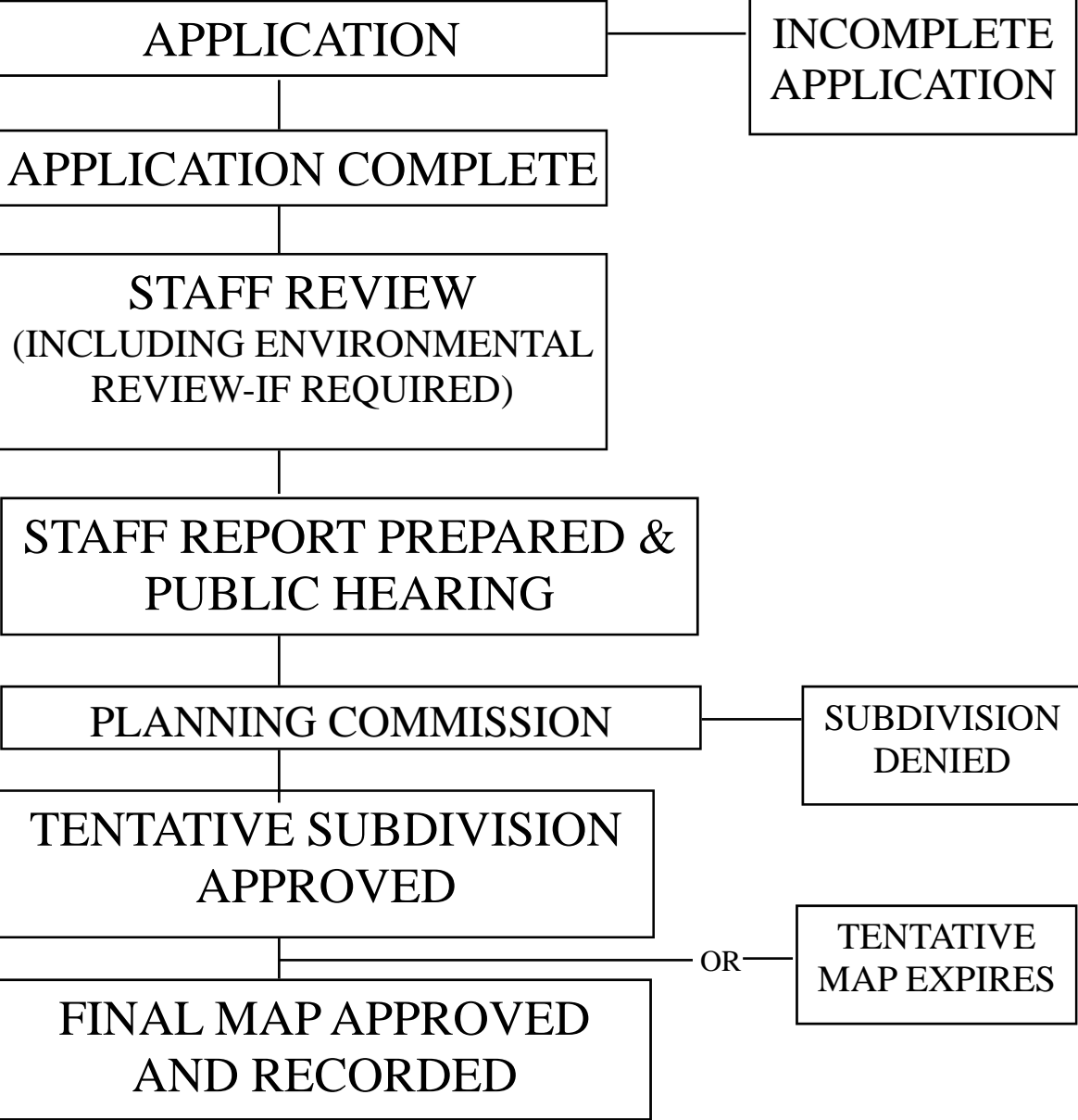
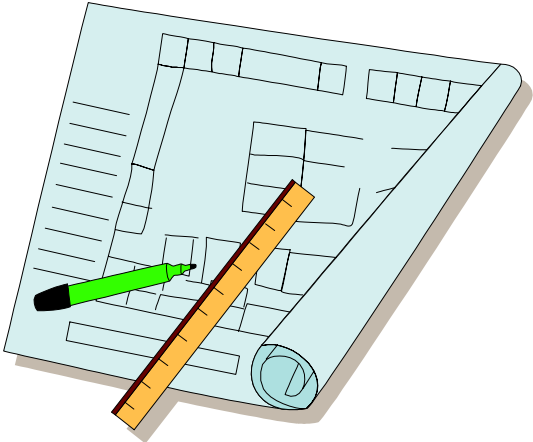


SUBDIVISION PROCESS FLOW PROCESS



SUBDIVISIONS



Del Norte County
Community Development Dept.
981 H Street, Suite 110
Crescent City, CA 95531

Be Safe:
Check for Building and Zoning Requirements
before buying or leasing a building or parcel.



Del Norte County
Community Development Dept.

(707) 464-7229
981 H Street, Suite 110
Crescent City, CA 95531

How Does the Subdivision Process Work?

A subdivision is the division of land for the purposes of sale, lease, or finance. The process of subdividing land is regulated by the State Subdivision Map Act and the Del Norte County Subdivision Ordinance. Other regulations that affect subdivisions are found in the General Plan, and the Zoning Ordinance. Interested persons can obtain a copy of these documents, for a fee, at the Community Development Department.

In general, there are two types of subdivisions, depending on the number of parcels being created. Minor Subdivisions are those which involve the creation of four or fewer parcels. Major subdivisions are those which involve the creation of five or more parcels. The County of Del Norte requires that a tentative and Parcel/Final map be filed for both types of subdivision.

Application Procedure

Applicants are encouraged to meet with the Community Development Department staff prior to submitting a subdivision application. This can be done by telephone or by visiting the Community Development Department. You can discuss the process and important development standards (Lot size, dimensions, road standards, etc.) that will apply to your project. You can also determine whether your project is subject to environmental review (see Environmental Review below). Such a preliminary meeting will help to streamline the development process. A preliminary project design is encouraged.

Application Materials: Application packets are available in the Community Development Department. Included with the packets is a

checklist of the materials, that must be submitted for a complete application, including the applicable processing fee.

Review Process



Application Submittal: Upon submittal of the application materials listed on the checklist attached to the application package, staff will determine whether the application appears to be complete for acceptance. On the first of the month following acceptance of the application, the project review process will begin.

Environmental Review: Most subdivisions are required to be reviewed for their potential effect on the environment under the California Environmental Quality Act (CEQA). If your project requires this review, you will be notified by staff at the time of application. Upon review of your application, staff will make one of the following three determinations regarding environmental review: 1) That the project will not have a significant impact on the environment; or 2) That the project could have a significant impact on the environment, but that certain mitigation measures have been incorporated into the project to preclude the impacts; or 3) That the project could have a significant effect on the environment and an Environmental Impact Report (EIR) must be prepared. To the extent possible, environmental review of your project will occur concurrently with processing of the subdivision, however, if an EIR is necessary, action on the subdivision will be deferred. For more information on environmental review, see the brochure entitled "How the Environmental Review Process Works".

Planning Commission Public Hearing : After the application is determined to be complete and the

Environmental Review is complete, staff will schedule a hearing before the Planning Commission. The hearing will occur during a regularly scheduled meeting of the Planning Commission. The Planning Commission normally meets on the first Wednesday of every month.

No later than 10 days before the hearing, staff must publish a notice announcing the hearing in the local newspaper. Staff must also mail notice of the proposed project and the hearing to all owners of property within 300 feet of the project site. Staff also posts notices at the project site.

At the noticed hearing, the project will be considered by the Planning Commission. The Planning Commission meeting usually begins at 7:00 p.m. It is strongly recommended that the applicant or their agent be present at the hearing to explain the proposed subdivision and answer any questions. Any other concerned persons (such as neighbors of the proposed project) will also be permitted to address the Planning Commission with questions, comments, or concerns they may have.

At the hearing, the Planning Commission will act to either approve, conditionally approve, or deny the subdivision. Any decision to approve the subdivision must be based on specific findings. The Commission may also choose to delay action on the application if they feel more information is needed to adequately evaluate the proposal. The decision

Recording the Map



Final/Parcel Map: The previous portion of this handout has discussed the procedure for obtaining tentative map approval. However, no new parcels are actually created until a final/parcel map is recorded.

The subdivider has 24 months from the date of tentative map approval to meet all conditions of approval and file a final/parcel map.

The parcel/final map must be prepared by a person licensed to practice land surveying in California. The parcel/final is submitted to the County Engineer's office for conformance with the Subdivision Map Act, the Land Survey's Act, County Ordinance and the tentative map.

Extensions: The applicant may request an extension of the 24-month deadline for recording a final map. An extension may be granted by the Planning Commission for a period not to exceed one year. A request for an extension must be made in writing, must clearly state the reason for the request, and must be accompanied by the appropriate filing fee. Such a request must be filed with the Community Development Department prior to the expiration date of the approved tentative map. The request will be scheduled for the next available Planning Commission meeting. The Planning Commission may impose additional conditions when granting an extension.

Summary: It is important to recognize that all application fees are non-refundable after substantial processing has occurred, regardless of whether the subdivision is approved, denied, or expires. It is, therefore, strongly recommended that applicants utilize the preliminary review option previously discussed.

The Planning Division is available to help you through the subdivision process. Please feel free to contact the Planning Division if you have any questions regarding this process or if you have any questions regarding planning regulations in