



PARCEL MAP 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 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 (Appendix A) 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 \$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 map is not the tentative map referred to in Ordinance 475, but is prepared according to the same criteria.

Appendix A 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 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 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 can be submitted concurrently with the Initial Study application or after a Negative Declaration or EIR has been prepared. The fees are \$754.00. 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, 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, 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 "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 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.

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 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 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 475, 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, leachlines, 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.



TENTATIVE PARCEL MAP/SUBDIVISION APPLICATION

FILING FEE: \$754 PARCEL MAP; \$913 AND \$56 PER LOT SUBDIVISION
DEPARTMENT OF PLANNING AND BUILDING SERVICES
707 Nevada Street, Suite 5 · Susanville, CA 96130-3912
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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) _____