



## CITY OF PLACERVILLE

Development Services Department

Planning Division

3101 Center St, 2<sup>nd</sup> Floor

Placerville, CA 95667

(530) 642-5252

[pv.planning@gmail.com](mailto:pv.planning@gmail.com)

### FINAL SUBDIVISION MAP

#### 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 Engineering and Development Services Departments, 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 the Engineering Department and County Surveyor to determine completeness and compliance with conditions of tentative map approval. Subdivision agreement and bonds are sent to City Council for approval. CC&Rs are sent to the Planning Commission for approval.
3. Meeting with applicant, Engineering Department, and Planning staff if necessary to discuss application deficiencies. This meeting will typically occur within 15 days after submittal.
4. The Planning staff will set the matter for City Council consideration and transmit necessary memo package to the Council when the following has occurred: the County Surveyor is satisfied the final map is complete; applicable taxes have been paid; the City Engineer has approved and signed the final map; Planning has determined that all conditions have been satisfied and the City Attorney has approved the subdivision agreement, and bonds.
5. City Council on their consent calendar reviews and approves the final map, bonds, and improvement agreements.
6. City Council has approved agreements and bonding for formation of LLMD, LLAD, CFD/Mello-Roos.
7. Final map is ready to submit to the County Surveyor for recording.

NOTE: Prior to submittal of the application to the Planning Division, the following shall be completed:

1. Submittal of final map check prints to the City Engineer and County Surveyor.

2. Submittal of improvement plans and engineer's cost estimate to the City Engineer. (If the City Engineer's 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 the City Engineer and Development Services. The specific section(s) of the CC&Rs reflecting requirements of the tentative map shall be identified. The CC&Rs shall be approved by the Planning Commission.

#### TIMING

The entire process can take from 54 weeks or up to 12 weeks or more depending on issues that 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 Development Services Department (530) 642-5252 or by accessing the Planning Division's online fee schedule at <http://evogov.s3.amazonaws.com/media/17/media/5825.pdf>.

#### APPLICATION

If the application and submittal requirements are not attached to this information packet, please contact the Planning Division. You may also call the Development Services Department at (530) 642-5252 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 Development Services Department at (530) 642-5252.

# PLACERVILLE DEVELOPMENT SERVICES 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 (v) column on the left to be sure you have all the required submittal information. All plans and maps MUST be folded to 8 ½" x 11".

### FORMS AND MAPS REQUIRED

Applicant	City	Check (v)
<input type="checkbox"/>	<input type="checkbox"/>	1) Application Form and Agreement for Payment of Processing Fees completed and signed.
<input type="checkbox"/>	<input type="checkbox"/>	2) Letter of authorization from all property owners authorizing agent to act as applicant, when applicable.
<input type="checkbox"/>	<input type="checkbox"/>	3) Proof of ownership (Grant Deed), if the property has changed title since the last tax roll.
<input type="checkbox"/>	<input type="checkbox"/>	4) A copy of official Assessor's map, showing the property outline in red.
<input type="checkbox"/>	<input type="checkbox"/>	5) Provide name, mailing address and phone number of all property owners and their agents.
<input type="checkbox"/>	<input type="checkbox"/>	6) Four (4) copies of the final map.
<input type="checkbox"/>	<input type="checkbox"/>	7) Copy of map reduced to fit on 8 ½" X 11" sheet.
<input type="checkbox"/>	<input type="checkbox"/>	8) Electronic copy or film positive of map at 1"=400 feet if electronic copy is not available.
<input type="checkbox"/>	<input type="checkbox"/>	9) Subdivision Improvement Agreement (2 copies, signed and notarized by applicant, and signed by City Engineer. NOTE: To obtain the City Engineer's signature prior to this submittal, and to have assurance of bond amounts, it will be necessary to submit the agreement to the Engineering Department in advance of this final map submittal process.)
<input type="checkbox"/>	<input type="checkbox"/>	10) Surety (bond, letter of credit, etc.) <ul style="list-style-type: none"> <li>a) Performance (100% of total construction costs)</li> <li>b) Laborers' and Materialmens' Bond (50% of total construction costs)</li> <li>c) Maintenance (10% of cost of completed work when applicable)</li> </ul>
<input type="checkbox"/>	<input type="checkbox"/>	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.) Note: If maintenance of improvement are to be provided through establishment of a LLMD or CFD, etc., the applicant shall work with the Engineering Department in advance of the final map submittal.

FORMS AND MAPS REQUIRED

Check (v)

Applicant City

- 12) A detailed report with itemized description of how each condition has been satisfied. Supporting documentation (i.e., letters from EID, fire district, DSD, etc.) must be attached demonstrating satisfaction of the condition.
  
- 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 sub divider to discuss the information as may be necessary. Please plan on approximately 5 to 10 weeks from the time of submittal before the final map will be considered by the City Council.

NOTE: APPLICATION WILL BE ACCEPTED BY APPOINTMENT ONLY. MAKE YOUR APPOINTMENT IN ADVANCE BY CALLING (530) 642-5252.

**DEVELOPMENT SERVICES DEPARTMENT**  
**APPLICATION FOR FINAL SUBDIVISION MAP**

**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 \_\_\_\_\_  
N / E / W / S street or road

\_\_\_\_\_ feet/miles \_\_\_\_\_ of the intersection with \_\_\_\_\_  
N / E / W / S 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**  **ACTION BY CITY COUNCIL**  
 **PLANNING DIVISION**  
 **DEVELOPMENT SERVICES DIRECTOR** 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



CITY OF PLACERVILLE
PLANNING APPLICATION

Date:
Zoning: GP:
File No:
Filing Fee (PZ):
Filing Fee (EN):
Receipt No:

REQUEST FOR:

- Annexation
Boundary Line Adjustment
Certificate of Compliance
Conditional Use Permit
Environmental Assessment
Environmental Impact Report
Final Subdivision Map
General Plan Amendment
General Plan Consistency
Historic District Review
Landscape Plan Review
Map Amendment
Merger
Minor Deviation
Planned Development
Preliminary Plan Review
Sign Package Review/ Amendment
Site Plan Review
Temporary Commercial Coach
Temporary Use Permit
Tentative Parcel Map
Tentative Subdivision Map
Variance
Zone Change

DESCRIPTION:

[Empty box for description]

ITEMS ABOVE THIS LINE FOR OFFICE USE ONLY

\*\*\*\*\*

City Ordinance #1577 established a Fee & Service Charge System. In some cases, project review will require the services of specialists under contract to do work that City Staff cannot perform. In these cases, the applicant shall pay the direct cost of these services plus fifteen percent (15%) for City Administration.

PROJECT APPLICANT

NAME:
MAILING ADDRESS:
PHONE:
EMAIL:

APPLICANT'S REPRESENTATIVE (if different)

NAME:
MAILING ADDRESS:
PHONE:
EMAIL:

PROPERTY OWNER(S)

NAME:
MAILING ADDRESS:
EMAIL:

PHONE:

SURVEYOR, ENGINEER, ARCHITECT, OR OWNER'S REPRESENTATIVE (if applicable)

NAME: PHONE:
MAILING ADDRESS:
EMAIL:

DESCRIPTION OF PROPERTY (Attach legal deed description) [ ]

STREET ADDRESS:
ASSESSOR'S PARCEL NO.(S):

Above described property was acquired by owner on
Month Day Year

