

# Minor Subdivision

PJR-040

## Purpose

A minor subdivision is a division of land into four (4) or fewer parcels. Minor subdivisions are governed by the Subdivision Map Act (California Government Code, Section 55410, et. Seq.) and the Sonoma County Subdivision Ordinance (Sonoma County Code, Chapter 25.) Minor subdivision application are also known as tentative parcel maps.

## Procedure

After complete applications are submitted, a project planner in the Project Review Division of the Permit and Resource Management Department (PRMD) is assigned to the project. Information packets (referrals) are sent to various PRMD Divisions, County departments, and State agencies for review, comment and conditions. Based on those responses and staff review, additional information or studies may be required. Environmental review under the California Environmental Quality Act (CEQA) is required if the property is outside of an urban service area (where public water and sewer are available.) The project planner will prepare an initial study under CEQA. This is an assessment of potential environmental impacts and identification of mitigation measures to reduce potential impacts to an insignificant level. If the project planner determines that no significant environmental impact will result from the proposed subdivision, a Negative Declaration will be prepared.

After the Negative Declaration (or Mitigated Negative Declaration) is completed, the proposed minor subdivision will be set for a public hearing before the Project Review and Advisory Committee (PRAC). A notice of the public hearing is published in a newspaper of general distribution, posted on the property and sent to owners of property within 300 feet of the site. A copy of recommended conditions and/or mitigation is sent to the applicant prior to the hearing date. All interested persons are given an opportunity to comment on the proposed minor subdivision at the public hearing. If the project is approved by PRAC, there is a ten (10) day appeal period for appeals to the Planning Commission. After final approval, the applicant has 24 months to comply with the conditions of approval and complete the subdivision by recording the parcel map. The applicant may apply for a one year extension of time prior to the expiration of this 24 month period.

## Required Application Materials

A complete application must include all of the following:

1. An application form signed by all property owners.
2. A current copy of the recorded deed(s) to the property to be subdivided (available at the County Recorder's office.)
3. A current Assessor's parcel map (highlight the subject property.)
4. A copy of the USGS quad map (8 ½ in. x 11 in.) with the site delineated.
5. A copy of a Fire Safe & Vegetation Management Plan as described in the attached guidelines.
6. Ten (10) full-sized copies of a tentative parcel map prepared by a registered civil engineer or licensed land surveyor. This map must comply with all tentative map requirements on the reverse side of this page.
7. One (1) legible reduced copy of the tentative parcel map (8 ½ in. x 11 in.)
8. Provide description of stormwater management including runoff, treatment, drainage, and flood control. If applicable, provide location of existing wetlands and measures to avoid. An alternative analysis should be required demonstrating why the wetlands cannot be avoided.

### Sonoma County Permit and Resource Management Department

2550 Ventura Avenue ❖ Santa Rosa, CA ❖ 95403-2829 ❖ (707) 565-1900 ❖ Fax (707) 565-1103

9. A filing fee - see the current PRMD Project Review Fee Schedule.

### **Tentative Parcel Map Requirements**

The tentative parcel map must be drawn to scale and must contain the following information graphically shown in a legible manner. The large maps must be between 24' x 36" or 11 in. x 17 in. in size, and one reduction must be submitted at 8 ½ in. x 11 in.

1. The boundary line of the original parcel with the dimensions base on the latest Assessor's map or other record data, and the name, address and telephone number of the property owner(s) and person preparing the map.
2. The proposed lot lines with dimensions and with a number designated on each new parcel.
3. The location of all existing and proposed structures, easements, utility lines, septic systems and wells located on the original parcel and adjacent parcels together with their dimensions and/or distances to property lines and other site features.
4. The distance from existing structures to the boundary lines of the new parcel on which structures are located. Setbacks must meet zoning requirements.
5. The name, type, location, and width of all existing and proposed streets and easements. For new roads and streets, provide a cross section to show how the road or street is to be constructed.
6. Show the topography of the site and all adjoining properties within 200 feet of the site. The map must include contour lines and intervals appropriate to ascertain the topographical characteristics and must show slope bands in the following ranges: 1% to 10%, 10% to 50%, and 50% and greater.
7. Location and names of both natural and man-made water courses and ponding areas, or areas of periodic inundation on the parcel being divided and on adjacent properties which might affect the design of the applicant's proposal.
8. North arrow and scale.
9. Vicinity map showing the general location of the project with main roads and access. This may be inserted on the tentative parcel map.
10. Existing vegetation - specifically include the location of all protected trees greater than 9" in diameter and identify their drip lines when in close proximity to proposed development. See Tree Protection Ordinance, Section 26-88-010(m) of the Sonoma County Code.

**TENTATIVE PARCEL MAPS SUBMITTED WITHOUT THE ABOVE  
INFORMATION WILL NOT BE ACCEPTED**

## **FIRE SAFE & VEGETATION MANAGEMENT PLANNING GUIDELINES**

A Fire Safe & Vegetation Management Plan, acceptable to the Sonoma County Fire and Emergency Services Department (FESD), is required with every application for a subdivision. To assist in the preparation of the Fire Safe & Vegetation Management Plan, one can refer to the Fire Safe Standards and Vegetation Management Planning Requirements from the FESD website at [http://www.sonoma-county.org/des/fs\\_permit.htm](http://www.sonoma-county.org/des/fs_permit.htm).

The purpose of the Fire Safe & Vegetation Management Plan is to recognize potential fire hazards and to establish mitigation to minimize those hazards. The Fire Safe & Vegetation Management Plan may be prepared by the applicant and/or a qualified professional depending on the complexity of the project. FESD can be contacted to coordinate requirements.

The Fire Safe & Vegetation Management Plan must address the following items of concern:

1. **Terrain:** Are there steep slopes, deep canyons, loose soil, rugged terrain, or other physical obstacles that may impact wild land fire safety?
2. **Vegetation:** Describe the vegetation in the vicinity of the building site and also the area. Is it primarily grass, chaparral, heavy/tall brush, sparse trees, and/or heavily wooded? In extreme urban-wild land interface or other high wild land fire hazard area, measures in addition to vegetation management may be required to reduce fire hazards.
3. **Access to Property:** Do the ingress/egress roads meet minimum Fire Safe Standards for grade, width, and turnouts? Is the access road wide enough for a fire apparatus and other emergency equipment? Are there at least two different ingress-egress routes to the building sites?
4. **Building Sites:** Are building sites situated so as to provide adequate space for the establishment of required defensible space without property line conflicts? In high fire hazard areas, 150 feet of defensible space may be required or prudent. Will proposed structures or building site be located in areas less affected by wild land fire (i.e. away from mid-slope locations, ridgetops, etc.)?
5. **Fire Services:** Who will provide fire services? What is the travel/response time and distance from the proposed subdivision from this service or from other fire services in the area?
6. **Fire Protection Water Supply:** Is there a public water supply system? Does it provide minimum required fire flow? What is the maximum permitted fire hydrant spacing and location? If water tanks are used, can they be cited for gravity flow rather than requiring power for operation? What is the proposed water source (e.g. municipal system, well, spring, creek pond, etc?) Is it on or close to the site? What is the estimated water volume? Is the water supply source reliable year round?
7. **Building Construction:** Will structural "fire hardening" techniques be utilized in the design of the proposed building?

The items of concern above should be viewed as the minimum that need to be addressed for Fire Safe & Vegetation Management Plans. The Sonoma County Fire Marshal acknowledges that some of these items of concern may not apply to a given proposed subdivision. Conversely, many high fire hazard areas may have high to extreme wild land fire hazards such that additional measures may be necessary to reduce fire hazards. FESD may be contacted for questions regarding the preparation of the Fire Safe & Vegetation Management Plan. On-site fire hazard assessments can be scheduled with the Sonoma County Fire Marshal at 707-565-1152.