



**City of Placerville  
Development Services Department**

**MAP AMENDMENT FOR PARCEL &  
SUBDIVISION MAPS**

**PURPOSE**

Title 10, Chapter 8, Section 22 of City Code, "Correction and Amendment of Parcel Maps", and Section 66469 and Section 66470 of the Subdivision Map Act, provides for the modification of recorded final and parcel maps.

**REQUIRED FINDINGS**

In addition to those amendments authorized by Section 66469 and 66470 of the Subdivision Map Act, 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 (Section 66472.1):

- 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.

**PROCESS**

1. Applicant/agent prepares all required submittal information, makes an appointment, and submits the application to the Development Services 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 Planning Commission or City Council, 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 Planning Commission may be appealed by either the applicant or affected party within ten (10) calendar days after decision. Decision made by the City Council 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 for a subdivision map 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 Planning Commission may be appealed to the City Council 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) 642-5252 or by accessing the Development Services Department online fee schedule at [https://www.cityofplacerville.org/Planning\\_Division\\_Fees\\_Application\\_and\\_Processes](https://www.cityofplacerville.org/Planning_Division_Fees_Application_and_Processes).

**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 City can still approve your application and issue necessary permits. However, City 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 Division. You may also call the Planning Division 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 and documentation completed before your appointment. Appointments are generally made within 48 hours of your call to the Planning Division at (530) 642-5252.

**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 City

- |       |       |   |
|-------|-------|---|
| _____ | _____ | 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 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, or other road maintenance entity if it exists in the project area.                          |



**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:**

**ITEMS ABOVE THIS LINE FOR OFFICE USE ONLY**

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*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: \_\_\_\_\_

PHONE: \_\_\_\_\_

MAILING ADDRESS: \_\_\_\_\_

EMAIL: \_\_\_\_\_

**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

