

# **GUIDE TO PARCEL MAPS (SUBDIVISION OF FOUR OR LESS PARCELS)**

## **FACTS AND INFORMATION**

The City of Lakeport Subdivision Ordinance (Chapter 16 of the Lakeport Municipal Code) has been adopted in accordance with the California Subdivision Map Act. Its purpose is to regulate and control the division of land in the City of Lakeport and to supplement the provisions of the California Subdivision Map Act concerning the design, improvement, and survey data of subdivisions, the form and contents of all required maps, and the procedure to be followed in securing the official approval of the City regarding subdivision and parcel maps. Land may be subdivided and developed consistent with the intent of the Lakeport General Plan and the requirements of both the City's Zoning Ordinance and Subdivision Ordinance. In an effort to provide information concerning the parcel map process, this guide has been prepared.

A parcel map shall mean a map showing a subdivision of four or less parcels as required by the Subdivision Map Act and the Lakeport Subdivision Ordinance. The map must be prepared in accordance with the Subdivision Map Act, the Lakeport Subdivision Ordinance, and designed to be filed for recordation in the office of the Lake County Recorder.

The form and contents submittal and approval of application for a tentative parcel map shall be governed by the provisions of Chapter 16 of the Lakeport Municipal Code. An application for approval of a tentative parcel map shall not be submitted or accepted for filing unless the subdivider has previously obtained all necessary discretionary City approvals for the development that are required pursuant to the applicable provisions of the Municipal Code.

### **FORM AND CONTENTS, ACCOMPANYING DATA, AND REPORTS FOR PARCEL MAPS:**

A tentative parcel map shall be prepared in a manner acceptable to the department by a registered civil engineer, a licensed land surveyor, or other property owner agent. The tentative map shall be clearly and legibly drawn and shall contain not less than the following:

- A. A title which shall contain the parcel map number, parcel map name, and type of parcel map.
- B. Name and address of legal owner, subdivider, and person preparing the map, including registration or license number.
- C. Sufficient legal description to define the boundary of the proposed parcel map.
- D. The names and numbers of adjacent subdivisions and the names of the owners of adjacent unplatted land.
- E. Date, north arrow, scale, contour interval, and source and date of existing contours.

- F. A statement of present zoning and of existing and proposed uses of the property as well as any proposed zoning changes, whether immediate or future.
- G. A vicinity map showing roads, adjoining subdivisions, County areas, creeks, and other data sufficient to locate the proposed parcel map and show its relation to the community.
- H. Existing topography of the proposed site and at least fifty (50') feet beyond its boundary, including but not limited to:
  - 1. Existing contours at two (2) foot intervals if the existing ground slope is less than ten percent (10%) and not less than five (5) foot intervals for existing ground slopes equal or greater than ten percent (10%). Contour intervals shall not be spread more than one hundred fifty (150) feet apart. Existing contours shall be represented by dashed lines.
  - 2. Type, circumference, and dripline of existing trees with a trunk diameter of four (4) inches or more. Any trees proposed to be removed shall be so indicated.
  - 3. The location and outline of existing structures identified by type. Structures to be removed shall be so indicated.
  - 4. The approximate location of all areas of potential storm water overflow; the location, width, and direction of flow of each water course; and the flood zone designation as indicated on the Flood Insurance Rate Map ("FIRM").
  - 5. The location, pavement, and right-of-way width; grade; and name of existing streets or highways.
  - 6. The widths, location, and identity of all existing easements.
  - 7. The location and size of existing sanitary sewers, fire hydrants, water mains, and storm drains. The approximate slope of existing sewers and storm drains shall be indicated. The locations of existing sewers and storm drains shall be indicated. The location of all existing overhead and underground utility lines on peripheral streets shall be indicated.
- I. Proposed improvements to be shown shall include but not be limited to:
  - 1. The location, grade, centerline radius, and arc length of curves, pavement, right-of-way width, and name of all streets. Typical sections of all streets shall be shown. Proposed private streets shall be clearly indicated.
  - 2. The location and radius of all curb returns and cul-de-sacs.
  - 3. The location, width, and purpose of all easements.
  - 4. The angle of intersecting streets if such angle deviates from a right angle by more than four (4) degrees.
  - 5. The approximate lot layout and the approximate dimensions of each lot and each building site. Engineering data shall show the approximate finished grading of each lot, the preliminary design of all grading, the elevation of proposed building pads, the top and toe of cut and fill slopes to scale, the number of each lot, and the elevation of adjacent parcels.

6. Proposed contours at two (2) foot intervals shall be shown if the existing ground slope is less than ten (10%) percent and not less than five (5) foot intervals for existing ground slopes of ten (10%) percent or more. A separate grading plan may be submitted.
  7. Proposed recreation sites, trails, and parks for private or public use.
  8. Proposed common areas to be dedicated to public open space.
  9. The location and size of sanitary sewers, fire hydrants, water mains, and storm drains. Proposed slopes and approximate elevations of sanitary sewers and storm drains shall be indicated. The proposed routing of storm water runoff generated by a 100 year flood shall also be indicated in accordance with the City Storm Drain Master Plan.
  10. A statement as to the intention of the subdivider in regard to slope planting and erosion control.
- J. The name or names of any geologist or soils engineer whose services were required in the preparation of the design of the tentative map.
- K. The size of the tentative parcel map shall be at least eleven (11") inches by seventeen (17") inches. A marginal line shall be drawn completely around each sheet, leaving an entirely blank margin of one (1) inch. The scale of the map shall be not less than 1"-100' or as may be necessary to show all details clearly, and enough sheets shall be used to accomplish this end. The particular number of the sheet and the total number of sheets, and its relation to each adjoining sheet shall be clearly shown. When four (4) or more sheets including the certificate sheet are used, a key sheet shall be included. All printing or lettering on the map shall be one-eighth (1/8) inch minimum height and of such shape and weight as to be readily legible on prints and other reproductions made from the original drawings.
- L. The subdivider shall specify any deviation from the City standards and provide the justification for such deviation.
- M. Upon written request of the subdivider, the Department may waive any of the above tentative parcel map requirements if the Department determines that the type of parcel map does not justify compliance with these requirements, or if the Department determines that other circumstances justify a waiver. The Department may require other drawings, data, or information as deemed necessary by the Department to accomplish the purposes of the Subdivision Map Act and this chapter.

## **ACCOMPANYING DATA AND REPORTS:**

The tentative parcel map shall also be accompanied by the following data and/or reports:

- A. Street Names. A list of proposed street names for any unnamed street or alley for review by the Department.
- B. Soils Report. A preliminary soils report prepared in accordance with the provisions of the Uniform Building Code (adopted herein by reference) and Section 16.08.040 may be required to be submitted. If the preliminary soils report indicates the presence of critically expansive soils or other soil problems which, if not corrected, would lead to structural defects, the soils report accompanying the final map shall contain an investigation of each lot within the parcel map.
- C. Title Report. A preliminary title report, acceptable to the Department, showing the legal owners at the time of filing the tentative parcel map.
- D. Environmental Review. Information shall be submitted as required by the Department to allow a determination on environmental review to be made in accordance with CEQA. The subdivider shall deposit and pay all fees as may be required for the preparation and processing of environmental review documents.
- E. Preliminary Engineering Calculations. Information shall be submitted as required by the standard engineering specifications to demonstrate the adequacy of the design of the proposed improvements. Such information shall include design parameters and engineering calculations.
- F. Other Reports. Any other data or reports deemed necessary by the Department.

## **GEOTECHNICAL REPORTS:**

The following geotechnical report shall be submitted in accordance with the following:

- A. If determined to be necessary, three (3) copies of preliminary engineering soils report and engineering geology report, prepared by a civil engineer and engineering geologist registered in the State and based upon adequate borings, shall be submitted to the Community Development Director. Said need shall be based on a finding that there are facts associated with the land to be divided that there are slope, soil stability, historic cut or fill activity, erosion, or other similar factors evident which require a geotechnical analysis.
- B. If the City has knowledge of, or the preliminary soils and geology reports indicate, the presence of soil or geologic conditions which, if corrective measures are not taken, could lead to structural defects, a soils and/or geologic investigation shall be done by a civil engineer and/or geologist registered in the State who shall recommend regarding the adequacy of the sites to be developed by the proposed grading and the effect of the soil or geologic conditions on the proposed development. The City may approve the parcel map, or portion thereof, where soils or geologic problems exist if the City determines that the recommended actions provide for procedures and design criteria for corrective measures as necessary covering the structures and adequacy of the sites to be developed by the proposed grading. A condition of the issuance of any building permit may require that the approved recommended action be incorporated in the grading plans and/or

specifications and, if necessary, the plans and specifications for the construction of each structure.

**STREET NAMES:**

Each street which is to be dedicated which is a continuation of, or approximately the continuation of, any existing dedicated street shall be shown on the tentative parcel map and shall be given the same name as such existing street. The proposed name of each other street shown on the tentative map shall be submitted to the City for the approval in accordance with current City street-naming policies. The approved street name shall be shown on the tentative map.

**DEPARTMENT REVIEW:**

A tentative parcel map application shall be filed with the Community Development Department. The application shall be determined by the department to be complete only when the form and contents of the tentative parcel map conform to the requirements as set forth in Chapter 16.12 and when all accompanying data and reports as required by Section 16.12.030 and all fees and/or deposits have been submitted and accepted by the Department. The subdivider shall file with the Department fourteen (14) copies of the tentative parcel map. The Community Development Department shall forward copies to the tentative parcel map to affected public agencies and other interested entities which may, in turn, forward to the Community Development Department their findings and recommendations. Public agencies and utility companies shall certify that the subdivision can be adequately served.

**ACTION BY THE PLANNING COMMISSION:**

- A. Upon receipt of a tentative parcel map application that is determined by the Department to be complete, the Department shall prepare a report and set the matter for a public hearing before the Planning Commission in accordance with the provisions of Section 16.08.070 (A), or before the Planning Commission in accordance with subsection (B) of this section.
- B. The tentative parcel map may be approved, conditionally approved, or denied by the Planning Commission, as the case may be, in accordance with the provisions and findings set forth in Section 16.08.070 (B), (C) and (D).

**APPEALS OF THE PLANNING COMMISSION ACTION:**

Appeals of the Planning Commission action with respect to the tentative parcel map shall be made to the City Council in accordance with the provisions of Section 16.08.100.

**EXPIRATION AND EXTENSIONS OF TENTATIVE PARCEL MAP APPROVALS:**

The approval or conditional approval of a tentative parcel map shall expire twenty-four (24) months from its approval by the Planning Commission or City Council whichever occurs last, unless the expiration date is extended in accordance with the provisions of Section 16.08.120, except that the Planning Commission shall be responsible for the review of the request. The Planning Commission may approve, conditionally approve, or deny the request for an extension. The subdivider or any interested person adversely affected may appeal the action of the Planning Commission and then to the City Council in accordance with the provisions of Section 16.08.120.

## **AMENDMENTS TO APPROVED OR CONDITIONALLY APPROVED TENTATIVE PARCEL MAP:**

Amendments to the approved or conditionally approved tentative parcel map or conditions of approval shall be made in accordance with Section 16.08.130; provided that amendments which, in the opinion of the Department, are not minor, shall be presented to the Planning Commission for its approval. Processing shall be in accordance with the provisions for processing a tentative map as set forth in this article. Any approved amendment shall not alter the expiration date of the tentative map.

## **PARCEL MAPS:**

Upon approval of a tentative parcel map, the subdivider shall prepare a parcel map for City approval and filing. The form and content, submittal, approval, and filing of parcel maps shall conform to the provisions of the Subdivision Map Act and this section.

- A. Survey Required. An accurate and complete survey of the land to be subdivided shall be made by a registered civil engineer or licensed land surveyor. All monuments, property lines, centerlines of streets, alleys, and easements adjoining or within the subdivision shall be tied into the survey. The allowable error of closure on any portion of the parcel map shall not exceed 1/10,000 for filed closures and 1/20,000 for calculated closures.
- B. Form and Contents. The form and content of the parcel map shall conform to the final map form and contents requirements of Section 16.10.040 and Section 16.10.050.
- C. Preliminary Submittal. The subdivider shall submit prints of the parcel map to the City Engineer for checking. The preliminary prints shall be accompanied by copies of the data, plans, reports, and documents as required for final maps by Section 16.10.060.

The City Engineer may waive any of the requirements if the location and nature of the proposed subdivision does not justify compliance with the requirements of Section 16.10.060

- D. Review and Approval by City Council. The City Council shall review the parcel map and the subdivider shall make corrections and/or additions until the map is acceptable to the City Council. The subdivider shall submit the original tracing of the map, corrected to its final form and signed by all parties required to execute the certificates on the map, to the City Council. The City Clerk or authorized agent shall, subject to the provisions of Section 66464 of the Subdivision Map Act, transmit the approved parcel map to the County Recorder.

**For more information, contact:  
The City of Lakeport  
Community Development Department**