

MINOR SUBDIVISION

I.C. PLANNING & DEVELOPMENT SERVICES DEPT
801 Main Street, El Centro, CA 92243 (760) 482-4236

- APPLICANT MUST COMPLETE ALL NUMBERED (black) SPACES - Please type or print -

| | | |
|---|--|---------------|
| 1. PROPERTY OWNER'S NAME | EMAIL ADDRESS | |
| 2. MAILING ADDRESS | ZIP CODE | PHONE NUMBER |
| 3. ENGINEER'S NAME | CAL. LICENSE NO. | EMAIL ADDRESS |
| 4. MAILING ADDRESS | ZIP CODE | PHONE NUMBER |
| 5. PROPERTY (site) ADDRESS | LOCATION | |
| 6. ASSESSOR'S PARCEL NO. | SIZE OF PROPERTY (in acres or square foot) | |
| 7. LEGAL DESCRIPTION (attach separate sheet if necessary) | | |
| 8. EXPLAIN PURPOSE/REASON FOR MINOR SUBDIVISION | | |

9. Proposed DIVISION of the above specified land is as follows:

| PARCEL | SIZE in acres or sq. feet | EXISTING USE | PROPOSED USE | ZONE |
|--------|---------------------------|--------------|--------------|------|
| 1 or A | | | | |
| 2 or B | | | | |
| 3 or C | | | | |
| 4 or D | | | | |

PLEASE PROVIDE CLEAR & CONCISE INFORMATION (ATTACH SEPARATE SHEET IF NEEDED)

| | |
|--|-----------------------------------|
| 10. DESCRIBE PROPOSED SEWER SYSTEM(s) | _____ |
| 11. DESCRIBE PROPOSED WATER SYSTEM | _____ |
| 12. DESCRIBE PROPOSED ACCESS TO SUBDIVIDED LOTS | _____ |
| 13. IS THIS PARCEL PLANNED TO BE ANNEXED? | IF YES, TO WHAT CITY or DISTRICT? |
| <input type="checkbox"/> Yes <input type="checkbox"/> No | |

I HEREBY APPLY FOR PERMISSION TO DIVIDE THE ABOVE SPECIFIED PROPERTY THAT I OWN CONTROL, AS PER ATTACHED INFORMATION, AND PER THE MAP ACT AND PER THE SUBDIVISION ORDINANCE.

I, CERTIFY THAT THE ABOVE INFORMATION, TO THE BEST OF MY KNOWLEDGE, IS TRUE AND CORRECT.

Print Name (owner) _____ Date _____

Signature (owner) _____

Print Name (Agent) _____ Date _____

Signature (Agent) _____

REQUIRED SUPPORT DOCUMENTS

- A. TENTATIVE MAP
- B. PRELIMINARY TITLE REPORT (6 months or newer)
- C. FEE _____
- D. OTHER _____

Special Note:
An notarized owners affidavit is required if application is signed by Agent.

| | | | | | |
|---------------------------------|---|------|-------|--------------------------------------|-------|
| APPLICATION RECEIVED BY: | _____ | DATE | _____ | REVIEW / APPROVAL BY | _____ |
| APPLICATION DEEMED COMPLETE BY: | _____ | DATE | _____ | OTHER DEPT'S required. | |
| APPLICATION REJECTED BY: | _____ | DATE | _____ | <input type="checkbox"/> P. W. | |
| TENTATIVE HEARING BY: | _____ | DATE | _____ | <input type="checkbox"/> E. H. S. | |
| FINAL ACTION: | <input type="checkbox"/> APPROVED <input type="checkbox"/> DENIED | DATE | _____ | <input type="checkbox"/> A. P. C. D. | |
| | | DATE | _____ | <input type="checkbox"/> O. E. S. | |
| | | DATE | _____ | <input type="checkbox"/> _____ | |
| | | DATE | _____ | <input type="checkbox"/> _____ | |

PM#

IMPERIAL COUNTY PLANNING & DEVELOPMENT SERVICES GENERAL INDEMNIFICATION AGREEMENT

As part of this application, applicant and real party in interest, if different, agree to defend, indemnify, hold harmless, and release the County of Imperial ("County"), its agents, officers, attorneys, and employees (including consultants) from any claim, action, or proceeding brought against any of them, the purpose of which is to attack, set aside, void, or annul the approval of this application or adoption of the environmental document which accompanies it. This indemnification obligation shall include, but not be limited to, damages, costs, expenses, attorney fees, or expert witness fees that may be asserted by any person or entity, including the applicant, arising out of or in connection with the approval of this application, whether or not there is concurrent negligence on the part of the County, its agents, officers, attorneys, or employees (including consultants).

If any claim, action, or proceeding is brought against the County, its agents, officers, attorneys, or employees (including consultants), to attack, set aside, void, or annul the approval of the application or adoption of the environmental document which accompanies it, then the following procedures shall apply:

1. The Planning Director shall promptly notify the County Board of Supervisors of any claim, action or proceeding brought by an applicant challenging the County's action. The County, its agents, attorneys and employees (including consultants) shall fully cooperate in the defense of that action.
2. The County shall have the final determination on how to best defend the case and will consult with applicant regularly regarding status and the plan for defense. The County will also consult and discuss with applicant the counsel to be used by County to defend it, either with in-house counsel, or by retaining outside counsel provided that the County shall have the final decision on the counsel retained to defend it. Applicant shall be fully responsible for all costs incurred. Applicant shall be entitled to provide his or her own counsel to defend the case, and said independent counsel shall work with County Counsel to provide a joint defense.

Executed at _____ California on _____, 201 _____

APPLICANT

REAL PARTY IN INTEREST
(If different from Applicant)

Name: _____

Name _____

By _____

By _____

Title _____

Title _____

Mailing Address:

Mailing Address:

ACCEPTED/RECEIVED BY _____ Date _____

PROJECT ID NO _____ APN _____ - _____ - _____



Imperial County Planning & Development Services Planning / Building / Parks & Recreation

Jim Minnick
DIRECTOR

NOTICE TO APPLICANT

SUBJECT: PAYMENT OF FEES

Dear Applicant:

Pursuant to County Codified Ordinance Division 9, Chapter 1, Section 90901.02, all Land Use Applications must be submitted with their appropriate application fee. Failure to comply will cause application to be rejected.

Please note that once the Department application is received and accepted, a "time track" billing will commence immediately. Therefore, should you decide to cancel or withdraw your project at any time, the amount of time incurred against your project will be billed and deducted from your payment. As a consequence, if you request a refund pursuant to County Ordinance, your refund, if any, will be the actual amount paid minus all costs incurred against the project.

Please note there will be no exceptions to this policy. Thank you for your attention.

Sincerely yours,

Jim Minnick, Director
Planning & Development Services

RECEIVED BY: _____ DATE: _____



IMPERIAL COUNTY

PLANNING & DEVELOPMENT SERVICES

Planning Land Use Fee Schedule

Effective October 1, 2023

Jim Minnick, Planning Director

Mailing Address: 801 Main St., El Centro, CA 92243

Phone Number: (442) 265-1736
Email: planninginfo@co.imperial.ca.us

Imperial County Planning and Development Services Planning fees are based on a *Cost of Services User Fee Study* conducted by Wohlford Consulting. Fees were approved by the Board of Supervisors on June 14, 2022 and are effective October 1, 2023. Fees include annual CPI adjustment.

Disclaimer

This handout is designed to provide the user with an overview of the new Planning & Development Services Department processing fees.

Please refer to the Imperial County Codified Ordinance Title 9, Division 9, Sections 90901.00 through 90904.05 for complete details.

Planning Land Use Fee Schedule
Effective 10/01/2023

| § 90901.03 GENERAL PLANNING (Footnotes refer to definitions & explanations at the end of this section) | | | | | | |
|--|----------|------------------|-------------------|---------------------|-------------------|--------------|
| APPLICATION/PROCESS TYPE: | C.E.Q.A. | General Fee | | General Plan | | Fee |
| | | Flat Rate P/B | Deposit (T/M2) | Flat Rate (3%)** | Deposit (T/M1) | |
| Administrative Permitting/Hearing | | | \$ 1,000.00 | | \$ 250.00 | \$ 1,250.00 |
| Appeal | | \$ 970.00 | | \$ 30.00 | | \$ 1,000.00 |
| Development Agreement* | | \$ 2,000.00 | | | | \$ 2,000.00 |
| ZONING | | | | | | |
| ABC License | | \$ 242.50 | | \$ 7.50 | | \$ 250.00 |
| Address Verification | | \$ 145.50 | | \$ 4.50 | | \$ 150.00 |
| Zoning Information Letter (per parcel) | | \$ 242.50 | | \$ 7.50 | | \$ 250.00 |
| Zoning Review- Building Permit | | \$ 242.50 | | \$ 7.50 | | \$ 250.00 |
| TIME EXTENSIONS | | | | | | |
| CUP Extension by Dir. (Every three years) | | \$ 582.00 | | \$ 18.00 | | \$ 600.00 |
| CUP Extension by Dir. (Every Five years) | | \$ 970.00 | | \$ 30.00 | | \$ 1,000.00 |
| CUP Extension by PC B/S (Fifteen year re-entitlement)-Minor CUP | | \$ 1,164.00 | | \$ 36.00 | | \$ 1,200.00 |
| CUP Extension by PC B/S (Fifteen year re-entitlement)- Intermediate CUP | | \$ 1,940.00 | | \$ 60.00 | | \$ 2,000.00 |
| CUP Extension by PC B/S (Fifteen year re-entitlement)- Major CUP | | \$ 2,910.00 | | \$ 90.00 | | \$ 3,000.00 |
| CUP Extension by PC B/S (Thirty year re-entitlement)- Major CUP | | \$ 4,850.00 | | \$ 150.00 | | \$ 5,000.00 |
| PM/TR Extension by Dir- (Yearly)- Minor | | \$ 582.00 | | \$ 18.00 | | \$ 600.00 |
| PM/TR Extension by PC B/S-(Yearly)- Major | | \$ 1,164.00 | | \$ 36.00 | | \$ 1,200.00 |
| DESIGN REVIEW (Per Parcel) | | | | | | |
| Design Review - Residential - base (1 unit) | | \$ 582.00 | | \$ 18.00 | | \$ 600.00 |
| Design Review- Residential Subdivision 4 or less | | \$ 485.00 | | \$ 15.00 | | \$ 500.00 |
| Design Review- Residential Subdivision 5 or more | | \$ 970.00 | | \$ 30.00 | | \$ 1,000.00 |
| Design Review- Residential Multi-Family 2-4 Units | | \$ 485.00 | | \$ 15.00 | | \$ 500.00 |
| Design Review- Residential Multi Family 5-29 Units | | \$ 727.50 | | \$ 22.50 | | \$ 750.00 |
| Design Review- Residential Multi Family 30+ Units | | \$ 970.00 | | \$ 30.00 | | \$ 1,000.00 |
| Design Review – Commercial <20K sq. ft. (Includes all non-residential uses) | | \$ 1,455.00 | | \$ 45.00 | | \$ 1,500.00 |
| Design Review – Commercial >20K sq. ft. (Includes all non-residential uses) | | \$ 1,940.00 | | \$ 60.00 | | \$ 2,000.00 |
| SPECIFIC PLANNING | | | | | | |
| CEQA Review Only (Major) | T/M2 | | \$ 7,000.00 | | \$ 500.00 | \$ 7,500.00 |
| CEQA Review Only (Minor) | | \$ 3,395.00 | | \$ 105.00 | | \$ 3,500.00 |
| General Plan Amendment | T/M2 | | \$ 12,000.00 | | \$ 3,000.00 | \$ 15,000.00 |
| Notice of Exemption | | \$ 727.50 | | \$ 22.50 | | \$ 750.00 |
| Specific Plan Review / Amendment | T/M2 | | \$ 12,000.00 | | \$ 3,000.00 | \$ 15,000.00 |
| Variance - Commercial/Industrial | | \$ 2,910.00 | | \$ 90.00 | | \$ 3,000.00 |
| Variance- Residential | | \$ 1,455.00 | | \$ 45.00 | | \$ 1,500.00 |
| Zone Change | T/M2 | | \$ 12,000.00 | | \$ 3,000.00 | \$ 15,000.00 |
| SUBDIVISIONS | | | | | | |
| Minor Subdivision Administrative (SB9 Urban Lot Split) Not more than 2 Lots | | \$ 2,910.00 | | \$ 90.00 | | \$ 3,000.00 |
| Minor Subdivision (Up to 4 lots) Parcel Map | T/M2 | | \$ 6,500.00 | | \$ 1,000.00 | \$ 7,500.00 |
| Major Subdivision (5 lots or more) Tract Map | T/M2 | | \$ 12,000.00 | | \$ 3,000.00 | \$ 15,000.00 |
| Lot Line Adjustment (Up to 4 lots) | | \$ 4,365.00 | | \$ 135.00 | | \$ 4,500.00 |
| Lot Merger (4 or less lots) | | \$ 4,365.00 | | \$ 135.00 | | \$ 4,500.00 |
| Lot Merger (5 or more lots) | | \$ 5,335.00 | | \$ 165.00 | | \$ 5,500.00 |
| Reversion to Acreage | T/M2 | | \$ 7,000.00 | | \$ 500.00 | \$ 7,500.00 |
| Certificate of Compliance | | \$ 1,697.50 | | \$ 52.50 | | \$ 1,750.00 |
| CONDITIONAL USE PERMITS | | | | | | |
| CUP (2nd dwelling 1200 s.f or greater) | | \$ 1,940.00 | | \$ 60.00 | | \$ 2,000.00 |
| CUP (Minor) | | \$ 4,365.00 | | \$ 135.00 | | \$ 4,500.00 |
| CUP (Intermediate) | T/M2 | | \$ 7,000.00 | | \$ 500.00 | \$ 7,500.00 |
| CUP (Major) | T/M2 | | \$ 12,000.00 | | \$ 3,000.00 | \$ 15,000.00 |
| MINING/RECLAMATION | | | | | | |
| Mining (CUP) | T/M2 | | \$ 7,000.00 | | \$ 500.00 | \$ 7,500.00 |
| Mining (Exploratory) | T/M2 | | \$ 7,000.00 | | \$ 500.00 | \$ 7,500.00 |
| Reclamation Plan | T/M2 | | \$ 7,000.00 | | \$ 500.00 | \$ 7,500.00 |
| GEOHERMAL | | | | | | |
| Intermediate Exploration (6 Wells or less) | T/M2 | | \$ 7,000.00 | | \$ 500.00 | \$ 7,500.00 |
| Major Exploration (More than 6 wells) | T/M2 | | \$ 12,000.00 | | \$ 3,000.00 | \$ 15,000.00 |
| Intermediate Production(up to 50 Megawatts) | T/M2 | | \$ 7,000.00 | | \$ 500.00 | \$ 7,500.00 |
| Major Production (Greater than 50 Megawatts) | T/M2 | | \$ 12,000.00 | | \$ 3,000.00 | \$ 15,000.00 |
| Test Facility (existing well not to exceed 24 mths) | T/M2 | | \$ 5,000.00 | | \$ 500.00 | \$ 5,500.00 |
| Intermediate Mineral Extraction-(Not to exceed 25,000 metric tons annually) | T/M2 | | \$ 7,000.00 | | \$ 500.00 | \$ 7,500.00 |
| Major Mineral Extraction- (More than 25,000 metric tons annually) | T/M2 | | \$ 12,000.00 | | \$ 3,000.00 | \$ 15,000.00 |

**Planning Land Use Fee Schedule
Effective 10/01/2023**

| ENVIRONMENTAL IMPACT REPORT (EIR) | | | | | | |
|--|------|-------------|-----------|----------|--|---|
| Administrative Processing Fee (10% total contract) (max of \$20,000) | | | | | | 10% |
| COMMERCIAL CANNABIS ACTIVITY- CCA | | | | | | |
| First Application- Each (Plus CUP fee if required) | | | | | | \$ 4,000.00 |
| Each additional application | | | | | | \$ 1,000.00 |
| Security Plan Review- Each | | | | | | \$ 1,000.00 |
| Annual License | | | | | | \$ 1,500.00 |
| Additional or Extraordinary work (after 30 hours of billed staff time) | | | | | | T/M2 |
| DOCUMENT CHARGES | | | | | | |
| Xerox (Color 8 1/2 " x 11') | | | | | | \$2.00/page 1 + \$.25/page after first page |
| Xerox (8 1/2" x 11') | | | | | | \$2.00/Page 1 + \$.10/page after first page |
| Xerox (large) | | | | | | \$1.50/square foot |
| Printed Documents | | | | | | Cost + 25% |
| MISCELLANEOUS | | | | | | |
| Notary Fee - Each Signature | | | | | | \$ 15.00 |
| Expert Witness | T/M2 | | | | | \$ 1,000.00 \$ 1,000.00 |
| Airport Land Use Commission (Add-on to Projects that involve ALUC) | T/M2 | | | | | \$ 2,500.00 \$ 2,500.00 |
| Home Occupancy Permit- Actual Time at Staff hourly Rates (2 hours) | | | \$ 250.00 | | | \$ 250.00 |
| Similarity of Use | T/M2 | \$ 1,164.00 | | \$ 36.00 | | \$ 1,200.00 |
| Compliance Monitoring (CUP Minor & Intermediate) | T/M2 | | | | | |
| Compliance Monitoring (CUP Major) | T/M2 | | | | | \$ 5,000.00 \$ 5,000.00 |
| Projects Not Specified <i>Hourly</i> | | | \$ 148.00 | | | \$ 148.00 |

* If additional or extraordinary work is required, agreement will become T/M2 and deposit will be required.

A. Valuation

- The Valuation of a project shall be the ultimate (build out) value of the proposed project and shall include cost of land plus cost of improvements, as determined by the Director.
- Projects that cannot be clearly shown as having a "build out" value, (for example: a new landfill, a new mining operation) will be valued for the purpose of computation of specific fees other than T&M by the Director. The Director's determination may be appealed to the Planning Commission, but not the Board of Supervisors.

B. Conditional Use Permits

- Second Dwelling Only- Process to allow one additional dwelling to be placed on a parcel with an existing dwelling.
- Minor- This classification shall include and be limited to the following uses:
 - Domestic Water Well
 - Home Occupation
 - Day Care or Nursery
 - Schools
 - Temporary offices at project site for project duration
 - Temporary real estate offices within housing tract.

C. **Intermediate** - Any Conditional Use Permit with a project value of less than \$5,000,000 unless determined by the Director that the project requires a major CUP.

D. **Major** - Any Conditional Use Permit with a project value greater than \$5,000,000 and/or not considered an intermediate.

The category of the CUP type (minor, intermediate, major) shall be as determined by the Department. There shall be no appeal from this decision.

2. T/M- TIME & MATERIAL

All projects shown to have a T/M2 billing rate shall deposit the amount specified within this Division at the time of the application and shall be billed by the department on a quarterly basis.

Deposit is to be maintained throughout the course of the project. If the Department has not received payment within 30 days of billing, the Department shall cease processing the application until the funds are provided to maintain the initial deposit limit.

The T/M deposit schedule is as follows:

T/M1** - General Plan Charge will be 3% of the total cost of the project - not to be refunded.

T/M2 - Initial Deposit as shown in each category. Please note this fee is not used as part of any T&M billing.

3. T&M- Time & Materials

Under this billing system, the County Planning/Building Department, as well as any County Department that has a function in the permit review process and an adopted Ordinance Schedule of fees is authorized to charge for all salary and benefit costs and actual expenses, including but not limited to office and field cost; mileage; County overhead; and special consultants. All billing, however, shall be by and through the Planning/Building department only. Any Department that does not provide a billing statement to the Planning/Building Department by the 10th of the month shall not be entitled to collect.

The Department shall add 15 % to the total cost of all materials, including advertising, to offset the cost of the following: permit tracking system, monitoring program, file storage costs; and office space/maintenance costs.

4. Hourly Rate

The maximum hourly rate for Planning/Building Department cost shall be set at actual salary rate as calculated by Cost of Services User Fee Study as the "fully burdened" rate, which includes overhead, benefits and shall not exceed \$300/hour. This rate includes labor and County overhead, but does not include material or other direct expenses.

5. Auditing/Account

The Applicant has the opportunity to review the accounting of any Department related to the project. If the Applicant feels the accounting is in error, the applicant may file a written request for a review with the Director. In the event the Applicant and Director cannot reach an agreement, this matter shall be brought to the Planning Commission for arbitration, and to the Board of Supervisors for all other Departments.

Staff Rates Per Hour

| | |
|-----------------------------------|-----------|
| Account Clerks | \$ 111.56 |
| Accountant/ Accountant Auditor | \$ 125.81 |
| Administrative Secretary | \$ 113.24 |
| Asst Dir of Planning & Building | \$ 205.37 |
| Auto CAED/GIS Tech | \$ 132.34 |
| Dir of Planning & Building | \$ 266.10 |
| Office Assistant III/ Office Tech | \$ 105.24 |
| Office Supervisor II | \$ 132.31 |
| Permit Specialist | \$ 141.08 |
| Planner I | \$ 118.49 |
| Planner II/III | \$ 138.52 |
| Planner IV | \$ 170.54 |
| Planning Division Manager | \$ 172.06 |

SITE PLAN

I.C. PLANNING & DEVELOPMENT SERVICES DEPT
801 Main Street, El Centro, CA 92243 (442) 265-1736

READ INSTRUCTIONS ON THE BACK ! USE PEN TO DRAW – DO NOT USE PENCIL!

DRAW SITE LAYOUT PLAN TO SCALE & COMPLETE ALL NUMBERED SPACES!

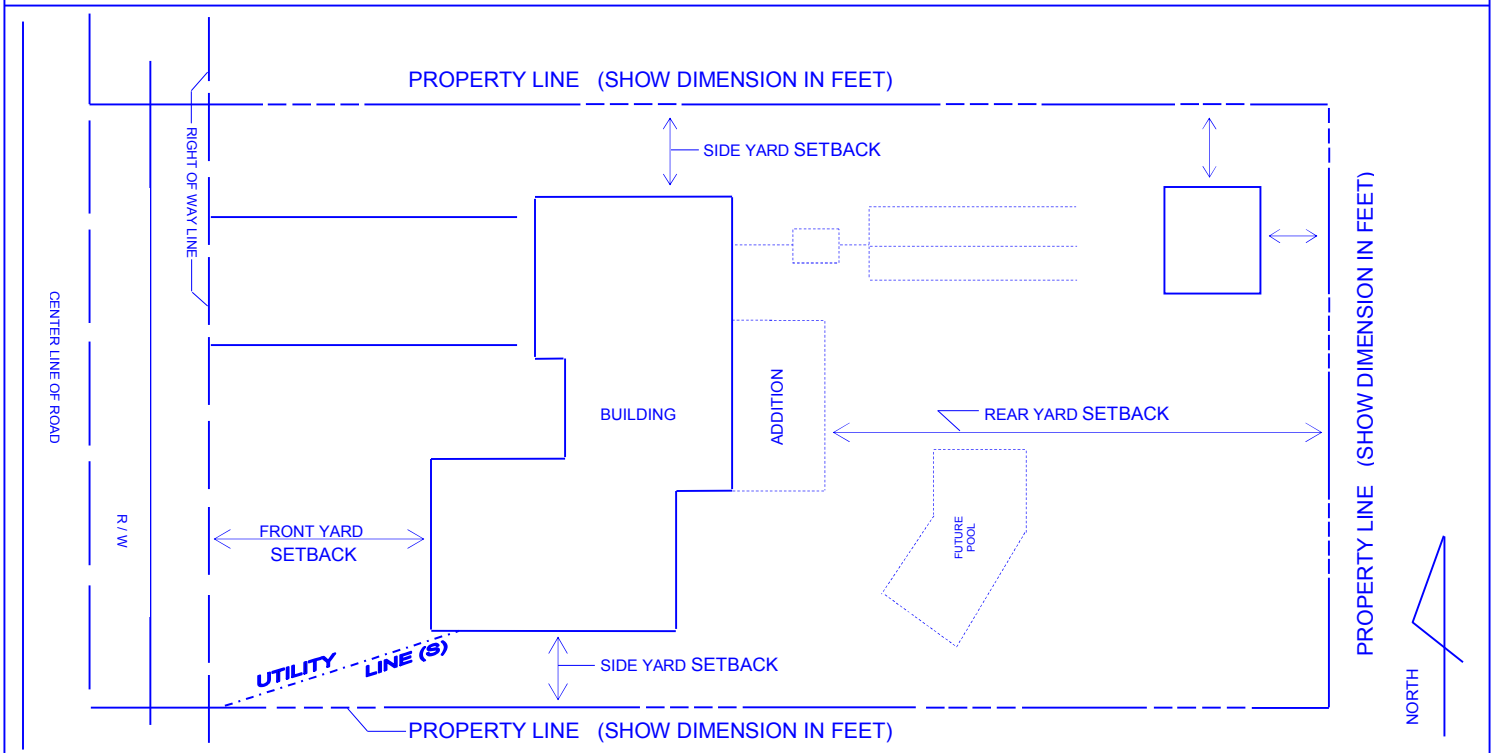
DRAW SITE LAYOUT PLAN TO SCALE & COMPLETE ALL NUMBERED SPACES!

1

| | | |
|---------------------------|--------------------------|---------------------------|
| 2 NAME OF APPLICANT | 3 APPLICANT PHONE NO. | 4 SIZE OF PARCEL |
| 5 PROJECT SITE ADDRESS | | 6 ASSESSORS PARCEL NO. |

WHITE - OFFICE MASTER / YELLOW - ASSESSORS / PINK - APPLICANT

EXAMPLE SITE PLAN



READ INSTRUCTIONS ON REQUIRED INFORMATION!

The following information and detail must be shown on the site Plan. Please read the information, view the example and prepare a site plan for your project to accurately and correctly depict the necessary information.

- Show the property lines including their dimensions.
- Show the location of all existing and/or proposed structures, both above and below ground.
- Show the location of the utility lines (electrical, water, sewer, gas, phone, etc.). Show whether they are above or below ground.
- Show the north orientation.
- Show the scale of the drawing, (i.e. $\frac{1}{4}'' = 1'0''$ or $\frac{1}{8}'' = 1'0''$, etc.).
- Show all dimensions of the structure(s).
- Show all distanced from the property line(s) to the structures.
- Show distances between structures.
- Show the adjacent streets, and all entrances to the property from the street.
- Provide 3 copies of the SITE PLAN along with the application. (if you are not using the County's Site Plan form)
- Provide the information in all of the numbered spaces at the bottom of the form.
- Landscaping is required for certain projects. Please check with the Staff to verify what and if it will be required for your proposed project.

NOTE: You may submit a site plan in a larger format, or on a blue line or on another format, however it must include all the information shown above, and must be drawn on substantial paper with a non-erasable medium, i.e. not in pencil.

TITLE 9

DIVISION 8: SUBDIVISION ORDINANCE

CHAPTER 5: MINOR SUBDIVISIONS - REQUIREMENTS

| | |
|------------|--|
| § 90805.00 | MINOR SUBDIVISIONS |
| § 90805.01 | APPLICATION |
| § 90805.02 | DEDICATION |
| § 90805.03 | APPLICATION PROCEDURE |
| § 90805.04 | DISTRIBUTION OF APPLICATION AND TENTATIVE MAP |
| § 90805.05 | HEARING SCHEDULING |
| § 90805.06 | NOTICING (PUBLIC/APPLICANT) |
| § 90805.07 | HEARING PROCEDURE |
| § 90805.08 | APPEAL FROM PLANNING DIRECTORS/PLANNING COMMISSION ON MINOR SUBDIVISIONS |
| § 90805.09 | FINAL DECISIONS |
| § 90805.10 | PARCEL MAP WAIVER PROCEDURES |
| § 90805.11 | ASSIGNMENT OF CERTAIN RESPONSIBILITIES REGARDING PARCEL MAP WAIVER (CERTICATES OF COMPLIANCE) TO THE PLANNING DIRECTOR |
| § 90805.12 | CONDITION OF PARCEL MAP WAIVER |
| § 90805.13 | DEDICATION PROCEDURES |
| § 90805.14 | REQUIRED DEDICATIONS |
| § 90805.15 | AGREEMENT TO IMPROVE |
| § 90805.16 | PARCEL MAP REQUIREMENTS |
| § 90805.17 | PUBLIC WORKS AND PLANNING DIRECTOR TO APPROVE MAPS |
| § 90805.18 | ADDITIONAL CERTIFICATES ON PARCEL MAPS |
| § 90805.19 | MAP BOUNDARY REQUIREMENTS |
| § 90805.20 | PARCEL MAP PROVISIONS AND DATA REQUIREMENTS |
| § 90805.21 | PARCEL MAP COMPILED FROM RECORDED DATA |
| § 90805.22 | FILING A PRELIMINARY PARCEL MAP |
| § 90805.23 | COUNTY SURVEYOR REVIEW PROCESS |
| § 90805.24 | DELIVERY OF PARCEL MAP TO THE COUNTY RECORDER |
| § 90805.25 | CERTIFICATE OF CORRECTION |

§ 90805.00 MINOR SUBDIVISIONS

The purpose of this Chapter is to establish procedures for the processing of applications for minor subdivisions, generally described as where any of the following occurs:

- A. The land is divided into four (4) or fewer parcels,
- B. The whole land before division contains less than five (5) acres, each parcel created by the division abuts upon a maintained public street or highway, and no dedications or improvements are required,
- C. Each parcel created by the land division has a gross area of 20 acres or more and each parcel has an approved access to a maintained public street or highway,
- D. The land consists of a parcel or parcels of land having approved access to a public street or highway, which comprises a part of a tract of land zoned for industrial or commercial development, and has approval as to street alignments and widths,
- E. Each parcel created by the land division has a gross area of no less than 40 acres, or not less than a quarter of a quarter section,
- F. The land being subdivided is solely for the creation of an environmental subdivision pursuant to Government Code Section 66418.2.

- G. Reversion to acreage of land previously subdivided and consisting of four (4) or less contiguous parcels under the same ownership, where the provisions of Government Code 66499.20.1 are complied with,
- H. Merging and re-subdividing four (4) or less contiguous parcels, where the provisions of Government Code Section 66499.20.2 are complied with.
- I. Subdivision proposals in flood hazard areas, including proposals for manufactured home parks and subdivisions, shall be reviewed to determine that:
 - (1) Such proposals are consistent with the need to minimize flood damage and will be reasonably safe from flooding.
 - (2) All public utilities and facilities, such as sewer, gas, electric, communications, and water systems are located and constructed to minimize or eliminate flood damage in accordance with Section 91605.02 D of Title 9 Land Use Ordinance Division 16, as applicable.
 - (3) Adequate drainage is provided to reduce exposure to flood hazards; in Zones AH and AO, adequate drainage paths shall be provided to guide floodwater around and away from proposed structures.
- J. In addition to the requirements of Section 91605.02 and 91605.03 of Title 9 Land Use Ordinance Division 16, where any portion of proposed subdivisions, including proposals for manufactured home parks and subdivisions, lies within a flood hazard area, the following shall be required:
 - (1) The flood hazard area, including floodways, as appropriate, shall be delineated on preliminary subdivision plats.
 - (2) Where the subdivision has more than 50 lots or is larger than 5 acres and base flood elevations are not included on the FIRM, the base flood elevations determined in accordance with Section 91604.02 B. 4 of Division 16.
 - (3) When, as part of a proposed subdivision, fill will be placed to support buildings, the fill shall be placed in accordance with the building code and approval of the subdivision shall require submission of as-built elevations for each filled pad certified by a licensed land surveyor or registered civil engineer.

§ 90805.01 APPLICATION

A written application (form provided by the Planning & Development Services Department) for a minor subdivision shall be made to the Planning & Development Services Department. The application shall be accompanied by the proposed Tentative Map, fees, project description, current, preliminary title report with current vesting deed and supporting documentation (i.e. environmental studies if needed), identification agreement and payment of fees agreement as required by this Title. The proposed Tentative map shall show how the parcels are to receive water, sewer and legal access from a County maintained road.

§ 90805.02 DEDICATION

No minor subdivision application shall be filed or approved by the Planning Director unless and until the minimum requirements of Division 8, Chapter 4 are complied with and the following conditions are satisfied:

- A. Except as hereinafter provided there shall be offered for dedication pursuant to Chapter 4 of this Division rights-of-way and/or streets in accordance with Imperial County Standards.
- B. Streets providing access to the land to be divided shall be offered for dedication to the County in accordance with Imperial County Standards.
- C. Offers of dedication for streets which will be accepted before final approval of the parcel map and streets which are proposed to be terminated at the exterior boundary of the subdivision shall include a one-foot wide strip of land, to be known as a "barrier strip" across said street width at its termination at said exterior boundary which shall be offered for street purposes and over which access rights are relinquished.

- D. Easements for public utilities and drainage shall be offered for dedication in the manner set forth in this Division and as required by the Planning Director, when it's determined that such offers of dedication are necessary to serve the subdivision and/or are reasonable and logical extensions of such facilities as exist in the vicinity.
- E. Where a minor subdivision would create a parcel smaller than the applicable minimum lot size as permitted by Section 90804.01, an instrument conveying residential development rights, shall be executed and shall be recorded by the subdivider with the final parcel map. Said instrument shall by its terms be binding on the owner, his or her heirs, assigns or successors in interest, and may be terminated upon the rezoning of the property or upon the merger of parcels into lots of sufficient size to comply with the minimum parcel size. Said instrument shall be noticed on the parcel map.

§ 90805.03 APPLICATION PROCEDURE

Every application submitted shall be deemed "received" on the date of submittal and shall be stamped and dated by the Department staff. The Department shall, within a maximum of thirty (30) days from receipt, determine whether an application is complete or incomplete, and determine if the subdivision is exempt from CEQA or if further environmental documentation is required. Any application deemed complete shall be reviewed, processed by staff, and scheduled for the next hearing body as applicable under this Division.

Any application deemed incomplete shall be returned to the applicant with a written letter of transmittal, explaining the reasons for the return of the application and what information is lacking or other reason for being incomplete.

A re-submittal of a rejected application shall be deemed the equivalent of a new application and all procedures and time frames shall be as a new application.

Under no conditions shall the Department accept an incomplete application and commence processing it, unless and until all necessary information and supporting documentation is provided.

Failure of an applicant to submit the correct fees shall constitute an immediate rejection without further review.

§ 90805.04 DISTRIBUTION OF APPLICATION AND TENTATIVE MAP

Within ten (10) days of acceptance of an application for processing, the Planning & Development Services Department shall forward at least one (1) copy to the following agencies where applicable:

- A. California Department of Transportation;
- B. Any municipality entitled thereto;
- C. The Flood Control District or person designated who will perform flood control and drainage studies;
- D. Any city, community services district, school or other authorized district requesting a copy;
- E. Any utility providers serving the area with its facilities;
- F. Any others as may be appropriate.

§ 90805.05 HEARING SCHEDULING

The Department shall schedule the minor subdivision for Planning Director Action or Planning Commission by allowing adequate review time for staff and responsible departments/agencies, within the time limits established by law. Under no circumstances shall a project be heard by the Planning Director or Planning Commission without all required noticing having been provided.

§ **90805.06 NOTICING (PUBLIC/APPLICANT)**

The Department shall strictly adhere to the following noticing requirement.

Refer to Division 1, Chapter 4, Section 90104.03 and 90806.07.

§ **90805.07 HEARING PROCEDURE**

The Planning Director or Planning Commission shall conduct a public hearing and approve or deny the minor subdivision based on the merits of the subdivision.

The Planning Director, Planning Commission or Board of Supervisors shall deny the subdivision if it does not meet all requirements of this Ordinance, or if any of the following findings are made:

- A. That the proposed land divisions is not consistent with applicable general and specific plans.
- B. That the design or improvement of the proposed land division is not consistent with applicable general and specific plans.
- C. That the site of the proposed land division is not physically suitable for the type of development.
- D. That the site of the proposed land division is not physically suitable for the proposed density of the development.
- E. That the design of the proposed land division or proposed improvements are likely to cause substantial environmental damage or substantially and avoidably injure fish or wildlife or their habitat.
- F. That the design of the proposed land division or the type of improvements are likely to cause serious public health problems.
- G. That the design of the proposed land division or the type of improvements will conflict with easement, acquired by the public at large, for access through, or use of, property within the proposed land division.

A tentative map may be approved if it is found that alternate easements for access or for use will be provided and that they will be substantially equivalent to ones previously acquired by the public. This subsection shall apply only to easements of record or to easements established by order of a court of competent jurisdiction.

Notwithstanding subsection E. above, a tentative map may be approved if an environmental impact report was prepared with respect to the project and a finding was made, pursuant to the California Environmental Quality Act, that specific economic, social, or other considerations make infeasible the mitigation measures or project alternatives identified in the environmental impact report.

§ **90805.08 APPEAL FROM PLANNING DIRECTOR/PLANNING COMMISSION ON MINOR SUBDIVISIONS**

Upon the filing of an appeal from the Planning Director's decision, the Planning Director shall then schedule a hearing on the issue before the Planning Commission, at the next regularly scheduled meeting for which noticing requirements can be met. A decision of the Planning Commission on minor subdivisions shall be appealable to the Board of Supervisors.

Any person may appeal the decision of the Planning Director or Planning Commission on a minor subdivision provided such an appeal meets the following requirements:

- A. A written appeal is filed within ten (10) calendar days from the Planning Directors decision on minor subdivisions.
- B. The appeal is filed with the Planning & Development Services Department.

- C. The requisite fees are included.
- D. The written appeal clearly states the following:
 - 1. Name of person(s) filing appeal
 - 2. Address & phone number of person(s) filing
 - 3. Project/decision being appealed
 - 4. Reason for filing appeal
 - 5. Facts, condition(s), information, error, or other specifics to warrant appeal
 - 6. Prior effort(s) made to arrive at acceptable solution, if any
 - 7. Action being requested (i.e. deny project, approve project, modify conditions, etc.)
 - 8. Signature of applicant.

Any person may appeal the decision of the Planning Commission, provided such appeal meets the following requirements:

- A. A written appeal is filed within ten (10) calendar days from the Planning Commission's decision,
- B. The request is filed with the Clerk of the Board of Supervisors,
- C. The requisite fees are included,
- D. The written appeal clearly states the following:
 - 1. Name of person(s) filing appeal
 - 2. Address & phone number of person(s) filing appeal
 - 3. Project/decision being appealed
 - 4. Reason for filing appeal
 - 5. Facts, condition(s), information, error, or other specifics to warrant appeal
 - 6. Prior effort(s) made to arrive at acceptable solution, if any
 - 7. Action being requested (i.e. deny project, approve project, modify conditions, etc.)
 - 8. Signature of appellant.

The Clerk of the Board shall not accept an appeal if filed after 5:00 p.m. on the 10th calendar day from the Planning Commission decision date, and further shall not accept an appeal unless it is in writing and clearly states the information above. The Clerk shall immediately submit a copy of such an appeal to the Planning & Development Services Department and County Counsel.

The Clerk of the Board of Supervisors shall then schedule a hearing for a date and time for which required public notice can be provided.

The Board of Supervisors may deny the scheduling of an appeal hearing if it is determined that the appeal has no standing, or the appeal request does not provide the information required above, or the same policy, procedure or direction has already been heard by the Board of Supervisors in prior case(s).

In the event the Board of Supervisors elects not to schedule an appeal all appeal fees shall be returned to appellant.

Once an appeal has been scheduled by the Board of Supervisors, no appeal fees shall be refunded unless the Board of Supervisors votes to refund on a 4/5 vote.

Any decision made by the Board of Supervisors shall be final with no further appeal to an administrative body, except as provided by law.

§ 90805.09 FINAL DECISIONS

Any decision made by a hearing body (Planning Director, Planning Commission, and/or Board of Supervisors) Division 8 Adopted November 24, 1998 (Amended August 3, 2004) (Amended October 31, 2006) (Amended December 9, 2014) (Amended April 18, 2017) (Amended December 15, 2020) (Amended November 21, 2023)

shall be deemed a final decision unless appealed to the next administrative hearing body as provided under Section 90101.10. No hearing body shall be allowed to re-hear or re-consider its decision, except as provided for under Section 90101.10.

§ 90805.10 PARCEL MAP WAIVER PROCEDURES

The subdivider shall provide in writing a request for a waiver of the Parcel Map. The request shall accompany the minor subdivision application. Details on the tentative map must support the parcel map waiver request.

Upon compliance with the provisions hereinafter set forth, the Planning Director, Planning Commission or Board of Supervisors can consider the waiver of a Parcel Map and, in lieu thereof, issue a Certificate of Compliance where no parcel map needs be filed or recorded for the following described proposed subdivisions:

- A. A proposed subdivision creating no more than two parcels, each parcel of which abuts and has approved access to a maintained public street or highway and for which no improvements are required as determined by the County and where physical features indicate the parcel boundaries.
- B. A proposed subdivision creating no more than four parcels, each of which has a minimum gross area of forty (40) acres or more or is not less than a quarter of a quarter section and for which no improvements are required as determined by the County, and where physical features such as field breaks, roads, canals and drains indicate boundaries.

§ 90805.11 ASSIGNMENT OF CERTAIN RESPONSIBILITIES REGARDING PARCEL MAP WAIVER (CERTIFICATES OF COMPLIANCE) TO THE PLANNING DIRECTOR

The responsibilities of the Board of Supervisors pursuant to Government Code Section 66428 are hereby assigned to the Planning Director with respect to the waiver of the parcel map requirements of the Codified Ordinances of Imperial County with respect to those parcels described in Section 90805.10 herein above.

§ 90805.12 CONDITIONS OF A PARCEL MAP WAIVER

Upon approval of a parcel map waiver by the Planning Director, Planning Commission or the Board of Supervisors, the conditions of approval shall be amended to include condition(s) for the recordation of a Certificate of Compliance. Notwithstanding all other conditions of approval of a minor subdivision, at a minimum the following conditions shall be applied:

- A. Secure Tax Certificate(s) from the Tax Collector(s) Office.
- B. Provide full legal description(s) and closure reports (if applicable) acceptable to the Planning & Development Services Department for review by the Department of Public Works, prepared, signed and stamped by a California Licensed Land Surveyor or a California Registered Civil Engineer (authorized to practice land surveying), typed on plain bond paper (8 1/2x11"). Letterhead will not be acceptable. The descriptions of land shall clearly indicate that the documents were prepared for a "Parcel Map Waiver".
- C. A Record of Survey shall be filed in the event the County determines it is necessary and provides the finding to substantiate the requirement.
- D. Provide the payment of fees for the review of the Parcel Map Wavier, payable to the Department of Public Works.
- E. Provide recording fees as required for the recordation of the Certificate of Compliance, legal descriptions and Tax Certificate(s).

§ 90805.13 DEDICATION PROCEDURES

Pursuant to Government Code Section 66447, all dedications or offers of dedications required by the provisions of this Division shall be by separate instrument. An offer of dedication shall be in such terms as to be binding on the owners, their heirs, assigns or successors in interest and shall continue until the County accepts or rejects such offer. Any such dedication or offer of dedication shall be free of any burden or encumbrance which would interfere with the purpose for which the dedication is required. The applicant shall provide a current preliminary title report, current vesting deed(s) and supporting documents or equivalent proof of title satisfactory to the County Surveyor.

§ 90805.14 REQUIRED DEDICATIONS

As a condition precedent to the approval of a parcel map for a minor subdivision filed pursuant to the Subdivision Map Act and this Division, it shall be required that the applicant:

- A. Improve in accordance with Imperial County Standards all rights-of-way offered for dedication for street purposes which are accepted by the County prior to the approval of the parcel map.
- B. Install other improvements and facilities in accordance with the requirements set forth in County Standards.
- C. Install necessary hydrants with water facilities and sanitary sewers pursuant to Imperial County Standards.

§ 90805.15 AGREEMENT TO IMPROVE

The applicant may elect to agree to construct or install improvements required by Section 90804.03 which are to be located in public easements on rights-of-way. In the event an applicant elects to agree to construct or install improvements, he/she shall provide a good and sufficient improvement security as defined in Government Code Section 66499, and shall prepare and deposit with the Clerk of the Board of Supervisors detailed plans and specifications of the improvements to be constructed and such plans and specifications shall be in a form acceptable to County Counsel.

§ 90805.16 PARCEL MAP REQUIREMENTS

- A. All parcel maps shall conform to the requirements of the Subdivision Map Act and this Division and also shall conform to the requirements specified in the report of the Planning Director/Planning Commission approving or conditionally approving the tentative parcel map, unless an appeal is made by the applicant or any interested party to the Planning Commission and/or Board of Supervisors and said body modifies, rejects or overrules the recommendations of the Planning Director/Planning Commission, in which event the map also shall conform to the requirements of the Planning Director/Planning Commission as modified by the Planning Commission and/or Board of Supervisors.
- B. After the approval or conditional approval of the tentative map and prior to the expiration of such map, the subdivider may cause the real property included within the map, or any part thereof, to be surveyed and a parcel map thereof prepared in accordance with the approved or conditionally approved tentative map.

§ 90805.17 PUBLIC WORKS AND PLANNING DIRECTOR TO APPROVE MAPS

No final parcel map shall be filed with the County Recorder until said map has been approved (signed) by the Planning Director, the Chairman of the Planning Commission upon appeal, or the Chairman of the Board of Supervisors upon appeal.

§ 90805.18 ADDITIONAL CERTIFICATES ON PARCEL MAPS

In addition to the certificates and other materials required by the Subdivision Map Act and this Division, every parcel map shall bear a certificate by the Planning Director that the map complies with the approved tentative

parcel map. If the parcel map is approved by the Planning Director, the certificate required by this section may be combined with the approval of the parcel map as required by Section 90805.17 into one certificate or statement.

§ 90805.19 MAP BOUNDARY REQUIREMENTS

- A. Surveys made in preparation of parcel maps shall be in accordance with standard practices and principles of surveying and all applicable provision of the Subdivision Map Act. At the time of making the survey for the parcel map, unless the survey is not required pursuant to Section 90805.21, the engineer or surveyor shall set sufficient durable monuments to conform with the standards described in Section 90804.06 so that another engineer or surveyor may readily retrace the survey. He shall also set such additional monuments as may be required. At least one exterior boundary line of the land being subdivided shall be adequately monumented or referenced before the map is recorded. Interior monuments need not be set at the time the map is recorded, if the engineer or surveyor certifies on the map that the monuments will be set on or before a specified later date, and if the subdivider furnishes to the legislative body security guaranteeing the payment of the cost of setting such monuments.
- B. The entire boundary of a land division must appear on the first map sheet of the parcel map showing:
 - 1. An exterior boundary of the land division, including all courses and distances necessary to compute a closure,
 - 2. Sufficient data, either graphically and/or by dissertation, to justify the method by which the boundary was determined if applicable, including a description of all monuments found or set, giving data relating thereto, adjoining maps or property lines of record,
- C. The County Surveyor may waive showing portions of the boundary if sufficient survey information is of record.

§ 90805.20 PARCEL MAP PROVISIONS AND DATA REQUIREMENTS

Parcel maps shall conform to all of the following provisions:

- A. Each map shall be legibly drawn, printed or reproduced by a process guaranteeing a permanent record. Certificates or statements, affidavits, and acknowledgements may be legibly stamped or printed upon the map with opaque ink to assure permanent legibility. The size of each sheet shall be 18"x26" or 460 by 660 millimeters. A marginal line shall be drawn completely around each sheet, leaving an entirely blank margin of one inch or 25 millimeters.
- B. Each sheet shall bear the number as assigned by the County Planning & Development Services Department, which shall be followed by a subtitle consisting of a general description of all the property being divided by reference to record maps, and to section surveys. Reference shall be spelled out and worded identically with original records, with complete reference to proper book and page of record and shall be shown on every sheet of a multi-sheet map.
- C. All sheets shall be numbered, the relation on one sheet to another clearly shown, and the number of sheets used shall be set forth on each sheet. An adequate number of sheets shall be submitted to clearly present all pertinent data.
- D. When required by the County Surveyor, a location map shall be placed on the parcel map which indicates the location of the proposed land division and its relationship to existing streets and highways.
- E. The certificates and acknowledgements, required by the Subdivision Map Act and this Ordinance, shall appear on the first sheet only. Statements shall include the following:
 - 1. Owner's statement
 - 2. Trustee's statement, if applicable

3. Recorder's statement
 4. Surveyor's/Engineer's statement
 5. County Surveyor's statement
 6. County Planning Director's statement
 7. Subdivision Guarantee if any dedication is being made for public use (may be made by separate instrument and referenced on the map)
 8. Planning Commission Statement or Board of Supervisor's statement if the parcel map is approved upon appeal as provided in Section 90805.08
 9. Tax Collector's statement (may be made by separate instrument and referenced on the map)
- F. The Engineer's or Surveyor's statement shall be as defined by Section 66449 of the Subdivisions Map Act. If a field survey was performed, the parcel map shall contain a statement by the engineer or surveyor responsible for the preparation of the map that states that all monuments are of the character and occupy the positions indicated, or that they will be set in those positions on or before a specified date, and that the monuments are, or will be, sufficient to enable the survey to be retraced. The monument statement shall not be combined with the Engineer's or Surveyor's statement.
- G. The assigned map number, scale, and north arrow shall be shown on each sheet of the map. The particular number of the sheet and the total number of sheets comprising the map shall be shown on each of the sheets, and its relation to each adjoining sheet shall be clearly shown. The scale of the map shall be large enough to show all details clearly and enough sheets shall be used to accomplish this end. A complete boundary survey shall be shown on one (1) sheet of every phase of unitized subdivision. Said boundary shall also reflect the original boundary as shown on the tentative map of said subdivision.
- H. The exterior boundary of the land shown on a land division map shall be indicated by a distinctive delineation and clearly designated. The exterior boundary of the land included within the subdivision shall not include a designated remainder or omitted parcel. The designated parcel or omitted parcel shall be clearly labeled as such.
- I. A statement labeled "Surveyor's Notes" or "Engineer's Note" shall be shown on the first map sheet after the signature sheet of a multi-sheet map. The statement shall include the basis of bearings; the monuments that were found; the monuments and points that were set, and a key to the symbols and abbreviations and such other information required by the County Surveyor. Starting July 1, 2024 the basis of bearings shall be based upon the California Coordinate System (CCS83) Zone VI (as defined by the Public Resources Code, Sections 8801-8819).
- J. Lots shall be numbered consecutively, commencing with the Number "1", with no omissions or duplications. Each lot shall be shown in its entirety on one (1) sheet; unless, due to size and/or shape, and after using an acceptable scale, the County Surveyor determines the parcel(s) or lot(s) cannot reasonably be shown on a single sheet. Lots used for streets, alleys, or barrier strips shall be lettered. Easements shall be clearly identified.

The following data shall be shown on each parcel map:

1. Dates of survey and the name and registration number of the person authorized to practice land surveying by the State of California and who is responsible for the preparation of the map;
2. Locations and names (without abbreviations) of all adjoining, existing and proposed streets and the locations of alleys. Proposed public area and easements shall also be identified.
3. Gross area of land division, and the net acreage, computed to the nearest .01 acres, all lot lines shall be shown by solid lines.
4. Centerline of all streets and lengths, tangent, radius and central angle or radial bearings on all points on curves and the bearings of radial lines to each lot corner on a curve; the width of each street, the width of the portion being dedicated and the width of existing dedications; and the

widths of right-of-way of railroads, flood control or drainage channels and other easements appearing on the map.

5. Sufficient data to determine readily the bearing and length of each line. Recorded survey data as required by the County Surveyor.
6. Sufficient primary survey control points.
7. Ties and recording references to adjacent record maps and to section corners, quarter section corners and also to section lines and quarter section lines when adjacent or within the map.
8. Centerline data and width of all easements to which the division of land is subject. If the easements are not definitely located by record, a statement as to the easement shall appear on the title sheet of the land division. Distances and bearings on the side lines of lots which are cut by an easement shall be so shown as to indicate clearly the actual location. Alignment data alongside lot lines of easements shall be provided when not controlled by paralleling lines or centerline. The easement shall be clearly labeled and identified and, if already on record, proper reference to the records given. Easements dedicated in land divisions shall be included on the owner's Certificate of Dedication. Easements shall be shown on the map by broken lines.
9. Clear indication of stakes, monuments or other evidence found on the ground to determine the boundaries of the tract, data to determine physical description, size, ground position, tag number and record reference of survey markers, untagged monuments accepted as control shall be tagged or replaced by the surveyor or engineer making the survey.
10. No setback lines shall appear on the final map.
11. New street names shown on a land division map must be approved by the County.

L. Environmental Constraint Sheet.

1. Additional survey and map information may be required in the form of an Environmental Constraint Sheet which is to be filed with the Imperial County Surveyor simultaneously with the recording of the parcel map. The additional information may include, but need not be limited to: flood hazard zones, seismic lines and setbacks, geologic mapping, and archaeological sites. The Environmental Constraint Sheet is for informational purposes and is not intended to affect record title interest.
2. When an Environmental Constraint Sheet is required, a note shall be placed below the Surveyor's notes on the parcel map in one-fourth (1/4) inch high bold block letters, stating:

ENVIRONMENTAL CONSTRAINT SHEET

Environmental Constraint Sheet affecting this map is on file in the Office of the Imperial County Surveyor in Environmental Constraint Sheet Book _____, Page _____. This affects Lot Numbers _____ or Parcel Number _____.

§ 90805.21 PARCEL MAPS COMPILED FROM RECORDED DATA

A parcel map of four (4) or less parcels may be compiled from recorded or filed data, if such is acceptable to the County Surveyor.

§ 90805.22 FILING OF A PRELIMINARY PARCEL MAP

After a tentative parcel map is approved, the Subdivider may cause a parcel map to be prepared and submitted to the County Surveyor.

- A. When the subdivider files his final map for review by the office of the County Surveyor, four (4) positive prints shall be distributed as follows (electronic versions may be provided in lieu of hard copies):
 - 1. One (1) to the County Surveyor,
 - 2. One (1) to the Planning Director.
 - 3. One (1) to the Health Officer.
 - 4. One (1) to Office of Emergency Services.
- B. The parcel map with map checking fee as required by Chapter 2 of Division 8 of this Ordinance.
- C. Required improvement plans with plan checking fee as required by Chapter 2 of Division 8 of this Ordinance.
- D. Evidence of title in the form of a current preliminary title report issued by a California title company showing the names of persons having any record title interest in the land to be divided, together with the nature of their respective interests herein, current vesting deed(s) and supporting documents. In the event that any dedication is to be made for public use of any property shown on a parcel map, a subdivision guarantee shall be issued by a California title company.
- E. Prior to the recordation of the parcel map, the following items shall be provided and approved:
 - 1. A copy of the approved conditions along with a written report and support information as to compliance with each condition.
 - 2. Evidence of title in the form of a current title report issued by a California title company, showing the names of persons having any record title interest in the land to be divided, together with the nature of their respective interests therein. In the event that any dedication is to be made for public use of any property shown on a parcel map, a subdivision guarantee shall be issued by a California title company. The consent of the owner or owners of any contingent reversionary interest in the lands to be subdivided is not necessary and need not be named in the guarantee of title.
 - 3. All requests for waivers of signatures as provided in the Subdivision Map Act.

§ 90805.23 COUNTY SURVEYOR REVIEW PROCESS

- A. When a parcel map and all agreements (including proof of compliance with the conditions of approval of the tentative map), securities and other required documents have been submitted and found to be in correct form by the County Surveyor, he or she shall complete his or her certificate or statement within twenty (20) days from the time the parcel map is submitted for approval. The County Surveyor shall sign, date and below or immediately adjacent to the signature, indicate his or her registration or license number and the stamp or seal and state that:
 - 1. He or she has examined the map,
 - 2. The land division as shown is substantially the same as it appeared on the tentative map and any approved alterations thereof,
 - 3. All provisions of the Subdivision Map Act and all County ordinances applicable at the time of approval of the tentative map have been complied with,
 - 4. He or she is satisfied that the map is technically correct.

- B. The County Surveyor shall deliver the parcel map and a report of the subdivider's compliance with the conditions of approval to the Planning & Development Services Department or other appropriate officer if the tentative map was approved upon appeal for review and approval of the parcel map and signature. When the map is approved by the Planning Director, Chairman of the Planning Commission, or Chairman of the Board of Supervisors, as the case may be, the County Surveyor may accept or reject dedications and offers of dedication that are made by separate instrument with the map, and may sign certificates for the County. The County Surveyor shall deliver the approved map and documents to the County Recorder within the same 20-day period.

§ 90805.24 DELIVERY OF PARCEL MAP TO THE COUNTY RECORDER

- A. Upon the approval by the County Surveyor, the parcel map shall be transmitted to the County Recorder.
- B. The subdivider shall present to the Recorder evidence that, at the time of the filing of a final map or parcel map, the parties consenting to the filing are all of the parties having a record title interest in the real property being divided whose signatures are required, as shown by the records in the Office of the Recorder; otherwise the map shall not be filed.
- C. The Recorder shall have not more than ten (10) days within which to examine the final map or parcel map and either accept or reject it for filing.
- D. If the Recorder accepts the parcel map for filing, such acceptance shall be certified on the face thereof.
- E. The Recorder, upon filing the final map, shall attach the recording data to the polyester tape film duplicate original and thereupon deliver the same to the County Surveyor who shall retain custody thereof.

§ 90805.25 CERTIFICATE OF CORRECTION

After a parcel map is filed in the Office of the County Recorder, the recorded map may be modified by a Certificate of Correction.

The subdivider may apply to the County Surveyor for a Certificate of Correction upon finding that one (1) or more of the following conditions apply:

- A. To correct an error in any course or distance shown thereon.
- B. To show any course or distance that was omitted therefrom.
- C. To correct an error in the description of the real property shown on the map,
- D. To indicate monuments set after the death, disability or retirement from practice of the engineer or surveyor charged with responsibilities for setting monuments.