



PLANNING AND BUILDING DEPARTMENT

PLANNING DIVISION

2850 Fairlane Court, Placerville, CA 95667

924 B Emerald Bay Road, South Lake Tahoe, CA 96150

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

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

Government Code Section 66411.7 (SB 9)

PARCEL MAP FOR URBAN LOT SPLIT APPLICATION

OVERVIEW

California Senate Bill 9 (SB 9) (2021 Legislative session) created a streamlined and ministerial approval process for a Parcel Map for an urban lot split, provided that specific requirements are met. California Department of Housing and Community Development (HCD) has provided an SB 9 fact sheet, [click here](#) for the sheet.

The California State Subdivision Map Act establishes a process for Parcel Maps allowing the division of residential lands creating not more than four (4) parcels. The process includes review of the land division to make certain the proposed division conforms to the General Plan, Zoning Ordinance, minimum County standards for lot size, access, road improvements, grading, sewage facilities, water supply, and other environmental concerns.

An urban lot split shall conform to all applicable objective requirements of the California State Subdivision Map Act (Division 2 [commencing with §66410]), except as otherwise expressly provided in §66411.7.

The approval of the Parcel Map for Urban Lot Split and recording of a Parcel Map is necessary before title can legally be transferred for any portion of a proposed lot or parcel.

PROCESS

The Parcel Map for Urban Lot Split review process involves a two-step process. First, the submittal and processing of a Parcel Map for Urban Lot Split is required to determine if the proposed Parcel Map for Urban Lot Split complies with SB 9 requirements and all applicable County requirements. Approval of a Parcel Map for Urban Lot Split is subject to conditions which are deemed necessary to comply with County requirements or to mitigate environmental concerns. This application and the process described herein deals with this first step.

This second process occurs when all the Parcel Map for Urban Lot Split conditions of approval have been satisfied, and a Parcel Map is prepared by a licensed engineer or surveyor in a form suitable for recording. Contact the County Surveyor's Office for information on the recordation of the Parcel Map. Recordation must occur prior to sale of any proposed parcels.

- 1) Applicant/agent prepares all required submittal information for the Parcel Map for Urban Lot Split Application. Submittal documents may be found here: [Planning Applications and Forms - El Dorado County](#)
- 2) Applicant/agent schedules an in-person appointment through the County Bookings [website](#) or by phone (530-621-5355) to submit the application to the Planning Division. The next available appointment is generally within 48 hours of scheduling.
- 3) A Planner is assigned, and the application is distributed to affected agencies for review and comment.
- 4) Planning Division will consider and approve or deny within 60 days from the date the County receives a completed application. If the County has not approved or denied the completed application within 60 days, the application shall be deemed approved.

- a. If the County denies an application invoking SB 9, the County shall provide a full set of written comments within 60 days of completed application to the applicant. The comments shall include a list of items that are defective or deficient and a description of how the application can be remedied by the applicant.
- 5) The County Surveyor’s Office will make the final map recordation with materials provided by the Planning Division.

APPEALS

The decision of the Planning Division may **not** be appealed to the Planning Commission or Board of Supervisors.

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 [here](#).

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

STANDARD CONDITIONS OF APPROVAL

As an applicant, please be aware that there is far more to this process than simply obtaining approval of a Parcel Map for Urban Lot Split. All Parcel Maps for Urban Lot Split approvals are conditional approvals, typically requiring engineering, surveying, road improvements, payment of fees, etc. There is a deadline required to meet these conditions.

The following is a partial list of typical conditions which may be made part of the approval of your application. This list does not represent all possible conditions since every application is unique, nor does it imply that all of these may be applied to your application. Please be aware, however, that these conditions, along with others, may require further effort and expenditures prior to Parcel Map recording and the sale of parcels.

Typical Conditions	
1	The development of engineering plans for improvements, grading, drainage, and erosion control for areas proposed for driveway improvement.
2	Fire protection requirements may be imposed which may include the extension of water lines for installation of hydrants, fuel modification programs to reduce fire potential, annexation to a fire district, or other conditions as deemed necessary.
3	Proof of access will be required when the parcels gain access from private roads. This generally requires research by a title company.
4	If a septic system is proposed, all parcels being created must conform to the requirements of the Environmental Management Department standards for such systems, and proof of compliance must be obtained prior to recording the Parcel Map.
5	If public water or sewer is proposed, a meter award letter from El Dorado Irrigation District (EID), or similar documentation from other water purveyors, will be required prior to recording the Parcel Map. This requires the purchase of meters for each parcel created.

It should be noted, however, that staff cannot make a final determination on the applicability of these conditions to your project without an actual submittal of an application, since field investigations and analysis are generally required.



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PARCEL MAP FOR URBAN LOT SPLIT APPLICATION

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. All plans and maps must be folded to 8 ½” x 11”.

REQUIRED SUBMITTAL INFORMATION	
1	Completed and signed Universal Application form and Agreement for Payment of Processing Fees form .
2	Letter of Authorization from all property owners authorizing agent to act as applicant, when applicable.
3	Proof of ownership (Grant Deed) if the property has changed title since the last tax roll.
4	A copy of the official Assessor’s Parcel 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 the 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/water district.
8	If off-site sewer or water facilities are proposed to serve the project, provide four (4) 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.
9	Preceding Parcel Map, Final Map, or Record of Survey if any exists.
10	If located within one (1) of the five (5) Ecological Preserve – EP overlay zones (Mitigation Area 0) or gabbro/serpentine soils, rare plants may exist on-site. The State Department of Fish and Wildlife will require an on-site biological plant survey to determine the extent and location of rare plants on the project site. Such a survey can only occur from March 15 through August 15 when plants are readily visible. Therefore, if the State Department of Fish and Wildlife requires the plant survey, a substantial delay in the processing of your application could result. To avoid potential delays, you may choose to provide this survey with application submittal.
11	Name and address of Homeowners’ Association, County Service Area (CSA) 9 Zone of Benefit, or other road maintenance entity if it exists in the project area.

12	Preliminary grading, drainage plan, and report. The plan should be of sufficient detail to identify the scope of grading, including quantities, depths of cuts and fills (for roads and driveways where cuts/fills exceed six [6] feet, and mass pad graded lots), 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.
13	In an accompanying report, provide the following data for the area on each proposed parcel which is to be used for sewage disposal:
	a) The percolation rate and location of test on 4.5 acres or smaller.
	b) The depth of soil and location of test.
	c) The depth of groundwater and location of test.
	d) The direction and percent of slope of the ground.
	e) The location, if present, of rivers, streams, springs, areas subject to inundation, rock outcroppings, lava caps, cuts, fills, and easements.
	f) Identify the area to be used for sewage disposal.
	g) Such additional data and information as may be required by the Director of Environmental Management Department to assess the source of potable water, the disposal of sewage and other liquid wastes, the disposal of solid wastes, drainage, and erosion control.
	h) In circumstances where there are steep slopes, streams or other constraints as determined by County staff, these must be noted on the Parcel Map for Urban Lot Split.
14	A record search for archaeological resources shall be conducted through the North Central Information Center located at CSU-Sacramento, 7667 Folsom Blvd., 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 and available from the Planning Division.
15	An on-site biological study may be required to determine if the site contains special status plant or animal species or natural communities and habitats.
16	An air quality impact analysis may be 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 (1) 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.
17	A traffic impact determination shall be provided utilizing El Dorado County’s “ Transportation Impact Study (TIS) – Initial Determination Form ”.
18	Two (2) copies of the Parcel Map for Urban Lot Split, folded with signature block showing, including one (1) 8 ½” x 11” reduction.
19	Two (2) copies of a slope map folded to 8 ½” x 11” noting the following slope range categories: 0 to 10%, 11 to 20%, 21 to 29%, 30 to 39%, 40% and over.
20	Two (2) copies of the preliminary grading and drainage plan folded to 8 ½” x 11”.

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 PARCEL MAP FOR URBAN LOT SPLIT

Required maps shall be on 24" x 36" sheets, drawn to scale, and of sufficient size to clearly show all details and required data. All maps must be folded to 8 ½" inches x 11" prior to submittal. No rolled drawings will be accepted. Provide plans in electronic format (i.e., pdf).

REQUIRED INFORMATION ON PARCEL MAP FOR URBAN LOT SPLIT	
1	Date, north arrow, and scale.
2	Project boundaries with dimensions.
3	Approximate dimensions and area of all lots.
4	Adjacent ownership with book and page number of recorded deeds or Parcel Map references.
5	Location, names, and right-of-way width of adjacent streets, highways, and alleys. Show access easements to a connection with a public road, together with the deed or map reference documenting such access. Also note all existing encroachments to the public road on adjacent parcels. If a new access is proposed through adjacent parcels, provide a letter of authorization and a description of the access easement.
6	Purpose, width, and approximate location of all existing and proposed easements, other than roads.
7	Approximate radii of centerline on all street curves.
8	Grades and width of existing and proposed roads or road easements, with typical improvement cross-section.
9	Names of adjacent subdivisions.
10	All structures, buildings, utility transmission lines, dirt roads, and distances to existing and proposed property lines.
11	The location of all structures for residential, commercial, industrial, or recreational use for which permits have either been applied for or granted, but not yet constructed.

12	Existing and proposed fire hydrant location(s).
13	Existing water and sewer line locations.
14	Contour lines shown at 5-foot intervals if any slopes on the property exceed 10% (contours are not required if all slopes are 10% 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, i.e., benches or abrupt topographical changes, etc.
15	The location, if present, of rock outcroppings, lava caps, drainage courses, lakes, canals, reservoirs, rivers, streams, spring areas subject to inundation, and wetlands. Show respective 100-foot and 50-foot septic system setbacks when a septic system is proposed.
16	Note any proposed trails within the project, and where applicable, connection to existing or proposed trail systems.
17	Location, general type (pine, oak, etc.) and size of all existing trees, 6" DBH (Diameter at Breast Height) or greater in those areas that are subject to grading or otherwise may be removed/affected by proposed improvements. Note quantity of trees to be removed.
18	Identify areas subject to a 100-year flood, perennial streams, or creeks, 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.
19	The following information is to be listed on the Parcel Map for Urban Lot Split in the following order:
	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 any).
	f) Source of topography.
	g) Section, Township and Range.
	h) Assessor's Parcel Number(s).
	i) Present zoning.
	j) Total area.
	k) Total number of parcels.
	l) Minimum parcel area.

	m) Water supply.
	n) Sewage disposal.
	o) Proposed structural fire protection.
	p) Date of preparation.
	<p>q) In the lower right-hand corner of each map a signature block should be shown, giving space for:</p> <p>Planning Division: _____</p> <p>Approval/Denial Date: _____</p>

AFFIDAVIT OF PREVIOUS LAND DIVISION ACTIVITY (*)

THE UNDERSIGNED hereby certifies that he/she is the person who executed the following statements, that he/she has read the same and knows the contents thereof, and that the facts stated herein are true and correct:

1) Have you at any time owned or held any interest whatsoever in any land which included the parcel proposed for division in this application, or which was contiguous to the parcel proposed for subdivision?

Yes **No**

If “yes”, explain and attach copies of the deeds to such property, if available, the Assessor’s Parcel Number, and period of ownership.

2) Have you ever proposed, participated in, or been involved in any manner whatsoever in the subdivision or splitting of a parcel of which the present parcel proposed to be subdivided in this application, was a part or contiguous thereto?

Yes **No**

If so, give the relevant details, including date, Parcel Map number, and your role in the subdivision.

OWNER’S SIGNATURE: _____

DATE: _____

APPLICANT’S SIGNATURE: _____

DATE: _____

(*) THIS FORM MUST BE COMPLETED BY BOTH THE APPLICANT AND RECORD OWNER(S)