



# COMMUNITY DEVELOPMENT SERVICES PLANNING AND BUILDING DEPARTMENT

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2850 Fairlane Court, Placerville, CA 95667  
Phone: (530) 621-5355 [www.edcgov.us/Planning/](http://www.edcgov.us/Planning/)

## TENTATIVE SUBDIVISION MAP

### PURPOSE

The California State Subdivision Map Act mandates a process for the division of land creating **5 or more parcels**. The process, typically called a subdivision or major land division, includes a review by County staff and the Planning Commission to make certain the proposed division conforms to the minimum County standards for lot size, access, road improvements, grading, sewage facilities, water supply and other environmental concerns.

A major land division involves two key steps. The first step is the submittal of a Tentative Subdivision Map Application to the County for review with County requirements and CEQA (California Environmental Quality Act). If approved, the Planning Commission requires conditions relating to fees, subdivision improvements, and possible modifications to the Tentative Subdivision Map. The second key step occurs after the Tentative Subdivision Map has been approved. The subdivider then proceeds with development of construction drawings and subdivision improvements, and submits the Final Map, bonds and agreements to the County. Upon completion of the conditions of the Tentative Subdivision Map, the Final Map may be submitted to the County (see Final Map Application for more information). The Final Map must be recorded before lots can be sold.

### REQUIRED FINDINGS

In accordance with Section 120.12.030 of the Major Land Division Ordinance, there are certain legal findings that must be made by the Planning Commission. These are as follows:

1. The proposed map shall be consistent with the Specific Plan and/or General Plan adopted by the County.
2. The proposed design and improvements of the proposed subdivision shall be consistent with the Specific Plan and/or General Plan adopted by the County.
3. The site must be physically suitable for the type of development proposed.
4. The site must be physically suitable for the density of development proposed.
5. The design of the subdivision or the proposed improvements will not cause substantial environmental damage or substantially and avoidably injure fish and wildlife or their habitat.
6. The design of the subdivision or the type of improvements will not create serious public health and safety problems or pose an unacceptable fire risk to future occupants or to adjoining properties.
7. The subdivision shall have adequate access to accommodate the proposed density and that the design of the subdivision or type of improvements shall not conflict with easements (recorded or adjudicated easements) acquired by the public at large for access through or use of the property within the proposed subdivision unless suitable alternative easements would be provided.

## **PROCESS**

1. Prior to submittal of a formal application, the applicant or agent may meet with Planning Services staff for a *Pre-Application Meeting* in order to review submittal information and discuss initial project design, or submit a *Preliminary Subdivision Map Application* as further described below.

### **(A) PRE-APPLICATION REVIEW MEETING**

Staff recommends that a formal *Pre-Application Meeting* be held with representatives of Planning Services, the Transportation Division, and other County departments prior to preparing the Tentative Map and submittal information. The purpose of the meeting would be to identify any potentially significant issues during the design stage of the subdivision project so that impacts and constraints can be avoided and any specific analysis of unique issues associated with the project site can be addressed at the earliest time. To start the pre-application review process, review the *Pre-Application Submittal Meeting* application on the County website at:  
<http://www.edcgov.us/Planning/applications.html>

### **(B) PRELIMINARY MAP PROCESS**

In addition, the County offers the *Preliminary Map Review Process*. This process provides a thorough review of a project and is also recommended. See the application titled: *Subdivision Maps, Preliminary* on the Planning Services website.

2. The applicant or agent prepares all required submittal information and makes an appointment and submits the application to Planning Services.
3. A planner is assigned and the application is distributed to affected agencies for comment and recommendation.
4. The assigned staff planner, representatives from the Transportation Division, or other interested agencies may conduct site visitations. Upon request, the applicant may meet with staff on-site to discuss the project.
5. The applicant and/or agent meets with the Technical Advisory Committee (TAC - staff representatives of affected agencies) to discuss environmental review, draft conditions of approval (or reasons for a recommendation for denial).
6. Once all required application materials are submitted, the project is deemed complete. A draft environmental document, staff report, and conditions of approval (or recommendation for denial) are prepared.

Based upon the provisions set forth in the California Environmental Quality Act (CEQA), a Negative Declaration or Mitigated Negative Declaration may be prepared for a proposed project that *will not* have significant environmental effects or where those effects can be mitigated to a less than significant level. An Environmental Impact Report (EIR) is required if the project will have significant environmental effects that cannot be mitigated to a less than significant level. If it is determined that an EIR is required for your project, processing of the application is placed on "hold" status. The project only proceeds if the applicant agrees to fund the EIR process. Note that timing and sequence of Items 5 through 7 would be different depending on when the determination was made that an EIR would be prepared.

7. Project is noticed in the local newspaper advertising the required 30-day public review period for Negative Declarations as set by State law.
8. At least two weeks prior to the public hearing, the applicant receives the staff report which includes staff recommendation and proposed conditions of approval or mitigation measures.
9. Public hearing is conducted before the Planning Commission and a decision is made to approve, deny, or modify the project; or the Commission may take different actions on the various applications under consideration (e.g.: General Plan amendment or rezone). The decision may be appealed by the applicant or affected party. (An approved map expires within 36 months from date of approval unless a Final Map is filed prior to that time, or if a time extension request is approved.)
10. An appeal may be filed by either the applicant or affected party within 10 working days after decision.
11. Board of Supervisors' public hearing is held on the appeal and a final decision is made (approximately 30 days after Planning Commission decision).

### **TIMING**

Steps 2 through 4 are typically completed within 60 days. The remaining steps are more flexible depending on the complexity of the project. Most applications will reach the public hearing (Step 9) in six months or less with a Negative Declaration prepared. Projects requiring an Environmental Impact Report may take up to one year or more to complete.

### **HEARING**

The Tentative Subdivision Map application is heard by the Planning Commission. The hearing is given public notice in a local newspaper and also by mailing (by the County) the notice to all owners within 500 feet of the applicant's property. Modifications to the Tentative Subdivision Map, which are presented either at or a few weeks before the public hearing, will generally result in delaying the action by the Planning Commission. The length of delay will depend on the extent of changes proposed.

### **APPEALS**

The decision of the Planning Commission may be appealed to the Board of Supervisors by either the applicant or the affected neighbors. Said appeal must be made and filed with Planning Services within 10 working days from date of decision and appeal fee paid. (See online fee schedule at <http://www.edcgov.us/planning> for the current appeal fee.) If an appeal is made, the matter is heard at a public hearing of the Board of Supervisors with notice given as described above.

### **FEES**

Current application and revision fees may be obtained by contacting Planning Services at **(530) 621-5355** or by accessing the online fee schedule at [www.edcgov.us/planning](http://www.edcgov.us/planning).

**Time and Materials:** Planning Services and the Transportation and Environmental Management Divisions review Tentative Subdivision Maps on a Time and Materials (T&M) basis. The fees listed on the adopted fee resolution are collected upon application submittal and will be held as a deposit. The applicant will be billed monthly or as otherwise established by each Division under their individual T&M procedures. If the deposit exceeds costs, the applicant will be reimbursed for the remainder of the deposit after a decision is made on the project and the file is closed out.

**NOTE:** If the application is withdrawn or denied, the T&M charged to date is nonrefundable.

**Fish and Wildlife Fees:** In accordance with State Legislation (AB3158), a State Department of Fish and Wildlife fee will be required after approval of the project, prior to the County filing the Notice of Determination on the project. This fee, subject to periodic increases by the State, less a \$50.00 processing fee, is forwarded to the State Department of Fish and Wildlife and is used to help defray the cost of managing and protecting the State's fish and wildlife resources. If the project is found to have no effect on fish and wildlife resources or otherwise exempt, only the \$50.00 processing fee is required to file the Notice of Exemption with the State. These fees are due immediately after project approval, checks payable to "El Dorado County" and submitted to Planning Services for processing.

### **DESIGN WAIVERS**

When severe topography, physical constraints, or other existing conditions; there may be justification for the approval of a Design Waiver. Design Waivers are requested to modify a County standard (e.g.: reduction of a standard roadway width to reduced width). Typically, Design Waivers only affect road and lot design. If the applicant and engineer believe there are exceptional circumstances, and the findings which follow can be made, then the applicant may request a Design Waiver from a specified standard when the Tentative Map Application is submitted.

The County can only approve Design Waivers when each of the following conditions exist in accordance with County Code Section 120.40.010.A.2:

1. There are special conditions or circumstances peculiar to the property proposed to be divided which would justify the adjustment or waiver;
2. Strict application of the design or improvement requirements of the Major Land Division Ordinance or adopted design and improvement standards manual would cause extraordinary and unnecessary hardship in developing the property;
3. The adjustment or waiver would not be injurious to adjacent properties or detrimental to the health, safety, convenience and welfare of the public; and
4. The adjustment or waiver would not have the effect of nullifying the objectives of the Ordinance and Manual noted above or any other law or ordinance applicable to the division.

### **CONDITIONS OF APPROVAL**

All Tentative Map approvals are conditional approvals, typically requiring engineering, surveying, road improvements, environmental mitigation measures (developed through the environmental review process), payment of fees, etc.; which must be satisfied prior to recording the final map.

### **DEED RESTRICTIONS**

Please review and understand any private deed restrictions recorded against a property to insure a proposed application does not violate such deed restrictions. If a conflict exists between the deed restrictions and the application, the County can still approve the application and issue necessary permits. However, County approval does not absolve the property owner's obligation to comply with deed restrictions.

**APPLICATION**

If the application and submittal requirements are not attached to this information packet, please contact Planning Services. The application is available online at: [www.edcgov.us/planning](http://www.edcgov.us/planning).

**APPOINTMENT**

Applications are accepted by appointment only. Please call ahead for an appointment with a planner when the complete application is ready for review and submittal. Appointments are generally scheduled within 48 hours of contacting Planning Services at **(530) 621-5355**.



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### TENTATIVE SUBDISVISIONS MAP REQUIRED SUBMITTAL INFORMATION

The following information must be provided with all applications. **If all the information is not provided, the application will be deemed incomplete and will not be accepted.** For your convenience, please use the check (✓) column on the left to be sure you have all the required submittal information. **All plans and maps MUST be folded to 8 ½" x 11". All plans required in PDF format should have Optical Character Recognition (OCR), be Optimized, and be in a reduced file size.**

**NOTE: APPLICATIONS WILL BE ACCEPTED BY APPOINTMENT ONLY. TO MAKE YOUR APPOINTMENT IN ADVANCE, PLEASE CALL PLANNING SERVICES AT (530) 621-5355.**

NOTE: Submittal of the materials required in this application packet does not necessarily constitute a complete application for purposes of the California Permit Streamlining Act; the County may require further submittals or clarification of materials in order for staff to begin processing the project. If so, you will receive a letter within 30 days stating what additional materials must be submitted. Discretionary project applications (a project considered by the Zoning Administrator, Planning Commission, and/or Board of Supervisors) will need to be deemed **complete** for processing before the environmental review of the project can be started in accordance with the California Environmental Quality Act. In order to prepare an environmental document to comply with CEQA, the County may require the applicant to submit additional information or studies after the application has been deemed **complete** for processing. Note that studies may be required to analyze potential impacts from off-site improvements. Studies typically required for a **complete** application (e.g.: traffic study) would be deferred when an environmental impact report is to be prepared and said EIR would address the impact.

#### FORMS AND MAPS REQUIRED

Check (✓)		
<u>Applicant</u>	<u>County</u>	
<input type="checkbox"/>	<input type="checkbox"/>	1) Application form completed and signed. All application forms shall be completed in ink or typed.
<input type="checkbox"/>	<input type="checkbox"/>	2) Agreement for Payment of Processing Fees completed and signed by the applicant (form available on Planning Services website under Applications and Forms).
<input type="checkbox"/>	<input type="checkbox"/>	3) Letter of Authorization: When there are multiple owners, a Letter of Authorization is required from the other property owner(s) authorizing the applicant to act as their agent; or when the applicant is not the property owner.

- Check (√)
- | <u>Applicant</u>         | <u>County</u>            |  |
|--------------------------|--------------------------|--|
| <input type="checkbox"/> | <input type="checkbox"/> | 4) One copy of a Title Report (no more than six months old) for the project. Proof of ownership (Grant Deed), if the property has changed title since the last tax roll.   |
| <input type="checkbox"/> | <input type="checkbox"/> | 5) Provide name, mailing address, and phone number of all property owners and their agents.  |
| <input type="checkbox"/> | <input type="checkbox"/> | 6) If public sewer or water service is proposed, obtain and provide a Facilities Improvement Letter if the project is located within the EID service area, or a similar letter if located in another sewer and/or water district.  |
| <input type="checkbox"/> | <input type="checkbox"/> | 7) If on-site wastewater treatment systems are proposed to serve the project, provide a wastewater feasibility report as described in the adopted design and improvement standards manual.   |
| <input type="checkbox"/> | <input type="checkbox"/> | 8) If off-site sewer or water facilities are proposed to serve the project, provide four copies of a map showing location and size of the proposed facilities.   |
| <input type="checkbox"/> | <input type="checkbox"/> | 9) If groundwater is to be used for domestic water, provide proof of a safe and reliable water source as described in the adopted Design and Improvement Standards Manual.   |
| <input type="checkbox"/> | <input type="checkbox"/> | 10) One hard copy plus an electronic PDF copy (CD-ROM or other medium) of a preliminary grading, drainage plan and report. The plan should be of sufficient detail to identify the scope of grading, including quantities, depths of cut and fills for: roads, driveways where cuts/fills exceed six feet, retaining walls, and mass pad graded lots. Show location of existing drainage, proposed modifications, and impacts to downstream facilities. (See Section 110.14 of County Grading Ordinance for submittal detail of grading plan. See Section 1.8.3 of County Drainage Manual for submittal requirements of the drainage plan and report.) |
| <input type="checkbox"/> | <input type="checkbox"/> | 11) One hard copy plus an electronic PDF copy (CD-ROM or other medium) of a Preliminary Geotechnical Engineering Study as described in the adopted Design and Improvement Standards Manual.  |
| <input type="checkbox"/> | <input type="checkbox"/> | 12) An on-site biological study shall be required to determine if the site contains special status plant or animal species or natural communities and habitats, including riparian vegetation and plant habitat. The report should include proposed mitigation measures if applicable. Such survey can only occur from March 15 through August 15 when plants are identifiable. One hard copy plus an electronic PDF copy (CD-ROM or other medium), with attachments, shall be submitted.  |
- The biological study shall include a plant survey to determine the extent and location of rare plants on the project site if located within Mitigation Area 0 ("EP" overlay designation on the General Plan land use map) or Mitigation Area 1 (within the gabbro soils area as shown on maps on file at the Development Services Division). The Mitigation Area for each parcel may be determined by accessing the Parcel Data Information page on Planning Service's website.

- | Check (√)                | <u>Applicant</u>         | <u>County</u>            |  |
|--------------------------|--------------------------|--------------------------|--|
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | 13) Name and address of Homeowners' Association, CSA 9 Zone of Benefit, or other road maintenance entity, if it exists in the project area.  |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | 14) A record search for archeological resources shall be conducted through the North Central Information Center located at CSU-Sacramento, 6000 J Street, Adams Building, Suite #208, Sacramento, CA 95819-6100, phone number (916) 278-6217. If the record search identified a need for a field survey, a survey shall be required. Archaeological surveys shall meet the Guidelines for Cultural Resources Studies approved by the Board of Supervisors, available at Planning Services. One hard copy plus an electronic PDF copy (CD-ROM or other medium) shall be submitted.  |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | 15) A site-specific wetland investigation shall be required on projects with wetlands as determined by the biological study. One hard copy plus an electronic PDF copy (CD-ROM or other medium) shall be submitted.  |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | 16) An acoustical analysis shall be provided to demonstrate consistency with General Plan Policies (see policies following General Plan Objective 6.5.1). The analysis shall define the existing and projected (2025) noise levels and define how the project will comply with standards set forth in the Zoning Ordinance Chapter 130.37. The analysis should include description of construction noise, traffic noise generated from the project, and impacts of traffic noise to the residences within the project. One hard copy plus an electronic PDF copy (CD-ROM or other medium) shall be submitted.  |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | 17) An air quality impact analysis shall be provided utilizing the Air Quality Management District's <i>AQMD Guide to Air Quality Assessment: Determining Significance of Air Quality Impacts under the California Environmental Quality Act</i> (February 2002) available at: <a href="http://www.edcgov.us/Government/AirQualityManagementDistrict/Guide_to_Air_Quality_Assessment.aspx">http://www.edcgov.us/Government/AirQualityManagementDistrict/Guide_to_Air_Quality_Assessment.aspx</a> Emissions modeling should utilize the statewide land use emissions computer model CalEEMod available at: <a href="http://www.caleemod.com">www.caleemod.com</a> to quantify potential criteria pollutant and greenhouse gas (GHG) emissions. One hard copy plus an electronic PDF copy (CD-ROM or other medium) shall be submitted. |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | 18) If required by the El Dorado County Transportation Division (TD) based on submittal of a Traffic Impact Study – Initial Determination Form, a traffic study shall be provided utilizing their Traffic Impact Study Protocol and Procedures or other latest traffic study requirements, as determined by TD. Applications shall: <ol style="list-style-type: none"> <li>a. Demonstrate consistency with 2004 General Plan Transportation and Circulation Element Policies.</li> <li>b. Identify access to County Road(s); describe proposed road and intersection improvements (on-site and off-site).</li> </ol> One hard copy plus an electronic PDF copy (CD-ROM or other medium) shall be submitted.  |



- | Check (√)                | <u>Applicant</u>         | <u>County</u>            |   |
|--------------------------|--------------------------|--------------------------|---|
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | 19) A Snow Removal and Storage Plan for subdivisions above 3,000 feet elevation (Design and Improvement Standards Manual (DISM) Volume I, Section 5, A. One hard copy plus an electronic PDF copy (CD-ROM or other medium) shall be submitted.  |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | 20) A discussion of passive solar opportunities for proposed lots having 20,000 square feet or less (DISM Volume I, Section 5, B.). One hard copy plus an electronic PDF copy (CD-ROM or other medium) shall be submitted.  |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | 21) Copy of previous parcel map, subdivision map, or record of survey, if applicable.   |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | 22) Application Fees pursuant to the adopted fee schedule.  |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | 23) Five copies plus an electronic PDF copy (CD-ROM or other medium) of the site plan detailing what exists on the site at time of application shall be submitted on 24" x 36" sheets, drawn to scale, and of sufficient size to clearly show all details and required data. <b>All plans MUST be folded to 8½" x 11", plus one 8½" x 11" reduction that includes a graphic scale. <u>NO ROLLED DRAWINGS WILL BE ACCEPTED.</u></b>                      |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | 24) Five copies plus an electronic PDF copy (CD-ROM or other medium) of a Phasing Plan, if proposed; and one 8½" x 11" reduced copy <b>that includes a graphic scale.</b>   |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | 25) One full-sized copy plus an electronic PDF copy (CD-ROM or other medium) of a slope map noting the following slope range categories: 10 to 15 percent; greater than 15 to 20 percent; greater than 20 to 25 percent; greater than 25 to less than 30 percent; and 30 percent or greater; and one 8½" x 11" reduced copy.  |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | 26) One full-sized copy plus an electronic PDF copy (CD-ROM or other medium) of an aerial photograph with the tentative map overlaid. Scale should be 1" = 100' or the same scale as tentative map.   |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | 27) A Fire Safe Plan approved by the applicable fire district and Cal Fire shall be submitted if project is located in a high or very high wildland fire hazard area; or in an area identified as "urban wildland interface communities within the vicinity of Federal lands that are a high risk for wildfire," as listed in the most current Federal Register. One hard copy plus an electronic PDF copy (CD-ROM or other medium) shall be submitted. |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | 28) A description of all proposed deviations or waivers to County design standards. The four findings required for approval of the deviation(s) or waiver(s) listed in County Code Section 120.40.010.A.2.a through d must be addressed by the applicant to justify granting the request(s). One hard copy plus an electronic PDF copy (CD-ROM or other medium) shall be submitted.   |

**OAK TREE/OAK WOODLAND REMOVAL**

The following supplemental information shall be required if any Oak Woodlands, Individual Native Oak Trees, or Heritage Trees, as defined in Section 130.39.030 (Definitions) will be impacted by the project (i.e. cut down) consistent with Section 130.39.070 (Oak Tree and Oak Woodland Removal Permits – Discretionary Development Projects).

Check (√)

Applicant    County

- |                          |                          |     |   |
|--------------------------|--------------------------|-----|---|
| <input type="checkbox"/> | <input type="checkbox"/> | 29) | Oak Resources Code Compliance Certificate.  |
| <input type="checkbox"/> | <input type="checkbox"/> | 30) | Oak Resources Technical Report prepared by a Qualified Professional consistent with Section 2.5 (Oak Resources Technical Reports) of the Oak Resources Management Plan.   |
| <input type="checkbox"/> | <input type="checkbox"/> | 31) | Completed Oak Resources Technical Report Checklist, including supplemental data for impacted Individual Native Oak Trees within Oak Woodlands, as applicable  |
| <input type="checkbox"/> | <input type="checkbox"/> | 32) | Security deposit for on-site oak tree/oak woodland retention and/or replacement planting (if proposed as part of project mitigation) consistent with Section 130.39.070.F (Security Deposit for On-Site Oak Tree/Oak Woodland Retention and Section 130.30.070.G (Security Deposit for On-Site Oak Tree/Oak Woodland Replacement Planting). |
| <input type="checkbox"/> | <input type="checkbox"/> | 33) | Reason and objective for Impact to oak trees and/or oak woodlands.  |

**REQUIRED INFORMATION ON TENTATIVE MAP**

Check (√)

Applicant    County

- |                          |                          |    |   |
|--------------------------|--------------------------|----|---|
| <input type="checkbox"/> | <input type="checkbox"/> | 1) | Proposed subdivision name.  |
| <input type="checkbox"/> | <input type="checkbox"/> | 2) | North arrow and Scale.  |
| <input type="checkbox"/> | <input type="checkbox"/> | 3) | Project boundaries with dimensions.   |
| <input type="checkbox"/> | <input type="checkbox"/> | 4) | The approximate dimensions and area of all lots (gross and net). Net area of lots excludes non-buildable areas such as road rights-of-way, bodies of water, and areas of 30 percent or greater slope. Parcel sizes must be consistent with General Plan and Zoning standards unless the application is accompanied by a General Plan, Rezone, and/or Planned Development application. |
| <input type="checkbox"/> | <input type="checkbox"/> | 5) | Adjacent ownership with book and page number of recorded deeds or parcel map references.  |
| <input type="checkbox"/> | <input type="checkbox"/> | 6) | Location and names of rights-of-way width of adjacent streets, highways, and alleys.  |
| <input type="checkbox"/> | <input type="checkbox"/> | 7) | Access easements to a connection with a public road, together with deed or map reference that documents the access.   |

- |                          |                          |     |  |
|--------------------------|--------------------------|-----|--|
| <input type="checkbox"/> | <input type="checkbox"/> | 8)  | Existing encroachments to the public road on adjacent parcels. If a new access is proposed through adjacent parcels, provide a letter of authorization (if available) and a description of the access easement.  |
| <input type="checkbox"/> | <input type="checkbox"/> | 9)  | Purpose, width, and approximate location of all proposed and existing easements (other than roads) together with the deed or map reference that documents the easement.  |
| <input type="checkbox"/> | <input type="checkbox"/> | 10) | Approximate radii of centerline on all street curves.  |
| <input type="checkbox"/> | <input type="checkbox"/> | 11) | Names of adjacent subdivisions with the recording reference.   |
| <input type="checkbox"/> | <input type="checkbox"/> | 12) | Grades and widths of proposed and existing roads or road easements, showing typical improvement cross-section for all proposed and existing roads, including cul-de-sac roads and turnarounds.   |
| <input type="checkbox"/> | <input type="checkbox"/> | 13) | All existing structures, buildings, utility, transmission lines and dirt roads, and distances to existing and proposed property lines. Show structures within 50 feet of property.   |
| <input type="checkbox"/> | <input type="checkbox"/> | 14) | Show location of all structures for which permits have either been applied for or granted, but not yet constructed.  |
| <input type="checkbox"/> | <input type="checkbox"/> | 15) | Fire hydrant location, existing and/or proposed.   |
| <input type="checkbox"/> | <input type="checkbox"/> | 16) | Existing water and sewer line locations.   |
| <input type="checkbox"/> | <input type="checkbox"/> | 17) | Contour lines shown at 5-foot intervals if any slopes on the property exceed 10 percent (contours not required if all slopes are 10 percent or less). Contours may be shown at 10-foot or 20-foot intervals on parcels of 10 acres or larger (using USGS interpolation or field survey), <u>if said contours reasonably identify significant site features</u> (e.g., benches or abrupt topographical changes, etc.).                      |
| <input type="checkbox"/> | <input type="checkbox"/> | 18) | Areas of 30 percent or greater slope shall be identified.  |
| <input type="checkbox"/> | <input type="checkbox"/> | 19) | The location, if present, of rock outcropping, lava caps, drainage courses, ponds, lakes, canals, reservoirs, rivers, perennial streams, creeks, spring areas subject to inundation and wetlands. Show respective 100-foot and 50-foot septic system setbacks when a septic system is proposed. Setbacks from riparian and wetland areas consistent with Section 130.30.030.G of the Zoning Ordinance shall be shown on the tentative map. |
| <input type="checkbox"/> | <input type="checkbox"/> | 20) | Identify areas subject to a 100-year flood; and show high water level (100-year) on map. Where this data is not readily available, January 1997 flood level can be shown if known.   |
| <input type="checkbox"/> | <input type="checkbox"/> | 21) | Show any other subdivision-related improvements such as: street lighting, subdivision signage, landscaping, parking, storm drains, catch basins, storm water quality treatment areas, parks, and utility facilities (e.g.: electric, gas, phone, cable TV). The depiction of these improvements may be submitted on a separate exhibit map if appropriate.   |
| <input type="checkbox"/> | <input type="checkbox"/> | 22) | The following information is to be listed on the tentative map in the following consecutive order:   |
| <input type="checkbox"/> | <input type="checkbox"/> | a.  | Owner of record (name and address)   |
| <input type="checkbox"/> | <input type="checkbox"/> | b.  | Name of applicant (name and address)   |
| <input type="checkbox"/> | <input type="checkbox"/> | c.  | Map prepared by (name and address)   |

- |                          |                          |   |
|--------------------------|--------------------------|---|
| <input type="checkbox"/> | <input type="checkbox"/> | d. Scale  |
| <input type="checkbox"/> | <input type="checkbox"/> | e. Contour interval (if any)  |
| <input type="checkbox"/> | <input type="checkbox"/> | f. Source of topography   |
| <input type="checkbox"/> | <input type="checkbox"/> | g. Section, Township and Range  |
| <input type="checkbox"/> | <input type="checkbox"/> | h. Assessor's Parcel Number(s)  |
| <input type="checkbox"/> | <input type="checkbox"/> | i. Present and proposed General Plan land-use designation(s)  |
| <input type="checkbox"/> | <input type="checkbox"/> | j. Present and proposed zoning district(s)  |
| <input type="checkbox"/> | <input type="checkbox"/> | k. Total area   |
| <input type="checkbox"/> | <input type="checkbox"/> | l. Total number of lots   |
| <input type="checkbox"/> | <input type="checkbox"/> | m. Total number of lettered lots  |
| <input type="checkbox"/> | <input type="checkbox"/> | n. Minimum parcel area  |
| <input type="checkbox"/> | <input type="checkbox"/> | o. Water supply   |
| <input type="checkbox"/> | <input type="checkbox"/> | p. Sewage disposal  |
| <input type="checkbox"/> | <input type="checkbox"/> | q. Proposed fire protection district or agency  |
| <input type="checkbox"/> | <input type="checkbox"/> | r. Date of preparation  |
| <input type="checkbox"/> | <input type="checkbox"/> | s. In the lower right-hand corner of each map, a signature block should be shown, giving space for: |

Planning Commission: \_\_\_\_\_  
Approval/Denial Date: \_\_\_\_\_  
Board of Supervisors: \_\_\_\_\_  
Approval/Denial Date: \_\_\_\_\_

Planning reserves the right to require additional project information as provided by Section 15060 of the California Environment Quality Act, or as required by the General Plan development policies, or when such is necessary to complete the environmental assessment.

**NOTE: APPLICATION WILL BE ACCEPTED BY APPOINTMENT ONLY. MAKE YOUR APPOINTMENT IN ADVANCE BY CALLING (530) 621-5355.**



**EL DORADO COUNTY  
COMMUNITY DEVELOPMENT AGENCY**

**AGREEMENT FOR PAYMENT OF PROCESSING FEES**

Business or Name of Financially Responsible Party

Project/Facility Number

the FINANCIALLY RESPONSIBLE PARTY (hereinafter FRP), agrees as follows:

1. This project/facility is subject to time and materials method of billing or raises issues that may require significant staff and/or consultant time which might not be covered by the initial processing deposit/fee detailed in the approved Board of Supervisors Community Development Agency Consolidated Fee Schedule, and other County department fee schedules as applicable, as amended from time to time. Therefore, the FRP for this project will be billed at the approved rate for time and materials for the processing of this project. The fee initially collected will be a deposit toward subsequent billings.
2. Accounting of time spent on the project and/or applicable fees will be detailed in a statement/invoice sent to the FRP.
3. The FRP is responsible for payment of all permit processing costs and/or applicable fees associated with this project/facility. If payment is not received within 90 days of the date of an invoice, the County may elect to stop work and close the file. The County may require a new application and/or new deposit before resuming processing of the project. Projects with an outstanding balance due on their account that are not paid in full by the scheduled appearance on the Planning Commission, Zoning Administrator, or Board of Supervisors agenda will not proceed until after any balance due is paid.
4. If during the course of processing, the FRP changes, the new FRP must complete an Agreement for Payment, which will release the previous FRP from further financial obligations and designate the new FRP.
5. The FRP understands and agrees that if the FRP owes any overdue balance for processing a project/permit of more than 90 days, Community Development Agency will not accept any subsequent applications from the FRP until the outstanding balance due is paid.
6. FRP agrees to pay any and all remaining fees applicable under the approved Board of Supervisors Community Development Agency Consolidated Fee Schedule, and any other fees associated with the processing of the project that may be charged by County Departments outside of the Community Development Agency, prior to map clearance for recordation or clearance for record of survey or issuance of any building or grading permits or any other permits under authority of the Community Development Agency. No clearances or permits will be issued without receipt of full payment of fees applicable under the approved Board of Supervisors Community Development Agency Consolidated Fee Schedule, or any other fees associated with the processing of the project that may be charged by County Departments outside of the Community Development Agency, unless waived or adjusted in accordance with County Board of Supervisors Policy B-2.

Project/Facility No. \_\_\_\_\_

- 7. If the FRP appeals a decision on this project/facility, the costs of processing the appeal will be charged to the FRP pursuant to the fees applicable under the approved Board of Supervisors Community Development Agency Consolidated Fee Schedule, and other County department fee schedules as applicable, at the time of Appeal.
- 8. If payment is not received within 90 days of said statement/invoice, collection will be initiated. Unpaid balances turned over to County Revenue Recovery will be assessed an additional fourteen percent (14%).
- 9. A processing fee will be charged for any check returned for insufficient funds, up to the maximum allowed by the State of California.

Executed this \_\_\_\_\_ day of \_\_\_\_\_ 20 \_\_\_\_\_

**FINANCIALLY RESPONSIBLE PARTY**

Business/  
Name \_\_\_\_\_

Representative  
Name \_\_\_\_\_

\_\_\_\_\_ Street Address

\_\_\_\_\_ City State Zip

**FINANCIALLY RESPONSIBLE  
PARTY/Representative:**

\_\_\_\_\_ Signature

Reviewed by: \_\_\_\_\_  
CDA Representative

**CHANGE OF FINANCIALLY RESPONSIBLE PARTY (FRP)**

If this document supersedes a previous Agreement for Payment, due to change in financial responsibility, the previous FRP must also sign to acknowledge release of responsibilities. Upon project completion, any remaining deposit will be refunded to the FRP currently on record.

**PREVIOUS FINANCIALLY RESPONSIBLE PARTY:**

\_\_\_\_\_ Print Name Signature

\_\_\_\_\_ Street City State Zip

Date of release of financial responsibility: \_\_\_\_\_

# EL DORADO COUNTY PLANNING AND BUILDING DEPARTMENT

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APPLICATION FOR: **TENTATIVE SUBDIVISION MAP** FILE # \_\_\_\_\_

ASSESSOR'S PARCEL NUMBER(S) \_\_\_\_\_

PROJECT NAME/REQUEST (Describe proposed use) \_\_\_\_\_

IF SUBDIVISION MAP: Create \_\_\_\_\_ lots, ranging in size from \_\_\_\_\_ to \_\_\_\_\_ acre(s)/square feet

IF ZONE CHANGE: From \_\_\_\_\_ to \_\_\_\_\_

IF GENERAL PLAN CHANGE: From \_\_\_\_\_ to \_\_\_\_\_

IF TIME EXTENSION, REVISION, CORRECTION: Original approval date \_\_\_\_\_ Expiration date \_\_\_\_\_

**APPLICANT/AGENT** \_\_\_\_\_

Mailing Address \_\_\_\_\_  
P.O. Box or Street \_\_\_\_\_ City \_\_\_\_\_ State \_\_\_\_\_ ZIP \_\_\_\_\_

Phone \_\_\_\_\_ Email: \_\_\_\_\_

**PROPERTY OWNER** \_\_\_\_\_

Mailing Address \_\_\_\_\_  
P.O. Box or Street \_\_\_\_\_ City \_\_\_\_\_ State \_\_\_\_\_ ZIP \_\_\_\_\_

Phone \_\_\_\_\_ Email: \_\_\_\_\_

**LIST ADDITIONAL PROPERTY OWNERS ON SEPARATE SHEET, IF APPLICABLE**

**ENGINEER/ARCHITECT** \_\_\_\_\_

Mailing Address \_\_\_\_\_  
P.O. Box or Street \_\_\_\_\_ City \_\_\_\_\_ State \_\_\_\_\_ ZIP \_\_\_\_\_

Phone \_\_\_\_\_ Email: \_\_\_\_\_

**LOCATION:** The property is located on the \_\_\_\_\_ side of \_\_\_\_\_  
N / E / W / S Street or Road

\_\_\_\_\_ feet/miles \_\_\_\_\_ of the intersection with \_\_\_\_\_  
N / E / W / S Major Street or Road

in the \_\_\_\_\_ area. **PROPERTY SIZE** \_\_\_\_\_  
Acre(s) / Square Feet

X \_\_\_\_\_ Date \_\_\_\_\_  
Signature of property owner or authorized agent

**FOR OFFICE USE ONLY**

Date \_\_\_\_\_ Fee \$ \_\_\_\_\_ Receipt # \_\_\_\_\_ Rec'd by \_\_\_\_\_ Census \_\_\_\_\_  
Zoning \_\_\_\_\_ GPD \_\_\_\_\_ Supervisor District \_\_\_\_\_ Sec \_\_\_\_\_ Twn \_\_\_\_\_ Rng \_\_\_\_\_

Application completed by: \_\_\_\_\_ Date completed: \_\_\_\_\_

**ACTION BY** \_\_\_\_\_ PLANNING COMMISSION

Hearing Date \_\_\_\_\_

Approved \_\_\_\_\_ Denied \_\_\_\_\_  
Findings and/or conditions attached \_\_\_\_\_

\_\_\_\_\_  
Executive Secretary

**ACTION BY BOARD OF SUPERVISORS**

Hearing Date \_\_\_\_\_

Approved \_\_\_\_\_ Denied \_\_\_\_\_  
Findings and/or conditions attached \_\_\_\_\_

APPEAL:  
Approved \_\_\_\_\_ Denied \_\_\_\_\_

**COUNTY OF EL DORADO  
CAMPAIGN CONTRIBUTION DISCLOSURE FORM**

Application or Solicitation Number: \_\_\_\_\_

Application or Solicitation Title: \_\_\_\_\_

Was a campaign contribution, regardless of the dollar amount, made to any member of the El Dorado County Board of Supervisors or to any County Agency Officer on or after January 1, 2023, by the applicant, or, if applicable, any of the applicant's proposed subcontractors or the applicant's agent or lobbyist?

Yes \_\_\_\_\_ No \_\_\_\_\_

**If no**, please sign and date below.

**If yes**, please provide the following information:

Applicant's Name: \_\_\_\_\_

Contributor or Contributor Firm's Name: \_\_\_\_\_

Contributor or Contributor Firm's Address: \_\_\_\_\_

Is the Contributor:

- The Applicant Yes \_\_\_\_\_ No \_\_\_\_\_
- Subcontractor Yes \_\_\_\_\_ No \_\_\_\_\_
- The Applicant's agent/ or lobbyist Yes \_\_\_\_\_ No \_\_\_\_\_

**Note:** Under California law as implemented by the Fair Political Practices Commission, campaign contributions made by the Applicant and the Applicant's agent/lobbyist who is representing the Applicant in this application or solicitation must be aggregated together to determine the total campaign contribution made by the Applicant.

Identify the Board of Supervisors Member(s) and County Agency Officer(s) to whom you, your subcontractors, and/or agent/lobbyist made campaign contributions on or after January 1, 2023, the name of the contributor, the dates of contribution(s) and dollar amount of the contribution. Each date must include the exact month, day, and year of the contribution.

Name of Board of Supervisors Member or County Agency Officer: \_\_\_\_\_

Name of Contributor: \_\_\_\_\_

Date(s) of Contribution(s): \_\_\_\_\_

Amount(s): \_\_\_\_\_

(Please add an additional sheet(s) to identify additional Board Members or County Agency Officer to whom you, your subconsultants, and/or agent/lobbyist made campaign contributions)

By signing below, I certify that the statements made herein are true and correct. I also agree to disclose to the County any future contributions made to Board Members or County Agency Officers by the applicant, or, if applicable, any of the applicant's proposed subcontractors or the applicant's agent or lobbyist after the date of signing this disclosure form, and within 12 months following the approval, renewal, or extension of the requested license, permit, or entitlement to use.

\_\_\_\_\_  
Date

\_\_\_\_\_  
Signature of Applicant

\_\_\_\_\_  
Print Firm Name if applicable

\_\_\_\_\_  
Print Name of Applicant



**EL DORADO COUNTY BOARD OF  
SUPERVISORS AND COUNTY AGENCY  
OFFICERS**

**Board of Supervisors**

John Hidahl, District One

George Turnboo, District Two

Wendy Thomas, District Three

Lori Parlin, District Four

Brook Laine, District Five

**County Agency Officers**

Jon DeVille, Assessor

Joe Harn, Auditor-Controller

Vern Pierson, District Attorney

Janelle K. Horne, Recorder-Clerk

Jeff Leikauf, Sheriff-Coroner-Public Administrator

K.E. Coleman, Treasurer-Tax Collector

**Attachment A**

**GOVERNMENT CODE SECTION 84308**

(a) The definitions set forth in this subdivision shall govern the interpretation of this section.

(1) "Party" means any person who files an application for, or is the subject of, a proceeding involving a license, permit, or other entitlement for use.

(2) "Participant" means any person who is not a party but who actively supports or opposes a particular decision in a proceeding involving a license, permit, or other entitlement for use and who has a financial interest in the decision, as described in Article 1 (commencing with Section 87100) of Chapter 7. A person actively supports or opposes a particular decision in a proceeding if that person lobbies in person the officers or employees of the agency, testifies in person before the agency, or otherwise acts to influence officers of the agency.

(3) "Agency" means an agency as defined in Section 82003 except that it does not include the courts or any agency in the judicial branch of government, the Legislature, the Board of Equalization, or constitutional officers. However, this section applies to any person who is a member of an exempted agency but is acting as a voting member of another agency.

(4) "Officer" means any elected or appointed officer of an agency, any alternate to an elected or appointed officer of an agency, and any candidate for elective office in an agency.

(5) "License, permit, or other entitlement for use" means all business, professional, trade, and land use licenses and permits and all other entitlements for use, including all entitlements for land use, all contracts (other than competitively bid, labor, or personal employment contracts), and all franchises.

(6) "Contribution" includes contributions to candidates and committees in federal, state, or local elections.

(b) While a proceeding involving a license, permit, or other entitlement for use is pending, and for 12 months following the date a final decision is rendered in the proceeding, an officer of an agency shall not accept, solicit, or direct a contribution of more than two hundred fifty dollars (\$250) from any party or a party's agent, or from any participant or a participant's agent if the officer knows or has reason to know that the participant has a financial interest, as that term is used in Article 1 (commencing with Section 87100) of Chapter 7. This prohibition shall apply regardless of whether the officer accepts, solicits, or directs the contribution on the officer's own behalf, or on behalf of any other officer, or on behalf of any candidate for office or on behalf of any committee.

(c) Prior to rendering any decision in a proceeding involving a license, permit, or other entitlement for use pending before an agency, each officer of the agency who received a contribution within the preceding 12 months in an amount of more than two hundred fifty dollars (\$250) from a party or from any participant shall disclose that fact on the record of the proceeding. An officer of an agency shall not make, participate in making, or in any way attempt to use the officer's official position to influence the decision in a proceeding involving a license, permit, or other entitlement for use pending before the agency if the officer has willfully or knowingly received a contribution

in an amount of more than two hundred fifty dollars (\$250) within the preceding 12 months from a party or a party's agent, or from any participant or a participant's agent if the officer knows or has reason to know that the participant has a financial interest in the decision, as that term is described with respect to public officials in Article 1 (commencing with Section 87100) of Chapter 7.

(d)(1) If an officer receives a contribution which would otherwise require disqualification under this section, and returns the contribution within 30 days from the time the officer knows, or should have known, about the contribution and the proceeding involving a license, permit, or other entitlement for use, the officer shall be permitted to participate in the proceeding.

(2)(A) Subject to subparagraph (B), if an officer accepts, solicits, or directs a contribution of more than two hundred fifty dollars (\$250) during the 12 months after the date a final decision is rendered in the proceeding in violation of subdivision (b), the officer may cure the violation by returning the contribution, or the portion of the contribution in excess of two hundred fifty dollars (\$250), within 14 days of accepting, soliciting, or directing the contribution, whichever comes latest.

(B) An officer may cure a violation as specified in subparagraph (A) only if the officer did not knowingly and willfully accept, solicit, or direct the prohibited contribution.

(C) An officer's controlled committee, or the officer if no controlled committee exists, shall maintain records of curing any violation pursuant to this paragraph.

(e)(1) A party to a proceeding before an agency involving a license, permit, or other entitlement for use shall disclose on the record of the proceeding any contribution in an amount of more than two hundred fifty dollars (\$250) made within the preceding 12 months by the party or the party's agent.

(2) A party, or agent to a party, to a proceeding involving a license, permit, or other entitlement for use pending before any agency or a participant, or agent to a participant, in the proceeding shall not make a contribution of more than two hundred fifty dollars (\$250) to any officer of that agency during the proceeding and for 12 months following the date a final decision is rendered by the agency in the proceeding.

(3) When a closed corporation is a party to, or a participant in, a proceeding involving a license, permit, or other entitlement for use pending before an agency, the majority shareholder is subject to the disclosure and prohibition requirements specified in this section.

(f) This section shall not be construed to imply that any contribution subject to being reported under this title shall not be so reported.

## **Attachment B**

### **COUNTY OF EL DORADO CAMPAIGN CONTRIBUTION DISCLOSURE INFORMATION**

The attached Campaign Contribution Disclosure Form must be completed by applicants for, or persons who are the subject of, any proceeding involving a license, permit, or other entitlement for use, including most contracts and franchises, pending before the Board of Supervisors (“Board”) of the County of El Dorado or any of its affiliated agencies.

#### **IMPORTANT NOTICE**

Government Code section 84308 (also known as the “Levine Act”) contains requirements that are summarized generally as follows:

- A. If you are an applicant for, or the subject of, any proceeding involving a license, permit, or other entitlement for use, you are prohibited from making a campaign contribution of more than \$250 to any member of the Board of Supervisors or other County official who may participate in your proceeding. This prohibition begins on the date your application is filed or the proceeding is otherwise initiated, and the prohibition ends 12 months after a final decision is rendered by the Board of Supervisors or other County officer. In addition, no Board member or other County official who may participate in your proceeding alternate may solicit or accept a campaign contribution of more than \$250 from you during this period.
- B. These prohibitions also apply to your agents, and, if you are a closely held corporation, to your majority shareholder as well. These prohibitions also apply to your subcontractor(s), joint venturer(s), and partner(s) in this proceeding. Also included are parent companies and subsidiary companies directed and controlled by you, and political action committees directed and controlled by you.
- C. You must file the attached disclosure form and disclose whether you or your agent(s) have in the aggregate contributed more than \$250 to any Board member or other County officer who may participate in your proceeding during the 12-month period preceding the filing of the application or the initiation of the proceeding.
- D. If you or your agent have in the aggregate contributed more than \$250 to any individual Board member or other County officer who may participate in your proceeding during the 12 months preceding the decision on the application or proceeding, that Board member or other County officer must disqualify himself or herself from the decision. However, disqualification is not required if the Board member or other County official returns the campaign contribution within 30 days from the time the member or official knows, or should have known, about both the contribution and the fact that you are a party in the proceeding. The Campaign Contribution Disclosure Form should be completed and filed with your application or proposal, or with the first written document you file or submit after the proceeding commences.

1. A proceeding involving “a license, permit, or other entitlement for use” includes all business, professional, trade and land use licenses and permits, and all other entitlements for use, including all entitlements for land use, all contracts (other than competitively bid, labor or personal employment contracts), and all franchises.
2. Your “agent” is someone who represents you in connection with a proceeding involving a license, permit or other entitlement for use. If an individual acting as an agent is also acting in his or her capacity as an employee or member of a law, architectural, engineering, consulting firm, or similar business entity, both the business entity and the individual are “agents.”
3. To determine whether a campaign contribution of more than \$250 has been made by you, campaign contributions made by you within the preceding 12 months must be aggregated with those made by your agent within the preceding 12 months or the period of the agency relationship, whichever is shorter. Contributions made by your majority shareholder (if a closely held corporation), your subcontractor(s), your joint venturer(s), and your partner(s) in this proceeding must also be included as part of the aggregation. Campaign contributions made to different Board of Supervisors members or other County officer who may participate in your proceeding are not aggregated.
4. A list of the Board of Supervisors members and other County officials is attached.

This notice summarizes the major requirements of Government Code section 84308 of the Political Reform Act and California Code of Regulations, Title 2 sections 18438.1-18438.8.