



PLANNING AND BUILDING DEPARTMENT

PLANNING DIVISION

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Phone: (530) 621-5355 Email: planning@edcgov.us

<https://www.eldoradocounty.ca.gov/Land-Use/Planning-and-Building/Planning-Division>

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 of County requirements and the California Environmental Quality Act (CEQA). If approved, the County 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.

FINDINGS REQUIRING DISAPPROVAL

In accordance with [Section 120.12.030](#) of the Major Land Division Ordinance, the Planning Commission shall deny approval of a tentative subdivision map if it makes any of the following findings:

- A. That the proposed map is not consistent with the applicable general and specific plans;
- B. That the design or improvement of the proposed subdivision is not consistent with the applicable general and specific plans;
- C. That the site is not physically suitable for the type of development;
- D. That the site is not physically suitable for the proposed density of development;
- E. That the design of the subdivision or the proposed improvements are likely to cause substantial environmental damage or substantially and avoidably injure fish and wildlife or their habitat;
- F. That the design of the subdivision or the type of improvements is likely to create serious public health and safety problems or unacceptable fire risks to occupants or adjoining properties;
- G. The Board of Supervisors shall not deny approval of a final map pursuant to Section 66474 of the Subdivision Map Act if a tentative map has been approved for the proposed subdivision and if the Board finds that the final map is in substantial compliance with the previously approved tentative map;
- H. That the design of the subdivision or the type of improvements will conflict with easement, acquired by the public at large, for access through or use of property within the proposed subdivision. In this connection, the approving authority may approve a map if it finds that alternate easements for access or for use will be provided and that these will be substantially equivalent to ones previously acquired by the public. This subsection shall apply only to easements of record or to easements established by judgment of a court of competent jurisdiction and no authority is granted to a legislative body to determine that the public at large has acquired easements for access through or use of property within the proposed subdivision.

PROCESS

- 1) Prior to submitting a formal application, the applicant or agent may request a Pre-Application to review submittal information and discuss initial project design or submit a Preliminary Subdivision Map application as further described below.
 - a) **Pre-Application Review**

Staff recommends that a formal Pre-Application review be held with representatives of the Planning Division, Department of Transportation, and other County departments prior to preparing the Tentative Map and submittal information. The purpose of the review 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 application on the [Planning Division website](#).
 - b) **Preliminary Map Process**

In addition, the County offers the Preliminary Map Review Process. This process provides a thorough review of the project and is also recommended. See the application for Subdivision Map, Preliminary on the [Planning Division website](#).
- 2) The applicant or agent prepares all required submittal information and makes an appointment to submit the application to the Planning Division.
- 3) A Planner is assigned, and the application is distributed to affected agencies for comment and recommendation.
- 4) The assigned Planner, representatives from the Department of Transportation, or other interested agencies may conduct site visits. 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 the proposed project in conjunction with both County and outside agencies.
- 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.

NOTE: 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. However, if a determination is made that an Environmental Impact Report (EIR) is required, the direction and timing of the project changes dramatically. The project only proceeds if the applicant agrees to fund the EIR process.

- 7) Project is noticed in the local newspaper advertising the required public review period for CEQA.
- 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 and/or mitigation measures.
- 9) A 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 Zone Change). An approved map expires 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 the decision.
- 11) If an appeal is filed a Board of Supervisors public hearing is held on the appeal and a final decision is made. The hearing on an appeal should be set no more than 60 days from the receipt of a completed appeal form and fee.

HEARING

The Tentative Subdivision Map application is heard by the Planning Commission. The hearing is given public notice in a local newspaper and by mailing (by the County at the expense of the applicant). 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 party. Said appeal must be made and filed with the Planning Division within 10 working days from date of decision and appeal fee paid. See the [Planning Division fee schedule](#) 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 the Planning Division at (530) 621-5355 or by accessing the Planning Division's [online fee schedule](#).

Please refer to the current [Planning and Building Policies & Procedures](#) for the collection, administration, and refund of fees and/or charges associated with Planning and Building Department activities.

FISH AND WILDLIFE FEES

In accordance with State Legislation (14 CCR § 753.5), 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, in addition to 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 is 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, make checks payable to "El Dorado County" and submit to the Planning Division for processing.

DESIGN WAIVERS

When severe topography, physical constraints, or other existing conditions may affect the proposed project, 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 this subpart would cause extraordinary or 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.
- 4) The adjustment or waiver would not have the effect of nullifying the objectives of this subpart 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 ensure 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.

APPOINTMENT

Applications are accepted by appointment only. Please call ahead for an appointment with a planner when you are ready to submit your application. Please have all required submittal information completed before your appointment. Appointments can be made by calling the Planning Division at (530) 621-5355 or online by clicking [here](#).



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TENTATIVE SUBDIVISION MAP

The following information must be provided with all applications. If all the information is not provided, the application will be deemed incomplete and may not be accepted. All plans and maps must be folded to 8 ½" x 11".

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 for staff to begin processing the project. If so, you will receive a letter within 30 days stating what additional materials must be submitted. Tentative Subdivision Map applications 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 (CEQA). 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 at the applicant's expense to analyze potential impacts from off-site improvements. Studies typically required for a complete application (e.g.: traffic study) would be deferred when an EIR is to be prepared and said EIR would address the impact.

	REQUIRED SUBMITTAL INFORMATION
1	Completed and signed Universal Application form and Agreement for Payment of Processing Fees form .
2	Letter of Authorization form signed by all property owners listed on the Grant Deed authorizing agent to act as applicant, when applicable.
3	One (1) 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.
4	A copy of the official Assessor's map, showing the property outlined in red.
5	An 8 ½" x 11" vicinity map showing the location of the project in relation to major roads, intersections, and town sites.
6	Provide name, mailing address, phone number and email address of all property owners and their agents.
7	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.
8	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 .
9	If off-site sewer or water facilities are proposed to serve the project, provide two (2) copies of a map showing the location and size of proposed facilities. If groundwater is to be used for domestic water, submit a report noting well production data for adjacent parcels, or submit a hydrological report prepared by a geologist noting the potential for water based on the nature of project site geology.

10	One hard copy plus an electronic PDF copy (CD-ROM or other medium) of a preliminary grading, drainage plan and drainage reports. 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 Chapter 110.14 of the County Grading Ordinance for submittal detail of the grading plan. See Section 1.8.3 of the County Drainage Manual for submittal requirements of the drainage plan and report.
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 .
12	Where potential for special-status plant and/or animal species and habitats is identified, an on-site biological study shall be required. An on-site biological plant and animal survey that meets California Department of Fish and Wildlife Survey Protocols and Guidelines shall be required to determine the extent and location of special-status plants and animals on the project site. The report shall include recommendations for mitigation as applicable. One hard copy plus an electronic PDF copy (CD-ROM or other medium) of the report and all attachments shall be submitted. If the proposed project is located within the County's General Plan Ecological Preserve Overlay (Mitigation Area 0) or is located on gabbro or adjacent serpentine soil areas (Mitigation Area 1), special-status plants may exist on-site. The on-site biological survey shall occur during the plants' blooming season, typically between March 15 through August 15, when the plants are visible. Please contact the Planning Division at 530-621-5355 to determine whether your parcel(s) are in one of these areas.
13	Name and address of Homeowner's Association, CSA 9 Zone of Benefit, or other road maintenance entity if it exists in the project area.
14	The applicant shall request a record search for archaeological resources to be conducted through the North Central Information Center (NCIC) located at California State University Sacramento, 7667 Folsom Boulevard., Folsom Hall, Suite 2042, Sacramento, CA 95826, phone number (916) 278-6217, email ncic@csus.edu . Email is preferred. If the record search identifies a need for a field survey, a survey shall be required. Archaeological surveys shall meet the " Guidelines for Cultural Resource Studies " approved by the Board of Supervisors.
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.
16	An acoustic analysis shall be provided whenever a noise-sensitive land use (residences, hospitals, churches, libraries, etc.) are proposed adjacent to a major transportation source, or adjacent or near existing stationary noise sources. See Zoning Ordinance Section 130.37.050 .
17	An air quality impact analysis is required. Please contact the El Dorado Air Quality Management District (EDCAQMD) at 530-621-7509 or via email at aqmd@edcgov.us to obtain guidance. One hard copy plus an electronic PDF copy (CD-ROM or other medium) of the air quality impact analysis, including all emissions, shall be submitted. If an air quality impact analysis waiver was granted by the EDCAQMD, a hard copy and electronic copy of the waiver letter shall be provided.
18	Submit a Traffic Impact Study – Initial Determination Form for the Department of Transportation to determine whether a Transportation Impact Study (TIS) will be required for the project. If the Department of Transportation determines a TIS is required, it shall be prepared in compliance with the latest edition of the Transportation Impact Study Guidelines and shall demonstrate the Project's consistency with the General Plan policies.
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.
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.
21	Preceding Parcel Map, Final Map, or Record of Survey if any exist.

22	Two (2) copies plus an electronic PDF copy (CD-ROM or other medium) of the tentative map detailing what exists on the site at the 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. All plans must be folded to 8½" x 11", plus one 8½" x 11" reduction that includes a graphic scale. No rolled drawings will be accepted.
23	Two (2) copies plus an electronic PDF copy (CD-ROM or other medium) of a Phasing Plan, if proposed; and one 8½" x 11" reduction that includes a graphic scale.
24	Two (2) copies of a slope map folded to 8½" x 11" noting the following slope range categories: 0 to 10%, 11 to 20%, 21 to 29%, 30 to 39%, 40% and over.
25	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 the tentative map.
26	A Fire Safe Plan approved by the applicable fire district and Cal Fire shall be submitted if the project is 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.
27	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).

	REQUIRED MAPS AND FORMS
1	Completed and signed Oak Resources Code Compliance Certificate .
2	Oak Resource Technical Report prepared by a qualified professional consistent with Section 2.5 (Oak Resources Technical Reports) of the Oak Resources Management Plan.
3	Completed Oak Resources Technical Report Checklist , including supplemental data for impacted Individual Native Oak Trees within Oak Woodlands, as applicable.

REQUIRED INFORMATION ON TENTATIVE MAP

Required maps shall be on 24" x 36" sheets or smaller, drawn to scale, and of sufficient size to clearly show all details and required data. All maps must be folded to 8½" inches x 11" prior to submittal. No rolled drawings will be accepted.

	REQUIRED INFORMATION ON TENTATIVE MAP
1	Proposed subdivision name.
2	Date, north arrow and scale.
3	Project boundaries with dimensions.
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 Amendment, Zone Change, and/or Planned Development application.

5	Adjacent ownership with book and page number of recorded deeds or Parcel Map references.
6	Location and names of rights-of-way, width of adjacent streets, highways, and alleys.
7	Access easements to a connection with a public road, together with deed or map reference that documents the access.
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.
9	Purpose, width, and approximate location of all existing and proposed easements, other than roads, together with the deed or map reference that documents the easement.
10	Approximate radii of centerline on all street curves.
11	Names of adjacent subdivisions with the recording reference.
12	Grades and widths of existing and proposed roads or road easements, showing typical improvement cross-section for all existing and proposed roads, including cul-de-sac roads and turnarounds.
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 the property.
14	Show location of all structures for which permits have either been applied for or granted, but not yet constructed.
15	Existing and proposed fire hydrant locations.
16	Existing water and sewer line locations.
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 U.S.G.S. interpolation or field survey), if said contours reasonably identify significant site features (e.g., benches or abrupt topographical changes, etc.).
18	Areas of 30 percent or greater slope shall be identified.
19	The location, if present, of rock outcroppings, lava caps, drainage courses, ponds, lakes, canals, reservoirs, rivers, perennial streams, creeks, spring areas subject to inundation and wetlands. Show respective 50-foot and 100-foot septic system setbacks when a septic system is proposed. Setbacks from riparian and wetland areas consistent with Section 130.30.050.G of the Zoning Ordinance shall be shown on the tentative map.
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.
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.
22	The following information is to be listed on the tentative map in the order listed below:
a.	Owner of record (name and address).
b.	Name of applicant (name and address).

c.	Map prepared by (name and address).
d.	Scale.
e.	Contour interval if applicable.
f.	Source of topography.
g.	Section, Township and Range.
h.	Assessor's Parcel Number(s).
i.	Present and proposed General Plan land use designation(s).
j.	Present and proposed Zoning designation(s).
k.	Total area.
l.	Total number of lots.
m.	Total number of lettered lots.
n.	Minimum parcel area.
o.	Water supply.
p.	Sewage disposal.
q.	Proposed fire district or agency.
r.	Date of preparation.
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: _____

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