

Chapter 16.16

PARCEL MAP

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Sec. 16.16.020 Tentative Map Required - Improvements

Before land may be divided by a parcel map a tentative map shall be submitted unless waived in accordance with Subsection 16.16.160 (Parcel Map Waiver). Except as otherwise provided the tentative map shall be acted upon and processed in accordance with the provisions of Chapter 16.12 (Tentative Map) of these regulations. In the case of a division of land which is not a subdivision of five (5) or more lots, dedications and improvements required in connection with the approval of the tentative map shall be limited to the dedication of rights-of-way, easements, and the construction of reasonable off-site and on-site improvements for the parcels being created. When the proposed lots are capable of further division as evidenced by the zoning of the subject property then the dedication and improvements shall relate to the future division as well.

Sec. 16.16.030 Timing

Within twenty-four (24) months of the date of approval or conditional approval of the tentative map, the subdivider may cause the proposed subdivision or authorized unit thereof to be surveyed and a parcel map to be prepared a recorded in accordance with the provisions of this Chapter and the Subdivision Map Act.

Sec. 16.16.040 Termination of Proceedings

Failure to record a parcel map within twenty-four (24) months of the date of approval or conditional approval of a tentative map shall terminate all proceedings. Before a parcel map may thereafter be recorded, a new tentative map shall be filed in accordance with Chapter 16.12 (Tentative Map) of the Ordinance.

Sec. 16.16.050 Time Extension

The Advisory Agency or the Subdivision Review Committee, if authorized by the Advisory Agency, may grant one extension of time up to but not exceeding twelve (12) months beyond the twenty-four (24) months allowed for recording a parcel map. Requests for time extension shall be made, in writing, to the Advisory Agency not less than thirty (30) days prior to the expiration of the twenty-four (24) months allowed. Time extension may be granted subject to the condition that the parcel map shall be prepared and improvements constructed and installed in compliance with requirements in effect at the time such extension is considered. Requests for time extension shall be accompanied by a non-refundable processing fee as established in the County Fee Resolution for each tentative map.

Sec. 16.16.060 Preparation

- A. The parcel map shall be prepared by or under the direction of a registered civil engineer authorized to do land surveying work, or licensed land surveyor.
- B. Such a map shall be based upon a field survey made in conformity with the Land Surveyors Act, or when sufficient survey information exists on filed maps to locate and retrace the exterior boundary lines of the land to be divided and if the parcel has sufficient monuments for its acreage as noted in the following paragraphs 1 and 2 noted below, then such map may be compiled from recorded or filed data:
 - 1. All parcels being created of less than thirty-five (35) acres shall have all corners set or referenced by a witness corner unless two or more adjacent boundary lines are delineated by natural barriers such as waterways, gulches, draws, etc.; and where it is intended that these natural barrier boundary lines are to move along with the natural boundary movement then these boundary lines will be interpreted as fluctuating or floating lines and only require witness corners on the fixed boundary lines that intersect such fluctuating or floating boundary line.
 - 2. All parcels being created larger than thirty-five (35) acres shall have at least one boundary line of the parcel being created adequately monumented or referenced before the map is recorded. The length of the monumented line or lines compared to the perimeter length of the parcel, shall not be less than a one to six (1:6) ratio.

C. The following are acceptable bases of bearings:

1. Recorded maps;
2. Astronomical observation;
3. California Coordinate System;
4. Government Records, as accepted by the County Surveyor.

D. All surveys shall have a minimum accuracy of 1:5000.

E. Monuments:

1. All monuments shall be of a permanent type. The following are approved as permanent:
 - a. Concrete monument with brass cap;
 - b. 3/4" diameter or larger pipe with tag;
 - c. Minimum of 1/2" diameter steel bar with metal or plastic cap;
 - d. "T" bar with tag permanently attached.

Sec. 16.16.070 Form

- A. It shall be legibly drawn, printed or reproduced by a process guaranteeing a permanent record in black on tracing cloth or polyester base film. Certificates may be legibly stamped or printed upon the map with opaque ink. If ink is used on polyester base film, the ink surface shall be coated with a suitable substance to assure permanent legibility.
- B. The size of each sheet shall be 18 X 26 inches. A marginal line shall be drawn completely around each sheet, leaving an entirely blank margin or one inch. The scale of the map shall be large enough to show all details clearly and enough sheets shall be used to accomplish this end. The particular number of sheets and the total number of sheets comprising the map shall be stated on each of the sheets, and its relation to each adjoining sheet shall be clearly shown.
- C. Each parcel shall be numbered or otherwise designated.
- D. The exterior boundary of the land included within the subdivision shall be indicated by distinctive symbols and clearly so designated.

- E. Minimum scale shall normally be one (1) inch equals 100 feet, unless a smaller scale is approved by the County Surveyor.

Sec. 16.16.080 Data Required on the Map

- A. A location map of a scale of one inch equals one mile, showing the subdivision in relation to major topographic and cultural features.
- B. Location of each parcel and its relation to surrounding surveys.
- C. Information necessary to establish all parcel boundaries and easement boundaries. Dimensions of lots shall be shown in feet and hundredths of a foot. Acreage of all lots shall be shown to the nearest hundredth.
- D. Scale and north arrow.
- E. When a soils report has been prepared, this fact shall be noted on the final map, together with the date of the report and the name of the engineer making the report.
- F. The approximate line of high water or ten-year flood shall be shown in any case where the subdivision is adjacent to a stream, channel or any body of water. A 100-year storm shall be used for determining areas and must be designated on the map by a registered professional, licensed by the State of California and which license enables them to define said area.
- G. The boundaries of any areas within the proposed subdivision which are subject to overflow, inundation or flood hazard shall be shown. A 100-year storm shall be used for determining areas and must be designated by a registered Land Surveyor or Civil Engineer whose license enables them to delineate or calculate these areas.
- H. The map shall show the side lines of all easements to which the lots are subject. The easements must be clearly labeled by solid capital letters and identified; and if already of record, the record reference given. Easements for storm drain, sewers, roads, and other purposes shall be denoted by fine dotted lines. The width of the easement and the lengths and bearings of the lines thereof and sufficient ties thereto to definitely locate the easement with respect to the subdivision must be shown. If the easement is being dedicated by the map, it shall be properly referenced in the owner's certificate of dedication.

Sec. 16.16.090 Required Certificates

A. Engineer's (Surveyor's) Certificate:

"This map was prepared by me or under my direction (and was compiled from recorded data) (and is based upon a field survey) in conformance with the requirements of the Subdivision Map Act and local Ordinance at the request of (name of person authorizing map) on (date). I hereby state that this parcel map substantially conforms to the approved tentative map, if any.

(Signed) _____
R.C.E. (or L.S.) No. _____"

Should read either "was compiled from record data" or "is based upon a field survey."

B. Recorder's Certificate:

"Filed this _____ day of _____, 20____, at ____ m. in Book _____ of _____, at page _____, at the request of _____.

By _____
County Recorder
Trinity County, California

By _____
Deputy"

C. County Surveyor's Certificate:

"This map conforms with the requirements of the Subdivision Map Act and local Ordinances.

Dated: _____

By _____
For County Surveyor,
R.C.E. or L.S. No. _____
Trinity County, California"

D. Owner's Certificate:

On this _____ day of _____, 20____, before me, _____, a Notary Public in and for said County of Trinity, State of California, duly commissioned and sworn, personally appeared _____ known to me (or proved on the basis of satisfactory evidence) to be the person(s) whose name(s) is/are subscribed to the within instrument and acknowledged to me that he/she/they executed the same.

IN WITNESS WHEREOF, I have hereto set my hand and affixed my official seal the day and year in this certificate first above written.

(Seal) _____
Notary Public in and for the County
of Trinity, State of California"

H. Tax Collector's Certificate:

"I, _____, Tax Collector of Trinity County, hereby certify that there are no liens for unpaid county or local taxes or special assessments against any land within the subdivision shown on the accompanying map, except taxes or special assessments not yet payable against said land, and that this certificate does not include any assessments of any assessment district, the bonds of which have not yet become a lien against said land.

Tax Collector
County of Trinity, California"

Sec. 16.16.100 Additional Documents Required

- A. Proof that all conditions, upon which the tentative map was approved, have been complied with.
- B. A traverse sheet or sheets, in a form approved by the County Surveyor and prepared by a registered civil engineer or licensed land surveyor, showing mathematical closure of the boundaries of the land to be divided, of each parcel created, and of the center lines of streets.

Sec. 16.16.110 Filing Fee

A non-refundable filing fee shall be paid in advance as set forth in the County Fee Resolution.

Sec. 16.16.120 Subdivision Improvement Plans - Submittal

After approval or conditional approval of the tentative map, the subdivider shall submit subdivision improvement plans to the appropriate county and state officers designated in the subdivision improvement standards. The officers shall require resubmission of the plans if they are found inadequate or if the design of improvements do not conform to subdivision improvement standards. The officers shall require resubmission of the plans if they are found inadequate or if the design of improvements do not conform to subdivision improvement standards. Environmental impact review pursuant to Ordinance 348, as amended, may also be necessary. (Ord. 352, Sec 6(A), 1975)

Sec. 16.16.130 Certification by Planning Director

After approval or conditional approval of a tentative map, the subdivider shall submit a parcel map to the planning director. The Planning Director shall examine the parcel map, and if he finds that it substantially conforms to the tentative map as represented to, approved, and conditioned by the Advisory Agency or other duly authorized hearing body, then he shall certify the parcel map and transmit it to the County Surveyor. If he does not find it in substantial conformance, then he shall require resubmission of the map.

Sec. 16.16.140 Determination by County Surveyor

- A. After certification by the Planning Director the subdivider shall submit the parcel map to the County Surveyor, who shall determine within twenty (20) days if the map complies with all provisions of this title and applicable state law in effect at the time of the approval of the tentative parcel map and if the map is technically correct. If the County Surveyor's determinations are affirmative, then he shall execute the County Surveyor's Certificate on the map, provided that if any improvements required by the subdivision improvement standards or other applicable laws have not been completed and approved, then the Public Works Director shall not approve the map until the Board of Supervisors has entered into an agreement with the subdivider to either (a) complete the required improvements at the subdivider's expense, or (b) initiate and consummate proceedings under an appropriate special assessment act for the financing and completion of all such improvements, or if not completed under such special assessment act, to complete such improvements, or if not completed under such special assessment act, to complete such improvements at the subdivider's expense. Upon entering into such an agreement, the Board of Supervisors shall require that the performance of such agreement be guaranteed by the security specified in Chapter 16.40.

- B. If any of his determinations are negative, he shall require that the subdivider make changes as necessary and resubmit the map. (Ord. 352-2, Sec. 8, 1977; Ord. 352, Sec. 6(L), 1975)

Sec. 16.16.150 Offers of Dedication

If offers of dedication are made on the map and the County and/or the subdivider wants said dedication to be accepted, the County Surveyor shall submit the map to the Board of Supervisors. If no offers of dedication are made, the County Surveyor shall transmit the map to the County Recorder for filing.

Sec. 16.16.160 Parcel Map Waiver

- A. The requirement that a parcel map be prepared and recorded may be waived in accordance with the procedures set forth in this section if the preparation and recordation of a parcel map will create an undue hardship and the absence of survey data will not be detrimental to future owners of the lots created, or an abundance of survey data exists of record such that the survey and preparation of the parcel map is unnecessary and the parcels can be conveyed by easily described aliquot parts or by metes and bounds descriptions, or in the case of a division of property resulting from the conveyance of land or interest to or from the County, public entity, or public utility for a public purpose, such as, open space, school sites, public building sites, or rights-of-way or easements for streets, sewers, utilities, drainage, etc. A tentative map approved by the Advisory Agency shall be required in cases where a parcel map is waived.
- B. An application for waiver of the requirement of a parcel map shall be filed with the County Surveyor upon such forms as prescribed by the County Surveyor, The filing of such application shall be accompanied with payment of a filing fee as established by resolution of the Board of Supervisors.
- C. An application for waiver of the requirement of a parcel map shall be acted upon by the County Surveyor within twenty (20) days after its filing, unless such time is extended by agreement with the applicant. The County Surveyor, or the Subdivision Review Committee, on appeal, shall by written instrument approve or conditionally approve the application for waiver if it is determined that:
 - 1. The requirement of a parcel map is unnecessary and the absence of survey data will not be detrimental to future owners of the lots created, or an abundance of survey data exists of record such that the survey and preparation of the parcel map is unnecessary and the parcels can be conveyed by easily described aliquot parts or metes and bounds descriptions; and

2. The Advisory Agency or other duly authorized hearing body has made a finding that the proposed subdivision complies with the requirements of the Subdivision Map Act and this division as to area, improvement and design, flood water drainage control, appropriate improved private and/or public roads, sanitary disposal facilities, water supply availability, environmental protection survey data, and other requirements of the Subdivision Map Act and this division.

Any requirements for the construction of reasonable off-site improvements, and payment of other fees for improvements, for a lot being created by the proposed division of land shall be set forth in the instrument approving the application of waiver.

- D. The instrument of Waiver shall be duly acknowledged. The County Surveyor shall arrange for recordation of the instrument of Waiver pursuant to Government Code Section 66411.1.
- E. Within ten (10) days after denial of any application for waiver by the County Surveyor, a subdivider may appeal to the Subdivision Review Committee.