



SUBDIVISION PROCESS

DEPARTMENT OF PLANNING AND BUILDING SERVICES

707 Nevada Street, Suite 5 · Susanville, CA 96130-3912

(530) 251-8269 · (530) 251-8373 (fax)

www.co.lassen.ca.us

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 Subdivision Ordinance No. 475. 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 (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 Subdivision (5 or more parcels) process in Lassen County.

An application for a Subdivision 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. 86/87-69). (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 Lassen County Planning and Building Services Department). The applicant is required to fill out an Initial Study (Appendix A) and return it to the Lassen County Planning and Building Services Department along with three (3) copies of the preliminary tentative Subdivision map of the proposed division and a check in the amount of \$611.00 to cover the Initial Study processing fee. In most cases, a separate check in the amount of \$75.00 made out to the California Archaeological Inventory Center 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 Subdivision map is not the tentative Subdivision map referred to in Ordinance 475, but is prepared according to the same criteria.

Appendix A and the preliminary tentative Subdivision map are reviewed by the Environmental Review Officer (ERO). The ERO will prepare a more detailed environmental impact assessment (Initial Study Appendix B) 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 projects, 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 Subdivision Map application can be submitted concurrently with the Initial Study application or after a Negative Declaration or EIR has been prepared. The fees are \$913.00, plus \$56.00 for each proposed parcel. Part of the Subdivision application will include the submittal of a minimum of five (5) copies of the tentative Subdivision map. Upon determination that the application is complete, the Subdivision application is reviewed by the Technical Advisory Committee (TAC). The TAC consists of the Planning Director, County Engineer, Assessor, Road Commissioner, 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, are then presented to the Planning Commission at their next scheduled meeting. The Planning Commission is responsible for approving, conditionally approving, or denying Subdivision applications.

If the Planning Commission makes the necessary findings to approve a Subdivision application, the applicant would have an approved tentative map. Approved tentative maps are "alive" 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 Subdivision Map be recorded. Please note: The final Subdivision 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 may be imposed. Up to three extensions, a maximum of 1 year each may be granted for a tentative map. A fee of \$238.00 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 Lassen County Planning and Building Services Department staff prior to submitting any application materials.

If your project is approved by the County, a Notice of Determination (NOD) will be filed with the County Clerk by the Lassen County 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 Game. 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, 2017)</u>
Negative Declaration	\$2,216.25
Mitigated Negative Declaration	\$2,216.25
Environmental Impact Report	\$3,078.25
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 Subdivision 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 Subdivision process.



TENTATIVE PARCEL MAP/SUBDIVISION APPLICATION

FILING FEE: \$754 PARCEL MAP; \$913 AND \$56 PER LOT SUBDIVISION
DEPARTMENT OF PLANNING AND BUILDING SERVICES
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Form must be typed or printed clearly in black or blue ink.

All sections must be completed in full. Only attach additional sheets if necessary.

FILE NO. _____

Property Owner/s	Property Owner/s
Name:	Name:
Mailing Address:	Mailing Address:
City, ST, Zip:	City, ST, Zip:
Telephone: Fax:	Telephone: Fax:
Email:	Email:

Applicant/Authorized Representative*	Agent (Land Surveyor/Engineer/Consultant)
Same as above: <input type="checkbox"/>	Correspondence also sent to: <input type="checkbox"/>
Name:	Name:
Mailing Address:	Mailing Address:
City, ST, Zip:	City, ST, Zip:
Telephone: Fax:	Telephone: Fax:
Email:	Email: License #:

Project Address or Specific Location:			
Deed Reference: Book:	Page:	Year:	Doc#:
Zoning:	General Plan Designation:		
Parcel Size (acreage):	Section:	Township:	Range:

Assessor's Parcel Number(s):	- -	- -	- -
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<input type="checkbox"/> Subdivision (5 or more parcels created)
Number of Parcels: _____ Parcel Size Range: _____ (acres or square feet). Use: _____
<input type="checkbox"/> Parcel Map (4 or fewer parcels created).
Parcel No. _____ Size: _____ (acres or square feet). Uses: _____
Parcel No. _____ Size: _____ (acres or square feet). Uses: _____
Parcel No. _____ Size: _____ (acres or square feet). Uses: _____
Parcel No. _____ Size: _____ (acres or square feet). Uses: _____

SIGNATURE OF PROPERTY OWNER(S): I HEREBY ACKNOWLEDGE THAT: I have read this application and state that the information given is both true and correct to the best of my knowledge. I agree to comply with all County ordinances and State laws concerning this application.	*SIGNATURE OF APPLICANT/AUTHORIZED REPRESENTATIVE (Representative may sign application on behalf of the property owner only if Letter of Authorization from the owner/s is provided).
Date:	Date:
Date:	Date:

See associated process form for required attachments.

1. Multiple (secondary) access provided for emergency fire equipment and shown on the Tentative Map:
____ Yes ____ No. Explain reason for lack of multiple access (e.g. parcels over forty acres, parcels front a publicly maintained road, etc.; see Lassen County Code Section 9.16.102): _____
2. Proposed Water Source: ____ Public System ____ Private System

Explain _____
3. Method of Sewage Disposal: ____ Public System ____ Private System

Explain _____
4. List All Recorded Access and Utility Easements: _____
5. Does the Owner Own Other Land Near the Project Site? ____ No ____ Yes APN(s) _____