



APPLICATION FOR PARCEL MAP or FINAL MAP

The purpose of the Parcel or Final Map application:

To provide a comprehensive review process for alterations to physical dimensions of a legal lot of record. The comprehensive review includes contact with various City departments and other agencies, as applicable, which may have comments that affect the alteration.

Please type or print

GENERAL INFORMATION

Project Name _____

Site Address _____

Assessor's Parcel Number(s) _____

This application is for:

Parcel Map

Final Map

SPECIFIC INFORMATION

Briefly explain the proposed request. Attach additional pages if necessary.

APPLICANT

The above information, to the best of my knowledge, is true and correct.

Applicant _____ Mailing Address _____

City _____ State _____ Zip _____

Phone _____ email: _____

Signature _____ Date _____

The applicant is considered the primary point for correspondence and contact from the City unless other arrangements are made in writing.

PROPERTY OWNER

I declare that I am the owner of the herein-described property and that I have familiarized myself with this completed application and give consent to the action requested.

Property Owner _____ Mailing Address _____

City _____ State _____ Zip _____

Phone _____ FAX _____

Signature _____ Date _____

If more owners, provide additional sheets

PUBLIC WORKS STAFF

Fee amount: Paid _____ Received by _____ Date _____

PLANNING STAFF

Zoning classification _____
Community Plan _____
Community Plan use designation _____
Plan Area Statement _____
Planner approving application _____ Date _____

Information for filing a complete application

Each application shall contain the following checked information. Some applications may require additional information. If the application is incomplete, it will not be accepted.

- Completed application form, with the property owner(s) signature(s)
- Application Fee Deposit
- Description
Example: "I am requesting to modify the boundaries of APN xx-xxx-xxx and APN xx-xxx-xxx . The resulting parcels will be _____ square feet and _____ Square feet."
- Three (3) reproductions of Parcel Map or Final Map, drawn to scale, showing the existing conditions and the proposed lot changes.
- Existing Subdivision Map.
- Preliminary title report on the subject properties dated no earlier than six (6) months prior to submittal of application.
- Documentation demonstrating compliance with all conditions of approval applied to the Tentative Map such as, draft CC&R's for the subdivision and road maintenance agreements. Also include documentation from all state and local agencies stating their conditions have been met.
- Closure Calculations for the exterior boundary and all blocks or lots associated within the exterior boundary.
- Reproductions of all deeds or vesting deeds of the subject parcels and deeds of adjacent parcels as well, if applicable.
- Offers of dedication on supplemental sheets or other supplemental documents to be recorded concurrently with the Final Map.
- Tahoe Regional Planning Agency written approval (must be submitted prior to City approval)
- Other information required by the City Engineer.

If all requirements have been met (including signatures of all required parties), both the City Surveyor and the City Engineer will approve the Parcel Map/Final Map thereby authorizing the recordation of the Parcel Map/Final Map in the El Dorado County Recorder's Office.

All boundary line adjustments must have a separate Tahoe Regional Planning Agency Review and approval.

PARCEL MAP/FINAL MAP APPLICATION INFORMATION SHEET

GENERAL INFORMATION

This information sheet explains the application and review process for finalizing and recording a Parcel Map (for the creation of 4 or less parcels) and finalizing and recording a Final Map (for the creation of 5 or more parcels). This process can only occur after the Planning Department, Planning Commission, or City Council has granted approval of Improvement Plans regarding the Tentative Map or subdivision. For information on receiving a tentative subdivision map approval, please refer to the information sheet titled, "Tentative Map Information Sheet." For information on "Improvement Plans", please refer to your project conditions of approval.

To receive an application for Parcel Map/Final Map Review please contact the City of South Lake Tahoe Services Center at 530-530-6030.

The City will not accept a Parcel Map/Final Map Application for review prior to the City Planning and Engineering Divisions approval of the applicable Improvement Plan. In order to submit for a Parcel Map or Final Map review, the application must be complete. Map applications brought or sent in without Planning Division review, or incomplete applications, including those in which not all of the required Improvement Plan have been met, will be returned, unprocessed.

REVIEW AND APPROVAL AUTHORITY

The Parcel Map/Final Map application is the city review process, which allows the Planning Department, Planning Commission, Engineering Department and the City Surveyor to confirm that all conditions have been met and that the map complies with all State and City requirements.

Upon receiving a completed Parcel Map Application, the map is reviewed by the Engineering and Planning Departments. If comments are generated by either Department, these comments are to be addressed on the Parcel /Final Map. The Resubmitted improved Parcel Map is then reviewed by the City Surveyor for correctness.

Upon receiving approval of a Tentative Map by the City Planning Administrator, Planning Commission, or City Council, the applicant may proceed with Improvement Plan preparation and submittal of the Final Map Application. Not all maps are subject to Improvement Plans; therefore, please refer to your project conditions of approval to determine whether this requirement applies. Only after the City Planning and Engineering Divisions have approved the Improvement Plan should the applicant proceed with the preparation of a Final Map. This map must substantially conform to the approved Tentative Map and must comply with all requirements of the State Subdivision Map Act.

If all requirements have been met (including signatures of all required parties), both the City Surveyor and the City Engineer will approve the Parcel Map or Final Map thereby authorizing the recordation of the map with El Dorado County Recorder's Office.

It is important to note that the subdivision lots are not created until the map is recorded in the El Dorado County Recorder's Office. It is unlawful to complete a transaction to sell, lease, finance or convey a subdivision lot until the map is recorded.

HOW YOUR APPLICATION WILL BE PROCESSED

The following section describes the steps involved in reviewing either a Parcel Map or a Final Map application:

1. The Planning or Engineering Technician will review the "Parcel Map/Final Map Submittal Checklist" to determine if the application submittal is complete. If the application is complete, the project will be accepted and the Planning or Engineering Division will begin processing the application. If the application is not complete, the Planning or Engineering Technician will identify the missing information and ask that you schedule another appointment to submit all the required information as one complete package.
2. The Planning or Engineering Technician will be your contact person throughout the review and approval process, is responsible for forwarding all applicable information to the City Surveyor, City Planning Division, City Engineering Division, and keep you informed of the map's status. Within thirty (30) days after application submittal, the City Surveyor will review the Parcel Map/Final Map, requested application materials and determine technical correctness. He/she will work on map corrections directly with the applicant's surveyor for completion of necessary corrections. Upon completion of corrections, the City Surveyor will approve and sign the mylar map. The Engineering Division will concurrently review the application to ensure the Parcel Map/Final map application materials comply with all conditions of approval applied to the Tentative Map or the Parcel Map reviews.
3. If additional information, clarification, or corrections are required, the map preparer will be notified by the Planning or Engineering Technician or the City Surveyor. It is the responsibility of your map preparer to address all of the requested corrections. The City surveyor cannot approve the map until it is deemed technically correct.

The City Engineer and the City Surveyor cannot sign a Final Map for a subdivision of five or more parcels until the City Council has been notified.

4. When the application and Parcel Map/Final Map are deemed complete and all conditions of approval have been met, the applicant's map preparer will submit to the Engineering Division the original Mylar of the Final Map with all corrections and all other documents necessary to record the Final Map. Regarding Final Maps, the City Engineer will notify the City Council at their next regular meeting of the City Engineer's pending action to approve the Final Map.
5. The City Clerk shall provide notice of the City Engineer's pending action by attaching and posting said notice with the Council's regular agenda and mailing such notice to any interested party who requests the notice. The City Engineer shall approve or disapprove the Final Map within 10 days following the meeting.
6. The City Engineer will sign the map and the Engineering Technician will forward to the applicant's selected title company the map, documents, certificates, and a memorandum outlining the items that must be recorded. The title company is responsible for coordinating the recordation of the Parcel Map/Final Map, documents, and certificates with the El Dorado County Recorder's Office. The title company is also responsible for the title guarantee to be submitted to the County Recorder's Office with the documents for recording.

FEES

The fees for processing a "Parcel Map" or "Final Map" will be based on the actual costs of City staff time spent on processing the application, the costs of the City Surveyor, and any direct costs. A fee deposit must be submitted with the application to cover these anticipated costs.

If the actual application costs are less than the fee deposit, the applicant will be given a refund of the unused fees at the end of the application process. If the actual costs are greater than the fee deposit, the applicant will have to submit additional fees before the Map can be signed by the City Engineer.

SUBMITTAL REQUIREMENTS

The items listed in the attached "Parcel Map/Final Map Submittal Checklist" must be submitted as part of the application package in order for the application to be considered complete for processing. The signed checklist must also be submitted with the application. Your application will not be accepted if all of the items listed are not submitted.

The planning/engineering tech will not accept submittals for which Improvement Plans are required, and have not been approved.

Additional items that may be required in the map review process, beyond what is listed in the "Parcel Map/Final Map Submittal Checklist," include corrected map/documents as requested by the City Surveyor as well as document originals such as but not limited to the following:

- All original documents, signed and notarized, needing to be recorded concurrently with the Parcel Map/Final Map such as CC&Rs, road maintenance agreement, offers of dedication, etc.
- The Owner's Certificate of Acknowledgement or Owner's Statement signed and notarized.
- The tax certificate issued from the El Dorado County Tax Collector certifying that all property taxes, special assessments, and liens on the property have been paid to allow recordation of the map.
- Any remaining fees required by the City or County for recordation of the map.
- TRPA approval prior to city approval