

## **WHEN IS A PARCEL MAP REQUIRED?**

A Parcel Map is required for the division of land into four or fewer parcels for the purpose of sale, lease, or financing, whether immediate or future, with certain exceptions.

## **HOW IS THE APPLICATION PROCESSED?**

Initial contact is usually made by the applicant or their representative at the Planning Division's front counter. This involves a review of the property with regard to zoning, general plan designation and policies, and a synopsis of the parcel map process - including an outline of map requirements, potential concerns, review procedures and timelines.

A tentative parcel map is prepared by a qualified professional, usually a licensed land surveyor or civil engineer. The tentative parcel map application is submitted to the Planning Department's front counter. The counter planner reviews the application to ensure that the required materials and fees are included. A file is made and an identification number assigned. The application is then assigned to a project planner, who reviews and distributes the project to pertinent agencies for review and comments. Those agencies may include the Building, Health, and Public Works Departments, the Agricultural Commissioner, appropriate state agencies, Pacific Gas and Electric, Special Districts, the local fire district, Lakebed Management, the Air Quality Management District, the Traffic Advisory Committee, and the Office of Education. Other agencies may also be contacted where appropriate.

Agency comments are kept in the file. Usually, additional information is necessary to complete the application, and applicants are informed of needed information within 30 days of applying. Typical information needed is proof that water is available and that sewage can be disposed of. It may also be necessary for a special study to be conducted, such as an archaeological survey, geologic stability study or botanical survey. No further action is taken on an application until all required information has been submitted. Once all of the necessary information is presented and the application is considered complete, the project is scheduled for a public hearing before the Planning Commission. The public hearing is advertised in a local newspaper, and individual notices are mailed to surrounding property owners. A report and recommendation is then prepared and sent to the Commission and applicant.

During the public hearing, the applicant or any other interested person may speak about the parcel map request.

The Planning Commission then considers the request and approves, conditionally approves, or disapproves the tentative map.

## **WHAT CONDITIONS WILL BE REQUIRED?**

The conditions of approval of a parcel map vary widely, depending on the individual characteristics of each property, such as parcel size, location, topography, natural features and existing improvements. In general, the following improvements can be expected to be required of the property owner subdividing the land:

- Access to each parcel by a road constructed to county standards. If the property fronts on an existing county maintained road, the entire frontage must be improved to current standards. If new parcels do not front on an existing road, a new road must be built to serve these parcels.
- The installation of sewer lines, water lines and utility services.
- Fire protection improvements, such as fire hydrants.
- Drainage improvements.
- Payment of fees, such as park fees.

Other requirements may include a reduction in the number of proposed parcels, establishment of building setback lines, and rezoning of the property to conform with general plan requirements.

## **HOW IS THE MAP FINALIZED?**

Within two years after approval of the tentative map, a final parcel map, consistent with the approved or conditionally approved tentative map, and meeting the requirements of applicable state and local laws, may be prepared and submitted to the county surveyor. Failure to record a parcel map within two years from approval or conditional approval of the tentative map shall terminate all proceedings, unless an extension is applied for prior to expiration of the tentative map. Upon application of the subdivider, the Planning Commission may grant extensions not exceeding three additional years.

The final parcel map is filed with the County Surveyor. The surveyor will review the map and determine if the map conforms with the approved tentative map, and whether:

- 1) All required improvements have been installed and approved;
- 2) The subdivider has entered into a secured agreement with the County to construct all or part of the required improvements. If the Planning Commission did not require a secured agreement, a covenant of improvement authorized by the Planning Commission must be filed with the County Recorder. This will require that the improvements be completed prior to development of the property;
- 3) The map is accurate and complies with the requirements of the County Subdivision Ordinance and State Map Act;
- 4) All necessary dedications have been completed or offered;
- 5) That all other necessary documents have been submitted, including a parcel map guarantee (Guarantee of Title);
- 6) That all taxes or special assessments have been paid or provided for; and
- 7) All fees have been paid.

Once the surveyor finds that all requirements have been met, he signs the required certification on the map. If dedications are required, the map is presented to the Board of Supervisors. The County Recorder ultimately records the parcel

map. Once the map is recorded, the division of land is officially complete.

#### **HOW DO I APPLY?**

Before an application is submitted, the applicant should check with the Planning Department to see if the proposed land division involves any general plan or zoning problems. Next, the applicant should discuss the parcel map with the Health Department, sewer and water districts, and Department of Public Works to determine what their requirements may be.

The applicant must submit a legible, reproducible tentative map, drawn to scale on a sheet 18" X 26" in size by a licensed land surveyor, registered civil engineer, or other qualified professional, along with twenty (20) copies. The map should include the following:

- 1) Name, address and phone number of record owner and person filing the map; and the name and address of the licensed surveyor, registered civil engineer or other qualified professional who prepared the tentative map.
- 2) Name and legal designation of tract or grant in which the division is located, and ties to adjoining streets.
- 3) Any other data necessary for intelligent interpretation of the conditions existing and the location of recorded points, lines and areas shown, including but not limited to:
  - (a) The contour of the land at intervals of one (1) foot of elevation up to five percent (5%) slope; two (2) foot intervals up to ten percent (10%) slope and five (5) to

twenty (20) foot intervals over ten percent (10%).

- (b) Sufficient data to determine boundaries of division accurately.
- (c) The width, location and purpose of all existing and proposed easements.
- (d) The width and grade of all streets and other rights-of-way, whether proposed for dedication or existing.
- (e) The approximate radii of all curves.
- (f) The locations of areas subject to flood or inundation.
- (g) Approximate elevations of street intersections.
- (h) The location, size, and grades of proposed sewers, water lines and storm drains.
- (i) The location of all proposed fire hydrants in accordance with "Fire Protection Standards for Lake County", adopted by the Board of Supervisors.
- (j) The location and dimensions of any existing buildings, driveways, utility lines or any other improvements.
- (k) The location of any water course, pond or lake.

The following statements should accompany the tentative map:

- 1) Drainage, surfacing or other required improvements to be constructed.
- 2) Existing zoning and proposed use.
- 3) Report or waiver on soil tests and geologic report, if required by the Director of Public Works and Building Official.

The applicant must also provide documentation to establish feasibility of sewer service and water supply. This may consist of a letter from the sewer district and/or water district stating that service can be provided, or proof that adequate well water is available and that septic systems can be placed on each parcel. To determine what data will be required for a particular parcel map, the applicant should contact the Health Department.

### **HOW MUCH TIME IS REQUIRED FOR PROCESSING?**

Processing time for the tentative map varies but usually requires about six months from the date of submittal to the Planning Commission hearing. Delays in processing time are often caused by insufficient information. The time frame for the final parcel map varies due to the amount of time needed to complete required improvements, surveying, etc.

### **HOW DO I APPEAL A DECISION?**

If the applicant or other interested person is dissatisfied with any action of the Planning Commission with respect to the tentative map or the nature and extent of improvements required, an appeal may be submitted to the Board of Supervisors. An appeal must be filed with the Planning Division within fifteen (15) days after the decision of the Planning Commission. Appeal forms are available in the Planning Division. The Board will schedule a public hearing on the appeal, and will hear such argument and material as the subdivider or Planning Commission or other persons may present. New evidence presented to the Board may be referred back to the Planning Commission for its consideration. Within seven days of the conclusion of the hearing, the Board will declare its findings. The Board may sustain, modify, reject, return to the Planning Commission or overrule any recommendations or rulings of the Planning Commission.

### **FEES**

Please check with the Planning Division for current processing fees.

FACTS  
AND  
INFORMATION

**PARCEL MAP**



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Planning Division  
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