PARCEL MAP

AN INFORMATIONAL GUIDE

PLANNING DEPARTMENT

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WHAT IS A PARCEL MAP (PM)?

A "parcel map" is a legal mechanism to subdivide real property into smaller parcels. There is a limit to the number of parcels that can be created by using the parcel map process. A maximum of four (4) residential parcels can be created with a parcel map. Up to five (5) parcels can be created if the property is zoned commercial. The required improvements to the infrastructure are considerably less than that required of larger projects such as a tract map. The parcel map process is used by landowners who are not "developers," but who happen to have a large piece of property and desire to create smaller parcels. A landowner can only subdivide the property once in two years using the parcel map process, otherwise future divisions of the same or adjacent property by the same property owner will require a tract map and substantial infrastructure improvements. The Parcel Map process is not a mechanism in which an owner can circumvent the Subdivision Map Act.

The first step in subdividing land is to determine if such a proposal is feasible. Contact the City's Planning Department to find the zoning and general plan designation for the site. This will determine if the land can be subdivided, and it will determine the minimum lot size. It may be necessary to obtain a zone change or other discretionary approvals prior to, or concurrent with, a parcel map. Upon determining that it is feasible to subdivide the land, the next step is to hire a licensed land surveyor or registered civil engineer. They will work with this Department to ensure that approval of the tentative parcel map and recordation of the final parcel map complies will all local and state requirements. Please telephone (760) 373-7141, if you have any questions regarding the parcel map process.

HOW LONG DOES IT TAKE?

Once the application is deemed complete and formally accepted, action to conditionally approve or deny the map will occur within fifty (50) calendar days. However, if an environmental study is required, this processing time is lengthened considerably. (Typically, ninety [90] to one hundred and twenty [120] days are added onto the process.) Once a parcel map is tentatively approved, processing of the final parcel map varies. It is dependent upon you and your surveyor's or engineer's ability to satisfy the conditions of approval and record the map. Thirty (30) days after tentative approval would be considered typical or routine. Once the parcel map is recorded, the property is subdivided; the land division has occurred. It will often take several weeks for the County's official maps and computer data bases to be updated to reflect the new subdivision. It is up to the County to issue assessor parcel numbers to the newly formed lots, prepare and mail out separate tax bills for the new parcels. After this has occurred, a parcel can legally be sold.

HOW DO I APPLY?

To apply for a parcel map you need to file an application with the Planning Department and pay a fee. You may visit the Planning Department to pick up the application, have one mailed to you or email your request. Email requests will receive a pdf version that you may print out or visit our City's website at http://www.CalfiorniaCity.com. Select Application Packet and Checklists for Development Plans. You may have a licensed land surveyor or registered civil engineer submit the application on behalf of the property owner. As State law requires that the parcel map be prepared by a licensed land surveyor or registered civil engineer. Once an application is submitted to the City's Planning Department, it will be reviewed to determine if it is complete. An application package will consist of the following and you must complete or be aware of your obligations to the process:

- ☐ Checklist for Conceptual Review, (Development Review Committee DRC or Site Plan).
- ☐ Checklist for Tentative Tract or Parcel Map. Be prepared to discuss the status of these items if not included. You cannot final the parcel map without completion of this checklist to the satisfaction of the City Engineer.
- ☐ Checklist for Final Tact or Parcel Map. You must be aware of your further obligations to complete the entire process.
- ☐ Notice Developer Fees form.
- ☐ Application form.
- ☐ Applicant's Initial Study.
- ☐ Applicant's Environmental Information form.
- ☐ Biota Study. (Must be current.)
- ☐ Pictures of the site. North, East, South, West.
- ☐ Picture of the nearest fire hydrant.
- ☐ Will-serve letters from all utility companies.
- ☐ Two (2) copies of a preliminary title report (less than thirty [30] days old).

- ☐ Ten (10) copies, 11" x 17" in size of the proposed parcel map, prepared and stamped by a licensed land surveyor or registered civil engineer.
- ☐ One 8 ½" x 11" copy of the proposed parcel map. This will be used for publication purposes.
- ☐ Hazardous Waste Site Verification Statement.
- ☐ Application fees due. See Application Fees.

A DRC meeting is scheduled with City staff in accordance with the DRC calendar. The DRC consists of staff from City departments such as, Engineering, Public Works, Building, Fire, Police and Planning. The Planning Director acts as Chairman of DRC or their Appointed Designee. The purpose of the DRC is to formulate a recommended action for the Planning Commission regarding the parcel. This meeting is also held so the applicant can discuss the recommendations with the DRC. Applicants are strongly encouraged to attend the DRC meeting and resolve **all** concerns at this level. Additional DRC meetings may be necessary to resolve conditions of approval and to make revisions to the map. Written comments regarding the parcel map are received at DRC from the Department Heads. These written comments will be compiled into formal Conditions of Approval and signed by the owner/developer or appointed agent and the DRC Chairman or Appointed Designee.

The Planning Technician will prepare the notice of public hearing. The notice of public hearing is published in the local newspaper of general circulation. The Planning Technician will send letters noticing the public hearing to all property owners within 300 feet, 10 days prior to the public hearing. Typically a parcel map requires filing of a Categorical Exemption from CEQA requirements and does not require a Negative Declaration, Mitigated Negative Declaration, Environmental Impact Report (EIR) or Certified Regulatory Program (CRP). However, if these documents are required, due to a zone change or general plan amendment, of which the City is allowed no more than four (4) per year, filed January, April, July, or October, at a cost to you of $1,000, the map is not sent out for review until the environmental document has been prepared. The City becomes the Lead Agency and prepares the map and CEQA documents such as the Notice of Preparation and Notice of Availability that is published in the local newspaper of general circulation and notifies affected property owners within 300 feet as required by law, unless it is an EIR or CPR. EIR's and CRP's are prepared by the land owner's Environmental Consulting Firm and given to the Planning Technician for distribution with the Lead Agency's Notice of Completion to be sent to several governmental agencies and utility companies. There is a 30-day or 45-day review period for agencies to respond. An additional 15 copies are sent to the State Clearinghouse. The State Clearinghouse will disperse the additional 15 copies to agencies as they deem appropriate and that have not already been mailed by the Lead Agency. Any comments received during the "review period" are compiled by the Planning Department. A list of recommended conditions of approval and recommended findings will then be prepared to ensure all local and state requirements are satisfied. A public hearing will be scheduled as soon as possible to coincide with the ending of the State review period.

On a predetermined date, action is taken by the Planning Commission to conditionally approve or deny the parcel map. If the parcel map is denied by the Planning Commission, the owner/applicant may file an appeal within ten (10) days of the denial. The appeal fee to be heard by City Council is $200.00. At this point, if the parcel map is approved, it is considered to be "tentatively approved" for a period of 24 months. Prior to the expiration of the tentative parcel map, contact the Planning Department to ask about possible extensions. Conditions of approval must be satisfied before the parcel map can record. These conditions will often require: improvements and dedications be made for roads, drainage issues be resolved, fire protection be provided, water and sewer service be supplied, park fees be paid, or other fees be paid or improvements constructed. The parcel map process consists of two (2) distinct phases, the "tentative" process and the "final" process. The Planning Department is responsible for processing the parcel map from its initial submittal through to the tentative approval. The City Engineer is responsible for processing the parcel map from tentative approval through to the recordation of the final parcel map. Once a parcel map is tentatively approved, the applicant works with the City Engineer to demonstrate compliance with the conditions of approval.

A final map is approved by the City Council and the City Engineer must notify the City's Planning Technician of the date and time the final map will be heard by City Council. Once the final parcel map is approved in its final form by the City Engineer and all conditions of approval have been satisfied, the final parcel map is then ready to be recorded.

CEQA REQUIREMENTS/FEES

The California Environmental Quality Act (CEQA) requires that an environmental study be prepared for some types of projects. Often, parcel maps are found to be exempt from CEQA. However, some parcel maps require a more extensive environmental review. The environmental study can take the form of a Negative Declaration, a Mitigated Negative Declaration, Environmental Impact Report or a Certified Regulatory Program. Additional technical reports and studies required may include: a biota report, an archaeological survey, a soils report, a geologic hazard report, and a groundwater analysis, among other reports and studies. These technical reports and studies will be used to assess the existing physical condition of the property and to determine the impacts the parcel map (construction of one (1) residence per parcel) may have upon the environment. Technical reports and studies are identified in the application package checklists. Each time a CEQA document is processed by the County Clerk, there is a fee of $50.00. A Parcel Map will generally require the filing of a Notice of Exemption with the County Clerk. The County Clerk's Office will accept a money order or cashier's check, made payable to the Kern County Clerk's Office. The City's Planning Department will advise you when these fees are needed and will attach your money order or cashier's check to the completed Notice of Exemption and forward it to the County Clerk's Office for recording. Additional CEQA fees may apply that are imposed by State agencies: The filing of Negative or Mitigated Negative Declaration is $2,044.00, Environmental Impact Report is $2,839.25, a Certified Regulatory Program is $965.50. **Make your money order or cashier's check payable to Kern County Clerk's Office**. The Planning Technician will advise you when the fees are due. **YOUR PROJECT IS NOT COMPLETE UNLESS THESE FEES ARE PAID. ONCE THE PROJECT HAS BEEN APPROVED BY THE PLANNING COMMISSION, THE APPLICANT MUST BE PREPARED TO SUBMIT THE FEES IMMEDIATELY, THE PLANNING DEPARTMENT HAS NO MORE THAN FIVE (5) DAYS TO RECORD THE NOTICE OF DETERMINATION, THERE ARE NO EXCEPTIONS. ALL CITY PROJECTS MUST FOLLOW THE SAME PROCEDURE, "*CERTIFICATE OF DE MINIMUS*" ARE NO LONGER PERMITTED.**

APPLICATION FEES

- ☐ Development Review Committee (DRC) is required: $750.00.
- ☐ Parcel Map base cost for filing and processing: $500.00 and a checking cost of $600.00. (See additional fees as prescribed in the Applicable Development Fees list, under Improvement Plan Checking Costs and Improvement Plan Permit Fee, located in the application package.)
- ☐ Applicants may pay by cash, credit card (VISA, MASTER CARD or DISCOVER) or check made payable to the City of California City.
- ☐ Return completed application and fees to the Planning Department.