

**Subdivision Map Process – El Dorado County
Development Services Department**

A. Subdivision Maps are required to comply with:

1. Subdivision Map Act (SMA)
2. Subdivision Ordinance (Title 16)
3. Design and Improvement Standards Manual and Grading Manual
4. General Plan and/or Specific Plan (if applicable)
5. Zoning Ordinance (Title 17)
6. Other Agencies may be involved in requirements/separate permits:
EID/GDPUD, CSDs', LAFCO, DFG, RWQCB, CALTRANS, CALFIRE,

B. Subdivision Process: Tentative Subdivision Map and Final Maps

1. Concurrent processing with Rezone, GP Amendment, and/or PD.
2. PD required for 50 lots or more (exceptions: see Policy 2.2.5.4)
3. Phased maps may create "phasing lots" that are non-developable.
4. Tentative Maps are discretionary. Final Maps are ministerial.

C. Tentative Subdivision Map Process (estimated 6 to 12 months)

1. Application submittal (Pre-Application or Preliminary Map recommended)
2. Agency Distribution
3. Completeness determination
4. Site Inspection
5. TAC (Technical Advisory Committee)
6. Staff Report Preparation: Planning consolidates agency comments and subdivision requirements into staff report, including:
 - A. Subdivision Recommendations: Conditions, Findings (Section A)
 - B. Subdivision Map Exhibit(s): On-site and off-site development
 - C. Recommended Environmental Documentation
7. Public Notice and Public Hearing (Planning Commission, Board of Supervisors)
8. Final Action by PC or Board is to approve the Tentative Map with Conditions of Approval, adoption of CEQA document.
9. Notice of Determination filed and starts 30 day statute of limitations on the CEQA document
10. Map approval is good for three years. Extensions are available.

D. Final Map Process (estimated 30 to 90 days)

1. Application Submittal
2. Distributed to DOT and Surveyor and schedule Final Map TAC Meeting
3. Verify all Conditions of Approval have been satisfied.
4. Confirm SIA, RIA, and securities are in order (DOT primary responsibility)
5. Confirm EID water meter award letter is received.
6. Board of Supervisors approves Final Map and signs any contracts.

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E. Common Subdivision Map Processing Problems

1. Subdivision Design Problems:
 - a. Dead end road: length and number of proposed lots.
 - b. Off-site access undefined or indeterminate.
 - c. Environmental Impacts not fully quantified.
 - d. Fire protection requirements and options indeterminate.
 - e. Lot design standards (frontage, 3:1 length to width, flag lots)
2. Incomplete application
 - a. Submittal requirements insufficient.
 - b. Public water/sewer report not submitted or outdated.
 - c. Preliminary grading or drainage plan not submitted.
 - c. Traffic analysis incomplete.
3. Project changes during review due to:
 - a. Agency comments after distribution or TAC mtg.;
 - b. Applicant redesigns based on market conditions.
 - c. Applicant redesigns based on further engineering analysis.
4. Project inconsistent with General Plan or other requirement:
 - a. See Section A.
 - b. Design Waivers
 - c. Planned Developments

F. Planning Services Special Considerations.

1. CEQA issues
 - a. Determination of CEQA Document: ND, MND, EIR.
 - b. Mitigation Measures need to be accepted by applicant.
 - c. Mitigation Monitoring Report needs to be prepared.
 - d. CEQA may require submittal to State Clearinghouse
 - e. Posting of NOD. DFG fees.
2. Tentative Subdivision Map Process issues:
 - a. Conditions need to be clear: Why, what, who, where, and when.
 - b. Findings need to describe the County train of thought.
 - c. Staff report needs to address standard information, focus on primary issues, and provide public and decision maker with the necessary information to reach the same conclusion as staff.
 - d. Agency comments must be integrated w/ staff report, conditions, findings.
3. Other Standard Procedures:
 - a. Confirm Project Description, APN(s), and location in LMIS.
 - b. DFG fees. Use standard staff report/finding/condition.
 - c. Local agencies may require copies of the ND/MND and NOD.
 - d. Planner's supervisor/Deputy Director needs to review the draft staff report, environmental checklist/determination, and exhibits.