

# 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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## MAP AMENDMENT FOR PARCEL & SUBDIVISION MAPS

(Revised 02/04)

### PURPOSE

Chapter 16.72 of the County Code, "Amending of Final Maps", and §66472.1 of the Subdivision Map Act, provides for the modification of recorded final and parcel maps.

### REQUIRED FINDINGS

#### 16.72.040 Findings Required

In addition to those amendments authorized by section 66469 of the Government Code, a final map or a parcel map which has been recorded in the office of the county recorder, may be modified by a certificate of correction or amending map upon the approving authority's (of the original tentative map) determination that the following findings can be made concerning the modification:

- A. That there are changes in circumstances which make any or all of the conditions of such a map no longer appropriate or necessary.
- B. That the modifications proposed did not impose any additional burden on the present fee owner of the property.
- C. That the modifications proposed do not alter any right, title or interest in the real property reflected in the recorded map.
- D. That the map as modified conforms to the provisions of section 66474 of the Government Code. (Ord. 4151 §2(part), 1991)

### PROCESS

1. Applicant/agent prepares all required submittal information, makes an appointment, and submits the application to the Planning Department.
2. Planner is assigned and the application is distributed to affected agencies for comment and recommendation.
3. Staff report is prepared and hearing is scheduled with the Zoning Administrator, Planning Commission or Board of Supervisors, as applicable.
4. Project and public hearing is noticed in the local newspaper.
5. Applicant receives the staff report prior to the public hearing which includes staff recommendation.
6. Public hearing is conducted where a decision is made.
7. Decision made by the Zoning Administrator or Planning Commission may be appealed by either the applicant or affected party within ten (10) working days after decision. Decision made by the Board of Supervisors is final.
8. After approval and after the ten-day appeal period, the applicant will be required to file an amended map or "certificate of correction" with the County Surveyor's Office.

### **TIMING**

Steps 1 through 3 are typically completed within 60 days. Most applications will reach the public hearing (Step 6) within three months. Step 8, recordation of amended map or certificate of correction is dependent on the applicant filing the necessary documents with the County Surveyor's Office.

### **HEARING**

The map amendment application is heard by the approving authority of the original tentative map. The hearing is given public notice in a local newspaper and also by mailing notice to all owners within 500 feet of the applicant's property.

### **APPEALS**

The decision of the Zoning Administrator or Planning Commission may be appealed to the Board of Supervisors by either the applicant or the affected neighbors. Said appeal must be made within ten (10) working days from date of decision and filed with the Planning Department and appeal fee paid. 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 Department at (530) 621-5355 or by accessing the Planning Department's online fee schedule at <http://www.co.el-dorado.ca.us/planning>.

**NOTE:** Should your application be denied, application fees are nonrefundable. Should you request withdrawal of the application, you may receive only that portion of the fee which has not yet been expended. If the public hearing notice has been advertised, fees are nonrefundable.

### **DEED RESTRICTIONS**

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

### **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 and documentation 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 Map Amendment for Parcel & Subdivision Maps

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 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 <u>all</u> 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 outlined in red.   |
| _____ | _____ | 5) | An 8 ½ x 11" vicinity map showing the location of the project in relation to the distance to major roads, intersections, and town sites. |
| _____ | _____ | 6) | Provide name, mailing address and phone number of all property owners and their agents.  |
| _____ | _____ | 7) | Ten (10) copies of the proposed map amendment, folded to 8½" x 11".  |
| _____ | _____ | 8) | Narrative of requested amendment, including supporting documentation, if applicable.   |
| _____ | _____ | 9) | Name and address of Homeowners' Association, CSA 9 Zone of Benefit, or other road maintenance entity if it exists in the project area.   |

**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  
N/E/W/S

\_\_\_\_\_ feet/miles \_\_\_\_\_ of the intersection with \_\_\_\_\_ major street or road  
N/E/W/S

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



**EL DORADO COUNTY  
COMMUNITY DEVELOPMENT AGENCY**

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**AGREEMENT FOR PAYMENT OF PROCESSING FEES**

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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: \_\_\_\_\_