Mono County
Community Development Department

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Planning Division

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PARCEL MAP/LAND DIVISION
INFORMATION

INTRODUCTION:
A land division or parcel map is the division of any real property, improved or not, shown on the latest assessment roll, for the purpose of sale, lease or financing into four or fewer parcels.

The Planning Commission reviews and makes determinations on tentative parcel maps/land division. After conducting a public hearing to receive input and comment, the Planning Commission sets conditions or standards, makes the required findings, and approves the tentative map. Once the applicant has complied with all of the tentative map conditions, the final map is brought before the Planning Commission for approval. The average processing time for a land division project is six to nine months.

APPLICATION PACKET SHALL INCLUDE:

A. Completed application form.
B. Completed Project Information form (one copy) or Expanded Environmental Submittal for larger projects (three bound copies and one unbound copy for reproduction).
C. Parcel Map folded to maximum size of 9" x 12" with the map number exposed (12 copies). Reproducible copy of map 8.5" x 11" or 11" by 17".
D. Signed copy of Tentative Parcel Map Checklist.
E. Deposit for project processing: See Development Fee Schedule.
F. Environmental Processing & Review agreement.
G. Environmental Review (CEQA): See Development Fee Schedule for Negative Declaration and Environmental Impact Report (deposit for initial study only).

APPLICATION REVIEW PROCEDURE:

A. **Preapplication conference** with county staff. Conferences can be requested by staff or the applicant for larger projects or those projects that might generate significant public controversy.
B. **Application packet submitted** to the Planning Division.
C. **Planning staff review** of application packet**.** If packet is incomplete, the applicant will be notified of the deficiencies. Generally, projects requiring the preparation of a Negative Declaration or Environmental Impact Report require more time. If complete, the packet will be sent for review to local, state and federal agencies, and a Land Development Technical Advisory Committee (LDTAC) meeting will be scheduled. The LDTAC consists of representatives from the Planning, Public Works and Health departments. The preparation of a Planning Commission staff report and environmental document will also commence. The LDTAC meetings for projects requiring a Negative Declaration or EIR are scheduled a minimum of four weeks after a completed project application is accepted. Board of Supervisors' Minute Order 83-1154 requires the Planning Division to give local fire districts at least 20 days to review and comment on projects. LDTAC meetings are held following the initial review period to examine comments and concerns of local, state and federal agencies.

More on back…

D. **LDTAC review** of project. The LDTAC will review with the applicant the Staff Report with conditions of approval, comments from agencies and the environmental document. Prior to the close of the meeting, the LDTAC will recommend to the Planning Commission approval or conditional approval of the tentative map only when the findings in Mono County Code § 17.36.090 can be made.

E. **Planning Commission public hearing scheduled**. Due to public review and noticing requirements, most Planning Commission public hearings will not be scheduled for at least two weeks after the LDTAC meeting. Projects requiring Negative Declarations or EIRs will have longer review periods.

F. **Final Staff Report and environmental document.** A final Staff Report and, if applicable, environmental documentation will be sent to the Planning Commission and the applicant five days prior to the public hearing.

G. **Planning Commission public hearing conducted**. Following a staff presentation and additional public testimony, the Planning Commission will make an environmental determination and then take action on the proposed project. It can: 1) deny; 2) approve; 3) approve with conditions; or 4) continue the hearing to receive additional input. If approved, the tentative map is valid for two years. The Planning Commission may grant three one-year extensions after the initial two-year period.

H. **Appeal of Planning Commission's decision.** The applicant or other interested parties can appeal the Planning Commission's decision to the Board of Supervisors. A completed appeal application with accompanying fees must be filed with the Planning Division within 10 days of the decision date.

I. **Final map review and approval**. The engineer/applicant shall submit a final map to the Public Works Department. If Public Works determines that the final map is consistent with the tentative map and all conditions of approval have been met, the final map is scheduled for review and signature by the chair of the Planning Commission at a commission meeting.

J. **Final map recorded** with County Clerk-Recorder.