

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

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

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 and 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.)
a) Performance (100% of total construction costs)
b) Laborers' and Materialmens' Bond (50% of total construction costs)
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
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 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