



Parcel Map* Permit Information and Checklist

* also referred to as a Minor Subdivision

PARCEL MAP – 4 Lots or Fewer (also referred to as a Minor Subdivision). The process of subdividing an existing legal parcel into two or more parcels must meet both State law (Subdivision Map Act) and the City's Land Use Code (§ 9.80 – 9.88), and follow specific procedures. This process applies to all subdivisions regardless of the number of parcels, and whether or not the land is improved.

This will go over application requirements for a Parcel Map, which involves four or fewer parcels. The specific information required is described in this checklist and the Tentative Map Checklist. A Planner will assist you if you have any questions about submitting a complete application.

The Process. After submission of a complete application and deposit, a planner reviews the request against requirements of the Land Use Code and the California Environmental Quality Act (CEQA). If the project is subject to CEQA, additional information may be required. Referrals are made to Engineering and Environmental Services, as well as other internal and external agencies. The review process ensures that the proposed use and improvements will be consistent with applicable general or specific plans adopted by the City. The Tentative (proposed) Map is recorded, specifying requirements to record a Final Map and complete the process.

The Zoning Administrator has approval authority over Minor Subdivision requests. This permit process requires a public hearing.

CHECKLIST. Submit electronic copies all documents, and three hard copies of maps.

Permit Application with supporting materials and deposit.

Tentative Map, prepared as described in the LUC § 9.81-020. See the Tentative Map Checklist for complete information

Technical Studies – Provide at least 1 hard copy. The following items should be addressed:

- Soils Report
- Wetland Delineation
- Noise Study
- Traffic Study
- Solar Access
- Other issues pertinent to the project

Project Description – Provide at least 1 hard copy. Include timing, phases, code exceptions, amenities, etc.

Preliminary Report dated not more than 3 months from the date of your application.

Written certification from all utilities that the proposed subdivision can be adequately served.

Review Land Use Code § 9.81 .060 and provide responses to its requirements. See a planner if you have questions.

The project must also comply with the State Subdivision Map Act, Section 66474.

If the Minor Subdivision is also a Planned Development, complete a Planned Development Checklist.

If the Minor Subdivision is also subject to Design Review, complete a Design Review Checklist.

Note that a fee payable to the North Coastal Information Center for reviews of cultural resources will be collected during the review process.

For complete information go to www.cityofarcata.org and find the link for the Land Use Code. Section § 9.80 describes regulations regarding Subdivisions. If you have questions, speak with Planning Staff at the number below.