



Butte County Department of Development Services

PERMIT CENTER

7 County Center Drive, Oroville, CA 95965

Planning Division Phone 530.552.3701 Fax 530.538.7785

Email dsplanning@buttecounty.net

FORM NO

PLG-05

TENTATIVE MAP APPLICATION GUIDE

(BCC §20-1)(§20-2 to 20-6.5)(§20-60 to 20-91)(§20-94 to 20-112)

A subdivision or lot split is the legal division of any parcel into two or more lots for the purpose of sale, lease or financing, but may also include the conversion of structures into condominiums. The California Subdivision Map Act authorizes local governmental agencies to regulate and control the design and improvements of subdivisions to ensure that new development takes place in an orderly manner, and that services such as roads, utilities, open space, and other services are adequately provided.

A subdivision of land requires submittal of a tentative map showing the design and improvements for the proposed division, together with the existing conditions in and around the site. Generally speaking, if the subdivision is proposed to create five or more lots; five or more condominium units; or, converting five or more existing dwelling units to a stock cooperative, an application for a tentative subdivision map must be filed. If a subdivision is proposed to create fewer than five lots; four or fewer condominium units; or, converting four or fewer existing dwelling units to a stock cooperative, an application for a tentative parcel map must be filed.

Land divisions must ultimately be consistent with the General Plan, zoning requirements, development standards, and must conform to public health requirements, the Subdivision Map Act and related County ordinances, and must not cause substantial environmental damage. The tentative map application process is the method for determining if a land division meets those requirements. Conditions of approval will be added to the tentative map by the decision authority to ensure consistency with County and State requirements. After approval of a tentative map, the applicant must comply with the conditions of approval in order to record a parcel map or final map, and ultimately create the lots to be sold separately.

Improvement Standards

The most assured method of determining what improvements will be required with your application is to directly contact the various County agencies with authority over a particular system (i.e. Environmental Health Division, Land Development Division, County Fire Department, etc.)

For detailed information regarding Butte County's subdivision requirements, please review Chapter 20 of the Butte County Code:

<http://library.municode.com/index.aspx?clientId=16065>

Additional information regarding County standards for roads, sewage disposal systems, water supply, and other systems, please review the 2006 Butte County Improvement Standards manual.

Parcel Map Waivers

Normally when land is subdivided, a recorded Parcel Map is required to formally recognize the newly created parcels. However, under specific circumstances stated in Butte County Code §20-104, a Parcel Map may not be required. Instead, newly created parcels may be recognized with the recording of a record of survey and/or deeds. For the County to waive the requirements of having a Parcel Map, a Parcel Map Waiver must be requested at the time of application submittal. A request for a Parcel Map Waiver will be reviewed by the Butte County Public Works Department to ensure that the requirements of a waiver have been met, but must be ultimately approved by the Zoning Administrator or Planning Commission.

APPLICATION SUBMITTAL REQUIREMENTS

The following information is required for a complete application. The applicant should discuss the application submittal requirements with Planning Division staff prior to submittal. Additional information may be required in order to clarify, correct or supplement the information below. Please contact the Planning Division of the Department of Development Services if you have any questions about these requirements.

1. **Environmental Health Pre-Authorization Clearance.** Complete a Pre-Application Review with the Environmental Health Division and provide evidence of meeting their requirements for sewage disposal and water supply in one of the following ways:
 - a. A pre-application completion letter from Environmental Health;
 - b. A Willing and Able to Serve Letter from the appropriate utility district;
 - c. A completed cooperative agreement for annexation into a utility district.
2. **Project Information Form ([DPL-1](#)).** Completed and signed.
3. **Agent Authorization Form ([DPL-2](#)).** If the application is signed by an agent for the property owner of record, or by an applicant other than the property owner of record, an agent authorization form must be submitted along with the application.
4. **Application Filing Fees.** The fee amount is based on a number of factors including the application type, number of proposed parcels, and the fee amount collected by other County departments. Please consult with Planning Division staff prior to application submittal to determine the initial filing fees. All checks must be payable to: "Butte County".

5. **NEIC Agreement Form (DPL-3).** A signed agreement for Butte County Archaeological Resources Project Review by the Northeast Information Center (NEIC) accompanied by a check in the amount of **\$75.00** made out to "NEIC".
6. **Preliminary Title Report.** One copy of a current (less than 6 months old) preliminary title report will need to be provided. The report must include a reference to the easement(s) providing official access from the project site to a public road.
7. **Improvement Standards Exception Request.** If a proposed improvement for the subdivision includes a modification from county improvement standards, a written request must be filed with the application. The request must fully state the circumstances surrounding the requested exception, including any special conditions of the property preventing the applicant from meeting county standards.
8. **Parcel Map Waiver Request.** A request for a Parcel Map Waiver must be clearly noted on the Project Information Form and Tentative Map.
9. **Tentative Map.** Two (2) copies of a legible tentative map drawn to scale (i.e. 1"=20') on a sheet sized 18 inches by 26 inches or larger (folded to 8½" x 11"), and one reduced copy of the tentative map no larger than 11 inches by 17 inches, to allow for reproduction. Submittal of a digital copy (Adobe PDF format) is encouraged. The tentative map shall include the following information:
 - a. **Vicinity Map.** Show north arrow, the location and boundary of the project site, major cross streets and the existing street pattern in the vicinity.
 - b. **Information Table.** Include the following information:
 - i. Name of property owner and subdivision name (if any).
 - ii. Location of the subject property, including Assessor Parcel Numbers.
 - iii. North arrow, scale, and scale bar.
 - iv. Name of map preparer. Date of draft and any subsequent revisions.
 - v. General Plan and Zoning designations.
 - vi. Size of property including gross & net lot area (square feet and acres).
 - c. **Property Boundaries.** Show existing and proposed property lines with dimensions; proposed lot number; gross and net lot areas (square feet and acres); and, the location and size of any common areas, open space, and trails.
 - d. **Buildings and Setbacks.** Locations, dimensions, and use of all existing structures on the property, including accessory structures and wells. Show the structure setbacks from proposed property lines. Indicate whether any structures are proposed to be removed.
 - e. **Circulation.** Location, dimensions, and slopes for all adjacent streets (public and private) and proposed streets, showing both sides of streets, street names, street width, striping, centerlines, centerline radii of all curves, median and landscape strips, bike lanes, pedestrian ways, trails, driveways, and edge of right-of-way including any proposed or required right-of-way dedication.

- f. **Easements.** Identify all existing and proposed right-of-ways and easements, including the widths, location, purpose, and sufficient recording data to identify the conveyance (book and page of official records). Show and describe off-site access easements serving the property and the applicable County Recorder document numbers.
- g. **Topography.** Existing topography and proposed grading extending 50 feet beyond the property at 2 foot contour intervals for slopes up to 5%; and contour intervals of 5 feet for slopes over 5%. Include spot elevations, pad elevations, and percent slope.
- h. **Grading and Drainage.** Preliminary grading and drainage information with existing and proposed contours, existing and proposed on- and off-site drainage facilities, lot drainage patterns and overland path-of-flow.
- i. **Utilities.** Show the location and dimensions of existing and proposed utilities including water supply system, sanitary sewer and laterals, water wells, septic tanks and leach fields, underground and overheard electrical lines, utility poles, and any proposed or existing easements for these utilities.
- j. **Natural Features.** Location of all natural features such as creeks, ponds, drainage swales, wetlands, adjacent riparian vegetation, major rock outcroppings, etc., extending 50 feet beyond the property line to show the relationship with the proposed development.
- k. **Flood Zone.** If the property is within or adjacent to the 100 year flood zone, the extent of the approximate flood zone and the 100 year water surface elevation shall be clearly drawn on the map.

REVIEW FOR COMPLETENESS

Once an application has been submitted and fees collected, staff will perform an initial application review for completeness within 30 days following submittal. If the application is found to be incomplete, the applicant or designated agent will be contacted and advised on what additional items must be submitted before processing can be completed. As part of the review, staff may refer the application to any public agency having an interest in the proposed project. Requests for additional information by these agencies will cause the application to be deemed incomplete.

ENVIRONMENTAL REVIEW

Once deemed complete, an environmental review is performed to determine what effect, if any, the project will have on the environment. If it is determined that there may be an effect on the environment, mitigations may be required to reduce the project's environmental impacts to a less than significant level. If an impact cannot be mitigated, the applicant may opt to change the tentative map or be required to prepare an environmental impact report.

DECISION/DETERMINATION

The Zoning Administrator will review and approve most tentative parcel map applications. However, in some cases, the Zoning Administrator may forward tentative parcel map applications to the Planning Commission for action. All tentative subdivision map applications will be reviewed by the Planning Commission. A decision by the Zoning Administrator will generally be made within 90 to 120 days following the determination of a complete application. If the application is brought before the Planning Commission for action, a decision will generally be made within 5 to 9 months.

APPEALS

Any decision by the Zoning Administrator may be appealed to the Planning Commission, whereas, a decision by the Planning Commission may be appealed to the County Board of Supervisors. An appeal of the Zoning Administrator's decision must be filed in writing to the Butte County Development Services Department by 5:00 pm on the tenth day following the date the decision was rendered, together with all required fees. If the tenth day falls on a weekend or a County holiday, the appeal must be filed by 5:00 pm on the next day on which the office is open for business.

An appeal of the Planning Commission must be filed with the Clerk of the Butte County Board of Supervisors no later than 4:00 pm on the tenth day following the decision of the Planning Commission. If the tenth day falls on a weekend or a County holiday, the appeal must be filed by 4:00 pm on the next day on which the office is open for business.

Once an appeal is filed, any decision on the application is suspended until the appeal is processed and a final decision is rendered by the applicable review authority.

FINALIZING TENTATIVE MAPS

To complete the tentative map application process, either a Parcel Map (in the case of a Tentative Parcel Map) or a Final Map (in the case of a Tentative Subdivision Map) must be filed and approved by the Director of Butte County Public Works. After filing of the maps, together with the applicable review fees, County staff will determine if all conditions of approval have been completed and if prepared maps substantially conforms to the approved application. If a Parcel Map is deemed to be in substantial conformance, the Director of Public Works will certify the map and present the map to the County Recorder for recording. If a Final Map is deemed to be in substantial conformance, the map will be presented before the County Board of Supervisors for final approval. After which, the Clerk of the County Board of Supervisors will present the approved map to the County Recorder for recordation.

APPROVAL EXPIRATION

Conditional approval of a tentative map will be valid for twenty-four (24) months following the date the decision is made by the reviewing authority. At any time beforehand, the applicant may file all the necessary information to enable the Director of Public Works and Department of Development Services to finalize the approved subdivision. If the map cannot be recorded within the initial twenty-four (24) months, the applicant may file a written request for an extension of time, together with any applicable fees, prior to expiration. An application for extension of time will be reviewed by the Zoning Administrator, and, if good cause is demonstrated, approval of the tentative map application may be extended up to an additional six (6) years.