

# EL DORADO COUNTY PLANNING DEPARTMENT

2850 Fairlane Court, Placerville CA 95667

<http://www.co.el-dorado.ca.us/planning>

phone: (530) 621-5355 | fax: (530) 642-0508

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## FINAL SUBDIVISION MAP

(Revised 07/02)

### PURPOSE

The final map review process is one of the last steps in the subdivision process. Lots cannot be sold until the final map is recorded. After the approval of the tentative map and approval of construction plans by the Department of Transportation, improvements can be installed. This work can be done prior to the filing of a final map, or bonded and completed after the recording of the final map.

### PROCESS

1. Submittal of application (see checklist on application form for information required).
2. Distribution of application to Department of Transportation (DOT) and County Surveyor to determine completeness and compliance with conditions of tentative map approval. Subdivision agreement, bonds, and CC&Rs are sent to County Counsel for approval.
3. Meeting with applicant, DOT, County Surveyor, and Planning staff if necessary to discuss application deficiencies. This meeting will typically occur within 10 to 14 days after submittal.
4. The Planning staff will set the matter for Board of Supervisors' consideration and transmit necessary memo package to the Board when the following has occurred: the County Surveyor is satisfied the final map is complete; applicable taxes have been paid; the County Engineer has signed the final map; Planning has determined that all conditions have been satisfied and County Counsel has approved the subdivision agreement, bonds and CC&Rs.
5. Board of Supervisors on their consent calendar, reviews and approves the final map, bonds, and agreements.
6. Final map is ready to record.

**NOTE:** Prior to submittal of this application to the Planning Department, the following shall be completed:

1. Submittal of final map check print to County Surveyor.
2. Submittal of improvement plans and engineer's cost estimate to DOT. (If DOT signature is obtained on the improvement agreement cost estimate in advance of submitting this application, processing of the final map application is usually expedited.)
3. If maintenance of improvements will be done by a homeowners' association, a copy of the CC&Rs shall be submitted to DOT and/or Planning. The specific section(s) of the CC&Rs reflecting requirements of the tentative map shall be identified.

### **TIMING**

The entire process can take as little as 4 weeks, or as long as 8 to 10 weeks or more, especially if issues are not resolved prior to submittal or the application is in some way incomplete when submitted.

### **FEES**

Current application and revision fees may be obtained by contacting the Planning Department at (530) 621-5355 or by accessing the Planning Department's online fee schedule at <http://www.co.el-dorado.ca.us/planning>.

### **APPLICATION**

If the application and submittal requirements are not attached to this information packet, please contact the Planning Department. You may also call the Planning Department at (530) 621-5355 for general assistance.

### **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 are generally made within 48 hours of your call to the Planning Department at (530) 621-5355.

# EL DORADO COUNTY PLANNING DEPARTMENT

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## REQUIRED SUBMITTAL INFORMATION for Final 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 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 8½" x 11"**.

### FORMS AND MAPS REQUIRED

Check (✓)  
Applicant County

- |       |       |     |  |
|-------|-------|-----|--|
| _____ | _____ | 1)  | Application Form <b>and</b> Agreement for Payment of Processing Fees, completed and signed.  |
| _____ | _____ | 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 official Assessor's map, showing the property outline in red.  |
| _____ | _____ | 5)  | Provide name, mailing address and phone number of all property owners and their agents.  |
| _____ | _____ | 6)  | Three (3) copies of the final map.   |
| _____ | _____ | 7)  | Copy of map reduced to fit on 8 ½" X 11" sheet.  |
| _____ | _____ | 8)  | DXF floppy disk, or film positive of map at 1"=400 feet if disk is not available.  |
| _____ | _____ | 9)  | Subdivision Improvement Agreement (2 copies, signed and notarized by applicant, and signed by County Engineer. NOTE: To obtain the County Engineer's signature prior to this submittal, and to have assurance of bond amounts, it will be necessary to submit the agreement to the Department of Transportation in advance of this final map submittal process.) |
| _____ | _____ | 10) | Surety (bond, letter of credit, etc.)<br>a) Performance (100% of total construction costs)<br>b) Laborers' and Materialmens' Bond (50% of total construction costs)<br>c) Maintenance (10% of cost of completed work when applicable)  |
| _____ | _____ | 11) | Copy of CC&Rs (if applicable - i.e., conditions of approval require the establishment of a homeowners association for maintenance of common facilities, roads, drainage improvements or other "public" improvements; or, conditions establishing standards to be included in CC&Rs.)   |

FORMS AND MAPS REQUIRED

Check (√)

Applicant County

- \_\_\_\_\_ 12) Itemized description of how each condition has been satisfied. Supporting documentation (i.e., letters from EID, fire district, CSD, etc.) must be attached.
- \_\_\_\_\_ 13) Meter Award Letter or similar document from the water purveyor if public water is required.

Acceptance of the submittal package at the counter does not infer that a complete application has been submitted. Planning staff will review the information and may schedule a meeting with the subdivider to discuss the information as may be necessary. Please plan on approximately 4 to 8 weeks from the time of submittal before the final map will be considered by the Board of Supervisors.

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

**EL DORADO COUNTY PLANNING DEPARTMENT**

**APPLICATION FOR**

**ASSESSOR'S PARCEL NO.(s)** \_\_\_\_\_

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

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

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

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

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

Mailing Address \_\_\_\_\_

Phone ( \_\_\_\_\_ ) FAX ( \_\_\_\_\_ )

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

Mailing Address \_\_\_\_\_

Phone ( \_\_\_\_\_ ) FAX ( \_\_\_\_\_ )

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

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

Mailing Address \_\_\_\_\_

Phone ( \_\_\_\_\_ ) FAX ( \_\_\_\_\_ )

**LOCATION:** The property is located on the \_\_\_\_\_ side of \_\_\_\_\_ street or road

\_\_\_\_\_ feet/miles \_\_\_\_\_ of the intersection with \_\_\_\_\_ major street or road

in the \_\_\_\_\_ area. **PROPERTY SIZE** \_\_\_\_\_ acreage / square footage

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

**FOR OFFICE USE ONLY**

Date \_\_\_\_\_ Fee \$ \_\_\_\_\_ Receipt # \_\_\_\_\_ Rec'd by \_\_\_\_\_ Census \_\_\_\_\_

Zoning \_\_\_\_\_ GPD \_\_\_\_\_ Supervisor Dist \_\_\_\_\_ Sec/Twn/Rng \_\_\_\_\_

**ACTION BY:**  **PLANNING COMMISSION**  
 **ZONING ADMINISTRATOR**  
 **PLANNING DIRECTOR**

**ACTION BY BOARD OF SUPERVISORS**

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

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

Approved  Denied (findings and/or conditions attached)

Approved  Denied (findings and/or conditions attached)

**APPEAL:**  Approved  Denied

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

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