



PARCEL MAP PROCESS

DEPARTMENT OF PLANNING AND BUILDING SERVICES
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A subdivision is any division of land for the purposes of sale, lease, or finance, and is governed by the State Subdivision Map Act (California Government Code Section 66410-66499.58) and Lassen County Title 16. The process of subdividing land, as required by the Map Act and regulated by the Lassen County Code, applies to all subdividers regardless of the number of parcels created and whether or not the land is improved. The leasing of agricultural land for agricultural purposes, however, is exempt from this process (as are mineral, oil, and gas leases). In general, divisions of property resulting in the creation of five (5) or more parcels are considered Subdivisions, and divisions of property resulting in the creation of less than five (5) parcels are considered Parcel Maps. Following is a brief description of the Parcel Map process in Lassen County.

An application for a Parcel Map begins with an Initial Study to determine the extent of impact, if any, that the proposed division would have on the environment. The Initial Study is the first step in the environmental review process set forth by the California Environmental Quality Act (CEQA) and implemented by the Lassen County Environmental Review Guidelines (Resolution No. 01-043). (A copy of the Lassen County Environmental Review Guidelines, which provides a more detailed explanation of the environmental review process, can be obtained at the Department of Planning and Building Services). The applicant is required to fill out an Initial Study application and return it to the Department of Planning and Building Services along with three (3) copies of the preliminary tentative map of the proposed division and a check in the amount of \$2,000.00 to cover the Initial Study processing fee. In most cases a separate check in the amount of \$75.00 made out to CSU Chico Research Foundation must accompany the application materials to cover the cost of an archaeological records search related to the project site (NOTE: Additional project review fees may be required by the California Archaeological Inventory Center). The preliminary tentative map is not the tentative map referred to in Ordinance 475A, but is prepared according to the same criteria.

The Initial Study application and the preliminary tentative map are reviewed by the Environmental Review Officer (ERO). The ERO will prepare a more detailed environmental impact assessment (Initial Study) in an effort to disclose all potential environmental impacts associated with the proposed project. The ERO may then make one of the following determinations: (1) That the proposed project would not have a significant effect on the environment and that a Negative Declaration should be prepared; or (2) That although the proposed project could have a significant effect on the environment, there would not be a significant effect in this case because mitigation measures designed to eliminate the significant impacts or reduce them to a level of insignificance have been incorporated into the project, and a Negative Declaration should be prepared; or (3) That the project may have a significant effect on the environment and that an Environmental Impact Report (EIR) should be prepared. Alternatively, the ERO may choose to refer applications to the Planning Commission for the purposes of making a determination of whether an EIR or Negative Declaration should be prepared. If the Initial Study Application is referred to the Planning Commission for determination, surrounding property owners and affected agencies will be notified of the proposed project and will be requested to submit comments and/or concerns they may have regarding potential environmental impacts resulting from the proposal.

The Parcel Map application is submitted concurrently with the Initial Study application. The fees are \$1,600.00. Part of the Parcel Map application will include the submittal of a minimum of five (5) copies of the tentative Parcel Map. Upon determination that the application is complete, the Parcel Map application is then reviewed by the Technical Advisory Committee (TAC). The TAC consists of the Planning Director, County Engineer, County Surveyor, Assessor, Director of Transportation, Sanitarian, and Fire Warden. The TAC reviews the technical aspects of the proposed project and makes recommendations to the Planning Commission regarding specific conditions to be attached should the project be approved.

The project, with the recommendations of the TAC, is then presented to the Planning Commission at their next scheduled meeting. The Planning Commission is responsible for approving, conditionally approving, or denying Parcel Map applications.

If the Planning Commission makes the necessary findings to approve a Parcel Map application, the applicant would have an approved tentative map. Approved tentative maps are "active" for a period of two (2) years, during which time the applicant must meet all conditions of approval. Only after all conditions have been satisfactorily met can the final Parcel Map be recorded. Please note: The final Parcel Map must be prepared by a licensed engineer/surveyor. The two year expiration date may be extended by the Planning Commission upon written request by the applicant. Any such written request must include the reasons to justify the extension, and must be submitted prior to the expiration date of the tentative map. Extensions may be denied, or additional conditions can be imposed. Up to three extensions, a maximum of 1 year each, may be granted for a tentative map. A fee of \$238 is required for consideration of an extension request.

It is important that prospective applicants recognize that the fees identified above are for the processing of the application and are non-refundable even if an application is ultimately denied. Prospective applicants are strongly urged to consult with the Department of Planning and Building Services staff prior to submitting any application materials. It is also important to note that there are additional fees and costs that will apply after the project is approved. A private land surveyor or civil engineer will need to be retained, a title company will need to be hired to prepare a Condition of Title report or a preliminary title report, a review fee of \$400.00 will be required for the County Surveyor to review the parcel map, the property taxes will need to be pre-paid and recording fees will be required. Please note that there may be additional fees and costs that are not listed as each project is unique.

If your project is approved by the County, a Notice of Determination (NOD) will be filed with the County Clerk by the Planning and Building Services Department. The NOD starts a 30-day statute of limitations on any legal challenge to the project's environmental document. Prior to filing the NOD, Section 711.4 of the California Fish and Game Code requires that the County collect an environmental filing fee on behalf of the Department of Fish and Wildlife. The fee varies according to the environmental document prepared for your project as indicated in the table below.

DEPARTMENT OF FISH AND WILDLIFE
ENVIRONMENTAL FILING FEES
(Fish and Game Code 711.4)

| <u>CEQA DOCUMENT</u> | <u>FEE (effective January 1, 2021)</u> |
|--|--|
| Negative Declaration | \$2,480.25 |
| Mitigated Negative Declaration | \$2,480.25 |
| Environmental Impact Report | \$3,445.25 |
| Environmental Document pursuant to a Certified Regulatory Program (CRP) | \$1,171.25 |
| County Clerk Processing Fee | \$ 50.00 |

If you believe your project will have *no effect* on fish and wildlife, you may contact the California Department of Fish and Wildlife to discuss an exemption from the fees. For more information about the fees and possible exemption you should contact the Department of Fish and Wildlife directly at (530) 225-2300 or at the DFW Website at www.wildlife.ca.gov.

IMPORTANT NOTE: Even if your project is approved by the County, the project is not operative, vested, or final, and any local permits issued for the project are invalid if the fees are not paid.

The Planning staff would be happy to help you through the Parcel Map process, and refer you to other public agencies that may be involved in your particular project. Please feel free to contact the Lassen County Planning and Building Services Department if you have any questions regarding the Parcel Map process.

CRITERIA FOR TENTATIVE PARCEL MAPS
From Subdivision Ordinance 475A, Chapter 16.05

16.05.120 Form and Contents. The tentative map shall be prepared in a manner acceptable to the Lassen County Planning and Building Services Department and shall be prepared by a registered civil engineer, licensed land surveyor, or qualified person. The Subdivider shall file with the Lassen County Planning and Building Services Department the number of tentative maps the Lassen County Planning and Building Services Department may deem necessary, but not less than five (5).

The tentative map shall be clearly and legibly drawn on one or more sheets, each one no more than 11" X 17" unless such standards are waived by the Planning Director, and shall include but not be limited to the following information:

- A. Boundary line and dimensions of parcel being divided.
- B. Proposed division lines with dimensions of each parcel being created using dashed lines.
- C. All existing structures together with their dimensions, distance between structures, and approximate distance from boundary lines.
- D. The approximate area of the original parcel and the minimum area of each proposed new parcel.
- E. Names, locations, and widths of all existing streets, or right-of-way known to the owner, located on or near the property, by reference to the book and page of recordation thereof in the office of the County Recorder.
- F. Approximate location and dimensions of all existing easements, wells, leach lines, seepage pits or other underground structures.
- G. Approximate location and dimensions of all easements for utilities, and drainage.
- H. Approximate location of all creeks and drainage channels and general indication of slope of the land.
- I. North point and approximate scale of drawing.
- J. Vicinity map or other data sufficient to locate the site.