



**MODOC COUNTY PLANNING DEPARTMENT**  
 203 WEST 4TH STREET  
 ALTURAS, CALIFORNIA 96101  
 (530) 233-6406  
 (530) 233-6420 Fax

Planning Commissioners  
 Jim Hays, Chairman  
 Jim Laacke, Vice Chairman  
 Nancy Huffman  
 June Roberts  
 Dina McElwain

Planning Staff  
 Kim Hunter, Director  
 Cameron Channell, Assoc. Planner  
 Melissa Carnahan, Admin Assistant

**PARCEL MAP WAIVER**  
 Application Packet

<i>Included in this packet:</i>	A. Definition / Statutory Authorization
	B. Application Filing
	C. Submittal
	D. Application Processing

➤ *Please note that incomplete applications will not be accepted* ◀

**A. DEFINITION / STATUTORY AUTHORIZATION**

This application is for the division of land into four or fewer parcels. When the proposed division, together with other previous divisions of contiguous land by the same owners, totals more than four parcels, different procedures and requirements apply. When four or fewer parcels are proposed to be created, including prior contiguous divisions, a preliminary parcel map is filed and acted on by the County.

When all proposed parcels are at least five acres in size, the applicant may request that the parcel map requirement be waived and that a Certificate of Compliance be recorded instead. The decision to waive the requirement of a Parcel Map is discretionary.

Land divisions, including Parcel Maps and Waivers, are authorized under the California Government Code (Subdivision Map Act), Section 66410 et seq. and Modoc County Subdivision Ordinance 238, adopted by the Board of Supervisors.

**B. APPLICATION FILING**

After consulting with the Planning Department, submit all the following items <b>concurrently</b> :		
✓	Item	Description
	Parcel Map Waiver Application	1) Planning Application 2) Supplemental Information - The property owner must sign the applications or provide other written authorization
	Fees (payable to <b>Modoc County Planning Department</b> )	1-4 & Remainder - \$3000 + 100/parcel + ER*/C**/R† <small>*Environmental Review (CEQA) = \$600</small>
	Map of original parcels and resulting parcels:	(a) Show boundaries of each original parcel and the proposed resulting parcel(s) (b) Number the parcels to correspond to legal descriptions (c) Show improvements including the location of septic systems, wells, dwellings and accessory structures (d) Show easements that affect the proposal

**Application: Parcel Map Waiver**

	Completed "Certificate of Compliance" form:	Submit typed, signed and notarized by all property owners (including lenders and lienholders), along with the original and resulting parcel descriptions labeled "Exhibit A" and "Exhibit B", respectively
	Deeds	New deed(s) prepared with resulting parcel descriptions. (See Part C. Item #2)
	Preliminary Title Report	Obtain a current Preliminary Title Report from the title company; it must include all properties involved in the land division
The following items are required before the project will be recorded:		
✓	<b>Item</b>	<b>Description</b>
	Fish and Game Filing Fees	Fees apply to all projects subject to CEQA; exemptions may only be granted by the Department of Fish and Game (SB1535). <input type="checkbox"/> \$2044.00 (payable to the <b>Modoc County</b> ) <input type="checkbox"/> \$50.00 (payable to the <b>Modoc County Clerk</b> )
	**County Surveyor Review Fees	Survey checking fees must be paid prior to recording – the applicant will be notified of the costs (which vary depending on the project)
	†Recording Fees	Payable to the <b>Modoc County Recorder</b> – fees based on how many pages are included in the document
	Taxes Paid Current	Taxes must be paid current to the <b>Modoc County Tax Collector</b> on <u>all</u> parcels involved in the transaction

➤ *Please note that additional information or steps may be required after a decision is made on the project* ◀

**C. SUBMITTAL**

1. Resulting parcel description(s) must be prepared by an **authorized State of California surveyor** and stamped with their appropriate seal. A statement shall be included that says, "I, \_\_\_\_\_, *certify that the descriptions for each resulting parcel meet setback requirements and provide 60-feet of access frontage onto a public road.*" The original and resulting parcels must in total encompass the same property.
2. Deeds must be prepared to confirm ownership; all financing which could result in foreclosure must conform to resulting parcel descriptions.

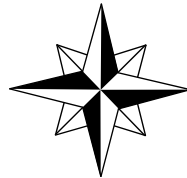
Deeds should reflect the following statement, "This deed is being recorded to reflect the resulting parcel contained in the Certificate of Compliance recorded concurrently herewith."

If any of the parcels affected by the parcel map waiver are subject to a lien resulting from an assessment district proceeding or equivalent proceeding for public improvements, the applicant must secure an amendment to the assessment district map and any other documents of record to reflect the division.

**RESULTING PARCEL DESCRIPTIONS MUST HAVE A SURVEYOR'S STAMP**

**D. APPLICATION PROCESSING**

1. Within 30 days of receiving the application, the Planning Department will make the required notifications of application completeness. Incomplete or missing information will be requested and each re-submittal is subject to a 30-day check for completeness.
2. The provision of complete information will expedite the processing of your application. Please route all questions about the application to the Planning Department.
3. When an application is determined to be complete, the Planning Department will initiate the CEQA process. Depending on the nature and scope of the proposal, a negative declaration or environmental impact report may be required. At the conclusion of the environmental process, the matter will be placed on the Planning Commission agenda.
4. The Planning Commission will conduct a public hearing and will approve, conditionally approve or deny the proposal.
5. The applicant may file an appeal to any decision of the Planning Commission, in writing. The appeal should be submitted within 10 days of the Planning Commission's decision. The appeal should be sent to the Modoc County Clerk at: 204 South Court Street, Alturas, Calif. 96101.
6. When the Certificate of Compliance and concurrent documents are recorded, the process is complete.





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**SUPPLEMENTAL INFORMATION**

The following is required, in addition to the Planning Application, in order to evaluate your project. Answer all questions to the best of your ability. If more space is required, please use a separate sheet of paper.

**PART 1: GENERAL INFORMATION**

- A. Project Location \_\_\_\_\_  
Assessor's Parcel Number \_\_\_\_\_  
Subdivision \_\_\_\_\_ Block \_\_\_\_\_ Lots \_\_\_\_\_
- B. Project Site: Total Area: \_\_\_\_\_ Access Road(s): \_\_\_\_\_
- C. Existing use of property: \_\_\_\_\_
- D. Provide a summary of the proposed project, including the size, purpose, phasing and uses.  
\_\_\_\_\_  
\_\_\_\_\_
- E. Do the owners presently own other contiguous property? Yes \_\_\_\_\_ No \_\_\_\_\_  
If so, Assessor's Parcel Number(s): \_\_\_\_\_

**PART 2: RESULTING PARCELS**

Total number of resulting parcels: \_\_\_\_\_

For each resulting parcel, what is the parcel size and proposed access (i.e., county road number, name, easement, etc.)

Parcel 1:	Size _____	Access _____
Parcel 2:	Size _____	Access _____
Parcel 3:	Size _____	Access _____
Parcel 4:	Size _____	Access _____
Parcel 5:	Size _____	Access _____
Parcel 6:	Size _____	Access _____

**PART 3: SERVICES / IMPROVEMENTS**

- A. **Improvements:**  
Existing \_\_\_\_\_  
\_\_\_\_\_  
Proposed \_\_\_\_\_  
\_\_\_\_\_
- B. **Access:**  
Existing \_\_\_\_\_  
Proposed \_\_\_\_\_

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**C. Water:**

Existing uses of water on project site \_\_\_\_\_

Proposed water uses \_\_\_\_\_

Existing water source \_\_\_\_\_

Proposed water source \_\_\_\_\_

**D. Sewage / Wastewater:**

Existing uses that generate sewage / wastewater \_\_\_\_\_

Proposed uses that generate sewage / wastewater \_\_\_\_\_

Existing sewage disposal method \_\_\_\_\_

Proposed sewage disposal method \_\_\_\_\_

List any unusual wastewater characteristics of the existing / proposed uses. What special treatment processes are necessary?

\_\_\_\_\_  
\_\_\_\_\_

**E.** Is electricity extended to the project site? Yes \_\_\_\_\_ No \_\_\_\_\_

**F.** Is telephone service extended to the project site? Yes \_\_\_\_\_ No \_\_\_\_\_

**G.** Name of agency that presently provides, will provide or could provide service to the project, if required:

(Please complete for all projects)

Elementary School \_\_\_\_\_

High School \_\_\_\_\_

Electricity \_\_\_\_\_

Telephone \_\_\_\_\_

Fire Protection \_\_\_\_\_

Hospital / Other Emergency \_\_\_\_\_

Water Supply \_\_\_\_\_

Sewage Disposal \_\_\_\_\_

**PART 4: NOTIFICATIONS TO APPLICANT / CERTIFICATIONS**

Pursuant to Government Code Section 65945, do you request to receive notice from the county of proposal types 1, 2, 3 and or 4 below, which may come before the county during the processing of this permit (you will only be notified of proposals that the county determines are reasonably related to your permit request):

1. Adopt or amend the general plan.
2. Adopt or amend a specific zone.
3. Adopt or amend the zoning ordinance.
4. Adopt or amend an ordinance affecting building or grading permits.

\_\_\_\_\_ Yes, notices for \_\_\_\_\_ (Specify 1, 2, 3 and/or 4). If yes, you must add \$5.00 to your application fee.

\_\_\_\_\_ No, I do not wish to receive notices for 1, 2, 3 or 4.

Pursuant to Government Code Section 65962.5, I have examined the Hazardous Wastes and Substances Sites List on file with the Planning Department, compiled by the State Office of Planning and Research, and certify:

\_\_\_\_\_ The site that is the subject of any project under this application is located on the list titled

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\_\_\_\_\_ in the above publication.

\_\_\_\_\_ The site that is the subject of any project under this application is not located on any list in the above publication.

Pursuant to Government Code Section 65943, this is an application for a development permit.

\_\_\_\_\_ Yes \_\_\_\_\_ No

**PART 5: CERTIFICATION, AUTHORIZATION AND SIGNATURES**

By signing this application, Modoc County Planning Department staff is authorized to enter your property for the purpose of project review. This authorization is valid from the date signed until the end of the project review period unless ongoing monitoring or maintenance are required.

*I hereby certify under penalty of perjury that the information provided in this application is true, accurate and complete to the best of my / our knowledge. I also certify that I have read and understand the applicable application requirements pertaining to my project.*

Owner(s) \_\_\_\_\_ Date \_\_\_\_\_

\_\_\_\_\_ Date \_\_\_\_\_

Applicant / \_\_\_\_\_ Date \_\_\_\_\_

Authorized Agent