



**MODOC COUNTY PLANNING  
DEPARTMENT**  
203 WEST 4TH STREET  
ALTURAS, CALIFORNIA 96101  
(530) 233-6406  
(530-233-6420 Fax)

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**PARCEL MAP**  
Application Packet

<i>Included in this packet:</i>	<ul style="list-style-type: none"> <li>A. Definition / Statutory Authorization</li> <li>B. Application Filing</li> <li>C. Map Requirements</li> <li>D. Application Processing</li> <li>E. Criteria for Review</li> <li>F. Final Submittal Processing</li> </ul>
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➤ *Please note that incomplete applications will not be accepted* ◀

**A. DEFINITION / STATUTORY AUTHORIZATION**

This application is for the division of land into four or fewer parcels. When the proposed division together with other previous divisions of contiguous land by the same owners total more than four parcels, different procedures and requirements apply. When four or fewer parcels are proposed to be created, including prior contiguous divisions, a preliminary parcel map is filed and acted on by the County. When all proposed parcels are at least five acres in size, the requirement for a Parcel Map may be waived by the Planning Commission upon review of the project. (A preliminary map and complete application for Parcel Map must still be submitted.) When a Parcel Map is required and approved, a survey shall be performed and a map prepared for recording.

Land divisions, including Parcel Maps and Waivers, are authorized under the California Government Code (Subdivision Map Act), Section 66410 et seq. and Modoc County Subdivision Ordinance 238, adopted by the Board of Supervisors.

**B. APPLICATION FILING**

Because the services of a surveyor, Title Company and other private entities will be required, there can be confusion about who is responsible for providing which services. It is the responsibility of the applicant to assign and oversee the duties of each entity, ensuring that each party is providing the required information. The applicant should be actively involved in coordinating the activities of persons under his/her employ.

After consulting with the Planning Department, submit all the following items <b>concurrently</b> :		
✓	Item	Description
	Septic System Evaluation from Environmental Health (530) 233-6310	Written documentation from Environmental Health showing this evaluation was completed. Fee may apply please contact Environmental Health.

**Application: Parcel Map**

✓	Item	Description
	Parcel Map Application	1) Detailed Application 2) Planning Application 3) Supplemental Information - The property owner must sign the applications or provide other written authorization
	Fees (payable to <b>Modoc County Planning Department</b> ). Please mark the appropriate Parcel Map selection	<input type="checkbox"/> Parcel Map AG Exclusive (GP Exception A) \$2200 + ER*/C**/R <input type="checkbox"/> Parcel Map \$3000.00 + ER*/C**/R 1-4 & Remainder *Environmental Review Minor (CEQA) = \$500/TM *Environmental Review Major (CEQA) = \$1000/TM
	Maps	**Refer to C (below) for list of map requirements**
	Deed	Copy of current deed to property proposed for division; if property owner is a partnership, corporation or holding company, submit current documents identifying the names and addressed of all partners or officers
	Proof of Access	Proof of officially recorded access to a public road unless access is obtained directly off a public road (must include all parcels proposed)
	Preliminary Title Report	Obtain a current Preliminary Title Report from the title company; it must include all properties involved in the land division
The following items are required before the project will be recorded:		
✓	Item	Description
	Fish and Game Filing Fees	Fees apply to all projects subject to <b>CEQA</b> ; exemptions may only be granted by the Department of Fish and Game (SB1535).
	**County Surveyor Review Fees	Survey checking fees must be paid prior to recording – the applicant will be notified of the costs (which vary depending on the project)
	†Recording Fees	Payable to the <b>Modoc County Recorder</b> – fees based on how many pages are included in the document
	Taxes Paid Current	Taxes must be paid current to the <b>Modoc County Tax Collector</b> on <u>all</u> parcels involved in the transaction

➤ *Please note that additional information or steps may be required after a decision is made on the project* ◀

**C. MAP REQUIREMENTS**

1. Parcel Map:

- \_\_\_\_\_ Size: 8½X11 or 11X17 (no larger than 18X24) If the map is larger than 11X17, submit 24 copies plus one reduced map 8½X11 showing the location of each parcel. All maps must be legible and of reproducible quality.
- \_\_\_\_\_ Draw to scale, include scale and north arrow
- \_\_\_\_\_ Name and address of person preparing map and license number (Preliminary maps and accompanying plans must be prepared by an engineer/surveyor.)
- \_\_\_\_\_ Clearly indicate exterior boundary of land within subdivision with solid line. State size of total area to be subdivided.
- \_\_\_\_\_ Indicate and label any additional contiguous property under the same ownership or any remainder parcel.

**NOTE:** When a parcel map is required, all parcels intended for immediate or future sale, lease (excluding agricultural leases) or financing, will need to be surveyed and shown on the Parcel Map after approval.

- \_\_\_\_\_ Proposed lot lines - indicate with dash lines. State size and dimensions of each parcel.

## Application: Parcel Map

\_\_\_\_\_ Location and width of any proposed setbacks.

### 2. From the Supplemental Application (must be shown on map):

#### Part 3: Services/Improvements

\_\_\_\_\_ Location and size of all existing and proposed buildings. Indicate buildings to be removed and approximate distances from exterior and proposed lot lines and streets.

\_\_\_\_\_ Location of existing and proposed wells, sewage disposal septic tanks, leach lines or other systems.

\_\_\_\_\_ Location of off-site wells and developed springs within 100 feet of exterior property boundaries (excluding community systems).

\_\_\_\_\_ Location of off-site sewage disposal systems within 100 feet of exterior property boundaries.

\_\_\_\_\_ Location of existing and proposed easements for surface or underground improvements.

\_\_\_\_\_ Location and identification of utility line locations and easements including width (water, sewer, telephone, power, irrigation features, etc.).

\_\_\_\_\_ Location of any fire protection improvements.

#### Roads

\_\_\_\_\_ Width and location of all existing road and utility easements - note recording information.

\_\_\_\_\_ Location, surface type and width, right-of-way width, approximate grade and curve radii of all existing or proposed on-and-off site roads to be used for access.

\_\_\_\_\_ Existing road names and proposed road names. Indicate whether proposed is to be dedicated for public use.

\_\_\_\_\_ Name, width, grade, cut and fill slope areas and locations of any grade exceeding 15%.

\_\_\_\_\_ Location, length and radii of all existing and proposed cul-de-sacs.

\_\_\_\_\_ Location of all existing and proposed encroachments to county roads and State and Federal highways.

\_\_\_\_\_ Map showing how the proposed road systems interfaces with the road systems on-and-off site.

\_\_\_\_\_ Proposed (typical) cross-section and materials class; plan, location and size of culverts. Profile may be required.

\_\_\_\_\_ On parcels under one acre, demonstrate that adequate room for required parking, sewage disposal area and building area exists.

#### Part 4 (B-D): Setting / Vegetation

\_\_\_\_\_ Designate land uses and major physical features, such as watercourses, hills, agricultural uses, developed areas, timber lands, and vegetation types.

\_\_\_\_\_ Location of drainage/erosion control measures.

#### Part 4 (F): Soils / Geology

\_\_\_\_\_ Soil type, character and evidence of soil depth.

\_\_\_\_\_ General slope of land and contours (state intervals/slope). Outline areas with slope at/or exceeding 30% grade.

\_\_\_\_\_ Geological hazards, rock walls, cliffs and landslide areas.

\_\_\_\_\_ Location of cuts, fills, excavation and grading.

#### Part 4 (G): Watercourses / Drainage

\_\_\_\_\_ Location and direction of flow of water bodies and watercourses, (lakes, streams, rivers, irrigation ditches, etc.), indicate perennial or ephemeral.

\_\_\_\_\_ Indicate overflow areas, marshy areas and flood plains.

\_\_\_\_\_ If the property/properties are in AA@ (Areas of 100-year Flood) Zones, the requirements of the Zoning Ordinance must be met:

*A person authorized to practice land surveying will identify flood hazard areas, elevation of base flood and prepare the Flood Elevation Certificate. Indicate location of improvements and utilities with respect to flood area,*

## Application: Parcel Map

*drainage structures and culvert size. If existing or proposed access to the property requires crossing an area within the A zones, provision for the safe crossing of the area in flood time will be demonstrated.*

\_\_\_\_\_ Designate lands subject to adjudicated water right.

### Part 4 (H-L) Other

\_\_\_\_\_ Location of endangered or threatened species, nesting territories and migration routes.

\_\_\_\_\_ Historic, cultural and archaeological resources.

\_\_\_\_\_ Major noise sources on or near the site.

\_\_\_\_\_ Air pollution sources on or near the site.

\_\_\_\_\_ Location and design of mitigation features.

\_\_\_\_\_ Location of any other features in the project vicinity that may affect or have some concerns on the proposed uses or lots.

3. Map must conform to the Modoc County Subdivision Ordinance and the Subdivision Map Act
4. Map certifications and statements are found in the Subdivision Ordinance. A Tax Collectors Certificate must be included stating, *"I hereby certify as Tax Collector of the County of Modoc that the provisions of Section 66492 of the Government Code of the State of California."*
5. Written legals that conform to the proposed Map must be submitted.
6. All information required as a condition of approval must be shown on the map or a cross-referenced document.
7. A Parcel Map Guarantee must accompany the map when submitted for recording. Changes from the preliminary report should be reported when the documents are submitted for recording.

## **D. APPLICATION PROCESSING**

1. Within 30 days of receiving the application, the Planning Department will make the required notifications of application completeness. Incomplete or missing information will be requested and each re-submittal is subject to a 30-day check for completeness.
2. When an application is determined to be complete, the Planning Department will initiate the CEQA process. Depending on the nature and scope of the proposal, a negative declaration or environmental impact report may be required. At the conclusion of the environmental process, the matter will be placed on the Planning Commission agenda.
3. The Planning Commission will conduct a public hearing and will recommend that the Board of Supervisors approve, conditionally approve or deny the proposal, or that the project qualifies for a Waiver of Parcel Map.\*\*

\*\*If a Waiver of Parcel Map is determined by the Planning Commission to be appropriate, a Certificate of Waiver of Parcel Map will be required. The Certificate of Waiver of Parcel Map will signify approval of the project, and the project need not advance to the Board of Supervisors. For more information regarding Waivers of Parcel Maps, please contact the Planning Department.

4. The Board of Supervisors will set a hearing, at which time they will approve, conditionally approve or deny the proposal. If any modification is made by the Board that has not been considered by the Commission, the matter must be referred to the Planning Commission for a report prior to the Board's determination.

## **E. CRITERIA FOR REVIEW**

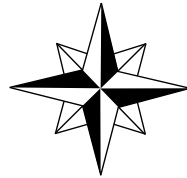
1. The application must conform to the requirements for a preliminary parcel map and parcel map under State and/or County law. The application must be completed in full. Time limits for submittal of information required by law must be complied with.
2. The application must be consistent with the General Plan, an adopted Specific Plan, the Zoning Ordinances and any other adopted plans, regulations or laws.
3. Successful completion of the environmental review process (CEQA).
4. The application must conform to the required findings for a tentative map, including specific findings for housing, energy conservation and other specialized cases as applicable under the Government Code and the Modoc County Subdivision Ordinance.
5. Other factors include: compliance with subdivision standards; ability to meet water, sewage and access requirements; topography and site suitability and design; availability of public services and facilities; and compatibility with surrounding uses.

## Application: Parcel Map

### F. FINAL SUBMITTAL: ITEMS REQUIRED AND PROCESSING

1. Following approval and expiration of appeal periods, the final steps may be taken. The parcel map must be prepared and the conditions of approval must be met.
2. Submit evidence of compliance with conditions of approval to the Planning Department.
3. Submit a parcel map check-print.
  - i. Map must be prepared by person authorized to practice land surveying in the State of California; preparation and content must conform to the Modoc County Subdivision Ordinance and the Subdivision Map Act.
  - ii. Map statements must be included as required by the Modoc County Subdivision Ordinance and the Subdivision Map Act. When there is a conflict in requirements, state law governs.
  - iii. Include, as appropriate, all information required as conditions of approval on the map or by concurrent document cross-referenced.
4. Required revisions will be sent to the applicant/surveyor. Corrections shall be made as required. When the map has been corrected to its final form and conditions of approval have been met, the Parcel Map may be submitted for approval.
  - i. An updated subdivision map guarantee must accompany the map when submitted for recording.
5. After obtaining all necessary signatures on the map, the map and fees will be delivered to the Planning Department for recording.
6. If conditions are made part of the approval, it is the responsibility of the applicant to present evidence of compliance to the Planning Department.
7. Required corrections/revisions will be sent to the applicant/surveyor. When the map has been revised to its final form, submit to the County Surveyor.
8. Upon satisfaction of all requirements, the County will record the map. If the subdivision is on conjunction with an escrow, arrangements can be made at the request of the applicant with the title company to coordinate recording

**Final recordation of the map must be completed within two years from the date of approval. An extension of time may be requested in writing prior to the end of the two-year period. If no action is taken within two years or the extension is denied, the approval will expire and a new application will be required. Until the Parcel Map is recorded, the proposed parcels may not be sold, financed, leased or transferred per the Subdivision Map Act.**





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**SUPPLEMENTAL INFORMATION**

The following is required, in addition to the Planning Application, in order to evaluate your project. Answer all questions to the best of your ability. If more space is required, please use a separate sheet of paper.

**PART 1: GENERAL INFORMATION**

- A. Project Location \_\_\_\_\_  
Assessor's Parcel Number \_\_\_\_\_  
Subdivision \_\_\_\_\_ Block \_\_\_\_\_ Lots \_\_\_\_\_
- B. Project Site: Total Area: \_\_\_\_\_ Access Road(s): \_\_\_\_\_
- C. Existing use of property: \_\_\_\_\_
- D. Provide a summary of the proposed project, including the size, purpose, phasing and uses.  
\_\_\_\_\_  
\_\_\_\_\_
- E. Do the owners presently own other contiguous property? Yes \_\_\_\_\_ No \_\_\_\_\_  
If so, Assessor's Parcel Number(s): \_\_\_\_\_

**PART 2: RESULTING PARCELS**

Total number of resulting parcels: \_\_\_\_\_

For each resulting parcel, what is the parcel size and proposed access (i.e., county road number, name, easement, etc.)

Parcel 1:	Size _____	Access _____
Parcel 2:	Size _____	Access _____
Parcel 3:	Size _____	Access _____
Parcel 4:	Size _____	Access _____
Parcel 5:	Size _____	Access _____
Parcel 6:	Size _____	Access _____

**PART 3: SERVICES / IMPROVEMENTS**

- A. Improvements:  
Existing \_\_\_\_\_  
\_\_\_\_\_  
Proposed \_\_\_\_\_  
\_\_\_\_\_

## Application: Parcel Map

**B. Access:**

Existing \_\_\_\_\_

Proposed \_\_\_\_\_

**C. Water:**

Existing uses of water on project site \_\_\_\_\_

Proposed water uses \_\_\_\_\_

Existing water source \_\_\_\_\_

Proposed water source \_\_\_\_\_

**D. Sewage / Wastewater:**

Existing uses that generate sewage / wastewater \_\_\_\_\_

Proposed uses that generate sewage / wastewater \_\_\_\_\_

Existing sewage disposal method \_\_\_\_\_

Proposed sewage disposal method \_\_\_\_\_

List any unusual wastewater characteristics of the existing / proposed uses. What special treatment processes are necessary?

\_\_\_\_\_

**E.** Is electricity extended to the project site? Yes \_\_\_\_\_ No \_\_\_\_\_

**F.** Is telephone service extended to the project site? Yes \_\_\_\_\_ No \_\_\_\_\_

**G.** Name of agency that presently provides, will provide or could provide service to the project, if required:

(Please complete for all projects)

Elementary School \_\_\_\_\_

High School \_\_\_\_\_

Electricity \_\_\_\_\_

Telephone \_\_\_\_\_

Fire Protection \_\_\_\_\_

Hospital / Other Emergency \_\_\_\_\_

Water Supply \_\_\_\_\_

Sewage Disposal \_\_\_\_\_

### PART 4: NOTIFICATIONS TO APPLICANT / CERTIFICATIONS

Pursuant to Government Code Section 65945, do you request to receive notice from the county of proposal types 1, 2, 3 and or 4 below, which may come before the county during the processing of this permit (you will only be notified of proposals that the county determines are reasonably related to your permit request):

1. Adopt or amend the general plan.
2. Adopt or amend a specific zone.
3. Adopt or amend the zoning ordinance.
4. Adopt or amend an ordinance affecting building or grading permits.

\_\_\_\_\_ Yes, notices for \_\_\_\_\_ (Specify 1, 2, 3 and/or 4). If yes, you must add \$5.00 to your application fee.

\_\_\_\_\_ No, I do not wish to receive notices for 1, 2, 3 or 4.

# Application: Parcel Map

Pursuant to Government Code Section 65962.5, I have examined the Hazardous Wastes and Substances Sites List on file with the Planning Department, compiled by the State Office of Planning and Research, and certify:

The site that is the subject of any project under this application is located on the list titled \_\_\_\_\_ in the above publication.

The site that is the subject of any project under this application is not located on any list in the above publication.

Pursuant to Government Code Section 65943, this is an application for a development permit.

Yes  No

## PART 5: CERTIFICATION, AUTHORIZATION AND SIGNATURES

By signing this application, Modoc County Planning Department staff is authorized to enter your property for the purpose of project review. This authorization is valid from the date signed until the end of the project review period unless ongoing monitoring or maintenance are required.

*I hereby certify under penalty of perjury that the information provided in this application is true, accurate and complete to the best of my / our knowledge. I also certify that I have read and understand the applicable application requirements pertaining to my project.*

Owner(s) \_\_\_\_\_ Date \_\_\_\_\_

\_\_\_\_\_ Date \_\_\_\_\_

Applicant / \_\_\_\_\_ Date \_\_\_\_\_

Authorized Agent