



**City of Placerville
Planning Department**

**Parcel Map Application
Process**

This document provides a brief discussion of the Parcel Map process within the City of Placerville. Individuals needing additional information or clarification should contact the Planning Division at (530) 642-5252.

A tentative parcel map is required for all subdivisions of four or fewer parcels, condominiums, or a community apartment project with four or fewer parcels. Exceptions are defined in the Placerville's Parcel Map Ordinance.

STEP 1: APPLICATION

An owner, or an owner's designated agent, must file a completed City of Placerville's Planning Application form, provide all required information contained within the Planning Division's Tentative Parcel Map Checklist, and pay the fee as set by City Resolution. Ten (10) copies of the Tentative Parcel Map, along with one 11" x 17" copy, shall be submitted.

Since a tentative map is considered a "project" under the California Environmental Quality Act, an Environmental Assessment application must also be submitted. All application information must be submitted to the Planning Division before the application will be considered complete, including the application fees.

STEP 2: APPLICATION REVIEW

The City's Planning and Engineering Divisions as well as the El Dorado County Fire Protection District if applicable, review the application for completeness. If the City deems the application complete then the preparation of an environmental document, pursuant to the California Environmental Quality Act (CEQA), will begin.

If all application requirements have not been satisfied, the applicant will be notified by the Planning Division within thirty (30) days from when the application was submitted.

STEP 3: CALIFORNIA ENVIRONMENTAL QUALITY ACT (CEQA)

The Planning Division then must determine whether a project is exempt from, or subject to, CEQA. If the project is subject to CEQA, an Initial Study shall be performed.

The Planning Division has thirty (30) days to complete an Initial Study for the project and make a determination on whether a Negative Declaration or Environmental Impact Report is to be prepared.

Public notice and a public review period shall be provided by the Planning Division for all proposed Negative Declarations or Environmental Impact Reports pursuant to CEQA Guidelines.

STEP 4: COMMUNITY DEVELOPMENT DIRECTOR DECISION

The Community Development Director may approve, disapprove or approve the map with conditions, within fifty (50) days after the tentative map has been determined complete.

Within five (5) days after the Community Development Director decision, the Planning Division will notify the subdivider of the action taken. Notice will include any conditions of approval and a copy of the approved tentative subdivision map.

APPEAL

If the applicant, or any person, is dissatisfied with the action of the Community Development Director they may appeal the action to the Planning Commission.

To appeal the applicant must complete the following within 10 days of the Community Development Director's action:

- Complete an appeal application form.
- Pay the appeal application fee to the Community Development Department.

The Planning Commission will set a date for a public hearing. The Planning Commission shall evaluate and approve, conditionally approve or disapprove said map matter within fifty (50) days after the filing of the appeal.

The City Council serves as the final appeals board, if necessary.



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



TENTATIVE PARCEL MAP
CHECK LIST

REQUIRED INFORMATION TO BE SUBMITTED

1. Application Form completed and signed, this Check List and required fees.
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. In addition, two copies of a Title Report no more than six months old.
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. Environmental Information Form, completed and signed.
7. Provide name, mailing address and phone number of all property owners and their agents.
8. Obtain and provide a Facilities Improvement Letter if the project is located within the El Dorado Irrigation District water service area.
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.
10. 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 either 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 and woodland alteration standards in accordance with City Code Sections 8-13-1 through 8-13-14.
 - 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 any living woody perennial plant having a trunk circumference of twenty four inches (24") (approximately 7 1/2 inches in diameter) measured twenty four inches (24") above the ground or any tree twenty feet (20') high or higher, in all of the following situations where trees would likely be removed:

i) Within proposed building envelope areas.

ii) In any situation where the tree or its drip line lie within any proposed road, driveway, utility, or cut or fill slope area:

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.

11. Preceding parcel map, final map, or record of survey, if any exists.

12. 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 Title 8, Chapter 7: Grading Ordinance of the City of Placerville for submittal detail.)
Four (4) copies of preliminary grading and drainage plan.

13. A record search for archaeological resources shall be conducted through the located at CSU-Sacramento, 6000 J Street, Folsom Hall, Suite #2042, 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. Archaeological surveys shall be performed by archaeologist, or qualified cultural resource specialist that meets the Secretary of the Interior's Standards and Guidelines for Professional Qualifications in archaeology and/or history.

14. A site-specific wetland investigation shall be required on projects with identified wetlands on the Important Biological Resources Map (located in Planning Services), when proposed improvements will directly impact the wetland (reduce the size of the wetland area) or lie near the wetlands.

15. An acoustical analysis shall be provided whenever a noise-sensitive land use (residences, hospitals, churches, libraries) are proposed adjacent to a major transportation source, or adjacent or near existing stationary noise sources. Such study shall define the existing and projected noise levels and define how the project will comply with standards set forth in the General Plan. If the site is located within the Airport Overlay Zone then the Development Services Procedures under Section 10-5-23(D) will be required.

16. 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 where proposed access driveways, utilities and building footprints are shown on preliminary grading plan.

17. An air quality impact analysis shall be provided utilizing the El Dorado County Air Pollution Control District's "Guide to Air Quality Assessment."
18. A traffic study may be required. Contact the Development Services Department prior to submittal.
19. Plan Copies:
 - a) Ten (10) copies of the tentative map, eighteen inches by twenty-six inches (18"x 6") or larger, and drawn to a scale of one inch (1") equals twenty feet (20'), fifty feet (50'), or one hundred feet (100'), two hundred feet (200'), or four hundred feet (400'), and which is sufficient in size to allow the details and required data to show clearly. Any number of sheets may be used, providing each sheet specifies the total number of sheets and its relation to each adjoining sheet.

All maps MUST be folded to 8 ½" inches x 11" prior to submittal.
NO ROLLED DRAWINGS WILL BE ACCEPTED.

- 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) One electronic copy saved in PDF file format of all required documents, exhibits, studies, analyzes, plans, surveys, maps, letters.

ITEMS REQUIRED ON TENTATIVE PARCEL MAP

Reviewed By (Staff): _____

Date: _____

File Number: _____

I. GENERAL INFORMATION BLOCK

SHOWN

NOT SHOWN

- | | | |
|--------------------------|--------------------------|--|
| <input type="checkbox"/> | <input type="checkbox"/> | A. Owner of Record |
| <input type="checkbox"/> | <input type="checkbox"/> | B. Name of Applicant |
| <input type="checkbox"/> | <input type="checkbox"/> | C. Map prepared by |
| <input type="checkbox"/> | <input type="checkbox"/> | D. Scale of map |
| <input type="checkbox"/> | <input type="checkbox"/> | E. Contour interval |
| <input type="checkbox"/> | <input type="checkbox"/> | F. Source of topography |
| <input type="checkbox"/> | <input type="checkbox"/> | G. Section, township, range and lot /block |
| <input type="checkbox"/> | <input type="checkbox"/> | H. Assessor's Parcel Number |

SHOWN

NOT SHOWN

- | | | |
|--------------------------|--------------------------|--|
| <input type="checkbox"/> | <input type="checkbox"/> | I. Present zoning |
| <input type="checkbox"/> | <input type="checkbox"/> | J. Total parcel area |
| <input type="checkbox"/> | <input type="checkbox"/> | K. Minimum parcel area |
| <input type="checkbox"/> | <input type="checkbox"/> | L. Total number of parcels |
| <input type="checkbox"/> | <input type="checkbox"/> | N. Sewage disposal |
| <input type="checkbox"/> | <input type="checkbox"/> | O. Proposed structural fire protection |
| <input type="checkbox"/> | <input type="checkbox"/> | P. Date prepared |

II. APPROVAL BLOCK

SHOWN

NOT SHOWN

- | | | |
|--------------------------|--------------------------|---|
| <input type="checkbox"/> | <input type="checkbox"/> | A. Development Services Director
Approval / Denial Date: _____ |
| <input type="checkbox"/> | <input type="checkbox"/> | B. Planning Commission
Approval / Denial Date: _____ |
| <input type="checkbox"/> | <input type="checkbox"/> | C. City Council
Approval / Denial Date: _____ |

III. TITLE (upper portion of map)

IV. LOCATION MAP

SHOWN

NOT SHOWN

- | | |
|--------------------------|--------------------------|
| <input type="checkbox"/> | <input type="checkbox"/> |
|--------------------------|--------------------------|

V. NORTH ARROW

SHOWN

NOT SHOWN

VI. ORIGINAL PARCEL

SHOWN

NOT SHOWN

A. Boundary lines (shown as solid lines)

B. Taped dimensions

C. Surrounding property owners and or tracts

VII. PROPOSED PARCELS

SHOWN

NOT SHOWN

A. Division lines (shown as dashed lines)

B. Approximate dimensions

C. Area – gross & net (excluding area of all easements)

D. Driveways and building footprints

VIII. EXISTING STRUCTURES

SHOWN

NOT SHOWN

A. Drawn to scale on map

B. Dimensions shown

C. Distance(s) between structures

D. Distance(s) from existing & proposed boundary lines

IX. EXISTING STREET(S) OR R/W TO PUBLIC STREET(S)

SHOWN

NOT SHOWN

A. Location (drawn to scale)

B. Name(s)

C. Note if public or private

D. Right of way width

X. PROPOSED STREET(S) AND OR RIGHTS OF WAY(S)

SHOWN

NOT SHOWN

A. Location (drawn to scale)

B. Proposed Name(s)

C. To be private or public

D. Right of way width(s) and grade(s)

E. Proposed section(s)

XI. EXISTING UTILITIES

SHOWN

NOT SHOWN

A. Easements

B. Underground structures (wells, septic systems, storm drains, water lines, sewer lines, irrigation lines, storage tanks, etc.)

XII. PROPOSED UTILITIES

SHOWN

NOT SHOWN

A. Easements shown (where necessary; water, sewer, storm drains, electrical, telephone, etc.) minimum width 15 ft.

XIII. TOPOGRAPHY & DRAINAGE

SHOWN

NOT SHOWN

A. Contours (minimum 5 foot intervals)

B. Slope of land (percentages)

C. Percent slope vs. lot size

D. Existing creek(s), drainage channel(s), inundation areas, etc.