

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

TIME EXTENSION FOR PARCEL & SUBDIVISION MAPS

(Revised 06/04)

PURPOSE

By State law and County Ordinance, time limits are set on the life of approved tentative parcel and subdivision maps. Final maps must be recorded prior to the expiration of established time limits or the tentative map approval is voided, unless a timely extension has been filed. In El Dorado County these limits are as follows:

Tentative Parcel Maps	=	36 months
Tentative Subdivision Maps	=	36 months
Vesting Tentative Maps	=	24 months

These time limits are set by State and local law as a means to provide another review of those maps which have not been recorded within a reasonable time period. Such review permits the County to deny the extension should the County find conflict now exists with current local standards, policies or laws. In lieu of denial, mitigation measures or modification of conditions of approval may be approved if accepted by the applicant.

A valid application for a time extension must be submitted prior to the expiration date of the map. Once a time extension application is submitted, the map is automatically extended for 60 days, or until the application for the extension is approved, conditionally approved, or denied by the approving authority, whichever occurs first. During this initial 60-day period, the final map may be submitted for approval and recording. If it is not submitted during this period, it cannot be filed until the application for the extension has been approved.

Upon application, the approving authority (Hearing Officer for parcel maps, and Planning Commission for subdivisions), may grant a one-year extension. Up to five such one-year extensions may be granted by the County, with each request handled as a separate application.

If a tentative map expires or an extension is denied and the applicant wishes to proceed with the project, the applicant must refile the tentative map and receive approval.

PROCESS

1. Applicant/agent prepares all required submittal information and makes an appointment to submit the application to the Planning Department.
2. Planner is assigned and the application is distributed to affected agencies for comment and recommendation.
3. Assigned planner and representative from Department of Transportation meet on-site with the applicant/agent, if deemed necessary.
4. Applicant/agent meet with the Technical Advisory Committee (TAC - staff representatives of affected agencies) to discuss environmental review, conditions of approval (or recommendation for denial), and to confirm the hearing date.

Previously adopted environmental document and conditions of approval are reviewed and evaluated to determine current adequacy, consistency with the General Plan and other current regulations; and a recommendation for time extension approval (or denial) is suggested.

NOTE: This is a critical meeting and it is absolutely necessary for the applicant or agent to attend. If issues arise which cannot be resolved at this meeting, the application will either be placed on hold or the meeting rescheduled when the issue is resolved.

5. If previously adopted negative declaration is amended, project is noticed in the local newspaper advertising the required 30-day public review period as set by State law.
6. Applicant receives the staff report at least two weeks prior to the public hearing which includes staff recommendation and proposed conditions of approval or mitigation measures.
7. Public hearing is conducted either before the Zoning Administrator for Parcel Maps or by the Planning Commission on Subdivisions.
8. An appeal may be filed by either the applicant or affected party within ten (10) working days after decision.
9. Board of Supervisors public hearing is held on the appeal and a final decision is made (about 30 days after Zoning Administrator or Planning Commission decision).

TIMING

Steps 1 through 5 are typically completed within 50 to 60 days. The remaining steps are more flexible depending on the complexity of the application. Most applications will reach public hearing in three (3) to four (4) months. If appealed, an additional 30 days is required and the Board of Supervisors hearing is usually held by the fifth month.

HEARING

Applications must be heard by either the Zoning Administrator (parcel maps) or the Planning Commission (Subdivisions). All public hearings are advertised in a local newspaper and notice is mailed to all property owners within a minimum 500-foot radius of the subject property.

APPEALS

Decisions made by the Zoning Administrator and Planning Commission may be appealed to the Board of Supervisors within ten (10) working days from the date of decision. Appeals must be filed with the Planning Department with an appeal fee payment of \$200.⁰⁰ for parcel maps, \$350.⁰⁰ for Class I subdivisions, and \$300.⁰⁰ for rural subdivisions. 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>.

T&M: Time and Materials fee collected will be held as a deposit; applicant will be billed monthly for Department of Transportation time and material costs. Billings will be deducted from deposit until deposit is depleted to the 10% retention withholding requirement. At such time, applicant will be billed directly. If deposit exceeds project cost, applicant will be reimbursed for the remainder of the deposit at project finalization.

NOTE: Should your application be denied, application fees are nonrefundable. Should you request withdrawal of the application before a decision has been made, 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.

CONVERSION TO TIME AND MATERIALS

When in the opinion of the Planning Director the required fee for an application is going to be inadequate to cover processing costs due to the complexity of the project or potential controversy that it may generate, the Planning Director may convert the application to a time and materials process. When this conversion is proposed, the applicant will be notified in writing and will be requested to submit a deposit in an amount estimated to be sufficient to cover the remaining staff work to bring the application to a final decision. Staff work on the application will stop until a deposit is provided. Normally this conversion will occur when it is obvious the required fee is going to be insufficient, which would typically occur during or soon after the Technical Advisory committee meeting. However, it could occur later in the project if controversy becomes more evident and/or revisions are proposed to the project to mitigate project impacts or neighbor concerns. After the conversion, the applicant will receive a monthly statement/bill identifying the remaining processing fee and/or deposit, or the amount due if deposited funds have been exhausted. If monies are owed, they shall be paid before action by the hearing body.

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 Time Extension 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 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) | Written narrative describing: |
| _____ | _____ | a) | Reasons why map was not filed within time period prescribed by the County Ordinances (parcel maps - 36 months, tentative subdivision maps - 36 months, vesting maps - 24 months); |
| _____ | _____ | b) | General status of the project. Specifically describe those conditions of approval already completed (this can be documented with dates completed, dollars spent, etc.). |
| _____ | _____ | 5) | A copy of official Assessor's map, showing the property outlined in red. |
| _____ | _____ | 6) | 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. |
| _____ | _____ | 7) | Provide name, mailing address and phone number of all property owners and their agents. |
| _____ | _____ | 8) | 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. |
| _____ | _____ | 9) | If off-site sewer or water facilities are proposed to serve the project, provide four (4) copies of a map showing 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. |

FORMS AND MAPS REQUIRED

Check (√)
Applicant County

- _____ 10) Required maps 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 8 1/2" x 11". NO ROLLED DRAWINGS WILL BE ACCEPTED.**
- _____ a) Twenty-five (25) copies of the tentative map, folded with signature block showing (including one 8 1/2" x 11" reduction).
- _____ b) Four (4) copies of a slope map noting the following slope range categories: 0 to 10%, 11 to 20%, 21 to 29%, 30% to 39%, 40% and over.
- _____ c) Four (4) copies of preliminary grading and drainage plan.

NOTE: The following is required if not submitted with the original subdivision or parcel map:

- _____ 11) Four (4) copies of a tree preservation plan. The tree plan shall accurately include the following:
- _____ a) General identification of the tree canopy, noting significant tree types (pine, oak, etc.) where such groups are clearly distinguishable. Identification of the tree canopy shall be determined from base aerial photographs or by an on-site survey performed by a qualified licensed arborist or botanist.
- _____ b) Parcels having canopy cover of at least ten percent (10%) are subject to canopy coverage retention or replacement standards as follows:

<u>Existing Canopy Cover</u>	<u>Percent of Canopy Cover to be Retained or Replaced</u>
80 - 100 percent	60 percent of existing canopy
60 - 79 percent	70 percent of existing canopy
40 - 59 percent	80 percent of existing canopy
20 - 39 percent	85 percent of existing canopy
19 percent or less	90 percent of existing canopy

- _____ c) Where item (b) above applies and trees will be removed as the result of project improvements, a replacement plan shall be included with application submittal. The replacement plan shall include a mitigation monitoring plan to ensure that proposed replacement trees survive.
- _____ d) Identify on the tree canopy map the location and size of all trees with a diameter of twenty inches or greater diameter at breast height, in all of the following situations where trees would likely be removed:
- _____ i) Within building envelope areas when such are proposed, or on any lot less than twenty thousand (20,000) square feet in area when building envelopes are not proposed.
- _____ ii) In any situation where the tree or its dripline lie within any proposed road, driveway, leach field area, or cut or fill slope area:

FORMS AND MAPS REQUIRED

Check ()
Applicant County

- _____ _____ (1) Provide a count of the total number of trees eight (8) inches or greater in diameter at breast height, that will likely be removed due to proposed construction.
- _____ _____ (2) Any provisions for tree preservation, transplanting, or replacement, shall also be noted on the plan.
- _____ _____ 12) A record search for archaeological resources shall be conducted through the North Central Information Center located at CSU-Sacramento, 6000 J Street, Adams Building, Suite #103, Sacramento, CA 95819-6100, phone number (916) 278-6217. If the record search identifies a need for a field survey, a survey shall be required. (A list of Archaeological Consultants and survey requirements is available at the Planning Department.) Archaeological surveys shall meet the "Guidelines for Cultural Resource Studies" approved by the Board of Supervisors, available at the Planning Department.
- _____ _____ 13) A site-specific wetland investigation shall be required on projects with identified wetlands on the Important Biological Resources Map (located in the Planning Department), when proposed improvements will directly impact the wetland (reduce the size of the wetland area) or lie near the wetlands. (Available from the Planning Department are the U.S. Corps of Engineers requirements for a wetlands delineation study. A list of qualified consultants is also available.)
- _____ _____ 14) If located within one of the five Ecological Preserve - EP overlay zones (Mitigation Area 0), rare plants may exist on-site. The State Department of Fish & Game 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 & Game 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. (A list of possible Botanical Consultants is available at the Planning Department.)
- _____ _____ 15) Where special status plants and animals are identified on the Important Biological Resources Map located in the Planning Department, an on-site biological study shall be required to determine if the site contains special status plant or animal species or natural communities and habitats.
- _____ _____ 16) Name and address of Homeowners' Association, CSA 9 Zone of Benefit, or other road maintenance entity if it exists in the project area.
- _____ _____ 17) Preliminary grading, drainage plan, and report. The plan should be of sufficient detail to identify the scope of grading, including quantities, depths of cut and fills (for roads and driveways where cuts/fills exceed 6 feet, and mass pad graded lots), location of existing drainage, proposed modifications, and impacts to downstream facilities. (See Section 15.14.240 of County Grading Ordinance for submittal detail)

FORMS AND MAPS REQUIRED

Check (√)
Applicant County

- _____ 18) An air quality impact analysis shall be provided utilizing the El Dorado County Air Pollution Control District’s “Guide to Air Quality Assessment.”
- _____ 19) A traffic study shall be provided utilizing El Dorado County Department of Transportation’s “Generic Traffic Study Scope of Work.”

REQUIRED INFORMATION ON TENTATIVE MAP

Check (√)
Applicant County

- _____ 1) North point and scale
- _____ 2) Project boundaries with dimensions
- _____ 3) The approximate dimensions and area of all lots
- _____ 4) Adjacent ownership with book and page number of recorded deeds or parcel map references
- _____ 5) Names of adjacent subdivisions
- _____ 6) The 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 deed or map reference documenting such access. If a new access is proposed through adjacent parcels, provide letter of authorization and a description of the access easement.
- _____ 7) Purpose, width, and approximate location of all proposed and existing easements (other than roads)
- _____ 8) Approximate radii of centerline on all street curves
- _____ 9) Grades and width of proposed and existing roads or road easements, with typical improvement cross-section.
- _____ 10) All structures, buildings, utility, transmission lines, dirt roads and distances to existing and proposed property lines.
- _____ 11) Fire hydrant location, existing and/or proposed
- _____ 12) Existing water and sewer line locations
- _____ 13) Subdivisions: Contours of not more than five-foot intervals based on aerial photogrammetry or on-site survey (USGS interpolation is not acceptable).

Parcel Maps: Contour lines shown at five-foot intervals if any slopes on the property exceed 10% (contours not required if all slopes are 10% or less). Contours may be shown at ten-foot or twenty-foot intervals on parcels of ten acres or larger (using USGS interpolation of field survey), if said contours reasonably identify significant site features; i.e., benches or abrupt topographical changes, etc.

REQUIRED INFORMATION ON TENTATIVE MAP

Check (√)
Applicant County

- _____ 14) If phasing is proposed, show boundaries of each phase. Without a phasing plan, the resultant final map submitted for recording must include the total project. (This information may be shown on a separate financing lot map if such is proposed.)

- _____ 15) The location, if present, of rock outcropping, 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) Identify areas subject to a 100-year flood on 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.

- _____ 17) Note any proposed trails within the project, and where applicable, connection to existing or proposed trail systems.

- _____ 18) The following information is to be listed on the tentative subdivision map in the following consecutive 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
 - _____ 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

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

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