



# Department of Public Works

Kim MacFarlane, P.E.  
Director

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## PARCEL MAP APPLICATION INSTRUCTIONS

### TENTATIVE PARCEL MAP - GENERAL CRITERIA

The County Surveyor's Office is the lead agency for Parcel Maps and in that capacity is responsible for coordinating the processing of the Tentative Parcel Map application.

Application shall be made to the County Surveyor's Office and the Planning Division of the Community Resources Agency for a land division proposing the creation of:

- 1) commercial and industrial parcels;
- 2) four or fewer residential parcels less than 20 acres in size;
- 3) five or more parcels if larger than 20 acres in size.

A Tentative Parcel Map, showing the proposed land division, shall be prepared by a licensed Land Surveyor or qualified registered Civil Engineer in conformance with the County Surveyor's Checklist and shall meet the requirements mandated by State Law and Tuolumne County Ordinance Codes.

The Application for Land Division, copies of the Tentative Parcel Map and applicable fee shall be submitted to the County Survey Division. Upon submittal to the Survey Division, a Development Application and copies of the Tentative Parcel Map shall also be submitted to the Planning Division. An application is not complete until the planning application, fees and information necessary to satisfy the California Environmental Quality Act have been submitted to the Planning Division.

### APPLICATION REVIEW PROCESS SUMMARY

The Tentative Parcel Map is routed to the following Tuolumne County Community Resources Agency Divisions for review, recommendations and proposed conditions of approval.

**Engineering Development-Roads**  
**Department of Fire Prevention**  
**Environmental Health Division**  
**Planning Division**

***It is recommended, prior to preparation and submittal of a Tentative Parcel Map, that the applicant contact the above Departments for information regarding the scope of their review and requirements. The contact number is (209) 533-5633.***

At completion of division reviews, the project planner will compile the proposed conditions of approval. The applicant will receive a copy of the proposed conditions and have an opportunity to review and discuss them with planning staff prior to scheduling of the public hearing.

At the time of scheduling of the public hearing for the Tentative Parcel Map, the County Surveyor's Office staff will notify the applicant of the public hearing date and time. Copies of the environmental evaluation and proposed conditions of approval will be included with the notice to the applicant. Owners of mineral rights, adjoining property owners, and the providers of utilities as applicable to the project, will also receive notice of the public hearing

#### ADMINISTRATION

Assistant to the  
Department Head  
Emma Hawks  
209.694.2718

#### AIRPORTS

Airports Manager  
Benedict Stuth  
209.533.5685

#### BUSINESS

Business Manager  
Janelle Kostlivi  
209.533.5972

#### ENGINEERING - CAPITAL

Supervising Engineer  
Blossom Scott-Heim, P.E.  
209.533.5904

#### FLEET SERVICES

Fleet Services Manager  
Mike Young  
209.536.1622

#### GEOGRAPHIC INFORMATION SYSTEMS

GIS Coordinator  
Madeline Amlin  
209.533.6592

#### ROAD OPERATIONS

Road Superintendent  
Mike Cognetti  
209.533.5609

#### SOLID WASTE

Solid Waste Manager  
Jim McHargue, REHS  
209.533.5588

#### SURVEYING

County Surveyor  
Warren Smith, L.S.  
209.533.5626

date and time.

The County Surveyor or authorized Deputy shall conduct a public hearing on the proposed land division and may approve, conditionally approve or deny the Tentative Parcel Map and may add, delete, or change the conditions of approval for the Tentative Parcel Map in making the approval decision. *If the Tentative Parcel Map proposes a division of land that is zoned AP (agricultural preserve combining district), is under a land conservation contract, or is zoned TPZ (timberland production zone) and any proposed parcel is less than 160 acres, the Tuolumne County Board of Supervisors shall conduct the public hearing and make all approval decisions.*

If the applicant or any aggrieved party is dissatisfied with the decision of the County Surveyor, they may appeal to the Board of Supervisors. The appeal must be submitted in writing along with the required appeal fee within ten days of the decision of the County Surveyor.

After receipt of an appeal of the County Surveyor's decision, the Board of Supervisors will schedule and conduct a public hearing on the Tentative Parcel Map. The Board of Supervisors may approve, conditionally approve or deny the Tentative Parcel Map.

Applicants will be notified of the date and location of all public hearings concerning their Tentative Parcel Map. Applicants will not be re-notified if either the County Surveyor or the Board of Supervisors continues their project to a subsequent meeting.

### **Expiration of the approved Tentative Parcel Map**

An approved or conditionally approved Tentative Parcel Map shall expire three years after its date of approval. The County Surveyor upon written request may grant extensions for a period or periods not exceeding a total of six (6) years or as provided for in the Subdivision Map Act. The County Surveyor must receive written request 30 days prior to the current expiration date.

### **Completion of the Land Division.**

A Parcel Map shall be submitted to the County Surveyor showing the land division in accordance with the approved Tentative Parcel Map. The parcel map shall be prepared by a license Land Surveyor authorized to survey land in the State of California. The map shall be prepared in accordance with the County Surveyor's checklist and must be based on a field survey.

The parcel map will be examined for compliance with applicable laws and for technical accuracy. The conditions of approval of the Tentative Parcel Map shall be met or security deposited to guarantee their completion prior to final approval and filing of the Parcel Map.

Tax forms, signed by the County Tax Collector providing proof that required payment and security for taxes and assessments have been received, shall be submitted prior to recordation of the Parcel Map.

Note: When the parcels being created on the Parcel Map are required to be connected to a public water or public sewer system, service lines shall be installed ("stubbed out") to each parcel prior to approval and recordation of the Parcel Map.