



## PARCEL MAP PROCESS

DEPARTMENT OF PLANNING AND BUILDING SERVICES  
707 Nevada Street, Suite 5 · Susanville, CA 96130-3912  
(530) 251-8269 · (530) 251-8373 (fax)  
[www.co.lassen.ca.us](http://www.co.lassen.ca.us)

A subdivision is any division of land for the purposes of sale, lease, or finance, and is governed by the State Subdivision Map Act (California Government Code Sections 66410-66499.58) and by Title 16 of the Lassen County Code. The process of subdividing land, as required by the Map Act and regulated by the Lassen County Code, applies to all subdividers regardless of the number of parcels created and whether or not the land is improved. The leasing of agricultural land for agricultural purposes, however, is exempt from this process (as are mineral, oil, and gas leases). In general, divisions of property resulting in the creation of five (5) or more parcels are considered Subdivisions, which require the filing of a Final Map, and divisions of property resulting in the creation of less than five (5) parcels are considered Parcel Maps. Please note that successive Parcel Map applications, completed by the same or a related subdivider, may be considered cumulatively and treated as a Subdivision. Following is a brief description of the Parcel Map process in Lassen County.

An application for a Parcel Map begins with an Initial Study to determine the extent of impact, if any, that the proposed division would have on the environment. The Initial Study is the first step in the environmental review process set forth by the California Environmental Quality Act (CEQA) and implemented by the Lassen County Environmental Review Guidelines (Resolution No. 01-043). A copy of the Lassen County Environmental Review Guidelines, which provides a more detailed explanation of the environmental review process, can be obtained at the Lassen County Department of Planning and Building Services. The applicant is required to submit an Initial Study application to the Department of Planning and Building Services concurrently with the Tentative Parcel Map application form, a minimum of three (3) copies of the tentative map showing the proposed division (*see tentative map criteria below*), and all applicable fees (*see processing fee schedule below*).

The Initial Study application and the tentative map are reviewed by the Environmental Review Officer (ERO). The ERO will prepare a more detailed environmental impact assessment (the Initial Study) in an effort to disclose all potential environmental impacts associated with the proposed project. The ERO may then make one of the following determinations: (1) That the proposed project would not have a significant effect on the environment and that a Negative Declaration should be prepared; (2) That, with the incorporation of identified mitigation measures, the proposed project would not have a significant effect on the environment and a Mitigated Negative Declaration should be prepared; or (3) That the project may have a significant effect on the environment and that an Environmental Impact Report (EIR) should be prepared. Alternatively, the ERO may choose to refer the applications to the Planning Commission to determine which type of environmental document should be prepared. If the Initial Study application is referred to the Planning Commission for determination, surrounding property owners and affected agencies will be notified and invited to submit comments they may have regarding potential environmental impacts resulting from the proposed project. If the proposed project is determined by the Department of Planning and Building Services to be exempt from CEQA, the Initial Study application will be returned to the applicant with the associated fees. However, if the project is ultimately approved, a \$200.00 fee for filing the Notice of Exemption with the County Clerk's Office may be required.

The Director of Planning and Building Services, or designated representative, in consultation with other County departments, shall review the Parcel Map application for conformity to the County General Plan, specific plans, Zoning Ordinance, Subdivision Map Act, etc., and shall report his or her findings, together with recommendations for approval, conditional approval, or denial, to the Planning Commission. The project, with the recommendations of the Director, is then presented to the Planning Commission at its next scheduled meeting. The Planning Commission is responsible for approving, conditionally approving, or denying Parcel Map applications.

If the Planning Commission makes the necessary findings to approve a Parcel Map application, the applicant will have an approved tentative map. Approved tentative maps are "active" for a period of two (2) years, during which time the applicant must meet all conditions of approval. Only after all conditions have been satisfactorily met can the Parcel Map be recorded. Please note: The Parcel Map must be prepared by a licensed engineer/surveyor. The two-year expiration date may be extended by the Planning Commission upon written request by the applicant. Any such written request must include justification for the extension, and must be submitted prior to the expiration date of the tentative map. Extensions may be denied, or additional conditions can be imposed. Up to three extensions, a maximum of 16 months each, may be granted for a tentative map. No new expiration date shall extend more than six (6) years beyond the date of approval or conditional approval of the tentative map by the Planning Commission or Board of Supervisors.

Following the action taken by the Planning Commission at the public hearing, there is a ten (10) day appeal period during which any person may appeal decisions of the Planning Commission. Appeals may address approval or denial, and/or any conditions of approval. Appeals of Planning Commission decisions are heard by the Board of Supervisors. Any appeals must be made in writing, addressed to the Lassen County Board of Supervisors, and submitted to the County Clerk's Office with the filing fee of \$500.00.

PROCESSING FEES

**Initial Study Fees:** Dept. of Planning & Building Services \$2,000.00  
Environmental Health Division \$ 85.00 per resultant parcel  
These fees are payable to Lassen County.

CSU Chico Research Foundation \$ 75.00 in most cases  
Make check payable to CSU Chico Research Foundation for archaeological records search related to the project site.

Note: Additional project review fees may be required by the California Archaeological Inventory Center.

**Parcel Map Fees:** Dept. of Planning & Building Services \$1,600.00  
Environmental Health Division \$ 85.00 per resultant parcel  
These fees are payable to Lassen County.

**Extension Fee:** Dept. of Planning & Building Services \$ 238.00

It is important that prospective applicants recognize that the fees identified above are for the processing of the application and are non-refundable even if an application is ultimately denied. Prospective applicants are strongly urged to consult with Department of Planning and Building Services staff prior to submitting any application materials. It is also important to note that there are additional fees and costs that will apply after the project is approved. A private land surveyor or civil engineer will need to be retained, a title company will need to be hired to prepare a Condition of Title report or a preliminary title report, a review fee of \$400.00 will be required for the County Surveyor to review the parcel map, property taxes will need to be pre-paid, and recording fees will be required. Please note that there may be additional fees and costs that are not listed, as each project is unique.

If your project is subject to CEQA and is approved by the County, a Notice of Determination (NOD) will be filed with the County Clerk by the Department of Planning and Building Services. The NOD starts a 30-day statute of limitations on any legal challenge to the project’s environmental document. Prior to filing the NOD, Section 711.4 of the California Fish and Game Code requires that the County collect an environmental filing fee on behalf of the Department of Fish and Wildlife. The fee varies according to the environmental document prepared for your project, as indicated in the table below.

CALIFORNIA DEPARTMENT OF FISH AND WILDLIFE  
ENVIRONMENTAL FILING FEES  
(Fish and Game Code 711.4)

<u>CEQA DOCUMENT</u>	<u>FEE (effective January 1, 2022)</u>
Negative Declaration	\$2,548.00
Mitigated Negative Declaration	\$2,548.00
Environmental Impact Report	\$3,539.25
Environmental Document pursuant to a Certified Regulatory Program (CRP)	\$1,203.25
County Clerk Processing Fee	\$ 50.00

If you believe your project will have *no effect* on fish and wildlife, you may contact the California Department of Fish and Wildlife to discuss an exemption from the fees. For more information about the fees and possible exemption you should contact the Department of Fish and Wildlife directly at (530) 225-2300 or at the DFW Website at [www.wildlife.ca.gov](http://www.wildlife.ca.gov).

IMPORTANT NOTE: Pursuant to Fish and Game Code Section 711.4(c)(3), even if your project is approved by the County, the project is not operative, vested, or final, and any local permits issued for the project are invalid, if the applicable environmental filing fees are not paid.

CRITERIA FOR TENTATIVE PARCEL MAPS  
From Subdivision Ordinance 2022-12, Chapter 16.20

In accordance with Lassen County Code Section 16.20.020 Form and Contents, the tentative map shall be prepared in a manner acceptable to the Lassen County Department of Planning and Building Services and shall be prepared by a California registered civil engineer, authorized to practice land surveying, or by a California licensed land surveyor, or by a qualified person. The Subdivider shall file with the Department of Planning and Building Services the number of tentative maps the Lassen County Planning and Building Services Department may deem necessary.

The tentative map shall be clearly and legibly drawn on one or more sheets, each one no more than 11” X 17” unless such standards are waived by the Director of Planning and Building Services, and shall include at minimum:

- 1) Boundary lines and dimensions of parcel(s) being divided;
- 2) Proposed division lines, shown as dashed lines, for each parcel being created;
- 3) All existing structures together with their dimensions, distance between structures, and approximate distance from boundary lines (any structures to be removed shall be clearly marked as such);
- 4) Approximate area of the original parcel and the minimum area of each proposed new parcel;

- 5) Names, locations, and widths of all existing streets or rights-of-way known to the owner, located on or near the property, by reference to the recording information thereof in the office of the County Recorder;
- 6) Approximate location and dimensions of all existing easements, wells, leach lines, seepage pits or other underground structures;
- 7) Approximate location and dimensions of all easements for utilities and drainage;
- 8) Approximate location of all creeks and drainage channels and general indication of slope of the land;
- 9) North arrow and approximate scale of drawing; and
- 10) Vicinity map or other data sufficient to locate the site.

The Department of Planning and Building Services may require other drawings, data, or information as deemed necessary.

Planning Division staff would be happy to help you through the Parcel Map process and refer you to other departments or public agencies that may be involved in your particular project. Please feel free to contact the Department of Planning and Building Services at (530) 251-8269, [landuse@co.lassen.ca.us](mailto:landuse@co.lassen.ca.us), or 707 Nevada Street, Suite 5, if you have any questions regarding the Parcel Map process.