Applicant is responsible for completing all of the subdivision requirements prior to expiration of the tentative map. Applicant is advised to promptly address all of the subdivision requirements

in order to avoid the tentative map expiring prior to completion of the subdivision requirements. Applicants are encouraged to contact a land development professional for advice on developing a realistic schedule for the processing of the project.

1.2 MAP TYPE

Applicant must cause to be filed a subdivision map showing monumentation of all property corners to the satisfaction of this Department in compliance with County Code §326-31. Subdivision map checking fees shall be paid in full at the time the subdivision map is submitted for checking. County Recorder fees shall be paid prior to submittal of the map to the County Recorder for filing. The subdivision map must be prepared by a Land Surveyor licensed by the State of California -or- by a Civil Engineer registered by the State of California who is authorized to practice land surveying.

All Department charges associated with this project must be paid in full prior to the subdivision map being submitted to the County Recorder for filing.

Applicant shall submit to this Department an electronic copy of the subdivision map, in pdf format, as filed by the County Recorder. [Reference: Government Code §66466(f)]

Prior to submitting the subdivision map to the County Surveyor for map check, applicant shall submit the subdivision map to the utility providers to provide input on necessary public utility easements. Copies of the responses from the utility providers shall be included with the first submittal of the subdivision map to the County Surveyor.

1.3 DEPOSIT

Applicant shall be required to place a security deposit with this Department for inspection and administration fees as per County Code §326-13 prior to review of the improvement plans, review of the subdivision map, or the construction of improvements, whichever occurs first.

1.4 PROOF OF LEGAL ACCESS

Access shall be noted on the Parcel Map pursuant to County Code §324-3.

1.5 EASEMENTS

All easements that encumber or are appurtenant to the subdivision shall be shown graphically on the subdivision map. Those easements that do not have a metes and bounds description shall be noted on the subdivision map and shown as to their approximate location.

1.6 EASEMENT COORDINATION AND SIGN-OFF

Provide sign-off from all utility companies that existing and proposed public utility easements shown on the subdivision map are adequate for their needs.

1.7 FURTHER SUBDIVISION

At least some of the parcels may be further divided; therefore, the applicant shall conform to Humboldt County Code §323-6(a)(5), Statements to Accompany a Tentative Subdivision Map.

1.8 DEDICATIONS

The following shall be dedicated on the subdivision map, or other document as approved by this Department:

(a) PUBLIC ROAD (HATCHERY ROAD (5L015):

Public Road: Applicant shall cause to be dedicated on the subdivision map to the County of Humboldt an easement for public road purposes lying within ~~25~~ 30 feet of the center line of the County road. The applicant is only responsible to cause to be dedicated lands that are included within the boundary of the proposed subdivision.

Slopes: When cut and fill slopes adjacent to the road are proposed (or currently exist), applicant shall cause to be dedicated to the County of Humboldt a slope maintenance easement to a point 10 feet beyond the toe of fill slopes or top of cut slopes in a manner approved by this Department. The applicant is only responsible to cause to be dedicated lands that are included within the boundary of the proposed subdivision.

PUE: Applicant shall cause to be dedicated to the County of Humboldt on the subdivision map a 10 foot wide public utility easement (PUE) adjacent to the right of way for the road or as otherwise approved by this Department. Additional PUEs shall be dedicated in a manner, width, and location approved by this Department.

1.9 LINES OF OCCUPATION

Applicant shall provide prospective buyers with notice of any fences that are not on the property lines.

2.0 IMPROVEMENTS

2.1 CONSTRUCTION PLANS

Pursuant to County Code §326-3, construction plans shall be submitted for any required road, drainage, landscaping, and pedestrian improvements. Construction plans must be prepared by a Civil Engineer registered by the State of California. Construction plans shall be on a sheet size of 22" x 34", unless approved otherwise by this Department. Construction of the improvements shall not commence until authorized by this Department. This Department will require the submittal of 1 full size (22" x 34") set and 1 reduced (11" x 17") set of the approved construction plans prior to start of work. (See County code §326-3)

The construction plans shall show the location of all proposed new utilities and any existing utilities within 10 feet of the improvements. The plans shall be signed as approved by the local fire response agency and public utility companies having any facilities within the subdivision prior to construction authorization by this Department.

Construction plans shall be tied into elevation datum approved by this Department.

Unless otherwise waived by this Department, record drawing ("As-Built") plans shall be submitted for any road, drainage, landscaping, and pedestrian improvements that are constructed as part of this project. Record drawing plans must be prepared by a Civil Engineer registered by the State of California. Once approved by this Department, one (1) set of "wet stamped" record drawings on 22" x 34" mylar sheets shall be filed with this Department.

2.2 CONSTRUCTION PERIOD

Construction of improvements for this project will not be allowed to occur between October 15 and April 15 without permission of this Department.

2.3 HATCHERY ROAD (5L015)

The County-maintained road serving the subdivision shall be constructed to the satisfaction of this Department as follows:

- (a) Applicant shall be required to construct a 5' wide paved shoulder along the frontage of the subdivision on in a manner satisfactory to this Department.
- (b) The surface of Hatchery Road shall conform to the *Structural Section* requirements within this document.

2.4 DRIVEWAYS

All access openings (existing and proposed) shall conform to Humboldt County Code § 341 regarding visibility. All access openings (existing and proposed) shall intersect the road at a 90° angle, unless otherwise approved by this Department.

All access openings (existing and proposed) shall be paved with hot mix ("asphalt") for the width of the driveway and a distance of 25 feet from the edge of the County road. Existing driveways serving developed parcels need to be paved prior to filing of the subdivision map. The width of the driveway shall be as approved by this Department.

Any proposed access openings to the County road will require encroachment permits from this Department. The proposed access openings will be evaluated after application is received.

All access openings (existing and proposed) shall be shown on the improvement plans.

- (a) **GEOMETRY:** Existing and proposed driveways shall intersect the road at a 90° angle, unless otherwise approved by this Department.
- (b) **GRADE:** Driveway grades shall conform to the following:

When concrete curb is present, the maximum grade of the driveway shall be 16%.

When concrete curb is not present, the maximum grade within the right of way shall be 2%.
Outside of the right of way, maximum grade shall be 16%

- (c) **VISIBILITY:** All driveways shall conform to Humboldt County Code § 341 regarding visibility.
- (d) **DRIVEWAY SURFACE:** The surface of the driveway shall conform to the *Structural Section* requirements within this document.

Driveways connecting to paved roads: Existing and proposed driveways shall be paved for the entire width of the driveway. The driveway shall be paved for a minimum length of 25 feet. For uphill driveways where the grade of the driveway exceeds 16%, the driveway shall be paved to a grade break as determined by this Department.

When a concrete curb is present, a portland cement concrete driveway apron (Urban Driveway No. 1 Standard Plan) shall be constructed.

- (e) **DRIVEWAY WIDTHS:** The width of the driveway shall be as approved by this Department.

Driveway Widths (W)			
Type	Minimum	Recommended	Maximum
Residential	10'	18'	20'
Non-Residential	12'	24	29'

- (f) **DRAINAGE:** A culvert or a paved swale shall be constructed when required by this Department.

The applicant shall demonstrate that the driveway complies with SFSR §§ 1273.01, 1273.02, 1273.03, 1273.05, 1273.07, and 1273.09.

- (g) **ENCROACHMENT PERMIT:** Any new driveways (access openings) from the County road will require encroachment permit from this Department.

2.5 STRUCTURAL SECTION

The 5' wide shoulder of Hatchery Road (5L015) shall be constructed to a structural section recommended in the soils report or as approved by this Department.

- (a) **For paved road surfaces,** the structural section shall include a minimum of 0.2 feet of Caltrans Type A 1/2" hot mix ("asphalt") over 0.67 foot of Caltrans Class 2 aggregate base. If required by this Department, the structural section of all roads shall be determined by Caltrans R-Value method using a Traffic Index (T.I.) approved by this Department. Based upon soil conditions, this Department may also require a geotextile fabric to be placed on top of the sub grade.
- (b) When widening hot mix ("asphalt") roads, the widened road shall be paved with hot mix. A sawcut is required to ensure a uniform joint between the existing and new pavements. The location of the sawcut shall be approved by this Department based upon the condition of the existing road surface.

Access roads and driveways may include decorative accent treatments such as, but not limited to, stamped concrete or decorative brick pavers. Decorative accent treatments must provide appropriate traction for pedestrians, bicycles, and vehicles. **Decorative access treatments are not permitted within the public right of way,** unless approved in writing by this Department.

2.6 UNKNOWN IMPROVEMENTS

Other on-site and/or off-site improvements may be required which cannot be determined from the tentative map and/or preliminary improvement plans at this time. These improvements will be determined after more complete improvement plans and profiles have been submitted to the County for review.

2.7 UTILITIES

The proposed improvements may require the undergrounding or relocation of existing facilities at the expense of the applicant. Undergrounding of existing facilities, relocation of existing facilities, or construction of new facilities shall be completed prior to constructing the structural section for the roadway.

If any utilities are required to be installed as a condition of tentative map, the utility work shall be completed prior to constructing the structural section for the road. All laterals shall be extended onto each lot and marked in a manner that they will be easily located at the time of individual hookups. A letter of completion of all work from each involved utility company shall be submitted prior to constructing the roadway structural section. Any utilities that need to be relocated shall be done solely at the subdivider's expense.

Applicant shall remove any abandoned utilities (natural gas, electrical, cable tv, etc.) within the public right of way fronting the subdivision or within the subdivision as directed by this Department.

2.8 PERMITS

Pursuant to County Code §411-11 (a)&(b), an encroachment permit is required to be obtained prior to construction from this Department for all work within the right of way of a County maintained road.

2.9 GATES

Gates are not permitted on County right of way for public roads without authorization of the Board of Supervisors. Gates must not create a traffic hazard and must provide an appropriate turnaround in front of the gate. Existing gates shall be evaluated for conformance.

2.10 COMPLETION OF IMPROVEMENTS ON PARCEL MAP SUBDIVISION

When improvements are not constructed before the subdivision map is filed with the County Recorder, the following apply:

- (c) ***Deferment tied to issuance of building permit:*** The following improvements shall be completed: (1) prior to issuance of a building permit on any property subject to this notice, or (2) prior to any other grant of approval for any property subject to this notice, whichever occurs first:

2.3 Hatchery Road (5L015) 5 foot Shoulder

2.4 Paved Driveways On Parcels 1 and 2

- (d) ***Notice of Deferment:*** When improvements are deferred, the Department shall cause to be recorded at the time of filing of the parcel map with the County Recorder a *Notice of Construction Requirements*. In addition, the following note shall be placed on the development plan submitted to the Planning & Building Department:

"This subdivision was approved with requirements to construct improvements. At the time the parcel map was filed, the improvements were not completed. The subdivision improvements must be completed within the timelines specified in the *Notice of Construction Requirements*. Building permits or other development permits cannot be obtained until the required improvements are constructed to the satisfaction of the

County. The improvements required in the *Notice of Construction Requirements* are shown on the improvement plans prepared by _____, dated _____, and are signed as approved by the County on _____. Contact the Land Use Division of the Department of Public Works for details."

3.0 DRAINAGE

3.1 PRELIMINARY DRAINAGE REPORTS

Any submitted reports have not been through a thorough engineering review. Detailed review and approval will be provided after the tentative map has been approved. This also applies to low impact development submittals.

3.2 DRAINAGE ISSUES

Applicant shall be responsible to correct any involved drainage problems associated with the subdivision to the satisfaction of this Department.

3.3 DRAINAGE REPORT

Applicant must submit a complete hydraulic report and drainage plan regarding the subdivision for review and approval by this Department. The report and plan must be prepared by a Civil Engineer registered by the State of California. This may require the construction of drainage facilities on-site and/or off-site in a manner and location approved by this Department.

4.0 GRADING

<NONE>

5.0 MAINTENANCE

<NONE>

6.0 DEVELOPMENT PLAN

<NONE>

7.0 LANDSCAPING

<NONE>

8.0 MITIGATION MEASURES

<NONE>

// END //



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DEFERRED IMPROVEMENTS: The Planning Commission needs to make findings pursuant to Government Code § 66411.1 (improvement timing) requiring the fulfillment of reasonable on-site and off-site construction requirements that are being imposed prior to Parcel Map filing with the County Recorder due to (1) public health and safety, and/or (2) orderly development of the area.

PARCEL MAP IMPROVEMENT NOTE: A paved driveway apron for Parcel A (an existing developed parcel) must be constructed per the Department's subdivision requirements. Pursuant to Government Code § 66411.1 (b), the Department recommends that the driveway improvement on Parcel A be completed within twelve (12) months from the date that the subdivision map is filed with the County Recorder; or as a condition of the issuance of a development permit (or building permit) for Parcel A or Parcel B, whichever occurs first. This is based upon the need for orderly development of the surrounding area.



Above: The existing gravel surfaced driveway accessing proposed Parcel A from Hatchery Road (C5L015).

Appendix

1. Humboldt County General Plan, Volume I, Framework, 12/10/1984 amended 02/09/1998

4231 (8) (d) Encourage the development of a road system that supports an orderly pattern of land use through improving roads to accommodate land uses served by an inappropriate road classification.

2. Humboldt County Code, Title IV – Streets and Highways, Division 1, Protection and Control of County Roads.

411-51 (g) Special Requirements. The Director [of Public Works] may require as a condition for issuing an encroachment permit for a driveway, that the applicant improve the structural section of the shoulder area between the existing pavement and the right of way line. The structural section shall be determined by the Director. (Ord. 896 Section 346, 12/21/1972)
Note: text in [] added for clarity.

// END //